



2069 Battersea Road  
Glenburnie, ON K0H 1S0  
Tel. 613-548-9400  
Fax 613-548-8460

**REQUEST FOR PROPOSAL  
2023-014  
NATURAL HERITAGE CONSULTING SERVICES**

**1. Scope of Request for Proposal**

The County of Frontenac, hereinafter referred to as “Frontenac”, and the four lower-tier Townships, hereinafter referred to as “Townships”, are requesting submissions from qualified consultants to retain services on an as needed basis to conduct peer reviews of technical studies associated with natural heritage and environmental planning. The consultants will work with the four Townships as well as the County planning staff for development applications submitted that have a natural heritage component:

- zoning by-law amendments;
- minor variances;
- severances;
- Site Plan Control applications;
- Plans of Subdivision / Vacant Land Condominium applications;

- Official Plan amendments; and
- Official Plan updates.

Examples of natural heritage review for property-specific development proposals in Frontenac include:

- Reduction in the existing or required natural heritage setback;
- Exceed maximum lot coverage provisions;
- Require additional vegetation removal within 30 metres of the natural heritage feature;
- Direct additional run off toward the water; and
- To enlarge structures or intensify use(s) on a property with a cleared and altered shoreline.

On average there are approximately 200 planning applications across the region each year that have a natural heritage component and require comment. Of those applications, approximately 5-10 files require more extensive review from a natural heritage perspective and require an Environmental Impact Assessment that needs to be peer reviewed. The County had prior arrangements with the four Conservation Authorities that have jurisdiction in parts of the region (Mississippi Valley Conservation Authority, Quinte Conservation, Rideau Valley Conservation Authority, and Cataraqui Region Conservation Authority) to provide natural heritage review; however recent changes made at the end of 2022 by the Province of Ontario now limit the Conservation Authorities involvement to flood plain management and natural hazards.

#### Expected Planning Activity / Review Function

As part of the work with the County and the Townships the following activities or actions will be required on an 'as needed' basis in consultation with municipal staff:

- Pre-consultation meetings and preliminary natural heritage review;
- Site visits, depending on the scale and complexity of an application following pre-consultation;
- Peer review of Environmental Impact Statements/Assessments (approximately 5-10 per year) involving issues related to wetland, wildlife habitat, woodlots, Species at Risk, Areas of Natural and Scientific Interest (“ANSI”) and fish habitat;
- Other review functions as required.

### Day-to-Day Municipal Planning Services

Land use planning services with respect to North Frontenac Township, Central Frontenac Township, Frontenac Islands Township and Frontenac County are provided by Frontenac County planning staff. South Frontenac Township has an in-house planning department.

### **Submission Options**

Due to the large geography of Frontenac County, and the relatively long distance north to south, consultants may consider making submissions for either the entire County, or submit to provide services for one or more Townships.

### **Exclusivity**

The successful proponent will provide natural heritage planning services exclusively to the County and/or Townships in Frontenac. In other words, the proponent shall not provide the same services to a private developer in Frontenac, specifically in the area/Township(s) of Frontenac where the consultant will provide services.

## **2. Background Information**

The County of Frontenac (“County”) is a rural upper tier municipality, which includes the Townships of North Frontenac, Central Frontenac, South Frontenac, and Frontenac Islands. It is located in Eastern Ontario extending from the

Frontenac Islands south of the City of Kingston to north of Highway 7, has a total population of approximately 29,295 and an area of approximately 4,000 square kilometers. (see attached Map – use graphic Frontenac map)

### 3. Schedule of Events

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

<b>Request for Proposal - Action</b>	<b>Date</b>
Issue Date	Monday, June 19 2023
Deadline for Questions	Wednesday July 5, 2023, at 2:00 p.m.
Submission Deadline	Wednesday July 12, 2023, at 3:00 p.m.
Notification of Award	Wednesday July 26, 2023

### 4. Bidding System Registration

The County will only consider Proposals received from proponents who have registered with the County’s electronic bidding system at <https://frontenacounty.bidsandtenders.ca> (the “Bidding System”) and have obtained the RFP directly from the Bidding System.

All proponents must establish a Bidding System account and be registered as a Plan Take for the bid opportunity, which will enable the proponent to download the RFP, to receive bid opportunities and addenda without the “preview” watermark on them, email notifications, and to submit their Proposal electronically through the Bidding System.

To ensure receipt of the latest information and updates via email regarding this bid, or if a Bidder has obtained this Bid Document from a third party, the onus is on the Bidder to create a Bidding System Vendor account and be registered as a Plan Taker for the bid opportunity.

### 5. RFP Contact and Proponents’ Questions

Prior to the Deadline for Questions, respondents may ask or seek additional information in relation to this RFP through the Bidding System using the “Submit a Question” link associated with this bid opportunity. The County will not accept and respondent’s questions or requests for information by any other means, except as specifically stated in this RFP.

## **6. Submission of Proposals**

To obtain documents online, please visit <https://frontenacounty.bidsandtenders.ca>. You can preview the bid documents with a “preview” watermark prior to registering for the opportunity. Documents are not provided in any other manner.

Proposals will only be accepted if they are received by the Bidding System by no later than the Submission Deadline. Only electronic bid submissions shall be received by the Bidding System. Hard copy submissions are not permitted.

The Submission Deadline will be determined by the Bidding System clock. The timing of the Proposal submission is based on when the Proposal is received by the Bidding System, regardless of when the respondent began the submission process. Responsibility rest solely with the proponent to ensure its Proposal is received by the Bidding System by no later than the Submission Deadline.

Proponents are advised that transmission of Proposals can be delayed due to file transfer size, transmission speed, and other issues. Proponents are strongly encouraged to allow sufficient time to upload their Proposal submission and attachment(s), if applicable, and to resolve any issues that may arise. The Bidding System will send a confirmation email to the Proponent advising that their Proposal was successfully received.

Bidders should contact bids&tenders support listed below, at least twenty-four (24) hours prior to the closing time and date, if they encounter any problems. If you do not receive a confirmation email, contact bids&tenders at [support@bidsandtenders.ca](mailto:support@bidsandtenders.ca). Late bids are not permitted by the Bidding System.

## **7. Acknowledgement of Addenda**

It is the responsibility of the proponent to have received all addenda to this RFP that have been issued by the County through the Bidding System at <https://frontenacounty.bidsandtenders.ca>. Proponents will be required to check a box for each addendum and any applicable attachments that have been issued before a proponent can submit their Proposal it the Bidding System.

Addenda will typically be issued through the Bidding System at least forty-eight (48) hours prior to the Submission Deadline. However, in some cases it may be necessary for the County to issue an addendum within the forty-eight (48) hours prior to the Submission Deadline. In such cases, the addendum will include an extension of the Submission Deadline.

Proponents must check the Bidding System at for any addenda up until the Submission Deadline.

If a Proposal is submitted before an addendum is issued, the Bidding System will automatically withdraw the Proposal and identify the status of the Proposal as incomplete (not accepted by the County). The withdrawn Proposal can be viewed by the proponent in the “MY BIDS” section of the Bidding System. The proponent is solely responsible for:

- (a) reviewing the status of their Proposal;
- (b) making any required adjustments to their Proposal;
- (c) acknowledging the addendum; and
- (d) ensuring the Proposal is re-submitted and received by the Bidding System by no later than the Submission Deadline.

The County will not be responsible for the withdrawal of a Proposal due to the proponent’s failure to acknowledge any addenda issued prior to the Submission Deadline.

## **8. Amendment of Proposal**

If a proponent wishes to amend an already submitted Proposal prior to the Submission Deadline, the proponent may withdraw the submitted Proposal and submit a revised Proposal prior to the Submission Deadline through the Bidding System. The proponent is solely responsible for ensuring that the revised Proposal is received by the Bidding System by no later than the Submission Deadline.

## **9. Withdrawal of Proposal**

Prior to the Submission Deadline, the proponent may withdraw the submitted Proposal through the Bidding System.

## **10. Bid Requirements**

- a. The submission shall include as a minimum:
  - Schedule of Prices (Schedule A) submitted through the Bidding System
- b. No oral explanation or interpretation shall modify any of the documents or provisions of this Request for Proposal. A written addendum will be issued by the County to all who have been issued Request for Proposal documents, if it is considered that a correction, explanation, or interpretation is necessary or desirable. All addenda issued must be acknowledged on the Form of Proposal.
- c. The County will not necessarily award the contract based on lowest Proposal and is not obliged to accept any Proposal.
- d. **The RFP results will be advertised on the website with only the successful Proponent being contacted.**

**11. Qualification evaluations** will be carried out based on the following criteria:

1.	Company and Key Personnel Experience (Qualification, experience, knowledge, and availability of personnel assigned to Municipal Plan Review Functions)	40%
2.	Technical Approach (Proposals offering a full scope of natural heritage planning services)	35%
3.	Consulting Services costs (Details of the method and basis of compensation including a breakdown of costs including all applicable fees and charges)	25%
Total:		100%

The submissions will be assessed on the merits of the information provided. Proposals should address the categories listed above to enable staff to undertake adequate assessment and determine a short list for interviews.

Proposals will be evaluated on the basis of all information provided by the proponent(s). Each proposal will be reviewed to determine if the proposal is responsive to the submission requirements outlined in the RFP. Failure to comply with these requirements may deem the proposal non-responsive.

The County reserves the right to accept or reject any or all proposals, for any reason whatsoever, and to accept or reject any proposal, if considered best for the interests of the County. The lowest bid or any proposal will not necessarily be accepted.

## **12. Proposal Review**

A group comprised of County and Township planning staff will review the submissions and – if necessary – conduct interviews.

## **13. Other**

### **Confidentiality**

The Proposal must not be restricted by any statement, covering letter or alteration by the Proponent(s) in respect of confidential or proprietary information. The County will treat all Proposals as confidential. The County will comply with the *Municipal Freedom of Information and Protection of Privacy Act*, and its retention by-law pursuant to the *Municipal Act*, in respect of all Proposals. All public reports approved by the Council of the County will become public information. Such public reports will not include Proposal documents. The County will not return or destroy all copies of any successful Proposal. All unsuccessful Proposals will be destroyed within a year of determining the successful Proposal.

### **Errors and Omissions**

The County shall not be held liable for any errors or omissions in any part of this RFP. While the County has used considerable effort to ensure an accurate representation of information in this RFP, the information contained in the RFP



is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the County, nor is it necessarily comprehensive or exhaustive.

### **Bid Cancellation**

The County reserves the right to cancel this bid request at any time up to the Award of a Contract.

### **Legislative and Licensing Requirements**

All Proponents and Proposals must comply with any law, including all legislation and regulations, which may be applicable to the services provided subsequent to the RFP.

Please be advised that a condition of the agreement will be a requirement that the Successful Proponent comply with the applicable laws of Ontario and Canada, including the:

*Occupational Health and Safety Act (Ontario)*  
Ontario Human Rights Code  
*Pay Equity Act (Ontario)*  
The Accessible Customer Service Standard

Any agreement that results from this RFP will be subject to the laws of the Province of Ontario and Canada.

### **Incurred Costs**

The County shall not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any Proponent(s) prior or subsequent to or by reason of the acceptance or non-acceptance by the County of any Proposal by reason of any delay in the acceptance of a Proposal.



**NORTH FRONTENAC**

**CENTRAL FRONTENAC**

**SOUTH FRONTENAC**

**FRONTENAC ISLANDS**

**KINGSTON**

**NAPANEE**

**GANANOQUE**



OMPAH

PLEVNA

CLOYNE

ARDEN

SHARBOT LAKE

KALADAR

PARHAM

VERONA

BATTERSEA

HARROWSMITH

SYDENHAM

HOWE ISLAND

MARYSVILLE

WOLFE ISLAND