



The Corporation of the Town of Kearney

REQUEST FOR PROPOSAL

PROVISION OF CONSULTING SERVICES FOR THE UPDATE AND
DEVELOPMENT OF A CORPORATE STRATEGIC PLAN, OFFICIAL PLAN
AND ZONING BY-LAW

September 10, 2024

REQUEST FOR PROPOSALS

Provision of Consulting Services for the Update and Development of A Corporate Strategic Plan, Official Plan and Zoning By- law

1.0 INTRODUCTION

The Corporation of the Town of Kearney invites proposals from professional firms interested in the provision of consulting services for the update and development of our Strategic Plan, Official Plan and affected Zoning By-law. The Proposal must meet all the requirements outlined in this document. Should none of the Proposals be accepted, a re-issuance of the Requests for Proposal (RFP) may be possible.

We are a community with a population of approximately 974, located along the west edge of Algonquin Park in the southern most portion of Northern Ontario. The Town of Kearney is comprised of lakefront and rural properties, offering a proximity to larger urban centers 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 Town Kearney has a current population of approximately 974 with an anticipated growth rate of 344% by 2043. The forecasted population for Kearney in 2043 is approximately 3350 permanent residents 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 a plan is in place to address any current needs and be prepared for the future.

For more information on this Request for Proposal, please contact:

Nicole Gourlay, Clerk Administrator

Phone: 705-636-7752 ext. 104

Email: nicole.gourlay@townofkearney.ca

1.1 Town's Vision, Mission, and Approach Statement

Our Vision – Live, work and play in a progressive, welcoming, and vibrant community.

Our Mission – To provide sustainable services, be environmental leaders and to promote and maintain an exceptional quality of life.

Our Approach – Recognize past experience; progressively face current challenges and prepare for future opportunities and growth.

2.0 PROJECT OVERVIEW

2.1 Purpose of the RFP

The Town of Kearney is seeking proposals from qualified and professional consulting firms to:

- assist in the development of a Corporate Strategic Plan that will allow the Town to strategically manage the direction of this term of Council and beyond;
- build off the success of Council's direction from the 2019 - 2025 Strategic Plan; and
- engage Council, municipal staff, other key agencies and the public in the process of developing the Plan.
- assist in the update and development of an Official Plan to recognize the growth potential and provide adaptability for the changes growth and development will afford
- Provide for the updating of the affected Zoning By-law

2.2 Project Scope

The Consultant's scope of work is to facilitate and conduct the entire strategic planning process for the Town of Kearney with assistance of the Kearney Council and Senior Staff. Unless otherwise directed by the Town, the Consultant's actionable and measurable plan shall deliver on the following:

- Lead the new term of Council with a municipal strategic planning process that will develop a four-year implemental municipal strategic plan/framework; provide training, tools/templates (i.e., SWOT or SOAR analysis), key performance measurements, etc.) that will facilitate ongoing planning, collaboration and responsive management to align and integrate strategic initiatives;
- Define clear priorities;
- Examine the important issues and opportunities in the Town;
- Engage with citizens, service clubs/groups and other external stakeholders (including business and community stakeholders) through surveys, town halls and/or focus groups; and
- Foster public support through enhanced communication (i.e., Town website, newspaper print, and social media platforms)

2.3 General Process

The following is a general description of the process expected in the development of the Corporate Strategic Plan. The Town is open to modification of these general steps by the Consultant to achieve a more enhanced, efficient and/or effective outcome.

- Research & review of the Town's resource information.

- The Town will be responsible for providing meeting facilities, as required.
- Initial startup in person orientation meeting with Council to confirm and review scope of work.
- Conduct and facilitate in person meetings and discussions with staff and Council as appropriate.
- The Consultant can expect a close working relationship with the Chief Administrative Officer, Senior Management Team members, and other key municipal personnel throughout the project.
- Prepare a public consultation plan with input from Council.
- Develop and conduct public consultation (in person and remote platforms) and provide a summary of information received.
- The consultant will be required to provide information and presentation materials intended to reach a variety of audiences using a variety of mediums.
- Prepare a preliminary draft strategic plan for Council and public review which identifies clear, actionable, measurable, prioritized goals, as well as a framework for how these goals will be delivered.
- Prepare revisions to the preliminary draft strategic plan to incorporate public and Council comments.
- Present the revised draft strategic plan at a Council Meeting.
- Prepare the revised draft plan as appropriate to respond to feedback from Council, staff and the public.
- Finalize the Corporate Strategic Plan, incorporating Council, staff and community comments that will include a consolidated summary of the work completed.
- Prepare a preliminary draft Official Plan for Council and public review which identifies clear, actionable, measurable, prioritized goals, as well as a framework for how these goals will be delivered.
- Prepare revisions to the preliminary draft official plan to incorporate public and Council comments.
- Present the revised draft official plan at a Council Meeting.
- Prepare the revised draft plan as appropriate to respond to feedback from Council, staff and the public.
- Finalize the Official Plan, incorporating Council, staff and community comments that will include a consolidated summary of the work completed.
- Prepare a preliminary draft official plan for Council and public review which identifies clear, actionable, measurable, prioritized goals, as well as a framework for how these goals will be delivered.
- Prepare revisions to the preliminary draft Zoning By-law to incorporate public and Council comments.
- Present the revised draft Zoning By-law at a Council Meeting.
- Prepare the revised Zoning By-law as appropriate to respond to feedback from Council, staff and the public.
- Finalize the Zoning By-law, incorporating Council, staff and community comments that will include a consolidated summary of the work completed.

2.4 Term of the Project:

The completion date will be in line to provide a presentation to Council before August 31 2025. The Town of Kearney reserves the right to cancel the contract at its sole discretion based on sixty (60) days' notice.

2.5 RFP Deadline:

The RFP process will be governed according to the following schedule. Although every attempt will be made to meet all dates, the Town of Kearney reserves the right to modify any or all dates at its sole discretion.

September 10 th , 2024	-	RFP released
October 4, 2024 at 4 PM	-	RFP submission deadline
October 17, 2024	-	Respondent submission will be taken to Council for Approval
November 1, 2024	-	Strategic Plan Project kick-off
	-	Draft Corporate Strategic Plan presentation to Council
August 31, 2025	-	Final Corporate Strategic Plan presentation to Council
	-	Official Plan Project kick-off
	-	Draft Official Plan presentation to Council
August 31, 2025	-	Final Official Plan presentation to Council
	-	Zoning By-law Project kick-off
	-	Draft Zoning By-law presentation to Council
August 31, 2025	-	Final Zoning By-law presentation to Council

3.0 INSTRUCTIONS TO PROPONENTS

3.1 Invitation

The Corporation of the Town of Kearney is seeking proposals from qualified consultant firms.

Consultants are to provide an electronic copy of their proposal, clearly identified as to the contents and addressed to:

- Nicole Gourlay, Clerk Administrator, nicole.gourlay@townofkearney.ca

Proposals must be received no later than 4:00 pm local time on October 4, 2024. Proposals received after the above due date and time will not be considered.

3.2 Charges for Documents

All documents of the Town, including background information, will be provided at no cost.

3.3 Costs Incurred by Proponents

All expenses incurred in the preparation and submission of proposals shall be borne by the Proponent. No payment will be made for any proposals received, or for any other effort required of or made by the Proponent prior to the commencement of work defined by the proposal approved by the Town.

3.4 Acceptance of Terms and Award of Contract

All those who submit a proposal represent that they have read, completely understand, and accept the terms and conditions of the Request for Proposal (RFP) in full. The issuer reserves the right to accept any

proposal, in whole or in part that they deem most fully meets the selection criteria or not to accept any or all proposals, without liability on the part of the issuer and without stating reasons.

The issuer will not be held responsible for any cost incurred by any Proponent associated with preparing and submitting a proposal for this project, should the proposal be rejected or the process cancelled. Proposals which are incomplete, conditional, obscure or which contain unrelated additions not called for, erasures, alternations and irregularities of any kind may be rejected.

The selection and award of any recommended proposal is subject to approval by Kearney Town Council.

3.5 Taxes

The quoted prices in Canadian Funds shall include all HST as applicable. Taxes should be shown as separate line items in the quoted prices.

3.6 Clarification

Inquiries must be received by email no later than **September 30, 2024**. Should any proponent find discrepancies in, or omissions from the specifications, or should a proponent be in doubt as to their meaning, they must notify the staff contact indicated in Section 1 in order to obtain clarification. If necessary, a written addendum will be sent to all proponents.

3.7 Intent to Bid

Bidders are required to inform the municipality of their intent to bid by **September 30, 2024** at 4:00 p.m. This will ensure that all bidders receive any addendum(s) that may be issued.

Notification of Intent to Bid should include:

- Name of Organization
- Contact Person and Title
- Email
- Full Mailing Address
- Telephone Number

3.8 Terms of Payment

Provide a fixed rate and disbursement amount for services.

The successful Consultant shall be reimbursed monthly for actual work completed and time spent. Monthly invoices are to include supporting documentation for all disbursements. Disbursements will be paid at cost.

Invoices submitted by the Proponent shall include project title, a description of the work completed and a billing summary. This summary shall include the tasks set forth in the financial submission and shall indicate the budgeted cost, percentage invoiced to date and a total of these amounts for each task.

3.9 Proposal Validity

Proposals shall remain valid and open for acceptance by the Town for a period of thirty (30) calendar days following the deadline for receipt of proposals.

3.10 Other Information

The Town reserves the right to require Proponents to produce any of the following:

1. Appropriate insurance certificates; general liability insurance at the expense of the Proponent shall be maintained throughout the life of the contract in the order of two million dollars (\$2,000,000) for bodily injury, death, and damage to property. Financial and corporate information.
2. Valid WSIB Clearance Certificate.
3. A copy of the firm's health and safety policy.
4. Additional assurances or protections as deemed necessary by the Issuer.

3.11 Ownership of Documentation and Freedom of Information

The information submitted in response to this RFP will be treated in accordance with the relevant provision of the Municipal Freedom of Information and Protection of Privacy Act. The information collected will be used solely for the purposes stated in the RFP. The Proponent does, by the submission of a proposal, accept that the information contained in it will be treated in accordance with the process set out in the RFP. Proponents should clearly indicate in their submission which parts, if any, are exempt from disclosure under the Municipal Freedom of Information and Protection of Privacy. Any submitted proposal shall immediately become the property of the Town.

4.0 PROPONENTS' QUALIFICATIONS AND REFERENCES

The proposals shall be judged based on the following factors and must meet all of the requirements outlined in this document. The Town reserves the right to amend the criteria above without notice. In the evaluation process, all responses received by the deadline will be reviewed.

- Innovative approach to project
- Methodology and process and collaborative nature
- Understanding of project scope, goals and objectives, and how the requirements will be performed
- Knowledge of Corporation and the community as a whole
- Expertise and demonstrated results from similar municipal corporate strategic plans/similar projects (Client/Project References), Consultant's Profile/Qualifications, and Project Team
- Price submission for project

4.1 Proponent Overview

Proponents are required to provide an overview of their organization and evidence that their

company can complete the RFP requirements as set forth in this RFP citing recent work of similar scope, services or goods to the public sector, and any other relevant information about the responding firm(s).

Please include:

- Full legal firm name
- Year firm was established
- Number of people currently employed
- Most recent municipal Corporate Strategic Plan completed
- Qualifications of staff to be assigned to project

4.2 Proponents’ Clients

Proponents must provide a list of clients, which should include the type of services provided, and when the services were provided.

4.3 Proponents’ References

Proponents are required to provide a minimum of three (3) references, which involved work undertaken with similar scope and content in providing the types of services proposed in this RFP. At a minimum, provide:

- The company name
- The location where the services were provided
- Contact person(s)
- Contact telephone number
- Dates of services

5.0 EVALUATION CRITERIA

5.1 Criteria

Specific selection criteria shall be used in evaluating the proposals received. All proposals received from Proponents will be reviewed and rated by a review panel of the Town’s Chief Administrative Officer, Treasurer and Clerk/Planning Coordinator. While cost will be considered, it will not be the sole deciding factor in the selection process. The proposals will be evaluated by the Town’s review panel in their sole and absolute discretion

Evaluation Criteria Weighting Factors

Evaluation Criteria	Weighting Factor
Innovative approach to project – 10% Methodology and process and collaborative nature – 10% Understanding of project goals and objectives, and how they will be performed – 10%	30%

Knowledge of Corporation and the community as a whole	5%
Expertise and demonstrated results from similar municipal corporate strategic plans, official plans and affected zoning by-law/similar projects (Client/Project References) – 20% Consultant’s Profile/Qualifications/Project Team – 25%	45%
Clarity and completeness of submission	5%
Price submission for project	15%
TOTAL	100%

6.0 MUNICIPAL RIGHTS AND OPTIONS

The municipality, in its sole discretion, reserves the following rights:

- Supplement, add to, delete from or change this solicitation document.
- Determine which respondent, if any, should be selected for negotiations.
- Reject any or all proposals or information received pursuant to this RFP;
- Conduct investigations with respect to the qualifications and experience of each respondent;
- Take any action affecting the RFP or the services subject to this RFP that would be in the best interests of the municipality;
- Request additional data or information after the submittal date, if such data or information is considered pertinent to aid the review and selection process;
- Require one or more respondents to supplement, clarify or provide additional information in order for the municipality to evaluate the proposals submitted;
- Waive any informalities or irregularities in the submittals or to re-advertise;
- That the lowest, or any bid, will not necessarily be accepted;
- Cancel this RFP with or without the substitution of another RFP.