



Request for Proposal

Request for Proposal No.

2026-001

1) Facilities Master Plan, 2) Parks and Trails Master Plan

RFP Closing Date and Time:

June 23rd 2026 at 10:00 am local time.

Contact Person:

Nicole Gourlay

CAO/Clerk

(705) 636-7752 Ext. 104

This is a Request for Proposal (RFP) and not a call for tender or request for binding offers. No contractual obligations will arise between the Corporation of the Town of Kearney (the "Town") and any Proponent until, and unless, the Town and a Proponent enter into a formal, written contract to provide the required services.

Please note: Lowest or any RFP not necessarily accepted.

1. Instructions for Proponents

1.1. Submission

1.1.1. Responses to this RFP can be submitted electronically to: Nicole.Gourlay@townofkearney.ca or delivered in person to the Town of Kearney Municipal Office at the following address:

- 8 Main Street Kearney, Ontario, P0A 1M0
- Attention: Nicole Gourlay, CAO/Clerk
- The envelope should be marked with the name of the company submitting the Proposal (the Proponent) and the Quotation Title, Number, Closing Date and Time.

1.1.2. The Proposal must be received at nicole.gourlay@townofkearney.ca or the Municipal office before the specified closing date and time as above. Proposals received after the closing date and time will not be considered and will be returned unopened to the Proponent.

1.2. Proposal

The lowest bid, or any Proposal, will not necessarily be the one to be awarded. Evaluation of Proposals will be based on the evaluation criteria outlined in Section 4. The Town reserves the right to award this order in part or in full, based on Proposals received, unless the Proponent specifies that its Proposal is valid only for the complete order.

1.3. Enquiries

Inquiries regarding submission requirements should be submitted to:

Nicole Gourlay, CAO/Clerk

Email: nicole.gourlay@townofkearney.ca Phone: 705-636-7752 Ext. 104

The Town, its agents and employees shall not be responsible for any information given by way of verbal communication. Any questions that are received by the Town affecting this Proposal may be issued by the Town as addenda to this document.

1.4. Awards

In the event that only one eligible Proposal is received, and/or Proposal(s) are in excess of the estimated budget, or if pricing is considered to be an unacceptable increase over the previous rates charged for the same or similar products and/or services, this RFP may be cancelled or re-issued without any change to the specifications.

1.5. Acceptance

Costs and prices quoted in all proposals received by the Town shall remain valid and be open for acceptance by the Town until NINTEY (90) days after Closing Date, unless an extension is mutually agreed to in writing.

1.6. Quality of Goods or Services

The Town reserves the right to cancel any purchase order(s) placed as a result of this RFP, if in the Towns' opinion, products and/or services are unsatisfactory.

1.7. Solicitation

If any director, officer, employee, agent or other representative of a Proponent makes any representation or solicitation to any Mayor, Councillor, officer or employee of the Town with respect to the Proposal, whether before or after the submission of the Proposal, the Town shall be entitled to reject or not accept the Proposal.

1.8. No Claim for Compensation

Except as expressly and specifically permitted in these Instructions to Proponents, no Proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in this RFP, and by submitting a Proposal each Proponent shall be deemed to have agreed that it has no claim.

1.9. Conflict of Interest

The Proponent warrants that the Proponent is not employed by the Town, nor is an immediate relative of such an employee, if the products and/or services to be supplied under this RFP are intended to be supplied to the department in which such employee works. If the Proponent is a company, the Proponent warrants that none of its officers, directors or employees with authority to bind the company are employees of the Town or immediate relatives of employees of the Town, if the products and/or services to be supplied under this RFP are intended to be supplied to the department in which such employee works. In this section, "Immediate Relative" means a spouse, parent, child, brother, sister, brother-in-law, or sister-in-law of a Town employee.

1.10. Addendums

All addendums to this RFP opportunity will be posted on the Town of Kearney website under RFP's, Bids and Tenders. It is the sole responsibility of the Proponent to make sure that they are in receipt of all addendums prior to the Closing Date and Time. To acknowledge receipt of each addendum, each addendum number issued should be noted below with the signature of an authorized representative of the organization, as being received.

1.11. Freedom of Information

Upon submission, all Proposals become the property of the Town and will not be returned to the Proponents. Proponents must be aware that the Town is a public body subject to the provisions of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.65. Proposals will be held in confidence by the

Town, subject to the provisions of the Municipal Freedom of Information and Protection of Privacy Act, or unless otherwise required by law.

1.12. Cancellation

The Town reserves the right to cancel this RFP at any time and for any reason, and will not be responsible for any loss, damage, cost or expense incurred or suffered by a Proponent as a result of that cancellation. The Town reserves the right to cancel the Contract, at its sole and absolute discretion, with 30 days' written notice to the Contractor, and the Contractor will have no rights or claims against the Town. The Contractor will be entitled to be paid for all authorized work and expenses accrued up until the termination date. Cancellation would not, in any manner whatsoever, limit the Town's right to bring action against the Contractor for damages for breach of Contract.

1.13. References

The Proponent must provide the name, title, company and contact number of three (3) individuals who were provided similar products and/or services in the last five (5) years and who will be able to confirm the experience, quality, and delivery of the products and/or services described in this RFP.

1.14. Exclusion of Proponents in Litigation

The Town may, in its absolute discretion, reject a proposal submitted by a Proponent, at any time, if the Proponent:

- Is a party to litigation with the Town;
- Is directly or indirectly, including by common ownership or control or otherwise, is related to a party to litigation with the Town; or
- Intends to use a sub-contractor in respect of the specific project who is a party to litigation with the Town, or, who, directly or indirectly, including by common ownership or control or otherwise, is related to a party to litigation with the Town.

For the purposes of this section, the phrase "party to litigation with the Town" includes cases in which the Proponent or prospective Proponent or any of the parties named above, have advised the Town in writing of their intention to commence litigation, or have commenced or have advised the Town of their intention to commence an arbitral proceeding against the Town. In determining whether or not to reject a proposal under this section, the Town will consider whether the litigation is likely to affect the Proponent's ability to work with the Town, its consultants and representatives, and whether the Town's experience with the Proponent in the matter giving rise to the litigation indicates that the Town is likely to incur increased staff or legal costs in the administration of the contract if it is awarded to the Proponent.

1.15 Other Requirements

The successful Proponent (also referred to as the "Contractor") shall meet the following requirements when providing labour and/or delivery:

1.15.1 All materials delivered and services provided must be in accordance with all laws, regulations and requirements and Occupational Health and Safety Legislation.

1.15.2 Accessibility for Ontarians with Disabilities Act, 2005

The Town is required to comply with the *Accessibility for Ontarians with Disabilities Act, 2005*, S.O. 2005, c.11, as amended, and the associated regulations. Pursuant to this Act, the Town is required to ensure that every person who deals with members of the public or other third parties on behalf of the Town or who participates in developing the Town's policies, practices and procedures governing the provision of goods and services to members of the public or other third parties receives training about the provision of goods or services to persons with disabilities. The Proponent shall ensure that the persons in their organizations who are required

to receive training as required by this Act, have received such training or will receive such training prior to the commencement of work under the Agreement. The Town may require such persons to successfully complete an assessment of their knowledge of provision of goods and services to persons with disabilities prior to commencement of work for the Town.

1.15.3 Indemnification

The Contractor shall indemnify and hold harmless the Town, its elected and other officials, officers, employees, agents, servants, representatives, and volunteers from and against any and all liability, loss, claims, demands, legal proceedings, expenses, including but not limited to legal expenses (hereinafter collectively referred to as the "Claims"), when the Claims arise wholly or in part, directly or indirectly, as a result of any wrongful, blameworthy, or negligent acts or omissions, or breach of any terms of this Agreement by the Contractor, the Contractor's officers, directors, employees, sub-contractors, agents, representatives or volunteers in the course of providing services pursuant to this Agreement. This indemnity shall survive the termination, completion, or expiry of this Agreement, and in particular any risk that further Claims against the Town are made after the termination, completion, or expiry of this Agreement, such risk is assumed entirely by the Contractor. The Contractor shall indemnify and pay to the Town promptly, on demand for any loss or damage to the Town's property and facilities arising either directly or indirectly as a result of the use of the property or facilities under the terms of this Contract. The Contractor shall waive all rights of subrogation or recourse against the Town as a result of the granting of this Contract or the use of the Town's property of facilities.

1.15.4 Insurance

The Contractor shall provide and maintain Commercial or Comprehensive General Liability Insurance with a minimum limit of \$2,000,000 inclusive per occurrence, for bodily injury, death and property damage. Such policy shall include:

- The Corporation of the Town of Kearney as Additional Insured;
- Cross liability and waiver of subrogation or recourse against the Town; and,
- Thirty (30) days prior written notice of cancellation or reduction in coverage in favour of the Town, to be delivered by registered mail to the attention of the CAO/Clerk to the address of the Town.

The Contractor shall be responsible for any deductibles or reimbursement clauses within the policy. The Contractor shall provide the Town with a Certificate of Insurance prior to the commencement of work and within two weeks of the expiry date of the policy to evidence renewal of the policy and continuous coverage. The Town shall be under no obligation to verify that the Insurance coverage outlined is adequate for the needs of the Contractor.

2 Project Introduction

2.1 Overview

The Town of Kearney is seeking qualified consulting firms to provide professional services and consultation for the development of two comprehensive and innovative Master Plans: a Facilities Master Plan ("FMP") and a Parks and Trails Master Plan ("PTMP"); both of which will allow the municipality to strategically manage facilities, parks, outdoor spaces, and trail networks. The Town's intent is that the Master Plans will use the current framework as a foundation to identify targets, strategic priorities, and actionable steps to serve as transparent guidance when making decisions related to facilities, parks, and trails for the next ten (10) years.

2.2 Background

The Town Kearney is a community with a population of approximately 974 permanent residents and is located along the west edge of Algonquin Park in the southernmost portion of Northern Ontario. The Town of Kearney is comprised of lakefront and rural properties, offering proximity to larger urban centres while still providing a rural/wilderness flavour. While a wide range of facilities and services are only available outside of the

municipality, the Town of Kearney provides its residents with a comfortable community in which to live, work and play. The Municipality is governed by a five-member Council, including a Mayor. The population for Kearney is forecasted to grow to approximately 3350 permanent residents by 2043 within the entire town. This population growth may also entail an increase of seasonal homes, typically seen in our outlying townships (Bethune and Proudfoot) which could result in 2528 additional homes by 2043. In order to support the anticipated growth of the municipality, the Town wants to ensure that these two Master Plans are in place to address any current needs and be prepared for the future. The need for a comprehensive FMP and PTMP was identified in the Town of Kearney's Strategic Plan: 2026-2030. The Master Plans will provide the framework for decisions related to the development and management of facilities, parks, outdoor spaces, and trail networks along with associated timelines, estimated budgets and alternative funding opportunities.

2.3 Project Objective

The primary objectives of the Master Plans are as follows:

- **Needs Assessment:** Conduct a thorough analysis of the current facilities, recreational and park facilities, programs, services and trail networks within the community to identify strengths, weaknesses, gaps, and opportunities.
- **Community Engagement:** Engage with residents, stakeholders, local organizations, and user groups through surveys, public meetings, workshops, and other relevant methods to gather input and ensure that the plans reflect the desires and priorities of the community.
- **Facility Enhancement and Development:** Develop recommendations for the enhancement of existing facilities, parks and trails and the creation of new parks and recreational amenities, including green spaces, sports fields, playgrounds, trails, aquatic facilities, and community centres.
- **Inclusivity and Accessibility:** Ensure that the Master Plans promote inclusivity and accessibility for people of all ages, abilities, backgrounds, and interests, fostering an environment where everyone can participate in recreational activities.
- **Environmental Sustainability:** Incorporate sustainable design practices, green initiatives, and strategies for conservation to minimize the ecological impact of new developments and ongoing operations.
- **Operational and Financial Sustainability:** Provide actionable strategies for the efficient operation, maintenance, and funding of community social and recreational facilities, programs, and services, including potential partnerships and revenue generation opportunities.

3 Scope of Work

The scope of work represents the Town's best estimate of work needed to accomplish objectives for this project. The proponent will ensure the geographic location and the demographic profile our community hub is considered when assessing current and future recreational needs. The Town of Kearney expects that the following groups of tasks will be identified in the submitted proposals, indicating an approach for each task:

- **Data Collection and Analysis:** Gather and analyze data related to existing facilities, demographics, trends, and best practices in the field of community services, recreation and parks planning.
- **Community Engagement:** Develop and implement a comprehensive community engagement plan to solicit input and feedback from a wide range of stakeholders.
- **Needs Assessment:** Conduct an assessment of current and future community social and recreational needs based on community input and industry standards.
- **Facility and Program Recommendations:** Develop a prioritized list of recommendations for the enhancement, expansion, and creation of recreational facilities and programs.

- **Implementation Strategies:** Provide a detailed action plan outlining steps, timelines, responsible parties, and estimated costs for implementing the recommendations of the Master Plans.
- **Policy Considerations:** Identify future needs, location options, and inventory improvements for facilities and open spaces, evaluate short-, medium-, and long-term requirements, and recommend policy, funding, and decision-making standards for Council to support a sustainable transition from current practices to a desired future state.
- **Final Master Plan Documents:** Prepare two comprehensive, visually engaging master plan documents—one for the Facilities Master Plan in 2026 and one for the Parks and Trails Master Plan in 2027—clearly outlining findings, recommendations, and implementation strategies.

4 Time Frame and Reporting*

- a) Facilities Master Plan to start in 2026 using the following schedule for guidance:
- **Expected commencement date:** Within 21 days of date of awarding at Council meeting.
 - **Preliminary update presentation:** Within 150 days of date award
 - **Draft documents due:** Within 240 days of date of award
 - **Final Document due:** Within 270 days of date of award
- b) Parks and Trails Master Plan to start in 2027 using the following schedule for guidance:
- **Expected commencement date:** February 1, 2027 or sooner
 - **Preliminary update presentation:** Within 150 days of commencement date
 - **Draft documents due:** Within 240 days of commencement date
 - **Final Document due:** Within 270 days of commencement date

**Note: Any significant change of schedule must be approved by Town of Kearney.*

The Town of Kearney is expecting several deliverables as part of the FMP and PTMP. These deliverables will be either included within the Master Plan documents, or as background research, engagement activities and presentations. The following deliverables are expected; however, they are subject to change upon agreement of the Town and successful proponent based on the FMP and PTMP development process:

- **Monthly Interval Progress Reporting:** The Successful Proponent and the project team will meet in person or virtually once per month at a minimum;
- **Detailed Workplan, Research Plan and Consultation Strategy:** Prior to commencement of the FMP and PTMP process, the Town expects detailed plans and strategies as mentioned for review and approval by the project team;
- **Consultation and Engagement Summary Report:** A summary of activities and discoveries from public consultation and engagement events. It should be expected that this summary will be shared with the community;
- Draft and final form of the Master Plans; and
- In person presentations to staff and Council.

The final reports and any supporting documentation, including digital files, digital maps, photographs, plans, conceptual drawings, research documents, and so on, shall become the property of the Town of Kearney and may be used in any manner the Municipality sees fit.

5 Supporting Information

The following information must be considered when preparing the Facilities Master Plan and the Parks and Trails Master Plan:

- [Town of Kearney Strategic Plan: 2026 - 2030](#)

- [Town of Kearney Official Plan and Zoning By-law Background Report](#)

If any issues arise when accessing the supporting information, please contact Nicole Gourlay at: nicole.gourlay@townofkearney.ca or 705-636-7752 Ext. 104.

6 Submission and Evaluation Process

6.1 Proposal Content

Proposals must include, at a minimum, the following information:

- **Experience/Qualifications of Firm/Individual:** Provide a detailed description of the firm's/individual's experience in providing similar services, including years of experience and relevant projects. Include the size, scope, and nature of the services involved. Provide examples of any prior relevant projects.
- **Experience/Qualifications of Assigned Professional(s):** Provide the qualifications for each individual who may be assigned to provide the Services and designate the individual who would have primary responsibility for oversight of the Services.
- **Availability:** Provide an estimate of the general time frame the individual/firm is available to provide the Services.

7 Process

The evaluation of Proposals will be conducted by a committee formed of staff. All evaluators will be bound by the same standards of confidentiality. The Town's intent is to enter into a Contract with a Proponent that meets the requirements. This section details the evaluation process for selecting the best-qualified Proponent(s). Proponents should ensure that they fully respond to all criteria in their submission in order to receive full consideration during the evaluation process.

8 Evaluation Criteria

The Town will evaluate each proposal submitted on the basis of how well the Proponents respond to the requirements of the RFP. Each submission will be assessed using a matrix scoring system as set out below.

8.1 Experience, Reputation and Resources - 35%

- Relevant experience;
- Years of experience;
- Professional accreditation;
- Recent similar projects successfully completed by the project team;
- Demonstrated ability to plan and lead engaging and inclusive public engagement initiatives utilizing a variety of modern presentation mediums and methods; and
- Proven ability to collect, organize, and summarize feedback from the public to provide actionable directions.

8.2 Technical Approach and Methodology - 40%

- Ideas for innovation and methods to deliver maximum value to the Town;
- Demonstrated understanding of project risks, opportunities, and requirements; and
- Clearly articulated, well detailed plans for each project phase, breaking down each phase of work into the tasks to be undertaken and deliverables to be issued.

8.3 Pricing Proposal – 25%

- Direct project costs must be broken down by personnel and estimated hours per task.

9 Interviews/Presentations and/or Site Visits

Top-scoring proposers, based on the evaluation of the written proposal, may be invited to have interviews/presentations to support and clarify their proposals, if requested by the Town. Upon completion of any interviews/presentations by proposers, the Town's evaluation team will review their evaluations and make

adjustments to the scores based on the information obtained in the interview/presentation, demonstration, possible reference checks, and any other pertinent proposer information.

10 Negotiations/Agreement

An agreement will be negotiated with the successful proponent. If the Town is not able to negotiate terms that lead to an agreement within 60 days, the Town will be free to award the contract to another respondent and/or start the process over.