



THE CORPORATION OF THE TOWNSHIP OF HORTON

REQUEST FOR PROPOSAL FOR SERVICES OF
AN INTEGRITY COMMISSIONER & CLOSED MEETING INVESTIGATOR
ADMIN-2018-01

Section I – Proposal Information

1. REGISTER AS A BIDDER

It is mandatory that you register as a bidder with the Township. Please remit the following information to:

Hope Dillabough, CAO/Clerk
CAO@hortontownship.ca

- Name of Company
- Name of Contact Person
- Phone Number
- E-mail Address

Failure to register will result in non-acceptance of your submission.

2. PROPOSAL DOCUMENTS

The bidder shall verify that these proposal documents are complete and assume responsibility to view/download/print the Proposal Requirements, addenda and any related information not included with this document. The Township will issue any changes/additions/deletions to the proposal or terms and conditions. Any and all addenda issued by the Township shall form an integral part of the document. The cost of complying with the addenda requirement (if any) shall be included in the price submitted by bidders. The Township will assume no responsibility for oral instruction or suggestion.

Any and all addenda issued will be emailed to all registered bidders. It is the bidder's sole responsibility to include all addenda issued with the tender submission.

Each Bidder must satisfy themselves, by their own study of the proposal documents and related information, as to the practicality of completing the work successfully as described. There will be no consideration of any claim after submission of proposals that there is a misunderstanding with respect to the conditions imposed in the Agreement.

3. COMMUNICATIONS

Questions related to this proposal, specifications or the intent of the proposed work and requirements are to be received by **12:00 p.m. on December 19th, 2018.**

All communications must reference "RFP – Integrity Commissioner & Closed Meeting Investigator" in the subject line.

Hope Dillabough, CAO/Clerk
CAO@hortontownship.ca

Where a Bidder finds discrepancies or omissions in the proposal requirements or otherwise requires any clarification, the Bidder should contact the Township in writing by email as noted above. Note that no oral explanation or interpretation shall modify any of the requirements or provisions of the proposal documents.

Where the Township deems that an explanation or interpretation is necessary or desirable, an addendum may be issued. Acknowledgement of Addenda on the Form of Proposal is a mandatory requirement. Failure to acknowledge addenda will result in your proposal being deemed non-compliant and not eligible for award.

4. RETRIEVAL OF OFFICIAL DOCUMENTATION

Only documents provided to Bidders by the Township or found on the Township's website or are to be considered the "official" documents. The Township accepts no responsibility for the accuracy of information found on other websites.

5. DELIVERY AND OFFICIAL CLOSING TIME OF PROPOSALS

All submittals shall be in sealed envelopes with covering pages supplied by the Township of Horton and delivered to:

2253 Johnston Road,
Renfrew, ON
K7V 3Z8

Proposals must be received not later than **1:00 p.m. on Friday, January 11th, 2019.** The time clock in the Council Chambers at the Township Office is the official time for the

deadline for submission. The Township is not responsible for submissions which arrive late or are not properly marked.

Proposals shall be officially opened after closing time by the CAO/Clerk, Treasurer and 1 or 2 Councillors. No prices are to be read out, with prices being included in a separate envelope bearing the name “Cost Estimate”, however, only once the award is made and approved by Council, the report recommending such award shall be a matter of public record, including scoring and costing proposals.

A Proponent may request that their proposal be withdrawn. Withdrawal shall only be allowed if the Proponent makes the request in writing through a letter signed by a company officer and delivered electronically to Hope Dillabough, CAO/Clerk at CAO@hortontownship.ca before the proposal closing time.

Proposals confirmed as withdrawn shall be returned unopened to the Proponent. The withdrawal of a proposal does not disqualify a Proponent from submitting another proposal prior to the closing time.

Fax and email proposal submissions shall not be accepted.

All proposal submissions are to be submitted in two separate envelopes with the submission labels as provided by the Township affixed firmly to the outside of each sealed envelope with all details completed as required on the labels. The term envelope shall have the same meaning as “package”.

Both separately sealed envelopes shall be submitted at the same time.

Envelope 1 - Form of Proposal & Detailed Submission

The first submission label entitled “Form of Proposal and Detailed Submission” shall be firmly affixed to envelope one. This envelope shall contain **FOUR (4) hardcopies of the Proposal, with ONE (1) copy being an original document with original signatures(s), plus ONE (1) electronic copy of the Proposal.** All proposals shall address the requirements per attached guideline(s) with the attached “Form of Proposal” SIGNED as an original document by an authorized signing officer. Corporate Seals are requested but are not mandatory. Faxed or reproductions of the Form of Proposal are not acceptable. Vendors/Consultants are to submit their proposal packages to satisfy the Corporation's needs. The Form of Proposal & Detailed Work Plan submission shall contain the following information.

- Proposed approach to the project, consistent with the background information provided in **Section II- Information Package**;
- The proposed project manager, key staff, and sub-consultants;
- The firm's base of operations;
- A Detailed Submission fully describing the main tasks to be undertaken and all subtasks required to execute all aspects of work consistent with the Information

Package attached and other subsequent written direction provided by the Township.

The Detailed Work Plan **shall not** include any fee related dollar values. Detailed Submissions including any fee related dollar values will be disqualified. Detailed Submissions **shall not exceed 15 pages** (excluding the Form of Proposal) in length. Tables and diagrams may be appended. Company brochures and curricula vitae may be also be appended.

Envelope 2 – Upset Cost Estimate

The second submission label sheet entitled “Upset Cost Estimate” shall be firmly affixed to envelope two. This envelope shall contain **ONE (1) copy of the Cost Estimate and ONE (1) electronic copy of the Cost Estimate**. The Upset Cost Estimate shall be broken down and shall include all fees and disbursements required for completing the assignments. **The Cost Estimate shall be submitted in a sealed envelope separate from the Detailed Submission.** Prices shall not include contingencies or HST as applicable.

Disbursements, such as telephone, facsimile, printing, courier, travel, meals, etc. is considered to be included in the Upset Cost Estimate. Computer and office charges are considered part of overhead and **shall not** be invoiced as disbursements other than in exceptional circumstances.

Bidders shall identify and include any costs believed not to be covered in this RFP information package but considered necessary for completion of the assignment and shall specifically identify them in the proposal.

6. PROPOSAL SELECTION CRITERIA

The following selection criteria outline the area of importance that will be considered in the award. Proposal submissions should satisfy all criteria points wherever possible. Consultants will be evaluated based on the following weighted evaluation factors:

Detailed Work Plan Evaluation	Point Allocation
Firm’s Qualifications	10
Firm’s Experience as Integrity Commissioner	10
Firm’s Proposal and Approach	20
Telephone Interview/Presentation	20
Total	60

In order to qualify for the Upset Cost Limit Evaluation, only the proponents achieving 48 points (80%) or greater on the evaluation of the Detailed Work Plan will be eligible for the Upset Cost Limit evaluation. The Envelopes containing the Upset Cost Limit for the firms that did not achieve greater than 48 points (80%) **will not** be opened or included in the Upset Cost Evaluation.

The Township may also decide to exclude bidders from the Telephone Interview/Presentation based on scoring of other facets of the Detailed Work Plan Evaluation at its sole discretion.

Upset Cost Limit Evaluation	Point Allocation
Proposed Fee (TOTAL)	40
a. Annual Retainer (flat fee)	10
b. Rate for Investigation, Advice, and Training (hourly)	25
c. Other Work, including New Code of Conduct, New Council-Staff Relations Policy Training Sessions for new Council & Staff (flat fee)	5

Points awarded for the “Proposed Fee” portion of the evaluation shall be in accordance with the following for all three components:

The lowest fee proposed shall be awarded the full amount of points available for the fee portion of the evaluation (40). All higher fees proposed shall be awarded points, rounded to the closest full point for the fee portion of the evaluation by the following:

$$\frac{\text{Lowest Bid}}{\text{Proposed Bid}} \times (\text{maximum points for proposed Fee}) = \text{points}$$

For example: if the low fee is \$100,000 and 2nd low fee is \$120,000 their respective scoring would be as follows:

- a. The proponent with the low fee of \$100,000 would be awarded 40 points
- b. The proponent with the 2nd low fee of \$120,000 would be awarded points as follows:

$$\frac{\$100,000}{\$120,000} \times 40 = 33 \text{ points}$$

7. CONSULTANT SELECTION TIME

The expected timeline for Consultant Selection is as follows:

- December 7th, 2018 Request for Proposal Issued
- December 19th, 2018 Deadline for written questions to Township from Bidders
- January 2nd, 2019 Township published Addendum (if applicable)
- January 11th, 2019 Closing date for Proposal Submissions
- January 22nd, 2019 The Township will award the Request for Proposal to the successful Consultant.

8. CONSULTANT SELECTION COMMITTEE

The Consultant Selection Committee will consist of representatives of the Township.

9. CONSULTANTS TO INVESTIGATE

Consulting firms submitting a proposal shall understand and acknowledge that while this Request for Proposal outlines the scope of work and specific requirements, the Consultants shall satisfy themselves by such means as they prefer, as to the extent of work required to complete the assignment.

10. FEE HOLDBACK

N/A

A payment schedule will be negotiated.

11. AGREEMENT

Prior to commencing work on the project, the successful Consultant will enter into an Agreement for Professional Consulting Services with the Township based on the Township's Request for Proposal Information Package and the Consultant's submitted Proposal.

12. TOWNSHIP'S PURCHASING POLICIES

The Township's Purchasing Policies and Procedures By-law forms an integral part of this proposal document. The Policy and Procedures apply to this proposal process.

13. INSURANCE

- (a) The Consultant shall ensure that all insurance coverage including all provisions relating to insurance coverage set out in this section are in place prior to the commencement of services pursuant to this Agreement.
- (b) During the Term of this Agreement, and any renewal or extension thereof, the Consultant will, at its expense (including the cost of deductibles) maintain in effect, with an insurer licensed in Ontario:
 - (i) a contract of general liability insurance for its operations, with limits of not less than Two Million (\$2,000,000) Dollars, exclusive of interest or costs per occurrence, including coverages for defense and claimants' costs, and coverages for:
 - personal injury including death;
 - property damage or loss (direct or indirect and including loss of use thereof);
 - broad form property damage;
 - contractual liability;

- non-owned automobile liability;
- products – completed operations;
- contingent employers' liability;
- cross liability;
- severability of interest; and
- blanket contractual liability.

The policy of insurance shall name the Township of Horton as an additional insured with respect to its interest in the operations of the Consultant; shall provide that the policy shall be non-contributing with, and apply only as primary and not as excess to any other insurance available to the Township; and shall also provide that neither the Consultant nor the insurer shall cancel, materially change or allow the policy to lapse without first giving the Township thirty days prior written notice.

- (ii) a policy of professional liability insurance or other errors and omissions insurance covering claims and expenses for liability for loss or damage arising from negligence in the provision of the Services, of standard wording, with coverage of no less than Two Million (\$2,000,000) Dollars exclusive of interest or costs per occurrence; and
 - (iii) a policy of motor vehicle liability insurance of standard wording, covering motor vehicles owned, leased or operated by or on behalf of the Consultant, in connection with the Services provided or to be provided under this Agreement, with coverage of not less than Two Million (\$2,000,000) Dollars exclusive of interest or costs per occurrence and equipment leased, borrowed, rented or operated with coverage of not less than Two Million (\$2,000,000.) exclusive of interest or costs per occurrence; and
- (c) Every policy of insurance shall contain either no deductible amount or a deductible amount which is reasonable considering the financial circumstances of the Consultant. The Consultant shall be responsible to pay all deductible amounts.
 - (d) No policy shall contain any provision which would contravene the obligations of the Consultant hereunder or otherwise be to the detriment of the Township.
 - (e) The Consultant shall provide or cause to be provided to the Township, within thirty (30) days of award of Contract, a certificate from its insurer which shows that the policy or policies placed and maintained by it complies with the requirements of this agreement. No review or approval of any such insurance certificate by the Township shall derogate from or diminish the Township's rights or the Consultant's obligation contained in this Agreement.
 - (f) If at any time the Township is of the opinion that the insurance taken out by the Consultant is inadequate in any respect, it shall forthwith advise the Consultant of the

reasons therefore and the Consultant shall forthwith take out additional insurance, if available, satisfactory to the Township.

- (g) The taking out of insurance shall not relieve the Consultant of any of its obligations under this agreement or limit its liability hereunder.
- (h) All policies of insurance shall be:
 - (i) written with an insurer licensed to do business in Ontario;
 - (ii) in form and content acceptable to the Township acting reasonably;
 - (iii) be non-contributing with, and will apply only as primary and not excess to any other insurance available to the Township; and
 - (iv) contain an undertaking by the insurers to notify the Township in writing not less than thirty (30) days before any material change, cancellation, lapse or termination of the policies.
- (i) Failure to provide the aforementioned insurance will result in the withholding of payments or at the sole option of the Township, forfeiture of the Contract.

14. HEALTH & SAFETY AND WSIB

The successful Proponent is required to conform with the *Occupational Health and Safety Act* related to the performance of the contract. In addition, the successful Proponent will be required to supply to the Township a valid Clearance Certificate issued by the WSIB, or if applicable, a letter from WSIB verifying Independent Operator's Status. A new clearance certificate is required every sixty (60) days.

15. IRREVOCABLE

Proposals are irrevocable for ninety 90 calendar days from date of Proposal closing. All proposals shall be and remain irrevocable unless withdrawn prior to the designated closing time.

16. LEGIBLE

All proposals must be legible and written in ink or typewritten. Corporate seals are requested, but are not mandatory.

17. RIGHT TO REJECT OR NOT OPEN

The Township reserves the right to reject any or all proposals, and the lowest or highest as the case may be will not necessarily be accepted. The right is reserved to accept the whole or any part of the proposal.

Should the Township receive only one (1) qualified and duly executed bid submission that have known multiple source potential, the right is reserved to recall the competition.

The Township reserves the right not to **open** a bid call should the Township deem, in its opinion, to have received an inadequate number of bid responses to the bid call and further the right is reserved to cancel and recall the competition. Unopened bids will be returned to all vendors who responded.

The Township reserves the right not to accept a proposal from any person or corporation which includes all related corporations who, or which, has a claim or instituted a legal proceeding against the Township or against whom the Township has a claim or instituted a legal proceeding with respect to any previous contracts, bid submissions or business transactions who is listed as either the proposed general contractor or sub-contractor or vendor within the submitted proposal.

18. NO CLAIM FOR COMPENSATION

Except as expressly and specifically permitted in these Instructions to Proponents, no Consultant shall have any claim for any compensation of any kind whatsoever, as a result of participating in this RFP, and by submitting a proposal each proponent shall be deemed to have agreed that it has no claim.

The Township assumes no responsibility or liability for costs incurred by the Consultants prior to the entering into of a written contract.

19. SUBJECT TO BUDGET PROVISION

Should qualified bid submissions exceed the Township budget provision for this assignment the Township reserves the right to reject or recall the proposal.

20. ADJUSTMENTS PRIOR TO CLOSING

Adjustments to submitted proposals by telephone, telegram, fax, or email shall not be considered. A bidder wishing to make adjustments to a submitted proposal must supersede it with a later proposal or letter enclosed in a proposal envelope, and received on or before the closing time.

21. PROPOSAL ADVERTISING

Proposal advertising is made available through the following: the Township's website www.hortontownship.ca

22. INTELLECTUAL AND PROPRIETARY RIGHTS

Upon award, all trade secrets, copyright patents and other intellectual and proprietary rights are and remain the property of the Township. Also, all artwork and print production devices will become the property of the Township.

23. CONFLICT OF INTEREST

The Township reserves the right to disqualify a Proposal where the Township believes a conflict of interest or potential conflict of interest exists in regard to the Consultant.

The successful Consultant shall work solely and exclusively in the interests of the Township at all times to ensure that the project is successfully completed. The Consultant must identify current claims, potential claims, or disputes against the Township, if any, that the firm is involved with.

The Consultant must identify current developer and development interest that the firm has in the service area, if any. This information and any conditions attached to the Proposal will be considered in the Township evaluation.

Any member of the Council shall claim pecuniary interest if they are, will be, or have become interested, directly or indirectly as a contracting party, partner, stockholder, surety or otherwise howsoever in or in the performance of the said contract, or in the supplies, work or business in connection with the said contract or in any portion of the profits thereof, or any supplies to be used herein, or in any of the monies to be derived there from.

No person, firm or corporation other than the bidder has any interest in this Proposal or in the proposed contract for which this Proposal is made and to which it relates.

This Proposal is made by the bidder without any connection, knowledge, comparison of figures or arrangement with any other person or persons making a Proposal for the same work, and is in all respects fair and without collusion or fraud.

No officer or employee of the Township is, will be, or has become interested, directly or indirectly as a contracting party, partner, stockholder, surety or otherwise howsoever in or in the performance of the said contract, or in the supplies, work or business in connection with the said contract or in any portion of the profits thereof, or any supplies to be used herein, or in any of the monies to be derived there from.

24. FAILURE OR UNSATISFACTORY PERFORMANCE

The Township reserves the right to remove from eligibility to submit bids for an indeterminate period, the name of any Bidder for failure to accept a contract with the Township, or the name of any Bidder for unsatisfactory performance of a contract with the Township.

25. MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (MFIPPA)

Please note that the *Municipal Freedom of Information and Protection of Privacy Act*, as it relates to municipalities and local boards, came into force on January 1, 1991. It sets out certain rules regarding the disclosure to third parties of information held by municipalities and local boards.

If you wish any or all of the documents that you submit to the Township as part of this proposal to be protected from disclosure under the above legislation, please ensure that a statement, signed by a responsible officer, is attached to the Form of Proposal. This statement will not guarantee that there will never be disclosure, but it does provide the groundwork for handling an application for disclosure by a third party under this legislation.

26. PUBLIC OPENING

The Request for Proposals will be opened at a public opening to be held at the Township of Horton Council Chambers: 2253 Johnston Road, Renfrew, Ontario, on **Friday January 11th, 2018 at 1:00 p.m. LOCAL TIME (or as close to this time)**, following the closing of the Proposal call. Please note that the opening will acknowledge receipt of submitted proposals only. Prices and detail information will not be released.

27. TOWNSHIP NOT EMPLOYER

The Proponent agrees that the Corporation of the Township of Horton is not to be understood as the employer to any successful Proponent nor to such Proponent's personnel or staff for any work, services, or supply of any products or materials that may be awarded as a result of this Proposal document. It is understood that the successful proponent will act as an independent contractor. Also, in accordance the *Occupational Health and Safety Act*, the successful Proponent herewith agrees to be the "constructor" as defined under this act.

28. ACCESSIBILITY OF ONTARIANS WITH DISABILITIES ACT (AODA)

The *Accessibility of Ontarians with Disabilities Act, 2005* (AODA), is a law passed by the Ontario legislature that allows the government to develop specific standards of accessibility and to enforce them. The standards are made into laws called regulations, and they provide the details to help meet the goal of the AODA, which is a fully accessible Ontario by 2025. The AODA is the foundation on which the subsequent accessibility standards are built.

It is the successful Bidder's responsibility to ensure that it is fully aware of and meets all requirements under the AODA and associated regulations.



THE CORPORATION OF THE TOWNSHIP OF HORTON

REQUEST FOR PROPOSAL FOR SERVICES OF
AN INTEGRITY COMMISSIONER & CLOSED MEETING INVESTIGATOR

Section II – Information Package

1. BACKGROUND

The Township of Horton wishes to engage a consultant to be appointed as the Township's Integrity Commissioner and Closed Meeting Investigator on a contract basis for a period of two years with possibility of re-appointment.

Horton Township offers a unique blend of country living with nearby urban centres. Our Township borders the Town of Renfrew and is only 45 minutes away from Ottawa, Ontario - Canada's Capital. Residents enjoy the tranquility and privacy that rural properties provide and have access to the modern-day conveniences such as shopping, hospitals, theatres, schools, churches and restaurants.

According to the 2016 census, the permanent population is just under 2900 with 1385 permanent dwellings, 1173 of which are inhabited by usual residents.

Council is composed of five members, all elected at large, with a Mayor (who also sits on Renfrew County Council), Deputy Mayor and three councillors.

The staff team is led by a CAO/Clerk with the following Management Team: Treasurer, Deputy Clerk/Treasurer, Public Works Manager, Chief Building Official, Fire Chief and Community Liaison Officer. The Township has a total of 11 full-time staff with additional volunteer Firefighters, casual and part-time staff.

2 SCOPE OF WORK

The appointment will include, but will not be limited to, the following major tasks:

- Task 1: Selection and appointment of a qualified Integrity Commissioner to take office by February 1st, 2019, who would also serve as Closed Meeting Investigator.
- Task 2: Possibility of preparation of a new code of conduct to apply to Council and Local Boards that meets the requirements of the regulation and in conformity with the existing County of Renfrew code by February 1st, 2019. (See attached existing documents).
- Task 3: Possibility of preparation of a Council-Staff Relations Policy by February 1st, 2019
- Task 4: Delivery of training sessions for the new Council and staff in February, 2019

3 EXPERIENCE AND QUALIFICATIONS

Bidders are expected to outline their experience and qualifications as it pertains to the role and responsibilities of the Integrity Commissioner and Closed Meeting Investigator pursuant to the *Municipal Act, 2001*, *Municipal Conflict of Interest Act*, and any other applicable legislation.

4 EXTENSION TO OTHER LOCAL MUNICIPALITIES

Other municipalities adjacent to Horton may be interested in procuring the services of the successful proponent or one of the other bidders. Bids should indicate whether the pricing for Tasks 1 to 4 can be extended.

The Corporation of the Township of Horton

REQUEST FOR PROPOSAL FOR SERVICES OF
AN INTEGRITY COMMISSIONER & CLOSED MEETING INVESTIGATOR**Section III – Form of Proposal**

Note: Failure to provide the complete Form of Proposal, submitted as an original document, complete with original authorized signature(s), at time of proposal closing, will result in the proposal submission being disqualified and not considered for award. **Copies of this schedule shall be included in all copies of Proposals prepared for the Township.**

Bidder's Information

Bidders must complete this form and include with ALL Proposal Submissions. Please ensure all information is legible.

1.	Company Name	
2.	Bidder's Contact Individual	
3.	Address (inc Postal Code)	
4.	Office Phone #	
5.	Toll Free #	
6.	Cellular #	
7.	Fax #	
8.	E-mail address	
9.	Website	
10.	HST Account #	

I/We hereby submit the attached Proposal documents to satisfy the requirements as described in this Proposal issued by the Township of Horton.

I/We agree that we have reviewed and understand the Proposal documents and I/We are capable and qualified to perform the requirements of the contract and enter into a legal agreement with the Township in regard thereto and where the Proposal is submitted by a Corporation, it shall be signed by a duly authorized officer of the company. Should the Proposal be submitted by a Partnership or Proprietor, it shall be signed by the partners or owner.

I/We agree that this offer shall be irrevocable from the time the Proposals are opened and extended for a period of 90 days.

Acknowledgment of Addenda

This will acknowledge the following addenda were considered and that the pricing quoted includes the provision set out in such addenda.

The following Addenda are acknowledged _____ for a total of _____
(eg. 1, 2, 3, 4 or 1-4 for a total of 4 Addenda)

Check here if NO Addendum received.

PROPOSAL SUBMITTED BY: (Please type/print)

The undersigned affirms that they are duly authorized to execute this bid and that all costs associated with this proposal have been submitted in the fee envelope.

BIDDER'S SIGNATURE AND SEAL: _____

NAME AND POSITION: _____

WITNESS SIGNATURE: _____

NAME AND POSITION: _____

(If Corporate Seal is not available, documentation should be witnessed)

DATED AT THE _____
(City/Municipality)

THIS _____ DAY OF _____ 201__

RFP Submission Label #1 – Form of Proposal and Detailed Work Plan

From: _____

Contact: _____

Telephone: _____

Deliver to:

**The Township of Horton
2253 Johnston Road
Renfrew, Ontario
K7V 3Z8**

CLOSING DATE AND TIME: Friday January 11th, 2019 at 1:00 p.m.

DESCRIPTION: Services of an Integrity Commissioner & Closed Meeting Investigator

RFP Submission Label #2 – Upset Cost Estimate

From: _____

Contact: _____

Telephone: _____

Deliver to:

**The Township of Horton
2253 Johnston Road
Renfrew, Ontario
K7V 3Z8**

CLOSING DATE AND TIME: Friday January 11th, 2019 at 1:00 p.m.

DESCRIPTION: Services of an Integrity Commissioner & Closed Meeting Investigator

Summary of Cost Estimate

To be attached as first page viewed by the party opening Envelope #2

Basis of Payment:

The Consultant offers to provide the services detailed within the Proposal package and identified tasks, and as further detailed in the Consultant's proposal, to the acceptance of the Township for the following Upset Cost Limit.

Professional Fees: (Excluding HST)

a. Annual Retainer (flat fee) \$ _____

b. Rate for Investigation, Advice, and Training (hourly) \$ _____

c. Training Sessions for new Council & Staff (flat fee) \$ _____

Disbursements: \$ _____

Do the fees outlined above extend to interested neighbouring municipalities upon request and review by both parties? **YES** _____ **NO** _____

Consultants should note the following when preparing their financial proposal:

Fees:

Fees are to include the cost of sub-consultants.

Disbursements:

All reasonable and proper expenses incurred by the Consultant shall be reimbursed under this item without any allowance thereon for overhead and or profit. The following costs shall not be reimbursed:

- Communication expenses including facsimile, local phone and cellular charges
- Standard PC or computer aided design and drafting equipment.