



REQUEST FOR PROPOSAL

to Provide

Municipal Land Use Planning Consulting Services

to the

Corporation of the Township of Stone Mills

RFP #2025-07

To be delivered to:

procurement@stonemills.com

Attention: Jason White, CAO

Questions Deadline:

By: 3:00 PM

Thursday, August 21st, 2025

Submission Deadline:

By: 3:00 PM

Thursday, September 4th, 2025

Contents

1.0 INTRODUCTION AND BACKGROUND	3
2.0 SCOPE OF WORK.....	3
2.1 General Duties Include:.....	4
2.2 IN-PERSON SERVICE DELIVERY	5
3.0 PROPOSAL SUBMISSION REQUIREMENTS	6
3.1 Experience Requirements	6
3.2 Costing Requirements	7
4.0 EVALUATION CRITERIA.....	8
5.0 CONTRACT TERMS	8
6.0 SUBMISSION REQUIREMENTS	8
7.0 ADDITIONAL INFORMATION	8
Schedule A: Planning Services	10
Schedule B: Items & Prices Template	11
Appendix: RFP General Terms and Conditions.....	12
Privilege.....	12
Confidentiality.....	12
Law	12
Submission and Evaluation.....	13

1.0 INTRODUCTION AND BACKGROUND

Home to approximately 7,800 people, the Township of Stone Mills is located in eastern Ontario west of the City of Kingston and north of Highway 401. A rural municipality, respectful of its history and culture, offering a variety of residential, recreational and commercial opportunities that provides its residents, businesses and visitors with a full range of services while promoting a healthy lifestyle, high community standards, business success, accountability and transparency and prosperous relationships.

The Township of Stone Mills ("Township") appreciates your interest in this Request for Proposal (RFP). By submitting a proposal, Proponents agree they shall not have any claims for any compensation of any kind whatsoever as a result of participating in this RFP.

In summary, this RFP is issued solely for the purpose of obtaining proposals. Neither the issuance of this RFP nor the submission of a proposal implies any obligation by the Township to enter into any agreement. The intent of this RFP is to identify those vendors capable of meeting the Township's requirements and with whom a final agreement may be negotiated.

2.0 SCOPE OF WORK

The scope of this RFP is for the Township to retain a consulting firm or professional individual who will be acting as the Township Planner to represent, administer, give official opinions, and process development planning applications on an as-needed basis. The successful proponent will serve as the primary planning professional for the Township, providing comprehensive planning services while working collaboratively with both internal Township resources and external consultants to ensure effective and efficient service delivery.

Planning services will be expected to work closely with and be supported by internal Township staff including but not limited to the Development Services Coordinator, Township Clerk, Chief Building Official (CBO), Public Works Department, and Emergency Services to coordinate planning matters and ensure consistent municipal service delivery.

Additionally, the Township Planner will liaise and coordinate with external resources as required, including the Township's legal counsel, peer review consultants (engineering, environmental), and other specialized consultants to support comprehensive development review and municipal planning functions.

2.1 General Duties Include:

- a. Acting as the official Registered Professional Planner for the Township on development application files
- b. Providing planning opinions and recommendations on various land use applications
- c. Maintaining accurate understanding of County and Township planning documents including the Official Plan and Zoning By-law
- d. Meeting with applicants as part of pre-consultation efforts and providing written records of discussions and advice
- e. Administering and processing submitted applications as required under the Planning Act
- f. Serving as a point of contact to applicants throughout the application process
- g. Project management of submitted applications throughout the Planning Act lifecycle until decisions are made by the respective planning authorities
- h. Reviewing building permit applications to ensure compliance with zoning by-laws
- i. Representing the Corporation in litigation matters, as required
- j. Administering Committee of Adjustment meetings on behalf of the Township
- k. Attending Council and Committee meetings to provide information and present reports
- l. Providing written internal status reports on application files and accompanying briefs
- m. Liaising with external consultants (county, conservation, legal, engineering, environmental, etc.), commenting agencies, and Township staff
- n. Providing general planning advisory services to Council, municipal staff, Committee of Adjustment and the public on an as-needed basis
- o. Pro-actively informing the municipality of emerging planning issues, policy changes and funding opportunities
- p. Facilitating or conducting education sessions for Council, staff and Committee of Adjustment as required
- q. Undertaking statutory reviews and updates of the Official Plan and Zoning By-law and any other By-laws or Policies as required
- r. Undertaking special projects such as community improvement plans or Municipal Act-related by-law
- s. Authoring and drafting comprehensive planning documentation including staff reports, policy analysis, bylaw amendments, development agreements, Official

Plan amendments, and all supporting materials for Council and Committee decision-makings

- t. Preparing Committee of Adjustment support materials including staff reports, decision notices, hearing documentation, and background materials to facilitate Committee operations

2.2 IN-PERSON SERVICE DELIVERY

The successful proponent shall provide options for in-person planning services to accommodate the Township's applicant base, which consists primarily of individual property owners, small businesses, and local developers who value face-to-face consultation. The following in-person may be required:

- a. Office Consultations: Maintain a process that supports regular office hours or scheduled appointments at the Township municipal offices for:
 - i. Pre-consultation meetings with prospective applicants
 - ii. Application review and discussion sessions
 - iii. Follow-up meetings during the application process
 - iv. General planning inquiries and advice above initial triage by administration staff
- b. Site Visits: Conduct on-site visits when deemed necessary for:
 - i. Complex development applications
 - ii. Site plan applications
 - iii. Subdivision applications
 - iv. Severance applications where site conditions are a factor
 - v. Committee of Adjustment applications requiring site assessment
 - vi. Enforcement matters
 - vii. Pre-consultation for significant developments
- c. Accessibility and Availability:
 - i. Make use of the local municipal office space for meetings with applicants as needed
 - ii. Outline capability for in-person meetings
 - iii. Responding to requests for in-person meetings within a defined number of business days
- d. Service Delivery Options:
 - i. While virtual meeting options (video conferencing, phone calls) may be offered as alternatives, in-person meetings must remain available upon request

- ii. Recognize that many Township applicants are individuals unfamiliar with the planning process who benefit from face-to-face interaction
 - iii. Provide clear, patient explanations appropriate for non-professional applicants
- e. Travel:
 - i. Include reasonable travel time and costs for site visits and meetings within the Township
 - ii. Ensure services are accessible to residents regardless of their technological capabilities

3.0 PROPOSAL SUBMISSION REQUIREMENTS

3.1 Experience Requirements

Proposals must provide the following information in the same sequence to be considered responsive. Written response shall not exceed ten (10) pages in length:

- a. Service Description: A comprehensive description of what would be entailed in representing and performing development planning services on behalf of the Township of Stone Mills.
- b. Qualifications and Experience: The qualifications and experience of assigned personnel, with emphasis on Registered Professional Planners (RPP) with experience in managing development application files in rural municipalities, particularly those with populations similar to Stone Mills (5,000-10,000 residents).
- c. Portfolio and Expertise: Portfolio highlights demonstrating expertise in:
 - i. Development control and application processing
 - ii. Rural and agricultural planning
 - iii. Subdivision and site plan agreement
 - iv. Committee of Adjustment processes
 - v. Rural settlement areas without municipal water/sewer servicing
 - vi. Heritage and cultural landscape planning
 - vii. Recreational and tourism-related development
 - viii. Ontario Land Tribunal (OLT) hearing experience
 - ix. Municipal By-law and Policy development
 - x. Natural hazards and geological constraints including Karst topography
- d. Support Team: Outline the level of support available to assigned personnel from other professionals within your organization.

- e. Service Delivery Approach: Describe your approach to customer service and project management, considering Planning Act approval timelines and the unpredictable nature of development applications.
- f. Conflict of Interest Declaration: Identify any recent or ongoing work in the Township that could present a conflict of interest and indicate how such situations would be managed. Include any current or recent (12 months) private sector clients with applications within Stone Mills. The Ontario Professional Planners Institute Professional Code of Practice will be the minimum standard for conflict of interest considerations.
- g. Professional References: Contact information for three (3) professional references from clients and/or supervisors, preferably from similar rural municipalities.
- h. Local Service Delivery: Describe your approach to providing in-person services to individual property owners and developers, including:
 - i. Typical response times for in-person meeting requests
 - ii. Experience working with individual applicants versus large development companies
 - iii. Approach to conducting site visits and field assessments

3.2 Costing Requirements

The proposed pricing model must include:

- a. Hourly charge-out rate for a Registered Professional Planner
- b. Hourly charge-out rate for administrative assistance and support staff
- c. In-Person Service Rate (if different than above):
 - i. Standard rate for in-person office consultations
 - ii. Site visit rates (including travel time and mileage)
- d. Price list of any additional charges and fees (travel, printing, etc.)
- e. Sample invoice format that will be provided to applicants

Note:

- a. All consultant invoices are paid directly by the Township
- b. All rates must be stated in Canadian funds
- c. HST shall be shown separately and not included in base rates
- d. Prices and rates shall remain fixed for the duration of the contract term

4.0 EVALUATION CRITERIA

Proposals will be evaluated based on the following weighted criteria:

- a. Experience and Qualifications (30%): Relevant experience in rural municipal planning, particularly with similar-sized municipalities
- b. Technical Approach (25%): Understanding of scope and proposed methodology
- c. Team Qualifications (20%): Qualifications of assigned personnel and support team
- d. Cost (15%): Competitiveness of proposed rates and fee structure
- e. References (10%): Quality of references from similar municipalities

5.0 CONTRACT TERMS

- a. Contract Duration: Initial term of two (2) years with option for two (2) additional one-year extensions
- b. Insurance: Professional liability insurance minimum \$5,000,000
- c. Performance Standards: Compliance with Planning Act timelines and Township service standards
- d. Termination: 90-day written notice by either party

6.0 SUBMISSION REQUIREMENTS

Delivery: Submit one (1) original pdf to procurement@stonemills.com

Late submissions will not be accepted.

7.0 ADDITIONAL INFORMATION

- a. The lowest-cost proposal will not necessarily be accepted
- b. Selected proponent may be required to participate in an interview
- c. All questions regarding this RFP must be submitted in writing by the date indicated on the cover page.
- d. All questions concerning this Request for Proposals shall be directed to Jason White, Chief Administrative Officer, using procurement@stonemills.com.
- e. Any attempt by the Proponent or any of its employees, agents, contractors, or representatives to contact members of Municipal Council, Committee of Adjustment or Municipal staff not identified in this RFP may lead to disqualification.

- f. 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.

8.0 REFERENCE MATERIAL

Historical Committee Agendas:

<https://stonemills.civicweb.net/Portal/MeetingInformation.aspx?Id=705>

Open Planning Applications:

<https://www.arcgis.com/apps/dashboards/c2df64aaa8b44b2cbf9f44ae0e0e31e4>

Schedule A: Planning Services

Planning Firm	
Address	
Phone	
Email	
Fax	
Name of Person signing for Planning Firm	
Position of Person Signing for Planning Firm	

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 THE _____ OF

IN THE COUNTY OF _____

THIS _____ DAY OF _____, 2025.

WITNESS SIGNATURE

AUTHORIZED SIGNATURE

Schedule B: Items & Prices Template

(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:

Hourly Rate 1	\$	
Hourly Rate 2	\$	
Travel Time Rate	\$	
Per km Rate	\$	
Phone/Email Discussions	\$	
Disbursements	\$	

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

Add additional rows to this table as needed.

Appendix: 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 prior to the RFP closing date.

Privilege

The Township 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.

Confidentiality

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.

Law

- a. The law applicable to the RFP and any subsequent agreements shall be the law in force in the Province of Ontario.
- b. 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.

Submission and Evaluation

- a. Preparation: All expenses incurred in the preparation and presentation of submissions of the response to the RFP are entirely the responsibility of the Proponent.
- b. Method of Submission: Electronic copy proposals will be the only form accepted. Hard copy, facsimile or telephone proposals will not be considered.
- c. 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.

Broader Public Sector

Any resultant contract may be accessed by neighboring municipalities under the same terms and pricing, subject to the Contractor's capacity limitations and conflict of interest requirements. Accessing municipalities must enter into separate agreements directly with the Contractor. The Township of Stone Mills assumes no responsibility for services provided to other municipalities under this provision.