

Lakehead
Rural
Planning
Board

2022

Official Plan & Zoning Bylaw Review
Gorham, Ware, and Dawson Road Lots 1-20
Request for Proposal

Competition #2022-01

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1. Introduction

The Lakehead Rural Planning Board (LRPB) is requesting proposals from qualified consulting firms to provide a review and update to the Official Plan and Zoning Bylaw for the unincorporated townships of Gorham, Ware, and Dawson Road Lots 1-20.

The intent of the request for proposal is to receive submissions and ultimately to make and award to a qualified consultant to carry out and complete the work program resulting in the preparation and delivery of a comprehensive Official Plan and Zoning Bylaw review for Gorham, Ware, and Dawson Road Lots 1-20.

2. Lakehead Rural Planning Board Background Information

The Lakehead Rural Planning Board was established in 1984 under Ministerial Order by then Minister of Municipal Affairs and Housing Claude F. Bennett, in accordance with what was then Subsection 72(4) of the *Planning Act*, 1983 (and is now Section 9 of the Act).

The Lakehead Rural Planning Area is comprised of both organized municipalities and the unorganized geographic townships of Gorham, Ware, and a portion of the Dawson Road Lots located east of the Kaministiquia River, and being Lots 1 to 20, Concessions A and B.

This official plan covers the unorganized geographic townships of Gorham, Ware and a portion of the Dawson Road Lots. The Lakehead Rural Planning Board administers this official plan and an implementing zoning (previously established as a Minister's Zoning Order) covering part of the planning area.

Existing land use within these geographic townships includes agriculture, commercial, industrial, institutional, residential (permanent and seasonal) and resource based aggregate and forestry activities. Residential concentrations have emerged on the shorelines of Greenpike, Maki, Surprise and Trout Lakes; within the Dawson Road Lots; within the communities of Kaministiquia and Lappe; within six existing mobile home parks; and within a number of smaller linear concentrations along various public road frontages. None of these are well suited to being identified as settlement areas as defined by Ontario's Provincial Policy Statement, or to the assumption that such locations should evolve into communities for which urban scale services should be established.

3. Scope of Services and Requirements

3.1 Scope of Work - Official Plan and Zoning Bylaw Review

The Zoning Bylaw should be closely linked to and stem from the Official Plan. The Zoning Bylaw is a legal requirement and needs to be consistent with the Official Plan content, and adopted and implemented by the Board. The Official Plan will serve as the visionary guide for the LRPB's future planning purposes and the Zoning Bylaw will

provide the required land use policy and framework for the LRPB to accomplish the stated goals in the Official Plan for Gorham, Ware, and Dawson Road Lots 1 - 20.

Terms of Reference for the Review of the Official Plan

The consultant shall outline a proposed work schedule and implementing methodology to prepare, under Section 17 of the Planning Act, a new Official Plan for Gorham, Ware, and Dawson Road Lots 1-20, consistent with the requirements of the Planning Act, Provincial Policy Statement, and the Northern Growth Plan. Upon successfully being awarded the project, consult with the Ministry of Municipal Affairs and Housing and thereafter, undertake and complete the described work, program and in particular:

- Carry out a review of existing land use within the unincorporated areas of Gorham, Ware, and Dawson Road Lots 1-20 and prepare a land use map illustrating existing land uses categorized in accordance with standard land use classifications;
- Develop a set of land use designations that accommodates the identified existing land uses and the developed growths strategy;
- Develop appropriate content for each of the determined land use designations including a description of the character and typical land uses, guidance for location and development of new initiatives within the designation, policies for servicing, and targets, including policies to implement a ten year supply of residential lands that are designated and available for development and a three year supply of land contained in draft or registered plans of subdivision or available through severance;
- Develop policies implementing and setting targets for infill, intensification and redevelopment.
- Develop a land use schedule containing each of the determined land use designations selected and ensuring that each has sufficient lands allocated to accommodate a twenty year supply as determined by the comprehensive review;
- Identify and map determined land use constraints or impediments, including such matters as lands subject to flooding or instability, abandoned mines, source water protection areas, contaminated soils, natural heritage or archaeological resources, and similar features;
- Define appropriate policies for source water protection areas;
- Define appropriate policies for natural heritage and archaeological resources, lands and/or areas with aggregate and mining potential, land use compatibility, abandoned mines, hazard lands, contaminated soils, and noise/vibration;
- Develop policies to ensure the use and govern the application of a full range of planning tools as set out in the Planning Act and other appropriate legislation, including but not limited to zoning by-laws of all forms, site plan control, secondary plans, maintenance and occupancy by-law, and community improvement plans;

- Identify prime agricultural lands and areas, and establish related policies consistent with Ontario's Provincial Policy Statement guidance;
- Develop specific policies addressing affordable housing and second dwelling units, consistent with the growth plan and levels of servicing available within the unincorporated areas of Gorham, Ware, and Dawson Road Lots 1-20. In the case of second dwellings, such policy should identify locations and/or situations (servicing, avoidance of flood prone lands, etc.) where second dwellings can or cannot be accommodated;
- Identify policies for Provincial Highways and for local roads. Identify determined highway relocation routes and establish interim policies that would apply in the period of review prior to determination of a final route; and,
- Consult with the Ministry of Municipal Affairs and Housing and the LRPB prior to and throughout the process.

3.2 Scope of Work - General

The components of the project listed below are identified as a guide to the tasks to be undertaken. Submissions are encouraged to use innovation in the proposal and propose alternatives that could be beneficial to the project.

- Throughout the project, the successful consultant will work closely with the Board and the primary project contact - the Secretary-Treasurer. The Board will be updated and engaged at key stages of the project.
- All Proposals shall contain a comprehensive proposed work program and support information as detailed in this Request for Proposal. Proposals shall also detail the specific parties that are to participate in the work program, including position, billing rates, professional qualifications, and the minimum amount of time that they will be committing to the project. All anticipated expenses and disbursements shall be detailed.
- Costs shall be identified on a project basis except all costs relating to overall project management and administration shall be separated. All costs shall be in Canadian funds.
- All submissions shall be signed and dated, and the name and position of the signing party shall be identified in printed form.
- The consultant will arrange and attend regular meetings with the Board, staff, and the public, including:
 - Initial start-up meeting
 - Presentation of draft and final bylaws
 - Appear at public consultation meetings and communicate with stakeholders as required to facilitate the public engagement component of the project
 - Print and distribute materials for meetings as necessary
 - Record and distribute minutes/notes of each meeting
- Review relevant LRPB bylaws, plans and other documents as necessary.
- Identify stakeholders and develop and facilitate a Public Engagement Strategy.

- Make recommendations on bylaw amendments to meet best practice standards and the LRPB's overall objectives.
- Collect and evaluate appropriate data and information;
- Consult with MMAH and any other agencies or offices necessary to the proper conduct of the work program, including applicable First Nations;
- Carrying at all times during the tenure of the work program necessary professional and labour insurances;
- Advising the LRPB at the first available opportunity of any major issues or concerns that arise during the conduct of the work program and explaining the nature of such problems and their impact upon completion of the work program; and,
- Completing the entire work program in a timely manner consistent with the detailed timing set out in the submission.

The following background information is available for the Official Plan and Zoning Bylaw review:

- Official Plan - Gorham, Ware, and Dawson Road Lots (2011)
- Zoning Bylaw - Gorham, Ware, and Dawson Road Lots (2013)

4. Summary of Deliverables

- A complete revised Official Plan that adheres to all current legislative requirements and sets out clear objectives and policies for landowners, developers, Board members and staff.
- A complete revised Zoning Bylaw that complies in all respects with current legislative requirements and is internally consistent and highly practical and workable for staff and the general public.
- Draft versions of the updated bylaws will be presented to the Board, with all revisions, additions and deletions made as necessary following the review(s). The project will be considered final upon adoption by the Board.
- The final approved bylaws will be provided in a fully editable digital format.
- 10 copies of an official plan background report containing data and analysis, 10 copies of a draft official plan document (containing appropriate mapping and schedules), and 10 copies of a final official plan document;
- A digitized copy of each document and of related mapping and schedules;

The firm shall also detail the cost of supplying additional documents should the LRPB wish to obtain further copies.

5. Project Schedule

The required completion is December 31, 2023. The project is envisioned to be broadly divided into 3 phases. Submissions are encouraged to address the proposed phasing or suggest creative alternatives that meet all objectives and key deliverables.

Phase 1 - Foundation - initial updates for the Official Plan and Zoning Bylaw updates are set, any issues are identified, technical conditions are analyzed.

- Establish key contacts and consultant team introduction.
- Develop a detailed work plan and schedule for the overall project.
- Develop a Public Engagement Strategy.
- Consult with the Board to obtain local knowledge, identify known issues, assess priorities, and provide understanding of local challenges and opportunities.
- Confirm preferred direction of project.

Phase 2 - Development - research, draft Official Plan and Zoning Bylaws through development of policy direction that incorporates the preferred direction discussed by residents, stakeholders, and the Board and the technical components required to produce a draft Official Plan and Zoning Bylaw.

- Review all relevant bylaws, policies, and plans.
- Review Official Plan and Zoning Bylaw in relation to above bylaws, policies, and plans.
- Update population projection, legislative requirements, other.
- Identify opportunities, constraints, and policy alternatives.
- Provide recommendations.
- Revise Official Plan and Zoning Bylaw, prepare drafts.

Phase 3 - Finalization - A complete Official Plan and Zoning Bylaw that are supported by residents and stakeholders and to be considered for final adoption by the Board.

- Organize and facilitate a public open house or opportunities for participation.
- Analyze and create summary of input for public distribution.
- Formulate final products in consultation with Board.
- Create final Official Plan and Zoning Bylaw amendments.
- Present to public and Board.

6. Submission

Submissions are requested to be submitted as one (1) original and an electronic copy. Submissions should be labelled with the RFP Title, the consulting firm's name and address, and the RFP#(2020-01).

Proposals must be in sealed envelopes addressed to Lakehead Rural Planning Board, 3250 Hwy 130, Rosslyn, ON, P7K 0B1, and received by the Secretary-Treasurer, not later than 1:00 pm, local time on:

April 29, 2022

Request for Proposals will be opened publicly in the Council Chambers, Oliver Paipoonge Municipal Complex, Rosslyn, at 2:00 p.m. April 29, 2022, and the successful firm shall be notified by telephone and in writing upon completion of review and selection proceedings and confirmation by Board resolution.

Review and evaluation of submissions shall include, among other matters:

- Compliance with the submission requirements;

- Proposed work program and timing;
- Qualifications and experience of the parties;
- Price;
- Organization and control; and,
- Overall quality of the submission.

The LRPB may short list potential consulting firms and interview these firms as determined to be necessary in the evaluation and selection of the successful firm.

The lowest proposal shall not necessarily be accepted. The Board may also elect not to award the Request for Proposal at its discretion.

7. Rejection of Proposal Elements

Under no circumstances will Proposals be considered which:

- (a) Are received after the advertised closing time for Request for Proposals; or,
- (b) Are not signed.

Proposals which are incomplete, conditional, illegible or obscure or that contain additions not called for, reservations, erasures, alterations, or irregularities of any kind, may be rejected as informal.

Proposals that contain prices, which appear to be so unbalanced as likely to affect adversely the interests of the LRPB, may be rejected.

The LRPB reserves the right to waive informalities at its discretion.

Consultants who have submitted Proposals that have been rejected by the LRPB because of informalities will normally be notified of the reasons for the rejection within 10 days after the closing date of the Request for Proposals.

8. Request for Proposal Validity

The Proposal shall constitute an irrevocable offer by the Consultant, open for acceptance by LRPB for a period of 60 days, after which time, if not accepted, the Proposal shall be null and void. It is understood that errors in the Proposal, whether accidental, caused by negligence of the Consultant or otherwise, shall not confer any additional rights of withdrawal upon the Consultant.

9. Errors and Omissions on Request for Proposal Form

Whenever in a Request for Proposal the amount proposed for an item does not agree with the extension of the estimated quantity and the proposed unit

price, the unit price shall govern and the amount of the Total Proposal Price shall be corrected accordingly.

If a Consultant has omitted to enter a price for an item of work set out in the Request for Proposal, he/she shall, unless he/she has specifically stated otherwise in his/her Proposal, be deemed to have allowed elsewhere in the Proposal for the cost of performing the said item of work and, unless otherwise agreed to by the Owner, no increase shall be made in the total Proposal price on account of such omission and the Consultant shall be deemed to have a Proposal for the entirety of the scope of work set out in the Request for Proposal.

10. Qualification of Consultants

The LRPB may make such investigations as it deems necessary to determine the ability of the Consultant to perform the work, and the Consultant shall furnish to the LRPB all such information and data the LRPB may request. The LRPB reserves the right to reject any Proposal if the evidence submitted by or investigation of such Consultant fails to satisfy the LRPB that such Consultant is properly qualified to carry out the obligations of the Contract and to complete the work as contemplated therein.

11. Taxes and Duties

The Consultant shall include sales tax in accordance with current sales tax legislation taking into account any changes that have been made known by the Government and that will occur during the life of the Proposal.

The Consultant shall keep records and invoices of accounts subject to HST for the purpose of establishing taxes paid and for substantiation in the event of changes to the tax legislation during the course of the Proposal.

12. Non-Resident Consultant

If the Consultant is a non-resident of Ontario, he/she shall, immediately after receiving the Request for Proposal Administrator's written order to commence work, obtain a certificate from the Retail Sales Tax Branch showing that the Consultant has registered with the Retail Sales Tax Branch and shall submit the certificate to the LRPB.

The Consultant shall not commence work or order any materials or equipment for the Contract until he/she has registered with the Retail Sales Tax Branch.

The Consultant shall ensure that all sub-consultants proposed for carrying out any of the work required by the Contract and which are non-residents of

Ontario have registered with and have complied with the requirements of the Retail Sales Tax Branch before they commence any such work.

13. Mapping

Mapping will be supplied by the LRPB.

14. Questions During Request for Proposal Period

The following staff will be available to answer questions until April 8, 2022:

Kerri Reid, Secretary-Treasurer
Tel: (807) 935-3300
Fax: (807) 935-3309
E-mail: lrpb@tbaytel.net

15. Key Dates

| Activity | Date |
|----------------------------------|-------------------|
| Questions Submission Deadline | April 8, 2022 |
| Proposal Submission Deadline | April 29, 2022 |
| Estimated Award of Contract Date | May 6, 2022 |
| Required Project Completion Date | December 21, 2023 |