



Township of Otonabee-South Monaghan

Request for Proposal to Provide a Development Charges Study and By-law

Proposal No. RFP01-2010

NAME OF FIRM OR INDIVIDUAL

ADDRESS

CITY

PROVINCE

POSTAL CODE

TELEPHONE NO.

FAX NO.

EMAIL ADDRESS

NAME OF PERSON SIGNING FOR FIRM

POSITION OF PERSON SIGNING FOR FIRM

DO NOT REMOVE ANY PAGES FROM THIS PROPOSAL DOCUMENT. FAILURE TO RETURN ALL PAGES WITH YOUR BID MAY INVALIDATE YOUR BID.



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INFORMATION TO BIDDERS

1. PROPOSALS

Proposals are being called by the Township of Otonabee-South Monaghan and will be received by:

The Corporation of the Township of Otonabee-South Monaghan

20 Third Street, P.O. Box 70

Keene, Ontario K0L 2G0

Attn: Office of the CAO

PROPOSAL COPIES

Three (3) copies of the Proposal (including the original) properly signed and sealed in an envelope, shall arrive at the *Office of the CAO* at the address listed above. Proposal shall be no more than 10 pages, not including CV or supporting materials.

PROPOSAL CLOSING

Proposals must be delivered to the above address before 2:00 p.m. on Thursday, June 10, 2010.

Proposals must be submitted on the attached Proposal Form. Proposals must not be restricted by a statement added to the Proposal Form, or by a covering letter, or by alterations to the Proposal Form supplied, unless otherwise provided herein.

The Proposal Form must be signed by a designated signing Officer of the bidding firm. If a joint bid is submitted, it must be signed and addressed on behalf of each of the bidders. The signature(s) must be witnessed, and/or corporate seal applied. **Fax Proposals are not acceptable.**

2. PROPOSAL ACCEPTANCE

The Township of Otonabee-South Monaghan reserves the right to accept or reject any or all proposals, in whole or in part. The lowest or any proposal will not necessarily be accepted.



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3. **PURPOSE**

The Township of Otonabee-South Monaghan is a rural municipality of approximately 6,700 permanent residents with a large seasonal population. The municipality maintains over 266 km. of hard-surfaced and gravel roads and 19 municipally owned buildings/properties. The municipality is facing a number of development initiatives which are likely to result in expenditures for the provision of new or expanding services.

The municipality is interested in developing a Development Charges By-law and the requisite Background Study in accordance with the Development Charges Act.

4. **INQUIRY**

Technical – Public Works	Technical – Fire/Emergency Services	Administrative/Planning
Bud Markham	Ted Bryan	Christine Wright
Supt. of Public Works	Fire Chief / Emergency Services	CAO/Director of Planning & Economic Development
bmarkham@osmtownship.ca	tbryan@osmtownship.ca	cawright@osmtownship.ca
705.745.3595	705.295.6880	705.295.6852
705.745.5215 (fax)	705.295.6786 (fax)	705.295.6405 (fax)

For Police Services we utilize the services of the Ontario Provincial Police. Any inquiries related to our policing contract will be forwarded to the OPP Headquarters.



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5. **INFORMATION REQUIREMENT**

Interested firms or individuals are requested to submit a proposal detailing (as a minimum) the following information:

- The corporation or individual's relevant background, including pertinent projects the corporation or individual has been involved with;
- Proposed project manager and staff and their roles as well as relevant experience and educational background of each;
- Project plan and timeline;
- Project costs including all fees, charges and taxes, as well as rates for any requested additional work beyond the agreed upon work program;
- Payment terms;
- Total cost (professional fees plus expenses) that the consultant feels that this project would cost, based on their work plan. The proposal will include a breakdown estimate of project costs for each type of work conducted during the study. It is noted that the municipality will be responsible for advertising costs for the Open House and public meetings.
- The cost of attending additional meetings beyond those identified in this RFP.
- The proposal will include a table showing the per diem rates for all project team members. Further the amounts charged for disbursements such as mileage, copies, etc.
- Municipal references related to similar Development Charges projects.

6. **INFORMATION PROVIDED OR AVAILABLE:**

Relevant information regarding the current Official Plan, building trends, population growth, anticipated or "in the works" development projects, etc. is available through the municipality. Further information/documentation available to consultant: Township of Otonabee-South Monaghan Official Plan; Population Projections; GIS maps and databases (through the County of Peterborough); Roads Needs and Bridges/Culverts Study; 10-year Capital Forecast for selected municipal Departments; PSAB Asset Management Information and 2010 Municipal Budget.

Contact information is provided in Section 4 of this document.



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7. TIMELINE FOR SUBMISSION TO MUNICIPAL COUNCIL

The municipality intends to complete this project in a timely manner and in accordance with the Development Charges Act. The draft report including a draft by-law will be provided to Council for review at the **August 23rd** Council meeting.

It is anticipated that the Background Study and requisite By-law will be brought before Council for decision and approval at the **September 20th Council** meeting.

8. SPECIFICATIONS RE SCOPE OF WORK

The consultant will be responsible for the preparation of a detailed development charge study and preparation of a draft implementation by-law for the Township of Otonabee-South Monaghan. The consultant will attend at minimum one public meeting to present to the public information related to the Background Study and proposed Development Charges. In the event of an appeal to the Ontario Municipal Board, the consultant will be available to act on behalf of the municipality as an expert witness. The cost associated with the consultant's appearance before the OMB will be charged to the municipality at the consultant's per diem rate.

The project will consist of a work program including the following guidelines:

- Consultant is required to collect accurate and sufficient data to prepare a database to support study recommendations. Data collected will include, but not be limited to population forecasts; measures taken in response to Growth Plan requirements; individual developments status; employment projections, etc.
- Consultant will seek input from municipal council and staff related to the following:
 - Extent of lands to which development charges by-law will apply;
 - Non-statutory exemptions from development charges such as:
 - New or expanding industrial or commercial development;
 - Farm buildings and structures;
 - Development or redevelopment in commercial sector located in Hamlet areas;
 - Affordable housing



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- Policy for calculating development charges for mixed residential/commercial/industrial use developments;
 - Timing of collection of the applicable charges;
 - Method of collection and reporting of the applicable charges;
 - The services for which the development charges shall be imposed;
 - Phasing in of development charges; and
 - Indexing of development charges based on the prescribed index.
 - **A draft policy report shall be produced at this stage prior to proceeding with the statutory development charges study. Report to be filed with the Council and CAO for review, question and comment.**
- The consultant will prepare a final report and by-law for Council consideration. The report will contain all policy recommendations, Development Charges calculation methodologies, background technical information and the legal basis upon which the findings of the report can be substantiated.
 - The consultant will prepare drafting of public meeting notices and notices of by-law passage. Further the consultant will ensure notices are published and/or circulated consistent with the municipalities Notification By-law, and meet the requirements of the Development Charges Act.
 - The consultant will present the final report and by-law to Council at a public meeting. The consultant will also draft responses to inquiries with respect to process, study and proposed by-law for council review and approval.
 - The consultant will assist municipal staff with the preparation of an information pamphlet, as required by Ontario Regulation 82/98.
 - The final report shall include an executive summary, including recommendations. Ten (10) copies of the reports shall be provided in hard copy to the municipality – Attention: CAO. Electronic copies of all reports, by-law public notices, notices of by-law passage and the Development Charges By-law will be provided to the municipality in Microsoft Office 7 format and will remain the property of the municipality.



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9. **REPORTING STRUCTURE AND MEETING SCHEDULE**

The project manager for the study is Christine Wright, CAO/Director of Planning and Economic Development. Other key Senior Staff resources are Superintendent of Public Works, Fire Chief, Treasurer, Clerk, and the municipality's planner Peter Josephs.

The consultant will work with and report to Council. Meetings will be required as follows:

- At commencement of study and to finalize work plan;
- 2 interim reporting meetings at key milestones identified in the work plan;
- 1 meeting to discuss the draft policies report;
- 1 public meeting (minimum) – additional public meeting(s) may be required;
- 1 meeting to discuss the final draft report and identify any modifications or amendments.
- Time should also be budgeted to present the final report to Council at a public meeting; and attendance a public Open House

10. **CONTRACT**

The Proposal known as No. RFP01-2010 in its' entirety will form part of the contract. A contract agreement will be executed once the contract is awarded to the successful bidder. Any amendment to the contract will require approval by Council and will require a Change Notice duly signed by the consultant and the CAO. The contract will specify payment arrangements including progress payment structure and any such amount withheld by the municipality sufficient to remedy any defect or deficiency in the work.

The contract will specify any penalty provision applied in the circumstance wherein the consultant does not meet the project timelines, or deliver the product in the agreed upon format.

Prior to execution of contract the consultant is required to provide evidence that they can meet the municipality's accessibility requirements.



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PRICES

The undersigned agrees to provide a Development Charges Study and By-law for the Township of Otonabee-South Monaghan as specified within, and in accordance with the Proposal document RFP01-2010 at the following price(s).

Price \$ _____

Tax \$ _____

Total Proposal Price \$ _____

*If required, please provide cost of attending additional meetings, as outlined in Proposal document.

Half-day meeting \$ _____

Full-day meeting \$ _____



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FORM OF PROPOSAL

By my/our signature hereunder, I/We hereby certify this as the Proposal to provide a Development Charges Study and By-law for the County of Peterborough in accordance with Proposal document RFP01-2010, executed by me/us and dated this _____ day of _____, 2010.

Witness(if Corporate Seal not affixed)

Signed (Must be Signing Officer of Firm)

Print Name of Above Signing Officer

Position

Affix Corporate or Legal Seal

Name of Firm