



## **THE MUNICIPALITY OF MORRIS TURNBERRY**

### **Request for Proposal (RFP)**

**Re: For Planning Consultant services for Development of a Property for residential development, owned by the Municipality of Morris-Turnberry,.**

Submissions must be received on or before:

**4 p.m., Friday January 25<sup>th</sup>, 2019**

**Proposals are to be submitted to:**

**Nancy Michie  
Administrator Clerk Treasurer  
41342 Morris Road  
RR 4 Box 310 Brussels, ON  
NOG 1H0  
nmichie@morristoryberry.ca**

#### **PLEASE REGISTER AN EXPRESSION OF INTEREST**

In advance of submitting your proposal, please indicate your interest in responding to this RFP by sending your e-mail address and contact information to [nmichie@morristoryberry.ca](mailto:nmichie@morristoryberry.ca)

This information is required to provide you with updates or clarification of this RFP before the due date.

## 1. BACKGROUND

The Municipality of Morris-Turnberry has purchased the following property:

**Property known as the 'Pletch Property'**  
**61 Corbett Drive, Belgrave, ON. Parts of Lots 2 and 3 Concession 5, Morris.**  
**PIN 41331-0265**

79.17 acres of land adjacent to Belgrave, as shown on the attached Schedule 'A'. Page 7 of this document.

The property data sheet from Municipal Connect is attached, showing the data for the property including the residence located on the property.

The Council of the Municipality is desirous to engage a planning consultant to lead the process and work with the municipal staff and the County planner to prepare a concept plan for the best use of the land. The planning consultant will be the 'main point contact person' for the project, representing the Municipality.

## 2. SCHEDULE FOR SELECTING CONSULTANT

Release of RFP: **January 8<sup>th</sup>, 2019**  
Submission due: **January 25<sup>th</sup>, 2019.**

## 3. Proposal Content

The proposal should be no more than three pages long. Appendices may be added for supporting material, experience information and portfolio.

### A. Work Outline

The Respondent shall provide a plan for the process required for development of the property, showing the various segments for the development. The plan shall include planning meetings with Municipal staff and the Huron County planner assigned to the project and any meetings required with Council.

### B. Qualifications of the Respondent(s)

Please provide:

- Professional qualifications and experience
- Proficiency with land use planning, in particular the Provincial Policy Statement, MOE Guideline D-6, EIS studies, Archaeological studies, Nitrate studies and municipal planning documents
- Qualified to provide professional evidence at a LPAT hearing, if required.

### C. Proposed Schedule

Respondents shall provide a project schedule for the plan for the project outlining the various segments required.

### D. Price Proposal

Respondents shall provide an hourly rate for the work plan of the total project and the estimate of proposed hours and cost for the various segments of the project.

#### **E. Time Line**

Respondents shall provide an estimated time line for the project.

It is anticipated to prepare the concept plan, the layout for the proposed lots, plan for the service installation and the roads in 2019.

#### **F. References**

Provide three references where the consultant has provided similar services, including contact and phone number.

### **3. Evaluation Criteria**

During the evaluation process any or all of the consultants may be invited for an interview at their own expense. Consultants will be evaluated specifically on:

- The quality of the proposal;
- Responsiveness to the requirements of the RFP;
- Qualifications and relevant experience;
- Understanding of the project and scope of project;
- Experience of proposed personnel; and
- Proposed budget and ability to complete work within stated timelines

Pricing information shall contain the total price and a detailed cost breakdown showing task, person assigned, estimated hours, rate/hour, subtotal; and disbursement expenses.

**All qualifying submissions become the property of the Municipality of Morris-Turnberry on the closing date and will not be returned. Late Submissions will be returned unopened.**

### **4. SUBMISSION REQUIREMENTS AND TIMING**

Submissions shall consist of 1 unbound original which must be signed and dated. Please retain an electronic copy in Adobe PDF format identical to the original for emailing to the undersigned if requested (no request for an electronic copy will be made before the closing date, and no electronic submission will be accepted before the closing date).

Sealed proposals must be submitted to:

**Nancy Michie  
Administrator Clerk Treasurer  
41342 Morris Road  
RR 4 Box 310 Brussels, ON  
NOG 1H0**

The envelope must be marked clearly with "**Planning consultant for the Development of the Pletch Property**'

Proposals may be delivered by hand, courier, or mail. The Municipality is not responsible for any costs of delivery. Late submissions may be rejected at the Municipality's sole discretion.

Interviews may be arranged with selected respondents.

## **5. INQUIRIES**

Questions may be directed to [nmichie@morristoryberry.ca](mailto:nmichie@morristoryberry.ca).

If an Addendum to the RFP is required as a result of questions, all registered respondents will receive the addendum via email.

The Municipality of Morris-Turnberry assumes no responsibility or liability arising from information obtained in a manner other than as prescribed in this RFP.

## **6. TERMS OF ENGAGEMENT**

The term of the engagement will be for services to be rendered in 2019-2020. The Municipality of Morris-Turnberry may terminate the contract at any time for any reason with 15 days written notice.

## **7. PAYMENT SCHEDULE**

Payments will be made to the consultant after receipt of an acceptable invoice for work completed in accordance with the major stages of the project shown in the work plan. Invoices will be paid, after approval by the Municipality, within 30 days of receipt. Should any part of the terms of the RFP Requirements or contract not be met, the Municipality of Morris-Turnberry reserves the right to withhold payment.

## **8. ATTACHMENTS:**

### **THE FOLLOWING ITEMS ARE ATTACHED FOR YOUR INFORMATION:**

- 1. A DRAFT CONCEPT PLAN PREPARED BY THE MUNICIPALITY USED AT THE TIME OF PURCHASE OF THE PROPERTY- PAGE 8 OF THIS DOCUMENT.**
- 2. PROPERTY RECORD CARD**
- 3. ARCHAEOLOGICAL POTENTIAL MAPPING FOR THE AREA**
- 4. LAND USE OFFICIAL PLAN OF THE BELGRAVE AREA**
- 5. ZONING MAPS – MORRIS – NORTHWEST and Belgrave and Zoning Provisions.**

**Copies of the Morris-Turnberry Zoning By-law and the Official Plan are available on the Municipal website [www.morristoryberry.ca](http://www.morristoryberry.ca) or will be emailed upon request.**

## **6. GENERAL TERMS AND CONDITIONS**

### **Evaluation of Submissions**

To facilitate evaluation, Respondents are required to prepare their Submissions in accordance with the requirements of this RFP, both in terms of form and content.

The Municipality of Morris-Turnberry or its designated agent will not use any single criterion in evaluating the RFP. The criteria are noted in the Evaluation Section. Neither the lowest bid nor any Submission shall necessarily be accepted.

### **Errors and Omissions**

The Respondent has the responsibility to notify the Municipality of Morris-Turnberry, in writing, of any ambiguity, divergence, error, omission, oversight, or contradiction contained in the RFP as it is discovered and to request any instructions, decisions or discretion which may be required in preparing the Submission, prior to the closing of this RFP.

### **Rejection Rights**

The Municipality of Morris-Turnberry reserves the right to reject any or all Submissions. Any Submissions not containing sufficient information, in the view of the Municipality of Morris-Turnberry, or its designated agent(s), to permit a thorough analysis may be rejected. The lowest cost proposal will not necessarily be accepted. The Municipality of Morris-Turnberry reserves the right to retain all proposals submitted and to use any ideas contained in a proposal regardless of whether that proposal is selected. Generally, however, proposals not accepted will be destroyed.

The Municipality of Morris-Turnberry reserves the right to verify the validity of the information supplied, and to reject any Submission where the contents appear to be incorrect, or inaccurate in the estimation of the Municipality of Morris-Turnberry, or its designated agent(s).

Submissions not conforming to the requirements of the RFP may not be considered, at the sole discretion of the Municipality. Responses which are unsupported by the information requested in the RFP document, or not complying therewith, may not be considered. Revisions received orally, by telephone, facsimile or other means, after the specified closing time and date may not be accepted or considered.

### **Notification of Outcome**

Following the award of this contract, the successful Respondent will be notified in writing/email. Other Respondents who made a Submission will not be notified in writing of the outcome of this RFP.

### **Agreement**

The successful Respondent must fulfill all obligations of the contents of their Submission and this RFP Document. The Municipality of Morris-Turnberry reserves the right to negotiate details of the Agreement and to make the necessary changes or substitution within the general scope of the contract.

### **Confidentiality**

The firm shall not at any time before, during or after the completion of the contract divulge to any third party's confidential Municipal information, which they obtain during the course of the contract.

All requirements and information obtained by a Respondent in connection with the RFP are the property of the Municipality of Morris-Turnberry and must be treated as confidential and not used for any purpose other than for replying to this RFP and for the fulfillment of any contract.

All documentation which a Respondent delivers to the Municipality of Morris-Turnberry or its designated agent(s) for the purposes of this RFP, becomes the property of the Municipality of Morris-Turnberry and is subject to the terms of the Municipal Freedom of Information and Protection of Privacy Act.

If a Respondent believes any part of its Submission reveals any trade secret of the Respondent, any intellectual property right of the Respondent, scientific, technical, commercial, financial or labour relations information, or any other similar secret right of information belonging to the Respondent, and if the

Respondent wishes the Municipality of Morris-Turnberry to attempt to preserve the confidentiality of the trade secret, intellectual property rights or information, then these matters must be clearly identified and designated as confidential.

The Respondents are informed that certain information respecting the privacy of individuals and proprietary information regarding the security of municipal operations cannot and will not be released to anyone other than the Respondent that has been engaged.

All requests for access to the submitted RFPs will be subject to a formal review pursuant to section 10(1) of the Municipal Freedom of Information and Protection of Privacy Act, and representation will be sought prior to disclosure of any third party information.

### **Compliance with Laws**

The Respondent shall comply with all applicable laws relating to the RFP, the Submission and any contract resulting there from.

### **Submission Preparation Costs**

The Municipality of Morris-Turnberry will not be responsible for any costs incurred by a Respondent in preparing, submitting, presenting or arranging site visits nor for any other costs, which are incurred relating to the Submission.

### **Subcontracts and Brokering**

Subcontracts for components of this contract must be fully disclosed and meet all the same requirements as the lead contractor. All subcontracts must receive the approval of the Corporation of the Municipality of Morris-Turnberry prior to services being rendered. Only Submissions received directly and/or through an approved representative of the named Respondent will be accepted. Submissions received by Brokers representing one or more Respondents shall not be accepted and will be disqualified.

### **Submission / Bid Guarantee**

The Respondent must agree that the terms of their Submission and Bids are valid until time of final product delivery (as per timeline stated above).

### **Ownership of Deliverables / Intellectual Property**

Upon award of the contract, all of the deliverables/design work provided by the consultant for the project will become the intellectual property of the Municipality of Morris Turnberry.

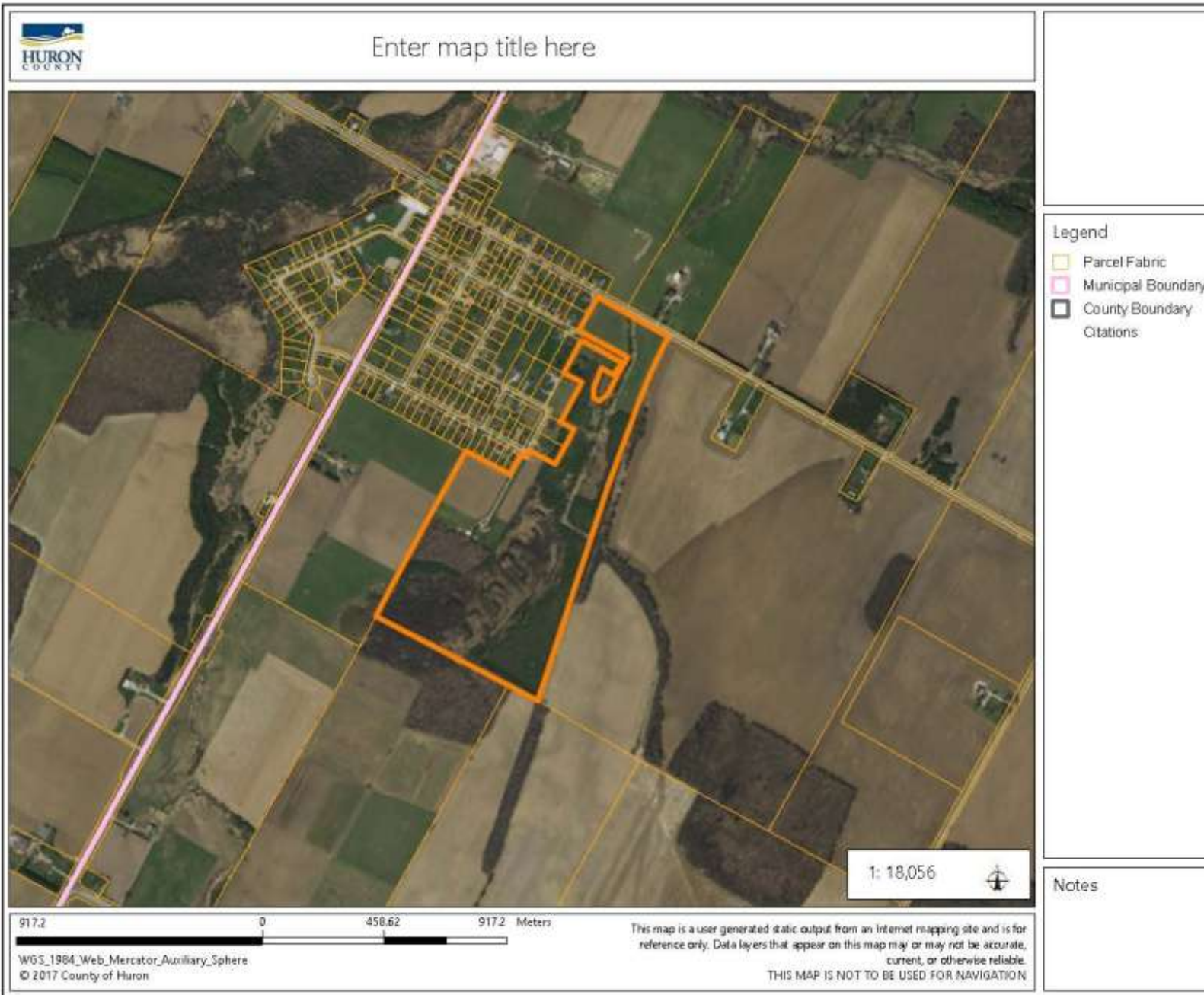
### **WSIB /INSURANCE Coverage**

1. The Consultant warrants that they are not in financial arrears with the Workplace Safety & Insurance Board and that all of their employees are fully covered under the terms of the Act and will provide the Municipality with a current Certificate of Coverage during any time in the execution or performance of the resulting contract.
2. The Contractor shall submit a copy the companies liability insurance coverage, with a minimum limit of \$2,000,000.00.

### **Indemnity**

The Consultant shall defend, indemnify, and hold harmless the Municipality of Morris Turnberry, all of its officers, agents and employees from and against all claims, actions, suits, demands, proceedings costs, damages and liabilities, arising out of, connected with, or resulting from any acts or omissions of the Consultant or any agent, employee, subcontractor, or supplier of contractor in the execution or performance of the resulting contract.

Schedule 'A' Property is outlined in orange






## Proposed Lots for Concession 5, Part of North Part Lot 2 & Part of North Part Lot 3, Subject to Right Of Way




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 10/10/2018


 0 70 140 280  
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 Date: 10/10/2018

Path: N:\GISData\HC\Map\Other\Pictos\_Property\Print\ProposedLots.mxd



**40 60 540 005 002 00 - 61 CORBETT DR**

Add to Watch List

Street Imagery Not Available

Belgrave

Layers Aerial

Q

4

Google

(https://maps.google.com/maps?ll=43.809225,-81.364954&z=14&t=m&hl=en/&saq=1&gl=ca&cid=101802019-Google)

CURRENT	ASMT	ACTIVITY	DOCUMENTS	PROPERTY REPORT
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Property Description	
RollNumber	40 60 540 005 002 00
Address	61 CORBETT DR
Municipality	Morris-Turnberry
Legal	MORRIS CON 5 PT LOTS 2 AND 3 RP 22R2816 PT PARTS 1 AND 3 RP 22R3849 PART 1 RP 22R4804 PARTS 1 AND 8 TO 10 RP 22R6281 PART 2
Owner Name	MORRIS-TURNBERRY MUNICIPALITY
Prop Code	251 - Farm Land
Zoning	AG2-1,D
Is Serviced	Y
Site Area	79.170 (acres)
Site Access	Y - Year Round Road Acc...
Frontage	n/a
Depth	n/a
Dist CVA	813,000
Tenant Tax Li...	N
Farm Operation	Cash Crops (Feed and Se...

Structure Code	Structure Type	Year Built	Condition	Quality	Gen. Air	He Ty
301	Single Family Detached	1993	Average	6.5	Yes	F
203	Type III Uninsulated Barn	1997	Average	5	No	
116	Attached Garage	1993	Average	3	No	
101	Detached Garage	1965	Average	2	No	
203	Type III Uninsulated Barn	2001	Average	4	No	
102	Shed	1997	Average	1	No	

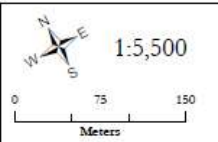
Mailing Address
41342 MORRIS RD PO BOX 310 BRUSSELS ON N0G 1H0

MUNICIPALITY OF MORRIS-TURNBERRY  
 OFFICIAL PLAN  
 SCHEDULE "B"  
 LAND USE PLAN  
 BELGRAVE

Amended by:  
 OPA # 6

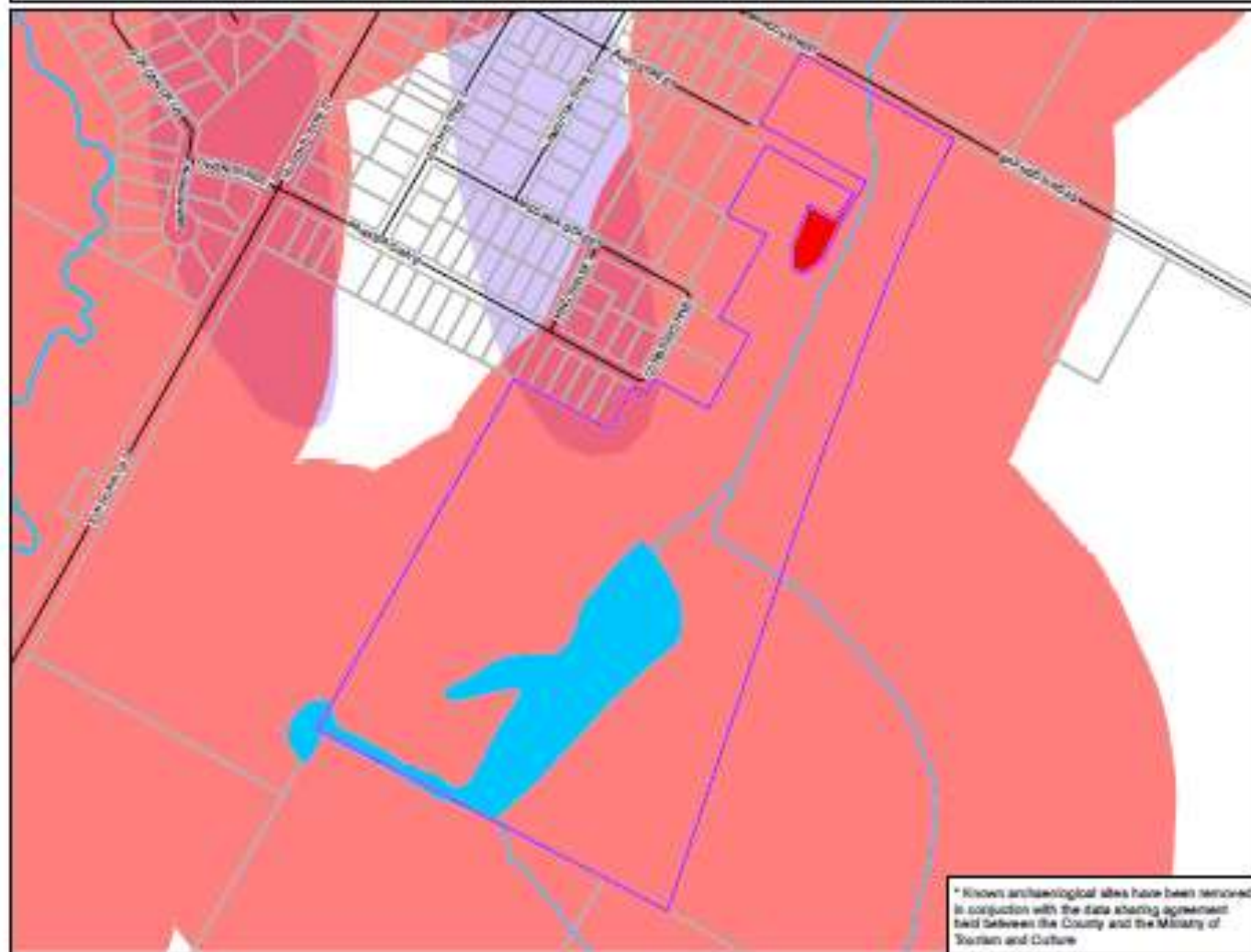


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- COUNTY ROAD
- HAMLET
- MUNICIPAL ROAD
- NATURAL ENVIRONMENT
- PARCEL FABRIC
- OPEN SPACE & PARKLAND

406054000500200, MORRIS CON 5 PT LOTS 2 AND 3; RP 22R2816 PT PARTS 1 AND 3;  
 RP 22R3849 PART 1 RP 22R4804;PARTS 1 AND 8 TO 10 RP;22R6281 PART 2



\* Known archaeological sites have been removed in conjunction with the data sharing agreement said between the County and the Ministry of Tourism and Culture

### Areas for Determining Archaeological Potential

Ministry of Tourism and Culture  
 Criteria for Determining Archaeological Potential

1. Known archaeological sites within 300 m
2. a) Primary water source within 300 m  
 b) Secondary water source within 300 m  
 c) Past water source within 300 m
3. Elevated topography (over 20% slope)
4. Proximate of sandy soil (20 square metres or larger) in a city or rocky area
5. Distinctive land formations (mounds, waterfalls, penitents, etc.)
6. Known burial site or cemetery on or adjacent to the property
7. Associated with food or resource resource (hunted) areas
8. Indications of early Inuit-Caledon settlement (postmarks, settlements, structures, etc)
9. Associated with historic transportation routes (road, rail, etc, etc)
10. Property is designated under the Ontario Heritage Act
11. Local knowledge (aboriginal communities, heritage organizations, etc)
12. Recent disturbance (post-1980, extensive and intensive)
  - IF 1-12 to 1-11, 2-4, 6 or 11 (assessment required)
  - IF 1-12 to TWO OR MORE of 3 to 5 or 7 to 10 (assessment required)
  - IF 1-12 to 12 or 10 to 1 to 10 (assessment may or may not be required)
  - IF 3 or more UNKNOWN (further research is required)

**Legend**

- ✚ Heritage
- Road
- Subject Property
- Watercourse
- Watercourse
- Watercourse
- Historic Transportation Routes (road/rail)
- County Boundaries
- Property Boundaries
- Proximate Water Body
- Secondary Water Body
- Topographical Features (m)
- Distinctive Land Formations
- Mounds
- Penitents
- Sand in Soil
- Settlement
- Transported Heritage Properties (m)

1:4,842

0 100 200 Meters

N