



**THE CORPORATION OF THE MUNICIPALITY OF
ARRAN-ELDERSLIE**

REQUEST FOR PROPOSAL

FOR

Development Charges Background Study

Consultation Services

RFP-CAO -001-2026

February 23, 2026

CLOSING

DATE: April 2nd, 2026

TIME: 1:00 P.M.

LOCATION: Municipality of Arran-Elderslie

1925 Bruce Road 10, Chesley ON, N0G 1L0

Phone: 519-363-3039

LATE QUOTATIONS WILL NOT BE ACCEPTED

The Corporation of the MUNICIPALITY OF ARRAN-ELDERSLIE reserves the right to accept or reject all or part of any Proposal and also reserves the right to accept other than the lowest Proposal and to cancel this Request for Proposal at any time.

1.1 Introduction

The Municipality of Arran-Elderslie invites Requests for Proposal (RFP) from qualified consultants for the provision of professional services related to the preparation of a Development Charges Background Study.

The successful Proponent shall be responsible for carrying all required sub-consultants necessary to complete the Scope of Work. The Proponent shall be fully responsible for the coordination, management, and performance of all sub-consultants.

1.2 Background

Located in Bruce County, the Corporation of the Municipality of Arran-Elderslie includes Allenford, Chesley, Paisley, Tara, and the former Townships of Arran and Elderslie, serving 7,000 residents. The Municipality delivers quality services, supports sustainable growth, and maintains a strong rural economy based on agriculture, small business, and construction.

Major infrastructure in the Municipality consists of, but is not limited to:

- Municipal roads
- Bridges and culverts
- Water treatment and distribution systems
- Wastewater treatment systems, including pumping stations and lagoons
- Stormwater Management Systems and Municipal Drains
- Landfills
- Facilities including indoor arenas (3), recreation centres, an administration building, three (3) fire halls, three (3) public works facilities, and two (2) outdoor pools
- Land improvements including baseball diamonds, soccer fields, parks, playground equipment, splash pads and wheeled sports facilities.
- Vehicles, machinery, and equipment
- Cemeteries (6 Active, 7 In-active)

In addition to the above infrastructure, the Municipality provides a range of services to its residents, including but not limited to:

- Fire suppression services
- Parks and facilities
- By-law enforcement
- Planning services and building permits

- General government and administration

Municipal Council is comprised of seven (7) publicly elected members, including the Mayor, Deputy Mayor, and five (5) Ward Councillors.

Throughout this document, the Corporation of the Municipality of Arran-Elderslie shall be referred to as the "Municipality." The Municipality's administrative office is located at 1925 Bruce Road 10, Chesley, Ontario.

2. Scope of Project and Specifications

The Municipality is seeking proposals from qualified consultants to provide professional consulting services for the preparation of a Development Charges Background Study and associated draft Development Charges By-law and rate schedule.

Scope of Work

The purpose of this Request for Proposal is to select a consultant with the skills, resources, and experience necessary to undertake background analysis, policy analysis, and incorporate data provided by Municipal staff and other sources to complete a Development Charges Background Study and Draft By-law, in accordance with the Development Charges Act, as amended, and all applicable regulations.

The successful Proponent may also be required, if necessary, to defend the Development Charges Background Study, By-law, and/or rate schedule before the Ontario Land Tribunal (OLT).

The Municipality has not previously undertaken a Development Charges Background Study and has not enacted a Development Charges By-law.

The Municipality is a lower-tier municipality within the County of Bruce. The County of Bruce has enacted a Development Charges By-law, which must be considered as part of this assignment.

Proposal Content Requirements

Proponents are responsible for ensuring that their submission clearly demonstrates their qualifications and ability to complete the work. At a minimum, proposals must include the following sections:

- Company profile and relevant experience
- Project understanding and proposed methodology

- Work plan and proposed schedule
- Project team composition and roles
- Cost breakdown, assumptions, and total project price (exclusive of HST)
- References and example work

Failure to include the required information may result in the proposal being deemed incomplete.

3. Timeline

Proposals must be signed and submitted in accordance with the following instructions:

**THE CORPORATION OF THE MUNICIPALITY OF ARRAN-ELDERSLIE
REQUEST FOR PROPOSAL
Development Charges Background Study – Consultation Services
RFP-CAO-001-2026**

CLOSING DATE & TIME:

April 2, 2026 at 1:00 p.m. (local time)

SUBMISSION LOCATION:

1925 Bruce Road 10
Chesley, Ontario N0G 1L0

ELECTRONIC SUBMISSION edance@arran-elderslie.ca

a) Opening and Notification of Acceptance

Proposals will be opened by Municipal staff following the closing date and time.

Notification of acceptance will be provided by phone and/or email to the successful Proponent following approval by the Municipality. The Municipality reserves the right to negotiate scope, deliverables, and pricing with the preferred Proponent prior to final contract award.

Proposals shall remain open for acceptance for a period of thirty (30) days following the closing date. After this period, proposals may only be accepted with the written consent of the Proponent.

4. Submission Format

Electronic submissions shall be provided in PDF format. The Municipality is not responsible for file corruption, incomplete transmission, or technical issues. Proponents are solely responsible for ensuring that their submission is received in full prior to the closing time.

All submissions shall be clear and legible. Hard copy submissions must be completed in a non-erasable medium and signed in ink. Electronic submissions must be clearly readable and include an authorized electronic signature or a scanned signature, as applicable.

Submissions may be delivered by mail, courier, hand-delivery, or electronically to the location or electronic address specified in this document. Submissions received after the specified closing time will not be accepted, regardless of delivery method.

5. Addenda

All questions regarding this RFP must be submitted **in writing by email only** to the Project Contact identified in this document. All questions or clarifications must be received within five business days of the closing date.

Addenda, if issued, will be posted on the Municipality's website and/or distributed electronically. It is the sole responsibility of the Proponent to regularly check for addenda and ensure that all issued addenda are acknowledged in their submission.

Failure to acknowledge addenda may result in the proposal being deemed non-compliant.

6. Basis of Rejection

The Municipality reserves the right to reject any or all proposals for any reason whatsoever.

The Municipality further reserves the authority and discretion to cancel this RFP at any time, without giving reason, and to accept the proposal that is deemed to be in the best interest of the Municipality, which may not necessarily be the lowest-priced proposal.

7. Basis of Payment

The successful Proponent shall submit invoices to the Municipality upon completion of the work or agreed-upon milestones. Payment shall be made within thirty (30) days of receipt of an approved invoice, subject to satisfactory completion of the work.

8. Terms and Conditions

General Conditions

The Proponent shall provide competent personnel and complete the work in a safe and responsible manner.

The successful Proponent shall indemnify and save harmless the Municipality, its elected officials, officers, employees, and agents from and against all claims, actions, losses, costs, or damages arising from the Proponent's negligence or the negligence of those for whom the Proponent is responsible.

Regulatory Compliance

The Contractor shall comply with all applicable provincial and federal legislation, municipal by-laws, health and safety requirements, and the Municipality's Violence and Harassment Policy.

Insurance, Indemnification, WSIB

Insurance, indemnification, professional liability, and WSIB sections retained as provided, with no substantive changes required.

The successful Proponent shall, at their own expense, obtain and maintain insurance coverage satisfactory to the Municipality for the duration of the project, including:

- Commercial General Liability Insurance with limits of not less than \$5,000,000 per occurrence, naming the Municipality as an additional insured
- Professional Liability (Errors and Omissions) Insurance with limits of not less than \$5,000,000 per claim
- Automobile Liability Insurance with limits of not less than \$5,000,000 (if applicable)

Proof of insurance shall be provided prior to commencement of work.

The successful Proponent shall also provide a WSIB Clearance Certificate or equivalent proof of compliance prior to the start of work and upon request throughout the term of the contract.

9. Note to the Proponent

By submitting a proposal, the Proponent acknowledges that they have reviewed and understand all provisions of this RFP and accepts the terms and conditions set out herein.

It is the sole responsibility of the Proponent to ensure that their proposal meets all requirements of this RFP and is complete at the time of submission.

10. Omission and Discrepancies

If a Proponent identifies discrepancies, omissions, or uncertainties in the RFP documents, they shall notify the Municipality immediately. Responses will be issued by addendum where required.

11. Project Contact

Emily Dance, CAO

Municipality of Arran-Elderslie 1925 Bruce Road 10 Chesley, ON N0G 1L0

Email: edance@arran-elderslie.ca

Phone: 519-363-3039 ext. 119

12. Form of Quotation / Proponent Selection Methodology

Proposals will be evaluated by the Municipality based on the following weighted criteria, for a total of one hundred (100) points:

Item	Evaluation Criteria	Points
1	Qualifications and Experience	20
2	Project Understanding and Approach	25
3	Schedule of Work	10
4	References & Example Work	10
5	Budget	35
Total		100