

Corporation of the Township of McGarry

Request for Proposal

Strategic Plan

Posted: Thursday December 15, 2011

Closing Date: Wednesday, January 18, 2012

Contact Information

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Clerk-Treasurer

Township of McGarry

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INTRODUCTION

The Corporation of the Township of McGarry is located on the border with the Province of Quebec, 50 kilometres East of the Town of Kirkland Lake on Trans Canada Highway 66. It is 8,850 hectares in area, which includes the villages of Virginiatown and Kearns. The Township is a bilingual community with a current population of 675.

The Township has a rich mining history, which dates back to the early 1900s and was home to the Kerr-Addison mine which produced in excess of 10 million ounces of gold. The recent increase in exploration has once again brought mining to the for front and Armistice Resources are about to start production at their gold mine located within the Municipal boundaries. When you combine this with the opportunities for tourism created by the natural beauty of the area and the abundant supply of lakes, the Community is has a significant potential for sustainable development.

The Municipality completed a Strategic plan in 2005, but the economic outlook and development possibilities for this area have changed. The need to replace the current plan is a priority and Council is looking for assistance with the preparation of a new Strategic Plan, which will guide the Municipality, its residents, staff and Council into the future.

DESCRIPTION OF THE SUCCESSFUL PROPONENT

The proponent shall detail their qualifications and experience, as well as that of their team members. The proponent shall list, along with references, previous successful projects of the same magnitude that have been completed.

Proposals must demonstrate that the proponent understands the nature of the assignment and the needs of the Municipality.

Proponents are required to demonstrate the following capabilities in their proposals;

- A) An understanding of the Municipalities economic sectors- i.e. mining, tourism etc.
- B) Previous experience completing studies of a similar nature
- C) Ability to complete the study within the specified timeframe
- D) Marketing, public facilitation and engagement experience
- E) What the proponents will require from the Municipality in terms of time, resources and inputs
- F) Ability to be creative in development and implementation of the plan

SCOPE OF WORK

Community Vision/Strategic Plan

Community vision

We would like to form a community vision that encapsulates where we want to go over the next five years and beyond. Public input will be necessary for this part of the assignment.

Strategic Plan

The plan should focus on economic, employment and community development directions that could improve the quality of life for existing McGarry Township residents, and provide a framework for future growth. The Public's input will be sought from community leaders representing the following interest groups and sectors (at a minimum)

Industrial

Commercial

Tourism

Government Transportation

Youth

General Public

The plan should reference and be compatible with the Township Official Plan.

CONSULTANTS TASKS

The project requires that the consultant prepare a strategy to ensure a successful Strategic Plan that will be implemented by the Staff and council. The following tasks and projects also need to be completed

- Plan, coordinate, and take minutes of community consultation sessions and meetings with Committees, Council and staff.
- Develop a work plan for Staff and Council that is designed to achieve the mandate of the strategic Plan
- Organize and facilitate public meetings to disseminate and gather information relevant to the strategic Planning process
- Submit progress reports to the Municipality and complete an interim and final report for the project
- Conduct a scan of the Municipalities economy. This should include labour market statistics, general demographic information, and future trends and projections. This scan should be included in the overall strategic Plan report
- Consult with other communities, government departments and other parties to gather information and ideas that may be useful in the process

PROPOSAL DOCUMENT

Six copies of the proposal, which should be no longer than fifteen pages in length, plus appendices will be accepted until 4:00 p.m., on Wednesday, January 18th, in the Clerk's Office, 27 Webster Street, Virginiatown, ON.

Any questions from proponents may be submitted to in writing or by email to Gary Cunnington, Clerk-Treasurer.

CONFIDENTIALITY

Confidentiality of records and information relating to this work shall be maintained at all times. All correspondence, documentation, and information provided by the Municipality to the proponent in connection with, or arising out of this RFP or the acceptance of any proposal:

- remains the property of the Municipality
- shall be treated as confidential and not be released unless permission is granted by the Municipality
- shall not be used for any purpose other than for replying to this RFP, and for the fulfillment of any related commitments

All correspondence, documentation, and information provided to the Municipality by any proponent in connection with, or arising out of this RFP, and the submission of any proposal will become the property of the Township of McGarry, and as such, are subject to the the Municipal Freedom of Information and Protection of Privacy Act, and may be released pursuant to the Act. The proponent's name at a minimum shall be made public on request. Proponents are advised to identify in their proposal any scientific, technical, commercial proprietary, or other similar confidential information, the disclosure of which could cause them injury.

MUNICIPALITIES RIGHTS WITH RESPECT TO THE RFP.

This RFP does not constitute an offer or any nature of kind whatsoever by the Municipality to the proponents. The Municipality does not bind itself to accept any proposals and may proceed as it determines, in its sole discretion, following receipt of the proposals. The Municipality reserves the right to accept any proposal in whole or in part, or to discuss with any proponent, different or additional terms to those laid out in this RFP or in such proponent's proposal.

PROponents COSTS

All costs and expenses incurred by a proponent related to the preparation or presentation of its proposal shall be borne by the proponent. The Municipality is not liable to pay such costs or expenses or to reimburse or to compensate a proponent under any circumstances.

DELAYS

The Municipality shall not be responsible for any delays or costs to the proponents associated with any reviews or the approval process.

FUNDING

The award of any contract shall be conditional upon funding availability and approval by Council.

BILLING SUMMARIES

The proponent shall provide a breakdown, before its first invoice detailing all work. Every invoice shall include a running total of the current amount, the amount billed to date, the amount complete and the original contract limit.

The proponent shall supply proof of good standing with the Workplace Safety and Insurance Board.

Payments made to the proponent shall be made on a monthly basis upon an invoice being submitted by the proponent. All payment terms shall be net thirty days.

INDEMNITY

The proponent agrees to indemnify and save harmless the Municipality from any claim or demand arising as a result of performance or non-performance of this contract by the proponent.