



**Request for Proposals
Township of Larder Lake
RFP-2025-01**

**Consulting Services for New Official Plan
and Zoning By-law**

Date of Issue: October 30, 2025
Closing Date: November 25, 2025



1. Background

The Township of Larder Lake is a single-tier municipality located in the Timiskaming District in Northeastern Ontario, approximately 30 kilometres east of the Town of Kirkland Lake and 20 minutes west of the Quebec border. The Township is made up of the Townships of Skead, Hearst, and McVittie, with the Larder Lake townsite being located along the northwest shore of Larder Lake in Hearst Township. According to the 2021 Census, the Township has a population of 735 people living in 352 private dwellings. The Township has an area of 227.62 square kilometres, and a population density of 3.3 people per square kilometre.

2. Purpose and Intent of the RFP

The Township of Larder Lake is seeking proposals from qualified consultants to prepare a new Official Plan and Zoning By-law to replace the existing Township of Larder Lake Official Plan, which was adopted by Council in 2017 and approved with modifications by the Minister of Municipal Affairs and Housing in 2018, and the Township of Larder Lake Zoning By-law, which came into force and effect on July 9, 2013 and has been subject to numerous amendments in the interim.

The Township is seeking to create a new Official Plan and Zoning By-law to set out an updated vision for growth and development over the next 25 years. The Township is seeking an Official Plan that:

- Reflects changing local conditions and takes the interests of the local community and the local context into account;
- Protects the Township's interests in undeveloped, unserviced rural areas and provides policies for evaluating future development proposals;
- Reflects the Provincial Planning Statement 2024, or any subsequent PPS released after this RFP or during the Official Plan project;
- Meets all requirements under the Planning Act and all other applicable legislation and policies;
- Includes enabling policies for the use of various Planning Act tools, including Community Improvement Plans and Site Plan Control, as well as policies for additional dwelling units;
- Includes digitized schedules that can be made available on the Township's website and uploaded to the Township's GIS system (CGIS)
- Is user-friendly and easily interpreted and implemented by Township staff;
- Is presented in an AODA-compliant format.

The Township is also seeking to review areas for future residential development. There is a mine in the advanced exploration and development stage slated to be operational in 2027 located to the northwest of the townsite, and at least 2 other viable operations in the early exploration stages to the east of the townsite. The Township sees the need to be proactive in planning to accommodate an influx of residents associated with the mining operation(s) and is seeking a plan that will provide strategies to allow for future development in strategic areas, taking the Town's existing public service facilities and standards into consideration.



A new Comprehensive Zoning By-law is needed to implement the Official Plan and to address recent changes to the Planning Act and the Provincial Planning Statement. The new Zoning By-law must position the Township to be open for new development in an appropriate and orderly manner.

The Township will provide background information to the consultant, including but not limited to:

- Township of Larder Lake Official Plan, August 2018
- Township of Larder Lake Zoning By-law, June 2013
- Township of Larder Lake Asset Management Plan, July 26th, 2022

3. Scope of Work and Work Plan

The Official Plan and Comprehensive Zoning By-law must include the following considerations:

- Existing and forecasted population and employment trends;
- Confirmation of the extent, location, and capacity of all existing services/infrastructure in the Township, including roads (both public and private), recreation services, waste disposal, sewer and water infrastructure, etc.;
- Assessment of all provincial interests in the Township, including the location and extent of any physical features;
- An assessment of development constraints in the Township;
- An assessment of the rural areas of the Township and clear strategies/policies for addressing development pressures in these areas;
- An inventory of existing land uses;
- An inventory of vacant land, and an assessment of the potential future uses of vacant parcels;
- A review of the amount of vacant land, including an assessment of the availability of the vacant land to accommodate expected growth. If it is determined that there is insufficient land to accommodate growth, vacant land surrounding the Township should be evaluated for potential future expansion;
- An assessment of the ability of the natural environment to support development, including servicing considerations, lake capacity, and other environmental considerations.

The consultant is expected to provide for the following major phases of the project in a work plan to be included in the proposal submission. The phases as outlined are minimum requirements and may be expanded by the consultant:

Phase 1 – Data Collection and Background Review

During this phase the consultant will meet with Township staff and the Township's Planner to review the successful bid and the work program, identify any relevant background/supporting information, and identify and discuss specific issues to be addressed through the Official Plan and Zoning By-law. The consultant will obtain additional relevant information from the Province and review and analyze all of the information gathered. Notification of the commencement of the project will be provided to



prescribed public bodies, including First Nations stakeholders, to solicit initial involvement and feedback. The consultant, in consultation with the Township, will create a database of local interest groups, individuals, and businesses that should be engaged in the project and initial notification will be provided to these groups.

Phase 2A – Summary Report and First Draft

The consultant will prepare a report summarizing the information provided/collected during Phase 1, which will include the information required under Section 3 of the RFP. The report will include the consultant's opinion of the need for additional studies/information, including any additional studies that may be required to facilitate the extension of the Killarney subdivision to the west of the townsite. Upon completion, the report will be submitted to staff for review and approval. Should additional studies be recommended, the consultant will provide scheduling and budgetary information for the Township's review and consideration.

Phase 2B – Additional Studies

Any additional studies recommended by the consultant and approved by the Township will be undertaken according to the specific timeline for the study. The Township appreciates that it will be difficult to create a project schedule based on the requirements of this Phase and will take this into consideration while evaluating the submissions.

Phase 3 – Draft Documents

Upon completion of any additional studies in Phase 2B, the consultant will prepare the first drafts of the Official Plan and the Zoning By-law. It is expected that a public open house will be held after the first drafts are completed. The consultant will review public comments with the Township and any resultant revisions will be made and subsequent drafts completed.

Phase 4 – Adoption of the Final Plan and Zoning By-law

Upon release of the second draft, the statutory public meetings will be held in accordance with the requirements of the Planning Act. Any additional refinements will be made, and the final drafts of both documents will be presented to Council for adoption. This stage will culminate in Council's adoption of the Official Plan and the Zoning By-law. The consultant will provide guidance to the Township on the approval of the zoning by-law given the timing of Ministerial approval of the Official Plan.

Phase 5 – Submission of the Official Plan Record

Upon adoption of the Official Plan, the Clerk will prepare and submit the record to the Ministry of Municipal Affairs and Housing for approval by the Minister. The consultant may be required to support the Clerk in compiling the required information.

Phase 6 – Post-Approval Support

Upon ministerial approval of the Official Plan, the consultant will provide the Township with a consolidated version of the Official Plan with all Minister's modifications incorporated into the document. The consultant will also be responsible for providing guidance to the Township regarding any



amendments to the adopted Zoning By-law that may be required as a result of the Minister's modifications. The Township will be responsible for proceeding with any required/recommended amendments.

Mapping

The Township's GIS service is provided and administered by CGIS Spatial Solutions. It is expected that the consultant will engage with CGIS to ensure that the final mapping is compatible with the Township's capabilities and can be uploaded to the GIS system. Parcel fabric and road network mapping can be provided to the successful bidder at the commencement of the project.

Public and Stakeholder Notification

All notices required throughout the process will be created by the consultant and provided to the Township. The Township will be responsible for distribution of the notices to all stakeholders.

4. Deliverables

All studies and reports required in the above Phases will be provided electronically in a format that is compatible with the Township's software capabilities.

The drafts of the Official Plan and Zoning By-law required in Phases 4 and 5 of the project will be provided in Word format for ease of review and comments.

The consultant will be responsible for providing colour copies of the draft documents, including all schedules and mapping, for each public consultation session. The number of copies required will be determined prior to the sessions and will depend on the level of community interest/involvement in the project. Electronic versions of the drafts must also be provided prior to the distribution of the public notices for the consultations.

All documents shall be prepared in accordance with AODA requirements, which will enable publishing to the Township's website.

5. Budget

A maximum upset limit for this project has been set at \$150,000, including HST, all consulting fees, disbursements, contingencies and all other costs associated with implementing the work. The Township of Larder Lake receives HST rebates. It is the responsibility of the bidder to anticipate and clearly identify all tasks required to satisfy the requirements as set forth in this Request for Proposals.

A budget summary by major task as outlined in Section 3 – Scope of Work and Work Plan is required, including anticipated hours and schedule of work, as well as decision points when direction/approval is required by the Township. The total fee to complete the Scope of Work and Work Plan as detailed must include all disbursements and related costs. The submission must also include the hourly rate that would be applied should additional services be required outside of the scope of the original contract.



Progress payments will be made upon completion of each stage as described in Section 3 – Scope of Work and Work Plan. The consultant project team leader will be responsible for submitting detailed invoices which describe the work undertaken upon completion of each stage, including the personnel employed and hours expended by the hourly rate, disbursements, total fee and total budget expended/remaining on the project.

6. Proposal Requirements

Written proposal documents must include the following information:

- The bidder's understanding of the project, including an explanation of the approach and methodology to be used to achieve the Township's objectives;
- A work plan/project schedule in chart format, including a detailed description of all tasks and subtasks, timelines, deliverables, meetings, and key dates proposed to meet the requirements of the project;
- A proposed public consultation program;
- A listing of all consulting team members, including their qualifications, experience with undertaking similar projects, and other applicable skills;
- A detailed cost estimate of each phase of the project as set out in Section 3, including a breakdown of all hourly rates and predicted person-hours attributed to each team member by task, and all other costs and related disbursements. The overall costs for both professional fees and disbursements shall be an upset limit;
- A list of at least 3 client references for similar municipal projects undertaken by the consulting team.

A consulting team lead must be identified, together with their roles and responsibilities related to the project.

Submission of a proposal indicates acceptance by the bidder of all terms, conditions, and specifications contained in the Request for Proposals unless clearly and specifically noted in the proposal submitted and confirmed in the formal contract between the Township and the bidder. Deviations from the RFP must be clearly identified in the written submission.

The RFP document, the bidder's response to this solicitation, and the subsequent written contract to the successful bidder shall form the basis of the binding contract to be executed between the parties. Bidders shall enclose in their submission, a form of written contract that they expect to be bound by in performing the work and services called for in the RFP, and which will be reviewed and finalized by both parties.

7. Evaluation Criteria

The review and recommendation of consultants will be completed by the CAO/Clerk-Treasurer, the Municipal Tax/Utilities Clerk, and the Township's Planner, with the final approval being made by Council. Proposals will be assessed and scored based on the criteria identified in Appendix A. The Township



reserves the right to shortlist bidders for further evaluation and interviews which may alter the final scoring results.

8. Submission

Submissions must include three (3) hard copies and one digital copy on a USB key and must be sealed in an envelope and submitted to the following address:

Township of Larder Lake

69 Fourth Avenue

Larder Lake, ON

P0K 1L0

Attention: Crystal Labbe, CAO/Clerk-Treasurer “RFP-2025-01 Consulting Service for New Official Plan and Zoning By-law”

The closing date for the submission of proposals will be 2:00 pm local time on November 25, 2025. The proposals will be opened publicly at 2:00 pm on November 25, 2025.

- Late proposals will not be accepted and will be returned to the sender unopened;
- The use of any means of delivery of a proposal shall be at the risk of the bidder;
- Proposals by email, fax or other electronic transmission will not be accepted;
- Partial proposals will not be accepted;
- The Township is not responsible for proposals which are not properly marked and/or delivered to any other location than that specified;
- The Township reserves the right to accept or reject any or all proposals;
- The lowest priced proposal will not necessarily be accepted;
- The Township reserves the right to enter into negotiations with a consultant and any changes to the proposal that are acceptable to both parties will be binding;
- The proposals shall be valid for sixty (60) days from the submission date.

9. Questions

Any questions with respect to the specifications are to be directed to:

Crystal Labbe

CAO/Clerk-Treasurer

69 Fourth Avenue

Larder Lake, ON

P0K 1L0

Phone: 705-643-2158

Fax: 705-643-2311

Email: crystallabbe@larderlake.ca



No inquiries are to be directed to any other employee or elected officials. Directing enquiries to someone other than the CAO/Clerk-Treasurer may, in the Township's sole discretion, result in a submission being rejected.

All clarification requests are to be sent in writing to the individual mentioned above. No clarification requests will be accepted by phone. Clarification requests will be answered individually, but response(s) to any question that modifies the scope of the RFP will be issued as an addendum.

Any changes to the RFP prior to the closing date will be issued as an addendum. It is the responsibility of the bidder to ensure that all addenda that may be issued are included in the submission. Failure to acknowledge all addenda will result in rejection of the submission. The Township will assume no responsibility for oral instruction or suggestions.

No addendum(s) will be issued within 48 hours prior to bid closing. All addendum(s) become part of the bid documents and must be acknowledged and/or submitted as instructed with the bid. All addendum(s) will be sent to those who have requested the RFP document and will be posted in the Bids, Tenders and Surplus Land section of the Township of Larder Lake website.

10. Right to Accept or Reject Submissions

The Township is not bound to accept the lowest or any proposal and may proceed as it, in its sole discretion, determines, following receipt of the proposals. The Township reserves the right to accept any proposal in whole or in part or to discuss with any respondent different or additional terms to those envisaged in this RFP or in such respondent's proposal. Notwithstanding any other term of this RFP, the Township reserves the right to:

- a) Modify or amend this RFP;
- b) Request clarification of any item in any Bidder's proposal;
- c) Verify any information contained in a proposal;
- d) Reject any or all proposals received in response to this RFP;
- e) Enter into negotiations with one or more bidder on any or all aspects of their proposal(s);
- f) Accept any proposal in whole or in part without prior negotiation;
- g) Award one or more contracts;
- h) Cancel and/or reissue this RFP at any time;
- i) Retain all copies of proposals submitted in response to this RFP; and,
- j) Waive formalities as the interests of the Township may require, without stating reasons therefore.

11. Commitment to Negotiate

The Township may award the contract on the basis of the proposal received, without discussion. Each proposal should, therefore, contain the respondent's best terms and complete, detailed information. The Township reserves the right to enter into negotiations with the selected respondent. If the Township and the selected respondent cannot negotiate a successful agreement, the Township may terminate the negotiations and begin negotiations with the next selected respondent. This process will continue until



an agreement has been executed or all of the respondents have been rejected. No respondent shall have any rights or claims against the Township arising from negotiations.

The successful bidder shall execute any documentation, drafted in accordance with the terms of the successful bidder's proposal and any subsequent negotiations, within thirty (30) days of the date of notification of the successful bidder's selection.

12. General Specifications

12.1 Nature of Request for Proposal

This RFP does not constitute an offer of any nature or kind whatsoever by the Township to the respondent.

12.2 Incurred Expenses

All costs and expenses incurred by the respondent relating to its submission will be borne by the respondent. The Township is not liable to pay for such costs and expenses, or to reimburse or to compensate the respondent in any manner whatsoever for such costs and expenses under any circumstances, including the rejection of any or all proposals or the cancellation of this RFP.

12.3 Insurance

The successful bidder must provide a Certificate of Comprehensive General Liability Insurance including public liability and property damage with a limit of not less than \$2,000,000.00 per incident, naming the Township of Larder Lake as an additional insured, prior to commencing any work on Township property after contract award. The policy shall cover all operations and liability assumed under the contract with the Township. The successful bidder must also provide a certificate of Professional Liability with a limit of not less than \$1,000,000.00. The insurance coverages described above shall not contain any exclusions or limitations and shall not be allowed to lapse throughout the duration of the contract.

The successful bidder shall provide a Certificate of Motor Vehicle Liability insurance having limits of not less than \$2,000,000.00 inclusive per occurrence for bodily injury, death and damage to property.

12.4 WSIB Clearance

The successful bidder shall provide a Workplace Safety and Insurance Board Clearance Certificate following project award and before commencing work on the project.

The successful bidder must remain in good standing with the Workplace Safety and Insurance Board throughout the duration of the contract. The successful bidder clearly understands and agrees that neither he/she or anyone hired by him/her is covered by the Township of Larder Lake under the Workplace Safety and Insurance Act, and the successful bidder shall be responsible for and pay all dues and assessments payable under Workplace Safety and Insurance Act, the Unemployment Insurance Act, or any other Act, whether Provincial or Federal, in respect of himself/herself, his/her employees and operations, and shall upon request, furnish the Township with satisfactory evidence that he/she has



complied with the provisions of such Act. If the successful bidder fails to do so, the Township shall have the right to withhold payment for such sum or sums of money due to the successful bidder as may be required to cover such default and the Township shall have the right to make such payment.

Information on coverage under the Workplace Safety and Insurance Act can be obtained directly from the Workplace Safety and Insurance Board.

12.5 Compliance with AODA Accessibility Standards

The bidder shall comply with applicable Regulations of the *Accessibility for Ontarians with Disabilities Act, 2005* (the AODA), with regard to the provision of its goods or services contemplated herein, specifically:

- Ontario Regulation 429/07: *Accessibility Standards for Customer Service*;
- Ontario Regulation 191/11: *Integrated Accessibility Standards*

The bidder shall ensure that any employees, agents, and project team members, or others for whom it is at law responsible and who are involved in providing goods and services to the Township of Larder Lake receive training as required by these regulations.

The bidder acknowledges that pursuant to the AODA, the Township of Larder Lake must, in deciding to purchase goods or services through its procurement process, consider the accessibility for persons with disabilities to such goods or services.

12.6 Assignment of Contract

The successful bidder shall not assign, transfer, convey, sublet, or otherwise dispose of the contract or the right, title, interest therein, or the power to execute such contract to any other person, firm, company or corporation without the written consent of the Township.

12.7 Errors and Omissions

It shall be understood and acknowledged that while this RFP includes specific requirements and specifications, minor items or details not herein specified, but obviously required shall be provided as if specified in conformance with current practices and workmanship. Any omissions, errors or misinterpretation of these requirements and specifications or within the proposal bid shall not relieve the bidder of the responsibility of providing the goods and services as aforesaid.

13. General

13.1 Bidders must inform themselves fully of all circumstances and conditions relating to submitting a proposal and must satisfy themselves as to the sufficiency of the RFP documentation.

13.2 While the Township has made considerable effort to ensure an accurate representation of the information in this RFP, the information contained herein is supplied solely as a guideline for bidders. The information is not guaranteed or warranted to be accurate by the Township, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve the bidder from



the responsibility of seeking clarifications or forming their own opinions and conclusions with respect to the matters addressed herein.

- 13.3 All the terms and conditions of this RFP are assumed to be accepted by the bidder and incorporated in its proposal.
- 13.4 This RFP or any portion thereof, including information which is subsequently provided to bidders may not be used for any purpose other than the submission of proposals.
- 13.5 All proposals submitted become the property of the Township. The proposals will be considered confidential during the evaluation process but are subject to access requests under the Municipal Freedom of Information and Protection of Privacy Act. Extracts of proposals and the costs of their solutions may be used as part of a public document. Bidders must indicate in the proposal which parts of their proposals, if any, are exempt from disclosure.
- 13.6 No amendment or modification to this RFP is effective unless it is made in writing.
- 13.7 No bid will be accepted from any bidder inclusive of its employees, agents, and project team members, which has a claim or instituted a legal proceeding or has threatened a claim or institute a legal proceeding against the Township or against whom the Township has a claim or instituted a legal proceeding with respect to any previous contract, without prior approval by Council.



Appendix A – Proposal Evaluation Criteria

An evaluation team consisting of the CAO/Clerk-Treasurer, the Municipal Tax/Utilities Clerk, and the Township's Planner will conduct the evaluation of the proposals.

The Township reserves the right in its evaluation of the proposals to consider all pertinent criteria whether or not such criteria are contained in the Request for Proposals.

Township Proposal Evaluation Criteria			Maximum Total Points
	Weight	Points	
Performance on Similar Projects			
Understanding of proposed project	10	10	100
Past ability to complete projects within timelines and budgets	6	10	60
Stability and reputation of firm	4	10	40
20%			
Qualifications/Experience of Proposed Project Manager and Team			
Qualifications of senior staff/project manager	8	10	80
Qualifications of technical support staff	7	10	70
Knowledge of Township	10	10	100
25%			
Completeness of Proposal, Innovative Approaches, and Value-Added			
Availability of key staff	5	10	50
Methodology, schedule, and deliverables	5	10	50
Creativity and innovation demonstrating how the firm will achieve the project goals and objectives	10	10	100
Community engagement strategy	5	10	50
Consideration will also be given to the amount of Township resources that the consultant will use during the project			
25%			
Estimated Fees and Disbursements			
Cost estimates are evaluated for completeness. Lowest is scored 10 points, next 8 points, etc. If more than 5 proposals are received, then only the 5 lowest bids will receive points, and the remaining higher bids will be given 0.25 points. Prices with a small differential will be scored as equal.	30	10	300
30%			



Submission Sheet – List of References

Township of Larder Lake

RFP-2025-01

Consulting Services for a New Official Plan and Zoning By-law for the Township of Larder Lake

State other projects that have been completed by the bidder within the last five (5) years that are of a scope and nature similar to the project described in this RFP. These references may be contacted by the Township at any time.

Description of Work	Contact Name and Phone Number



Submission Sheet – Non-Collusion Affidavit

Township of Larder Lake RFP-2025-01

Consulting Services for a New Official Plan and Zoning By-law for the Township of Larder Lake

I/We are fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal.

Such proposal is genuine and is not collusive or a sham bid.

Neither the bidder nor any of its officers, partners, owners, agents, representatives, employees or parties of interest, including this affiant, has in any way colluded, conspired, connived or agreed directly or indirectly with any other bidder, firm or person to submit a collective or sham bid in connection with the work for which the attached bid has been submitted nor has it in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other bidder, firm or person to fix the price or the price of any bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Township of Larder Lake or any person interested in the proposal.

The price or prices quoted in the attached bid are fair and proper and not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

The bid, quotation or proposal of any person, company, corporation or organization that does attempt to influence the outcome of any Township purchasing or disposal process will be disqualified, and the person, company, corporation or organization may be subject to exclusion or suspension.

Dated at _____ this _____ day of _____, 2025

Firm Name _____

Bidder's Authorized Official _____

Title _____

Signature _____



Submission Sheet – Conflict of Interest Declaration

Township of Larder Lake

RFP-2025-01

Consulting Services for a New Official Plan and Zoning By-law for the Township of Larder Lake

Please check appropriate response:

- ☐ I/we hereby confirm that there is not nor was there any actual or perceived conflict of interest in our quotation submission or performing/providing the goods/services required by the agreement.
- ☐ The following is a list of situations, each of which may be a conflict of interest, or appears as potentially a conflict of interest in our Company/s quotation submission or the contractual obligations under the agreement.

List situations:

In making this quotation submission, or company has / has no (*strike out inapplicable portion*) knowledge of or ability to avail ourselves of confidential information or the Township (other than confidential information which may have been disclosed by the Township in the normal course of the quotation process) and the confidential information was relevant to the work/services, their pricing or quotation evaluation process.

Dated at _____ this _____ day of _____, 2025

Firm Name _____

Bidder's Authorized Official _____

Title _____

Signature _____



Submission Sheet – Accessibility for Ontarians with Disabilities Act, 2005 Compliance Agreement

Township of Larder Lake RFP-2025-01

Consulting Services for a New Official Plan and Zoning By-law for the Township of Larder Lake

I/We, by our signature below, certify that we are in full compliance with Section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service made under the *Accessibility for Ontarians with Disabilities Act, 2005*. If requested, we are able to provide written proof that all employees have been trained as required under the Act.

This regulation establishes accessibility standards for customer service as it applies to every designated public sector organization and to every person or organization that provides goods or services to members of the public or other third parties and that have at least one employee in Ontario

Dated at _____ this _____ day of _____, 2025

Firm Name _____

Bidder's Authorized Official _____

Title _____

Signature _____