



Request for Proposal 2023-02

Consulting Services – Township of Nipigon Strategic Plan

Issue Date: November 27th, 2023

Deadline for Questions: Dec 4th, 2023, 4PM

Closing Date/Time: December 18th, 2023, 4PM

Work commences: By arrangement with successful Proponent

Contact Person: Linda Berube, Deputy Clerk/Treasurer (807) 887-3135 ext. 224

PROPONENT INFORMATION

BUSINESS NAME

MAILING ADDRESS

CITY

POSTAL CODE

() _____
TELEPHONE

() _____
CELL

EMAIL

SIGNATURE

NAME AND TITLE OF AUTHORIZED PERSON

DATE

Special Note: A signed copy of this form must be emailed along with the completed proposal to the Contact Person at lindaberube@nipigon.net

A. INTRODUCTION

The Township of Nipigon is situated on the north shore of Lake Superior. Located approximately 110 km east of Thunder Bay along the Trans Canada Highway, Nipigon boasts a desirable quality of life, a friendly community and a pristine natural setting. With approximately 1,500 residents, the Township of Nipigon is known as a service hub to the surrounding municipalities and First Nations.

Nipigon has a rich history and strong cultural roots. Indigenous Peoples have called this region home since time immemorial. In the 1650's European settlers came to the region, and in the 1800s the CP Railway was built through town.

The Township of Nipigon's current mission is to be a destination point for visitors, businesses and new residents while maintaining and enhancing the quality of life for the community.

B. BACKGROUND

Within the past seventy-five years, Nipigon's industry has consisted mainly of forestry and forestry related products. In February 2007, the Multiply Mill, one of Nipigon's anchor employers, closed after a devastating fire burned it to the ground.

Due to the volatility of the forestry industry, the Township of Nipigon has realized that it can no longer rely on a single industry but needs to look to other sectors to develop economic opportunities to sustain its community. Significant investments have been made in and around Nipigon in the last 15 years, including a \$5 million downtown revitalization project, \$2.8 million investment in the waterfront, and a \$106 million investment from the government to build the new Nipigon River Bridge. Parks Canada has identified Nipigon as the headquarters for the Lake Superior National Marine Conservation Area, and an office/Discovery Centre is planned for commencing construction at the marina in 2024.

Although the Township has completed a number of strategies and plans, including but not limited to The Nipigon Waterfront Development Master Plan (2012), Nipigon Economic Development Strategy and Community Profile (2019), and Superior North Youth Arts and Culture Strategy (2017), a Strategic Plan for Nipigon has not been completed within the past ten years. As such, Nipigon's Council has identified the development of a comprehensive Strategic Plan as a priority.

The Township of Nipigon Strategic Plan will be a five-year roadmap developed in consultation with council, staff, community members, organizations, and stakeholders. A situational analysis will be completed, including a full review of relevant reports and strategies, and consideration of the current economic climate within Nipigon and the region. The plan will identify current and future economic and community development opportunities, set strategic priorities and associated goals, and recommend actions to achieve said goals.

C. INVITATION TO PROPONENTS

The Township of Nipigon requires the development of a five-year Strategic Plan for the municipality, which must include an updated Community Profile. This Request for Proposals (RFP) is an invitation from the Township to prospective proponents with municipal strategic planning expertise, to assist Nipigon in developing this essential document.

D. THE PROCESS

Closing Date, Time Location

Each Proponent must deliver their proposal electronically. Proponents will have the opportunity to submit questions to the Contact Person via email only until December 4th, 2023 at 4PM. All questions and answers will be distributed to Bidders as an addendum, via email, within one (1) business day of receipt of the questions by the Contact Person. All addenda will become part of the RFP. Proposals must be sent electronically to lindaberube@nipigon.net no later than December 18th at 4PM.

Late Proposals

It is the responsibility of each Proponent to ensure that their proposal is received by the Contact Person by the Closing Date and Time and the Proponent assumes the entire risk of failure of the Township of Nipigon to receive their proposal by the contact person by Closing Time. Proposals received by the Contact Person after Closing Time will not be considered and may be returned to the Proponent.

Schedule and Timing of Project

It is expected that the project will begin no later than week of January 15th, 2024. The completion date is expected to be on or before July 1st, 2024, although an extension may be granted if necessary.

Summary of Key Activities, Dates and Times:

Activity	Date/Time
Deadline to Submit Questions	December 4 th , 2023, 4 PM EST
RFP Closing	December 18 th , 2023, 4 PM EST
Consultant selection complete	January 8 th , 2024
Contract with Consultant	Upon signing
Project Kick-Off	Week of January 15 th 2024

Conflict of Interest

Township of Nipigon reserves the right to disqualify any submission due to a conflict of interest. Each Proponent must disclose any actual or potential conflict that may be occurring at time of bid or may occur during the project. If a successful Proponent fails to disclose an actual or potential conflict or where such a conflict cannot be resolved, Township of Nipigon has the right to terminate the contract.

Evaluation and Selection

Evaluation of Proposals will be performed by a committee formed by Township of Nipigon staff members and council members. Proposals will first be checked against mandatory criteria. Proposals not meeting the mandatory criteria will be rejected without further consideration. Proposals that do meet the mandatory criteria will then be assessed against additional criteria. The intent is to enter into a Contract with the Proponent who has the highest overall ranking. Please refer to Section K for a list of criteria and their weighting.

Negotiation Delay

If a Contract cannot be negotiated with the highest-ranking Proponent within a period satisfactory to the Township of Nipigon, they may, at their sole discretion, terminate negotiations with that Proponent and either negotiate a Contract with another Proponent or choose to terminate this RFP process and not enter into a Contract with any of the Proponents. The Township of Nipigon may also at their sole discretion, send out a new RFP for this project should they be unable to negotiate a Contract with the successful Proponent or another Proponent.

E. PROPOSAL PREPARATION

Signed Proposals

The Proponent must ensure that their submission includes the Cover Page of this RFP, signed by a person authorized to sign on behalf of the Proponent and to bind the Proponent to their proposal and the terms of this RFP.

Irrevocability and Validity of Proposals

By submission of a clear and detailed written notice, the Proponent may amend or withdraw their proposal prior to Closing Time. After Closing Time, all Proposals become irrevocable and will remain open for acceptance for a period of ninety days from Closing Time. By submission of a Proposal, the Proponent agrees that, should the Proposal be successful, the Proponent will enter into a contract with the Township of Nipigon.

Proponents' Expenses

Proponents are solely responsible for their own expenses in preparing a Proposal and for subsequent negotiations, if any. Township of Nipigon will not be liable to any Proponent whether they accept a Proposal or reject all Proposals, for any claims, whether for costs or damages incurred by the Proponent in preparing the Proposal, loss of anticipated profit in connection with the Contract or any other matter whatsoever.

Liability for Errors

While the Township of Nipigon has taken considerable care to ensure an accurate representation of information in this RFP, the information contained in this RFP is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted accurate, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in this RFP.

Firm Pricing

Prices will be firm for the entire Contract period unless specifically stated otherwise.

Sub-contracting

Using a sub-contractor (who must be clearly identified in the proposal) is acceptable. This includes a joint submission by two or more Proponents having no formal corporate links. However, in this case, one of these Proponents must be prepared to take overall responsibility for successful performance of the Contract and this should be clearly identified in the proposal.

F. ADDITIONAL TERMS AND CONDITIONS**Acceptance and Rejection of Proposals**

This RFP should not be construed as an agreement to purchase goods or services. The lowest priced or any Proposal will not necessarily be accepted. Township of Nipigon is not bound to enter into a Contract with any Proponent.

Right to Amend or Cancel

Township of Nipigon reserves the right in their sole discretion at any time, and for whatever reason to, by addendum, modify, amend, or otherwise change this RFP.

Contract

Notice in writing will be provided to the identified successful Proponent, and the subsequent full execution of a written Contract will constitute a Contract for the goods or services, and no Proponent will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both events.

No Public Announcements

Proponents will not make any public announcement or have any communication with the media in connection with this RFP without the prior written consent of the Township of Nipigon.

No Promotion of Relationship

Proponents will not disclose their relationship with the Township of Nipigon for promotional purposes, including by means of verbal declarations and announcements through any medium whatsoever.

Proprietary Information Notice

This RFP may contain proprietary and confidential information of the Township of Nipigon, which is provided for the sole purpose of permitting the Proponent to respond to this RFP. In consideration of the receipt of this RFP, the Proponent agrees to maintain such information in confidence and not to reproduce or otherwise distribute this information.

Assignment of Intellectual Rights

All intellectual work carried out because of this RFP will be the exclusive property of Township of Nipigon and will be surrendered to the Township immediately upon completion, expiration, or cancellation of the project. Township of Nipigon will own all rights, title, and interest in all intellectual property rights, including copyrights, patents, trade secrets and trademarks in any work created that is paid for by Township of Nipigon.

Law

The successful Proponent shall indemnify and make immune the Township of Nipigon, its officers and its employees against any damage caused by the Township of Nipigon 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 and make immune the Township of Nipigon, 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.

G. PROPOSAL CONTENT AND FORMAT

The following format and sequence should be followed to provide consistency in Proponents' responses and to ensure that each Proposal receives full consideration:

1. Title page: include title of RFP, Bidder's name, contact person, address, telephone number and E-mail address.
2. Signed RFP Cover Page.
3. Table of Contents: use page numbers.
4. Executive Summary: Briefly describe the key features of the Proposal (2 pages maximum).
5. Corporate Profile: Include a profile of the corporate history including the length of time in business, number of employees, organizational structure (2 pages maximum).
6. Corporate Experience: Describe municipal strategic planning projects of a similar size and nature to the proposed Nipigon project (minimum 2 projects, maximum 4 projects). Include references for at minimum, two (2) of the described projects. References should include name, title, and contact information.
7. Project Understanding (maximum 4 pages):
 - Proposal clearly demonstrates understanding of the following (please use these headings in your Proposal):
 - Scope of Work
 - Schedule
 - Project Deliverables
 - Description of How Requirements Will be Met
8. Project Management Description: Describe the work plan and schedule demonstrating the approach to be used (maximum 2 pages).
9. Pricing: Provide a detailed breakdown and summary of costs including professional fees, disbursements (travel, communication, printing, etc.) and taxes (maximum 1 page).
10. Submissions must not include appendices.
11. File size must not exceed 5 MB and files are to be submitted in Microsoft Word (where applicable) and/or PDF.

H. PROJECT INFORMATION

Scope of Work and Deliverables

The Township of Nipigon requires a Five-Year Strategic Plan that provides a roadmap for future development and sustainability. Work undertaken by the successful Proponent will include:

1. Coordinate a project steering committee that will assist with the public consultation process as needed, and review/provide input for drafts of the Plan.
2. Conduct a comprehensive review of relevant existing plans, strategies, reports, and other research deemed necessary.
3. Coordinate and facilitate a consultation process that will draw input from Council, staff, residents, and key stakeholders including neighbouring First Nations and Communities. This consultation may incorporate approaches that may include but are not limited to; in-person group sessions, surveys, and meetings.
4. Conduct a SWOT analysis to identify Nipigon's strengths, weaknesses, opportunities and threats.
5. Develop a comprehensive five-year Strategic Plan for the Township of Nipigon that includes the following:

- An executive summary that includes how and why the document was developed.
- Vision, Mission, Values and Strategic Goals for the future of the Township of Nipigon.
- Updated Community Profile.
- Strategic Priorities and Goals.
- A phased implementation plan which includes realistic actions to achieve Nipigon's goals.
- Key performance indicators to be used during the implementation phase.
- Communication and marketing strategies for the implementation phase.
- Any other information deemed necessary.

6. Present the draft Strategic Plan to Council and Senior Staff and provide the final Plan for acceptance by Township of Nipigon Council.
7. Provide five (5) printed copies of the final Plan.
8. Provide the final Plan in compressed and uncompressed PDF format.

I. MANAGEMENT REQUIREMENTS

Proponents are required to submit a work plan, itemizing the tasks and sub-tasks they will undertake to complete the project. The work plan should be thorough enough in scope and detail to convey the Proponent's understanding of the project requirements and their ability to manage the project. Major meetings and all deliverables should be included, and each task should show the start and end date as well as the estimated number days required to complete the task. Each task should also identify the person or persons assigned to complete the task.

It is recommended that a diagram such as a Gantt chart be utilized to demonstrate the project schedule.

J. PRICING

The Proponent shall provide cost detail for each phase and key tasks set out in this RFP and the proposal must include the following components:

- Professional fees in per diem rates.
- Travel expenses including accommodation.

- Other disbursements.
- Administrative/miscellaneous fees.
- Total fees/expenses.
- Professionally designed report (Delivered in large and compressed PDF format, and in five (5) print copies).
- Total price excluding HST.
- Schedule of milestone payments

K. PROPOSAL EVALUATION

Evaluation of proposals will be performed by an evaluation committee. Selection of the Consultant will be achieved through a formal evaluation process described earlier in this RFP.

The following are the **mandatory** requirements:

- Proponent must deliver a signed electronic copy of the RFP form (first page of this document) along with the Proposal to lindaberube@nipigon.net by the “closing time”;
- The Proposal must not be mailed, delivered, or sent by facsimile;
- The Proposal must contain a cover letter; and
- Size of the file should not exceed 5 MB

Criteria will be scored out of a total score of **100 points**, broken down as follows:

1. Experience and Qualifications – 40 points

- a) The proposal must identify all members of the team (including subcontractors if applicable) and their relevant skills, qualifications and experience, the amount of time each team member will devote to the project, roles/responsibilities, and team structure.
- b) Evidence of knowledge of Northern Ontario should be demonstrated.
- c) The proposal should provide evidence of the Proponent’s recent (in the last 5 years) experience relevant to municipal strategic planning.
- d) Provide the contact information of at least two (2) references for which the Proponent has completed similar projects.
- e) Proponents may, if they wish, provide **links** to samples of relevant work that may be of interest to the proponent. Please do not include examples of past work as attachments to the Proposal.

3. Approach to the Project and its Deliverables – 30 points

- a) The proposal should demonstrate the Proponents’ clear understanding of the project by recommending a suitable approach which reflects the intended use of the data.
- b) The proposal should also present evidence of the Proponent’s comprehension of the project scope of work and rationale. Value-added insight that is beyond what is stated in the RFP will be recognized; simple reiteration of the content of the RFP will not constitute the Proponent’s understanding of the project.

4. Document Quality – 10 points

As it is considered to be a precursor of the quality of the final product, written proposals will be assessed in terms of overall quality, i.e., organization, presentation/appearance, clarity, and conciseness.

5. Pricing – 20 points

The budget must provide detailed costs for each of the deliverables and milestones including professional fees, disbursements, the preparation costs for reports, HST as applicable and other related costs. All costs must be reasonable, and budget total will be factored into the final consideration. Proponent's must include a schedule of milestone payments as part of their budget.