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# REQUEST FOR PROPOSAL

## RFP

# MUNICIPAL PLANNING CONSULTING SERVICES

ALL PROPOSALS ARE TO BE SUBMITTED ELECTRONICALLY TO  
[wzekry@ramara.ca](mailto:wzekry@ramara.ca)

Proposals will be received electronically, not later than **12:00 pm** local time on  
**Monday April 7, 2025**

**REQUEST FOR PROPOSALS**  
**Planning SERVICES**  
**Closing Date & Time: Monday April 7, 2025 @ 12:00 p.m.**

**TABLE OF CONTENTS**

<b>1. Terms of Reference .....</b>	<b>3</b>
<b>2. Instructions .....</b>	<b>4</b>
<b>3. Submissions .....</b>	<b>5</b>
<b>4. Requirements.....</b>	<b>5</b>
<b>5. Qualification and Quotations .....</b>	<b>6</b>
a) Professional and Corporate Information .....	6
b) Transition .....	6
c) Conflict of Interest .....	7
d) Costs.....	7
e) References from Similar Clients .....	7
<b>6. Schedule A: Legal Services Proposal Form .....</b>	<b>8</b>
<b>Appendix: RFP General Terms and Conditions .....</b>	<b>10</b>

# **REQUEST FOR PROPOSALS**

## **Planning SERVICES**

**Closing Date & Time: Monday April 7, 2025 @ 12:00 p.m.**

### **1. Terms of Reference**

- a) To deliver timely and appropriate planning services to the Municipality in accordance with its jurisdiction and authority.
- b) To devise a system of service delivery that responds to the requirements of:
  - 1. Ease of accessibility by Municipal Staff.
  - 2. Consistency and continuity of advice.
  - 3. Preparedness to respond to limited timeframes.
  - 4. Direct consultation with Council and CAO.
  - 5. Written reports supported by the appropriate research.
  - 6. Cost efficiency and reporting and monitoring of costs.
- c) To be knowledgeable of legislation applicable to municipal operations including the Ontario Planning Act, and other Acts, Bylaws, and Regulations.
- d) To be available to attend meetings of Council upon request in order to report and advise on specific matters within their jurisdiction.
- e) To meet or converse with the CAO and Senior Municipal Staff to advise on specific matters, and discuss general matters of policy.
- f) To pursue matters with planners of other municipalities and the Province of Ontario in order to represent the position of the Municipality.
- g) To keep current on planning knowledge affecting municipalities and to alert the Municipality on the implications of changes in legislation, decisions of the courts, etc.
- h) To review, draft and advise on bylaws and other documents.
- i) To represent the Municipality in proceedings against the Municipality and its agents.
- j) To advise on and to carry out matters affecting the property of the Municipality including development and planning matters.
- k) To advise on and to action the enforcement of Municipal bylaws in consultation with the Chief Administrative Officer. To undertake all planning actions by the Municipality under its bylaws and provincial legislation.
- l) To review, advise or represent the Municipality on hearings brought forward to the Ontario Land tribunal (OLT).
- m) To provide planning opinions and support to municipal planning staff when required.

## REQUEST FOR PROPOSALS

### Planning SERVICES

Closing Date & Time: Monday April 7, 2025 @ 12:00 p.m.

## 2. Zoning Bylaw Review/Update

As part of the municipal planning services, the Township of Ramara requires the review and update of the Zoning Bylaw as per the requirements of the Planning Act, and may include the following objectives:

### Scope of Work

- **Review of Official Plan (OP):** Ensure the zoning bylaw aligns with the newly adopted OP.
- **Public Consultation:** Conduct stakeholder engagement, public meetings, and open houses.
- **Drafting the Zoning Bylaw:** Write clear, legally sound, and enforceable regulations.
- **Mapping & Zoning Schedules:** Work with GIS specialists to create zoning maps.
- **Compliance & Legal Review:** Ensure bylaw meets Ontario legislation and best practices.
- **Implementation & Transition:** Provide guidance on enforcement and administration.

### Deliverables

- **Background Report:** Analysis of existing zoning, OP conformity, and best practices.
- **Draft Zoning Bylaw:** Including all zoning categories, definitions, and provisions.
- **Zoning Maps:** Accurate, updated maps reflecting the bylaw.
- **Consultation Summary Report:** Feedback from stakeholders and public meetings.
- **Final Zoning Bylaw & Council Presentation:** Revised version for approval and adoption.

## 3. Instructions

The Corporation of The Township of Ramara invites proposals for its planning services. The Proposals will be based upon the specifications contained in this document. The planning services are anticipated to take effect as of May 1, 2025 for a five-year term and subject to a three (3) month withdrawal notice by either party.

## REQUEST FOR PROPOSALS

### Planning SERVICES

**Closing Date & Time: Monday April 7, 2025 @ 12:00 p.m.**

Any questions regarding this request for proposal should be directed by e-mail to Walied Zekry, Director of Building and Planning / CBO at [wzekry@ramara.ca](mailto:wzekry@ramara.ca) no later than April 1, 2025.

The Township will use its best efforts to respond to such requests as they are received with final comments on or before April 1, 2025 and will make available to each of the Proponents copies of all such requests and responses thereto. All questions must be in writing and all responses will be in writing.

#### 4. Submissions

You are urged to structure your response in accordance with the requirements contained in this document. It will be by these criteria that we will determine whether a response is complete, appropriate and competitive. Proposals that do not conform to these requirements may not be considered. All information supplied in response to the RFP must contain sufficient details to support the services being proposed.

Any bids represent an irrevocable offer and shall be valid for a period of one hundred and twenty (120) days following the closing date for submissions. All bids must be received **electronically before 12:00 PM local time Monday April 7, 2025** and it is up to the proponent to ensure confirmation of receipt of the submission.

A copy of the proposal in letter or PDF format, containing the information noted in this RFP are to be submitted as follows:

Submit **electronically by email** with the following in the subject line:

**“Township of Ramara RFP for Planning Services”**

Walied Zekry, Director of Building and Planning / CBO  
Township of Ramara  
2297 Highway 12, PO Box 130  
Ontario, ON L0K 1B0  
[wzekry@ramara.ca](mailto:wzekry@ramara.ca)

#### 5. Requirements

- a) Proponents must complete “Schedule A: Planning Services Proposal Form”.
- b) Proponents should devise a delivery system, which responds to the political and administrative nature of the Municipality. Particular attention should be paid to the role of a Municipal Planner in directing the delivery of services, advising Council and the Chief Administrative Officer (CAO) and generally representing the Municipality.

## REQUEST FOR PROPOSALS

### Planning SERVICES

Closing Date & Time: Monday April 7, 2025 @ 12:00 p.m.

#### 6. Qualification and Quotations

##### a) Professional and Corporate Information

Proposals must include information of a general nature on the current total staffing and projects of the firm. For comparative purposes, Proponents are requested to describe their experience and resources as it relates to three broad categories of their work:

1. **General** – general inquiries by Municipal staff in regards to complex planning matters.
2. **Official Plan** – Advice on interpretation of section of the Township's Official Plan.
3. **Planning** – Advise on subdivisions, severances, and re zonings.

In addition, specific information shall be included with respect to those staff members who are proposed to have direct responsibility for the Municipality including:

- Name and credentials including areas of expertise.
- Training and experience.
- Position in the firm.
- Proposed relationship to the client.
- Individual fee scale, where applicable.
- Preferred area of practice.
- Anticipated general field of activity on behalf of the Municipal.

##### b) Transition

Proposals should include a description of the Proponent's requirements to assume work on behalf of the Municipality. Specifically, the Proponent shall identify any open files that may be perceived to compromise its work with the Municipality and shall indicate the time required to resolve those conflicts. In addition, the Proponent should state all assumptions and recommendations about the manner in which the Municipal's current affairs will be transferred. Resources and time requirements should include the period during which the Proponent would become familiar with the ongoing Municipal operations. It is the Municipal's intention that the Proponents will not assume planning or other proceedings in progress with our current planners.

## **REQUEST FOR PROPOSALS**

### **Planning SERVICES**

**Closing Date & Time: Monday April 7, 2025 @ 12:00 p.m.**

#### c) Conflict of Interest

The proposal must include a discussion of the Proponent's perception of "conflict of interest". This must include the Proponent's anticipation of future activities of the firm, which may be perceived to be linked to the Proponent's "special knowledge" of the Municipality, and how the Proponent would deal with such cases. The Municipality would expect that all attempts would be made to avoid conflicts and that the Municipality's interests would be the primary concern of the successful firm.

#### d) Costs

Proposals shall include a detailed description of all costs and of the recommended method of billing and payment. For comparative purposes it is preferable that cost information be reported in the following manner:

- Details on services or projects to be billed on a flat or lump sum fee for service or an hourly basis.
- Services to be charged at an hourly rate and rates to be charged. (Firm member, rate, and area of responsibility).
- Disbursement items and costs associated with referrals and other specific items that were not reported elsewhere.
- Regular invoice structure, and other charges or charging methods proposed.

#### e) References from Similar Clients

Proponents should provide three (3) contact names and phone numbers to provide references of the firm's recent service experience in terms of planning support to public or private sector organizations.

**REQUEST FOR PROPOSALS**

**Planning SERVICES**

**Closing Date & Time: Monday April 7, 2025 @ 12:00 p.m.**

**Schedule A: Planning Services Proposal Form**

**THE CORPORATION OF THE TOWNSHIP OF RAMARA**

The Township of Ramara's request for proposal for Planning Services for the next five (5) years anticipated to begin at midnight on May 1, 2025 and end at midnight on January 1, 2030.

<b>Planning Firm</b>	
<b>Address</b>	
<b>Phone</b>	
<b>Email</b>	
<b>Fax</b>	
<b>Name of Person signing for Planning Firm</b>	
<b>Position of Person Signing for Planning Firm</b>	

I/We, the undersigned, having examined the attached Request for Proposal for Planning Services, and having read, understood, and accepted the conditions outlined in the Request for Proposal, each and all of which form a part of this proposal, hereby offer to supply Planning Services in strict accordance with the conditions hereto attached and as outlined in this proposal.

SIGNED AT \_\_\_\_\_ OF \_\_\_\_\_ IN

THE COUNTY OF \_\_\_\_\_

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2025.

\_\_\_\_\_  
WITNESS SIGNATURE

\_\_\_\_\_  
AUTHORIZED SIGNATURE



**REQUEST FOR PROPOSALS**

**Planning SERVICES**

**Closing Date & Time: Monday April 7, 2025 @ 12:00 p.m.**

**Schedule of Items & Prices**

(All unit prices are NOT to include HST)

The undersigned agrees to supply and deliver the goods and services as specified and required in accordance with of the Proposal for the following prices:

The Municipality reserves the right to cancel any or all items.

Hourly Rate	\$	
Travel Time Rate	\$	
Per km Rate	\$	
Phone/Email Discussions	\$	
Disbursements	\$	

## REQUEST FOR PROPOSALS

### Planning SERVICES

Closing Date & Time: Monday April 7, 2025 @ 12:00 p.m.

## Appendix A: RFP General Terms and Conditions

The following are the general terms and conditions for the Request for Proposals (RFP) except as modified by addenda issued by the Township of Ramara prior to the RFP closing date.

### 1. Notices

- 1.1. All questions concerning this Request for Proposals shall be directed to Waled Zekry, Director of Building and Planning / CBO at 705-484-5374 Ext 230 Email: [wzekry@ramara.ca](mailto:wzekry@ramara.ca) .
- 1.2. Any attempt by the Proponent or any of its employees, agents, contractors, or representatives to contact members of Municipal Council or Municipal staff not identified in Section 1.1. of this RFP may lead to disqualification.
- 1.3. Any changes to this RFP shall be stated in writing by Addenda. Verbal statements made by Municipal staff or their representatives shall not be binding.

### 2. Privilege

The Township of Ramara reserves the right to reject any and all tenders, not necessarily accept the lowest tender, or to accept any tender which it may consider to be in its best interest. The Municipality also reserves the right to waive formality, informality or technicality in any tender proposal. The Municipality reserves the right to suspend or cancel any RFP at anytime for any reason without penalty. All bids are prepared at the sole risk and cost of the bidders. No payments shall be made to any bidder regarding the preparation and submission of bids.

The Municipality reserves the right to award by item, or part thereof, groups of items, or parts thereof, or all items of the bid, and to award contracts to one or more bidders submitting identical bids as to price; to accept or reject any bids in whole or in part; to waive irregularities and omissions. The Municipality also reserves the right to enter into negotiations with the lowest compliant bidder if the price bid is over the budgeted amount of the project. Should the Municipality be unable to reach an agreement with the lowest compliant bidder, the Municipality reserves the right to enter into negotiations with the next lowest compliant bidder, or to cancel the call. If in so doing, the best interests of the Municipality will be served.”

## **REQUEST FOR PROPOSALS**

### **Planning SERVICES**

**Closing Date & Time: Monday April 7, 2025 @ 12:00 p.m.**

#### **3. Confidentiality**

- 3.1. RFP documents (including all attachments and appendices) may not be used for any purpose other than the submission of a proposal. By submitting a proposal, the Proponent agrees to public disclosure of its contents subject to the provisions relating to the Municipal Freedom of Information and Protection of Privacy Act. Anything in the submission that the Proponent considers to be “personal information” or “confidential information” of a proprietary nature should be marked confidential and will be subject to appropriate consideration of the Municipal Freedom of Information and Protection of Privacy Act as noted above.

#### **4. Law**

- 4.1. The law applicable to the RFP and any subsequent agreements shall be the law in force in the Province of Ontario.
- 4.2. The successful Proponent shall indemnify the Municipality, its officers and employees against any damage caused to the Municipality as a result of any negligence or unlawful acts of the successful Proponent, its employees or agents. Similarly, the successful Proponent shall agree to indemnify the Municipality, its officers and employees against any claims or costs initiated by third parties as a result of any negligence or wrongful acts of the successful Proponent, its employees or agents.

#### **5. Submission and Evaluation**

- 5.1. Preparation: All expenses incurred in the preparation and presentation of submissions of the response to the RFP are entirely the responsibility of the Proponent.
- 5.2. Method of Submission: Electronic copy proposals will be the only form accepted. Hard copy, facsimile or telephone proposals will not be considered.
- 5.3. Completeness: It is the Proponent’s responsibility to ensure that their submission is complete and is delivered to the Municipality by the date and time indicated. Proposals submitted after the above noted time will not be considered.