



# Rideau Lakes

The Township of Rideau Lakes  
**Request for Proposals**

Village of Lombardy  
Community Visioning Project  
ECD-01-2024

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## 1. Information to Bidders

### General Description

The Township of Rideau Lakes is seeking proposals from qualified firms for the execution of a Community Visioning Exercise in the Village of Lombardy in 2024. The total budget for all works in this proposal is to be no greater than \$10,000 (before HST).

### About Lombardy

The Village of Lombardy is located just off Highway 15, south of Smiths Falls Ontario and includes the Poonamalie Lockstation along the Rideau Canal; a UNESCO World Heritage Site.

The growth area of Lombardy along Highway 15 thrives with a variety of businesses including Wild Wing Restaurant, Hawks Nest Kitchen and Catering, Tina's Catering, and antique shops such as Gallery 15, Settlement House Antiques, and Bernie's Nearly New Shoppe. Plus a commercial sector with Stinson propane distributors, and car service centres including RCL Automotive, NAPA Auto Parts, Carquest Auto Parts, and the Rogers Motel.

Residents and visitors frequent the two golf courses; Lombard Glen and Smiths Falls Golf and Country Club – home course of champion Brooke Henderson. Mill Pond Conservation Area and Poonamalie Lockstation offer outdoor recreation. The main festival, Lombardy Fair, is an annual celebration in August featuring traditional agricultural activities and contests.

Within the former village of Lombardy you will find Van Clief Park and a vape shop. Other commercial establishments have been converted to residential homes.

Community establishments include Lombardy Public School, Blessed Sacrament Roman Catholic Church, Holy Trinity Anglican Church, the Smiths Falls Bethel Pentecostal Church, and Smiths Falls Seventh Day Adventist Church.

The Ronald E. Holman Municipal Complex is equipped with a modern and accessible community hall, the South Elmsley branch of the Rideau Lakes Public Library. Outdoors, a newly established pump track was built in 2023 and pickleball courts have been proposed. The South Elmsley CEC is a formal committee of volunteers dedicated to the beautification and fundraising for the community.

Cultural attractions include the Wood Mausoleum, heritage homes, and of course the events organized by the Lombardy and Area Agricultural Society including the Barn Dance, and Rodeo. A book and a documentary have been published on South Elmsley to celebrate Lombardy's social history.

### History of Lombardy

Lombardy, the community at the intersection of the Brockville – Perth Road and the Kingston to Perth Road is recorded under several names through its history, including

Landon's Corners, Landon's Mills, and South Elmsley. But the name that persevered was that of a French soldier, Francis Lombarde who settled in the vicinity in the 1820s. A series of mills drew power from Otter Creek, and shops, smiths, taverns (for Saturday evening) and churches (for Sunday morning) were established. Charles Lombard opened the first Hotel.

Like much of the area, Lombardy saw an influx of Loyalist settlers in the first part of the 19th Century. Loyalist land grants included lots given to Peggy Shippen (Arnold), the second wife of Benedict Arnold, and her children. Property granted to the family included the area south of Rideau Lake including the property of the current Lombard Glen Golf Club as well as other lots near Otter Creek, east and west of Kellys Road. Other land grants to the Arnold family included lots along the south shore of lower Rideau Lake. The family did not settle in the area.

For many years, Lombardy served as the seat for the municipal council of South Elmsley. Its churches still serve as social centres for the community, namely the Roman Catholic, the former United Church and the Anglican Church.

Several kilometres northwest of Lombardy is Poonamalie, the first lockstation west of Smiths Falls on the Rideau Canal. The lock was named after Poonamallee, the anglicized name of Poonthamalli near Chennai (Madras) in India. The area's aromatic cedars reminded a British Royal Engineers army officer of Poonamallee in India where he had previously served. The dam at Poonamalie controls the water level in Lower and Big Rideau lakes. The beautiful lockmaster's house here is one of three original structures still in use on the Rideau Canal today.

### **Driving Factors**

- The Township's firm commitment to the strategic priorities of village vitality and economic development;
- A highly engaged community and volunteer base;
- Significant investments in municipal facilities, specifically:
  - The municipally-owned Ronald E. Holman Complex, it's community hall, outdoor pump track and proposed development of two pickleball courts;
  - The new Fire Hall to be constructed in 2024
- Public recreational spaces including the Poonamalie Lockstation and Mill Pond Conservation Area;
- An award-winning business community and recent investments by business owners.

### **Bid Submission**

Proposals shall be made in the format specified in Section 1, include the forms in Section 2, and fully contemplate the project scope outlined in Section 3. Proposals shall be submitted no later than the Closing Date and Time and be properly labeled with the proposal number as follows:

**ECD-2024-01**

Proposals are to be submitted by mail or hand delivered in a sealed envelope,

clearly marked with its contents and addressed to the undersigned by the following deadline.

**Proposals will be received until 11:00 a.m. E.S.T., on Wednesday, May 22, 2024.**

It is the Bidder's responsibility to ensure that the bid submission is received by the Township prior to the submission deadline.

**All proposals received will be held, unopened, and in strict confidence until after the closing date and time.**

**Any proposals submitted after the deadline will be unopened and returned to the bidder.**

### **Registration**

Individuals or firms interested in submitting a proposal should register as a Bidder with the Municipality to ensure they receive any addenda which may be issued. Individuals or firms may register by contacting the following staff member by email at the contact below:

**Marie White**  
**Economic Development and Cultural Heritage Coordinator**  
[mwhite@rideaulakes.ca](mailto:mwhite@rideaulakes.ca)

### **Site Visit**

The Village of Lombardy is publicly accessible, so bidders are welcome to investigate the proposed location at their convenience.

### **RFP Schedule**

Every attempt will be made to meet all dates. The Township of Rideau Lakes reserves the right to modify any or all dates at its sole discretion.

**Last Day for Questions: Wednesday, May 15, 2024**  
**RFP Closing Date and Time: Wednesday, May 22, 2024 at 11:00 a.m.**  
**Selection of Successful Vendor: June 2024**  
**Project Execution: Completed by December 31, 2024**

### **Cost of Submission**

The Township of Rideau Lakes will not be liable nor reimburse any Bidder for any costs incurred in developing a proposal submission, attending meetings/interviews, demonstrating goods and or services, legal services, or any other services that may be required in responding to this Request for Proposal.

### **Right to Accept or Reject Proposal**

The Township of Rideau Lakes reserves the right to reject any or all Proposals, as a whole or in part, and waive formalities as the interests of the Corporation may require, without stating reasons. Therefore, the lowest or any Proposal may not necessarily be accepted. If there are a limited number of responses to this request, the Township reserves the right to terminate the request or make further requests for proposals.

## **Validity**

The Proposal submitted shall remain valid for at least one hundred and twenty (120) days from the Proposal Closing Date.

## **Withdrawal of Proposal Prior to Closing**

A Bidder who has submitted a response to this Request for Proposal may request that such response be withdrawn. Withdrawals shall be completed and shall be allowed under the following conditions;

1. The RFP closing date and time has not passed. There shall be no withdrawals of Proposals allowed after the closing date and time for receiving Proposals;
2. The request is made in writing on the Bidder's letterhead and signed by a senior official of the Bidder, and include his direct contact information; and
3. The request is made to the staff contact listed above by email or by hand.

In all cases, a request for the withdrawal of a Proposal will be verified by the Township of Rideau Lakes, by way of a telephone call to the senior official representing the Bidder and making the request, to confirm the withdrawal.

All confirmed requests for withdrawal will be placed on record and the associated Proposal shall be given no further consideration.

## **Review of Documents**

The Bidder must personally study the entire Request for Proposal document as to satisfy himself/herself of the conditions and requirements of the Proposal. There will be no consideration of any claim, after submission of Proposals, that there is a misunderstanding with respect to the conditions imposed by the Request for Proposal.

## **Multiple Proposals**

Multiple responses from any one Bidder are acceptable, providing each response is complete as per the format specified herein, and is packaged and transmitted separately.

## **Addenda**

The Township of Rideau Lakes may choose to issue addenda to provide clarification or additional information. Addenda will only be sent to vendors that have registered as Bidders. It is the Bidder's responsibility to ensure they have received all addendums and provide the Township of Rideau Lakes with the proper contact information through the registration process.

## **Price Submission**

The Proposal price shall include total costs, in Canadian Dollars, including, but not limited to: labour, material, equipment, supervision, statutory charges and vendor overhead and profit.

## Award

The project will be awarded based on the following evaluation criteria and a weighted scoring will be applied. A recommendation will be provided to committee based on the following components of each bid.

- Proposal's adherence to the budget
- Completeness of proposal including all aspects of the project
- Quality of Portfolio and applicable experience
- Timeline – to be completed in 2024

<b>Evaluation Criteria</b>	<b>Weighted Score</b>
Price / Proposal's adherence to the budget	5%
Understanding Project Goal / Completeness of proposal including all aspects of the project	40%
Quality of Portfolio / Applicable Experience	35%
Availability / Timeline – to be completed in 2024	20%

Upon completion of evaluations, the Township of Rideau Lakes may select a Bidder with whom it wishes to undertake negotiations for the project. Negotiations may take the form of adding, deleting, or modifying certain requirements based on the response to the Request for Proposal, and adjusting pricing accordingly if required. Assuming mutually acceptable terms and conditions can be agreed upon, a purchase order will be issued to the selected bidder.

The Township of Rideau Lakes reserves the right in its absolute discretion to:

- 1 Adjust, discontinue, or cancel the submission process, and/or commence a new process for the same or similar goods or services, if the Township of Rideau Lakes, at its sole discretion, deems it necessary.
- 2 Accept or reject any submission(s) in whole or in part.

**Therefore, the lowest cost Proposal may not necessarily be accepted. The acceptance and award of a Proposal shall be subject to the approval of The Township of Rideau Lakes' Council.**

## Collection of Personal Information and Confidentiality Provision

Any personal information collected through the Request for Proposal process will be done so, and managed, in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*. Any personal information collected is being done so for the purposes of proposal review and potential vendor selection.

All responses to this Request for Proposal will only be treated as Third Party Information and/or Economic or Other Interests in accordance with the provisions of the



*Municipal Freedom of Information and Protection of Privacy Act* where **an explicit request to do so is provided in writing in the proposal**. Submission of a proposal without this explicit request shall constitute consent for disclosure in accordance with the Act.

The information contained in this Request for Proposal will be utilized by the Bidder solely for the purposes of preparing a submission. Any other use of the information for any other purpose is not authorized by the Township of Rideau Lakes.

### **Standard Terms and Conditions**

The Township of Rideau Lakes maintains standard procurement Terms and Conditions that apply to this Proposal. A copy of the Township's Procurement of Goods and Services Policy – Revised March 2013 will be provided upon request.

### **Terms of Payment and Invoices**

The terms will be as per the project proposal and any subsequent negotiated agreement. Generally, the Township of Rideau Lakes' terms of payment are net thirty (30) calendar days upon completion of work and receipt of invoice.

### **Termination**

The Township of Rideau Lakes reserves the right to terminate the contract for sufficient cause, including, but not limited to, poor performance, late deliveries, inferior quality, incorrect pricing, statutory non-compliance, and health and safety concerns. If any successful Bidder should neglect to perform the work properly or fail to perform any provision of the Request for Proposal, the Township of Rideau Lakes may terminate the contract after fifteen (15) business days with written notice to the vendor.

### **Background Check**

The Township of Rideau Lakes, at its discretion, may perform background checks on any service personnel, and reserves the right to refuse access to buildings or equipment to any personnel or other representatives of any successful vendor or manufacturer.

### **Conduct of Vendor Staff**

The successful vendor shall employ orderly, competent and skilled staff to ensure that the Request for Proposal is completed in a respectable manner. If any one person employed by the successful vendor in connection with the Request for Proposals efforts, in the opinion of the Township of Rideau Lakes is just cause for complaint, the vendor, upon notification from the Township of Rideau Lakes, shall not permit such person to continue in any future work arising out of the Request for Proposal.

### **Accessibility**

The Township of Rideau Lakes is required to comply with the Accessibility for Ontarians with Disabilities Act, 2005 as amended and any associated regulations.

Any successful Bidder for the completion of work with regards to this Request for Proposal must be aware of these requirements and certifies that all statutory requirements will be met at the vendor's full cost.

### **Insurance – Liability, Automotive and Non-Owned Automobile Insurance**

Without in any way limiting the liability of any successful vendor, the vendor shall:

1. Maintain and keep in force during the term of the contract, General Liability Insurance protecting the contractor's liability, legal or assumed, under the contract for all claims arising from personal injury to members of the public, damage to

property of public including loss of use of such property and the minimum insurance shall be \$5,000,000.00.

2. Maintain and keep in force during the term of the contract, automobile and non-owned automobile insurance on all vehicles used in connection with the work under this contract. Such insurance is to carry the minimum limit of \$2,000,000.00.
3. Maintain and keep in force during the term of the contract, Contractor's contingent liability insurance, covering the liability of the Contractor under this contract in respect to his sub-contractor's same limits as required in Clause (a).
4. Deposit with the Township of Rideau Lakes, before commencing any work under this contract, a certificate of insurance detailing the coverage and expiry date for all policies duly executed by the insuring company stating that if said policies are cancelled or changed in any manner, sixty (60) days written notice of such change or cancellation will be given to the Corporation of the Township of Rideau Lakes, Clerk, Delta Ontario. The Township shall be shown as an additional insured.

#### **Workplace Safety Insurance Act**

Any successful vendor is required to comply with all the regulations of the Workplace Safety and Insurance Board (WSIB) in respect to the contract work and all persons employed on or in connection therewith and shall furnish a Certificate of Clearance from the Board to the Township of Rideau Lakes, and maintain good standing with the WSIB throughout the contract period.

#### **Contractor's Liability**

Any successful vendor shall be liable for all injuries and/or death to persons and for damage to property caused by his/her operations and those of sub-contractors and their employees engaged on and off site; and shall indemnify and save harmless the Township of Rideau Lakes from all suits and actions for damages and costs to such damages to property of others as well as the Township, resulting from negligence, poor workmanship and materials, as well as any cause whatsoever in the performance of the work.

#### **Quality of Work**

Any successful vendor at all times shall provide the Township of Rideau Lakes Representative with suitable access, and or status of the work covered under the Request for Proposal. The Township of Rideau Lakes Representative shall be the sole judge of the work and therefore of its acceptability. Work that is unsatisfactory, in the opinion of the Township of Rideau Lakes Representative, shall be made satisfactory at no additional cost to the Township of Rideau Lakes.

### **Conflict of Interest**

By submitting a bid, a Bidder declares that the submission is not made in connection with any other submitting Bidder or vendor, and is in all respects fair and without collusion or fraud and further that no member of Council, officer or employee of the Township of Rideau Lakes has become interested, directly or indirectly, as a contracting party, partner, stockholder, surety or otherwise on the performance of the said contract.

### **Lobbying**

In order to ensure fairness to all Proponents, the Township must endeavour to prevent unfair advantage created by lobbying. Therefore, the Township reserves the right to disqualify, at any time and at its sole discretion, any Proponent engaging in lobbying in connection with a competitive bidding process between a date that is no later than the date of issue of the RFP and the date of signing of a contract or Purchase Order between the Township and the Successful Proponent(s). The Township may disqualify a Proponent at any time in the procurement process, including after the selection process has been completed.

Lobbying may include any activity that the Township, in its sole discretion, determines has or may give an unfair advantage to one Proponent relative to other Proponents. Without limiting the foregoing, lobbying may include:

- a. Verbal or written communication with or to any Township staff / Council member other than those identified as contacts in this RFP in respect of this RFP.
- b. Verbal or written communication with or to any expert or other advisor assisting the Evaluation and Selection of this RFP.
- c. Verbal or written communication with or to any member of the RFP Evaluation and Selection team other than those identified as contacts in this RFP.
- d. Direct or indirect requests by the Proponent to any person, organization or group to provide a written or verbal expression of support not required by this competitive bidding process to any member of the Evaluation and Selection team or Council.
- e. Verbal or written communication with or to media organizations.
- f. Direct or indirect offer of gifts of any kind or value to any Township representative or personnel.

### **Questions Regarding the Request for Proposal**

Bidders having questions or finding discrepancies or omissions, or having doubts as to the meaning or intent thereof, shall contact the staff person listed below. The Township may elect to provide clarifications directly or via an Addenda to all vendors, depending on the nature, scope and materiality of the questions. Any questions arising from the Request for Proposal shall be directed to:

**Marie White**  
**Economic Development and Cultural Heritage Coordinator**  
[mwhite@rideaulakes.ca](mailto:mwhite@rideaulakes.ca)

## 2. Project Scope

The total budget for all works in this proposal is to be no greater than \$10,000 (before HST).

### **Project Goals**

The Township of Rideau Lakes wishes to engage a consultant to work under the mandate of the Economic Development Committee and in concert with the volunteer Community Enhancement Committee and Township to:

- Develop and implement a consultation strategy to ensure an inclusive and holistic process outcome;
- Notice, hold and actively facilitate stakeholder session(s) in the community to gain input, advice, ideas and concerns;
- Develop a draft community vision based on the input received and best practices in community building, community planning and economic development;
- Release the draft vision document for community feedback and itemize feedback and related thoughts/considerations in a separate document;
- Provide a final vision document to Council and the community and a secondary document outlining community feedback noting if, why and how feedback has been incorporated and/or considered.

### **Project Principles**

- The project shall be open, transparent and inclusive;
- The project shall seek to find consensus across the wide array of stakeholders;
- All stakeholders' interests shall be weighed equitably;
- The project shall be cognizant of past work by the Township and community, but not bound by it;
- The project shall incorporate best practices in community consultation, facilitation and community visioning/building;
- The Township's Duty to Consult with Indigenous Communities shall be appropriately addressed;
- The project shall be undertaken with the highest degree of professional independence and ethics; and
- The project shall be cognizant of community resources and regulatory and statutory requirements to ensure any vision proposed is actionable and implementable.

### **Proposal Content**

Each proposal document should clearly demonstrate that the firm possesses a clear understanding of the overall scope of the project and the particulars of the assignment. Each proposal should outline an approximate timeline, along with a complete budget for this project.

### **Project Timeline**

The Township is open to proposed timelines. The Township does however wish to ensure seasonal residents/stakeholder groups are directly engaged before the end of the traditional cottage season (Thanksgiving) and that the consultation is structured in a

way to allow for their remote engagement in the exercise as it unfolds. Ideally, the final vision document would be delivered to Council and the community before December 1, 2024 to allow consideration of action items in the Township's 2025 budget and 2025 work planning by the Economic Development Committee and other stakeholders.

### Community Map of Lombardy



### 3. Submission Forms

Each proposal document should clearly demonstrate that the firm possesses a clear understanding of the overall scope of the project and the particulars of the assignment.

Each proposal should outline a complete budget for the project (Form #1), an approximate timeline (Form #2), examples of similar projects completed (Form #3) and a Bidders Declaration (Form #4).

#### Form # 1 – Price Form

Please complete the chart noted below and submit as a pricing form:

DESCRIPTION	COST (HST excluded)
Develop and implement a consultation strategy to ensure an inclusive and holistic process outcome (i.e. Meet with Steering Committee, Hold Community Input Sessions both in-person and virtually, gather input using a survey available online and by hard copy at local library branches, by mail drop)	
Notice, hold and actively facilitate both in-person and virtual Steering Committee Meeting(s) to gain input, advice, ideas and concerns; and to establish outreach efforts by committee members; (i.e. 4 meetings)	
Notice, hold, actively facilitate both in-person and virtual stakeholder session(s) and conduct surveys in the community to gain and document community input, advice, ideas and concerns; (i.e. One or Two in-person sessions, One virtual session).	
Develop a draft community vision based on the input received and best practices in community building, community planning and economic development (see examples);	
Release the draft vision document for community feedback and itemize feedback and related thoughts/considerations in a separate document;	

Provide a final vision document to Council and the community and a secondary document outlining community feedback noting if, why and how feedback has been incorporated and/or considered.	
Mileage and Expenses (Professional Zoom account or similar)	
<b>TOTAL</b>	
<b>HST</b>	
<b>GRAND TOTAL</b>	

### Form #2 – Description of Methodology

The Township is relying on the professional experience of qualified firms to execute the project within 2024. Please describe the method by which your firm will carry out the project from beginning to end, including a timeline.

#### Example Project Timeline

For consistency in the Visioning process for all Villages in the Township of Rideau Lakes, the process for the Lombardy and Area Village Visioning may follow the general timeline outlined below.

Activity	Lead	Description	Example Timeline
Proposal accepted and Contract signed	Economic Development Committee and Township Staff	Agreement for provision of consulting support in preparing a community Vision for Village of Lombardy and area.	June 3 -14
Selection of the Project Steering Committee	Economic Development Committee	South Elmsley CEC	June 3-14



Initial Meeting	Consultant	Meet with Township Staff to discuss project	June 10 -21
Preparation of Materials	Consultant	Examples available	June 17 to 28
Steering Committee Meeting No. 1	Consultant	Create meeting Agenda, Confirm process & timelines, set dates for community input session(s), discuss survey and communication channels for launch	June 17 to 25
Create Survey	Township Staff (Steering Committee to Test)	Online and paper survey	Prior to Launch
Project Launch	Township Staff implements with messaging from Consultant, and amplified by Steering Committee Members	Communications of upcoming community input sessions including a media release, a mail drop and committee member contacts	July - TBC  Following committee approval of dates, aim to provide a minimum of 14 days' notice of first in-person meeting/ virtual session, add 5 days for mail delivery
Community Conversations Workshop – Virtual	Consultant	Online workshop to be hosted by consultant through their professional Zoom account or similar	July-August - TBC
Community Conversations Workshop - In-person	Consultant	In person Workshop to take place in Lombardy	July-August - TBC

Steering Committee Meeting No. 2	Consultant	Review community feedback & survey results. Discuss emerging themes. Note feedback from the Steering Committee and incorporate it into the Final Report.	August - September TBC
Preliminary findings presented; A summary of Community Feedback and results. Identify top 10 priorities.	Consultant	Present preliminary findings in-person to the Economic Development Committee on September 3 or October 7, 2024	Submit report one week in advance of meeting.  Submit PowerPoint presentation in advance of meeting
Steering Committee Meeting No. 3	Consultant	Review feedback from Economic Development Committee and incorporate into Final Report	September - October TBC
Draft Final Report / Village Vision	Consultant	Refer to Visioning Documents for other Villages in Rideau Lakes. Draft Report goes to Steering Committee	September – October TBC
Report Revisions	Consultant	Township Staff will review	Until October 28, 2024
Final Report / Village Vision	Consultant	Approval of Final report by: 1) Economic Development Committee on November 4, 2024 2) Council on December 2, 2024	Submit no later than October 28, 2024

### **Form # 3 - Experience Portfolio**

To assist with proposal evaluation, please identify up to three (3) projects of a similar nature that you have completed, the scope of work involved and a reference contact. **Please submit this information as a separate attachment in the format you wish.**

**Form # 4 – Bidder’s Declaration Form**

I/We (enter name) \_\_\_\_\_

Title/Position \_\_\_\_\_

Name of Organization or Business \_\_\_\_\_

HST # \_\_\_\_\_

Email \_\_\_\_\_

Phone # \_\_\_\_\_

- 1) Declare that no person, firm or corporation other than the one whose signature or the signature of whose proper officers is attached below, has any interest in this proposal or in the contract proposed to be undertaken.
- 2) Further declare that this proposal is made without any connection, knowledge, comparison of figures or arrangements with any other company, firm or person making a proposal for the same work and is in all respects fair and without collusion or fraud.
- 3) Further declare that no Township of Rideau Lakes employee, or member of Township of Rideau Lakes Council and their families is, or will become, interested directly as a contracting party or otherwise or in the performance of the contract or in the supplies, work or business to which it relates or in any portion of the profits thereof, or of any such supplies to be used therein or any of the monies to be derived therefrom.
- 4) Further declare that the several matters stated in the said proposal are in all respects true.
- 5) Further declare that I/We have examined the Project Documents and hereby propose and offer to enter into a contract to provide all of the items mentioned and described or implied therein, including, in every case, freight, duty, exchange, and to accept in full payment therefore, the sums calculated in accordance with the actual quantities provided, and unit prices attached to this proposal.
- 6) Agree that this offer is to continue open for acceptance until a formal contract is executed or a purchase order is issued to the successful Bidder.

Name of Authorized Officer (please print) \_\_\_\_\_

Signature of Authorized Officer \_\_\_\_\_

Signature of Witness \_\_\_\_\_

Name of Witness (please print) \_\_\_\_\_

Dated \_\_\_\_\_

## Attachment: Example Contract

### Agreement for Services (v1 2024-xx-xx)

Between The Township of Rideau Lakes (hereafter referred to as “The Township”) and \_\_\_\_\_, (hereafter referred to as the “Consultant”).

The Township of Rideau Lakes has reviewed and accepted a proposal from the Consultant for the provision of consulting support in preparing a community Vision for the Village of Lombardy. The preparation of this Vision and activities involved are herein after referred to as “the project”.

A copy of this proposal is attached hereto and forms part of the Agreement for Services.

#### Roles and representation

It is understood that this project is The Township’s initiative. It is the community that is providing the substance of the vision, and that the Consultant is supporting and guiding the process to gather and document the input, then to analyse the data collected to determine community priorities from which the consultant will draft recommendations. This understanding will be the basis for all communications and representation of the project.

The Consultant will meet with The Township staff representative(s) in person, virtually or by telephone at least monthly to review project progress, agree on logistics and to resolve any issue or questions which may arise.

The Township will establish a project steering committee. The Consultant will set up and conduct at least three meetings with the project steering committee to provide information and receive feedback on the process.

#### Payment

The Township agrees to pay the Consultant for services and related expenses in the following terms:

- Initial Payment – 30% – \$3,000. + HST, prior to July 31, 2023. The Consultant to invoice The Township of Rideau Lakes by July 21, 2023.
- Second Payment – 20% – \$2,000. + HST upon completion of the input sessions. The Consultant to invoice the Township of Rideau Lakes.
- Third Payment – 20% – \$2,000. + HST upon acceptance of a draft report. The Consultant to invoice the Township of Rideau Lakes at the same time as the draft report is submitted.
- Final Payment – 30% – \$3,000. + HST upon acceptance of a final report. The Consultant to invoice Township of Rideau Lakes at the same time as final report is submitted. Once report has been accepted, The Township agrees to pay the Consultant within two weeks.

#### Changes to Scope of Work

It is mutually understood that if activities and consulting support beyond those identified in the proposal are asked for by The Township, then the Consultant and the Township will negotiate the scope, outcomes, timelines and revised changes to consulting time and expenses and document such changes, before proceeding.

**Final Report**

The Consultant will prepare a report on the project and submit it to The Township by \_\_\_\_\_ (Date TBD). The Consultant and representatives of The Township will meet no later than December 20, 2024 to review the final report. Please note that some revision may be required, and the Consultant will complete the requested revisions to the Final Report based on direction from the Economic Development Committee and Rideau Lakes Council to meet their satisfaction and final approval.

It is understood that the Consultant will document all project activities and provide two (2) final reports as outlined in the request for proposal; (1) the final Village Visioning Document and (2) a secondary document outlining community feedback noting if, why and how feedback has been incorporated and/or considered. The Township will then become responsible for the preparation of communications to its stakeholders.

The Consultant hereby assigns to The Township all rights, title and interest in the copyright in the final report. The Township hereby grants the Consultant a license to copy the final report for the purpose of promoting its services to prospective clients.

The Consultant will keep confidential all information disclosed to by The Township in connection with the services under this Agreement except for information made publicly known by The Township.

Time Frame for Project: It is intended that this project will commence with the development of a mutually agreeable work plan prior to \_\_\_\_\_ (Date TBD) and conclude with the acceptance of a final report by The Township no later than December 31, 2024.

This agreement made \_\_\_\_\_ 2024 between:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name and Office) on behalf of The Township of Rideau Lakes

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Consultant Name & Organization)