

# Request for Proposal #2025-02

## Development Charges Background Study & By-Law

**Issued By:** Municipality of Temagami

**Issue Date:** March 17, 2025

**Submission Deadline:** April 14, 2025, 4:00 PM EST

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## 1. Purpose and Scope

The Municipality of Temagami is seeking proposals from qualified firms or consultants to prepare a Development Charges Background Study and By-Law in full compliance with legal requirements. This initiative supports responsible growth and infrastructure planning.

With moderate growth expected over the next decade, the study will ensure transparent and equitable cost recovery for growth-related infrastructure while aligning with the municipality's vision of sustainable development and financial resilience.

The Request for Proposal (RFP) calls for detailed submissions to conduct the study and draft a by-law that meets legislative requirements and future growth needs. Following the principle that "growth pays for growth," the study will ensure new development contributes its fair share to infrastructure expansion and improvement.

## 2. General Terms and Conditions

### 2.1. Definitions

- **Municipality:** Corporation of the Municipality of Temagami.
- **RFP:** This document in its entirety.
- **Proposal:** A completed submission by a proponent.
- **Proponent:** An individual or entity submitting a proposal.
- **Deadline:** Submission deadline outlined in this document.

### 2.2. Proposal Submission Requirements

Proposals must include:

- Corporate Profile
- Statement of Work
- Approach and Methodology
- Deliverables
- Team Composition
- Cost Proposal

- Timeline
- References

### **2.3. Submission Instructions**

- Format: PDF only.
- Delivery: Email submissions to [cao@temagami.ca](mailto:cao@temagami.ca) with the subject line: "RFP -Realtor of Record Services Submission."
- Deadline: April 14, 2025, 4:00 PM EST.

### **2.4. Late Submissions**

- Proposals received after the deadline will not be considered.
- Email timestamps will be used to verify submission time.
- Proponents are responsible for confirming receipt.

### **2.5. Proposal Validity**

Proposals must remain valid for 90 days from the submission deadline.

### **2.6. Rights Reserved by the Municipality**

The Municipality reserves the right to:

- Reject any or all proposals.
- Modify or cancel the RFP process.
- Accept proposals based on criteria beyond price, such as local experience or unique expertise.
- Negotiate terms with the top-ranked proponent.
- Not necessarily accept the lowest bid.
- Withdraw this RFP at any time without prior notice.
- Extend deadlines or amend the scope of work as needed.

### **3. Specific Terms and Conditions**

#### **3.1. Term of Agreement**

The initial term will remain valid for the duration required to complete the study, in accordance with project requirements. Extensions may be granted at the discretion of the Municipality.

#### **3.2. Adjustments to Scope**

Once awarded, any changes required due to legislative updates or funding adjustments shall be communicated in writing. Any necessary adjustment to the contract and fees must be agreed upon in writing by both parties.

#### **3.3. Insurance Requirements**

Proponents must provide proof of professional liability insurance

#### **3.4. Indemnification Clause**

The successful proponent will indemnify and hold harmless the Municipality of Temagami from all claims, liabilities, damages, and expenses arising from any errors, omissions, or negligence during the performance of services.

### **4. Evaluation Criteria**

- Experience & Qualifications - 30%
- Methodology & Approach - 25%
- Cost-Effectiveness - 20%
- Legislative Compliance - 15%
- References - 10%