



Request for Proposal

RFP# LVPD2025-01

Laurentian Valley Development Charges Study 2025

Please submit completed proposal using the attached form and quoting the above proposal number and closing date; and forward before

Closing Date and Time: May 5th 2025 at 2:00 pm E.S.T.

Bids shall be clearly labelled with the following:

RFP# LVPD2025-01
Laurentian Valley Development Charges Study 2025

Delivered to:
Township of Laurentian Valley
Attention: Lauree Armstrong, Township Planner/CEMC
460 Witt Road, Pembroke ON, K8A 6W5
Or via email at:
rfp@lvtownship.ca

Project Contact: Lauree Armstrong, Township Planner/CEMC
at 613-735-6291 ext.203

Copies of the RFP document are available at www.lvtownship.ca and upon request, by contacting the municipal office. The Township of Laurentian Valley (the Township) is committed to providing materials in an accessible format and with communication supports to persons with disabilities, upon request.

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Background Information

The Township of Laurentian Valley (the Township) is a small urban/rural lower tier municipality located in Eastern Ontario within the County of Renfrew on the Highway 17 corridor and Highway 41 corridors. The Township is a vibrant and growing community located about an hour and 20 minutes from the City of Ottawa in an area with the best of both worlds with beautiful forests extending to the boundary of Algonquin Park and riverfront areas along the Ottawa River, multi-use trail systems, as well as, fully serviced residential and commercial areas. As with other communities post COVID, the Township has been experiencing increased growth pressure due to the lower cost of living, proximity to bigger centres with easy access to Ottawa markets via Highway 17. The area connects to the 401 corridor via Highway 41 and also connects to northern Ontario and areas westward via Highway 17 as part of the TransCanada Highway. The Township surrounds the City of Pembroke where additional services are readily available such as the Pembroke Regional Hospital, Algonquin College Pembroke Campus and a variety of elementary and secondary schools offering education in both English and French

The Township is also bounded by the Town of Petawawa to the northwest and Whitewater Region to the east, as well as several other municipalities. The Township is connected to communities in the Province of Quebec via the Des Allumettes Bridge. Provincial Highway 148 then becomes Pembroke Street East which is a provincial highway through the Township that is a significant transportation corridor with primarily commercial development.

The total population of the Township is approximately 9450 with 3877 households per the 2021 Census. The Township is approximately 539.08 square kilometres in area and includes urban residential areas on full municipal services, commercial retail power centre, rural subdivision on private wells and septic systems, agricultural lands, gravel pits and quarries, lands along the Ottawa River, crown land and forests, a Medium Density Fibreboard Plant (MDF) and other smaller commercial and industrial ventures. The Township boundary extends to touch the edge of Algonquin Park and has a rich natural environment with both private and crown land forests, rivers, small lakes and bounded by the Ottawa River.

The Township is experiencing new growth with the recent approval of new residential draft plans of subdivision and final approval of several residential plans of subdivision. Commercial growth in the Pembroke Street East (Highway 148) commercial corridor is also being experienced.

The Township of Laurentian Valley provides a wide range of municipal services and infrastructure to its residents and businesses located within the Township. A list of infrastructure and services are as follows:

Major Infrastructure in the Township consists of the following:

- Municipal Roads (paved and unpaved)
- Bridges & Culverts (The Township is only responsible for those under 3 metre diameter, the rest are the County of Renfrew)
- Water distribution systems, fire hydrants, water meters
- Waste Water collection systems, pumping and lift stations
- Storm sewers
- Stormwater Drainage and Control Services including stormwater management ponds.
- Municipal Drains
- Facilities including recreation centres, municipal office complex and fire hall
- Land improvements including: baseball diamonds, sports parks, parks, trails and playground equipment
- Vehicles, Machinery & Equipment

In addition to the infrastructure which the Township is responsible for acquiring, maintaining, and rehabilitating, there are a number of services the Township provides to its residents which include, but are not limited to:

- Fire Services
- Emergency Management Services
- Recreation, Parks and Facilities
- Solid Waste management including recycling, landfills, and household hazardous waste
- By-law Enforcement
- Licenses and Permits
- Development Services including Planning and Building Permits and Inspection

Other services are provided through intermunicipal agreements with the City of Pembroke

- Water treatment and distribution systems, pumping stations, water tower
- Waste Water treatment and collection systems, pumping and lift stations
- Library
- Recreation (certain aspects)

The Township Recreation Centres are operated by volunteer recreation committees who are also responsible for programming while the Township owns the infrastructure. Police services are provided by the OPP.

Through the Water and Wastewater Services Agreement with the City of Pembroke, the City of Pembroke is also in the early stages of leading a joint Development Charges Study

specific to the Water and Wastewater Services within the City that the Township system connects into.

The Development Charges Background Study completed in July 2020 only included the following items in its development charges:

- General Eligible Services (Studies)
- Public Works - Roads and Equipment
- Fire Protection
- Public Works - Sewer
- Public Works - Water
- Pleasant View Municipal Drain

The existing Development Charges By-law has several different Development Charges that are applied in different service areas. The General Development Charge is applied on a Township-wide basis. The General Sewer and Water Development Charge and the Pleasant View Municipal Drain Development Charge, relate to services that are only provided within certain specified geographic areas of the Township. With the General Sewer and Water Development Charge, the services are only available to areas within the General Sewer and Water Service Areas: West End; Stafford Village; and East End. There is also the Pleasant View Municipal Drain Development Charge, and that service only benefits the drainage area as identified as the Pleasant View Municipal Drain Service Area.

Intent of the Proposal

The Corporation of the Township of Laurentian Valley is inviting proposals from respondents for the provision of professional services for an update to the existing Development Charges Study.

The Township of Laurentian Valley passed a Development Charge By-law being By-law Number 2020-09-039 on Tuesday September 1st, 2020, in accordance with the provisions of the Development Charges Act, 1997, as amended. Pursuant to the Development Charges Act, the by-law will expire September 1st, 2025.

Requirements & Deliverables

The Background Study shall meet all requirements of the Development Charges Act, and related Regulations. The report shall be clearly written and well organized, include a table of contents and appendices containing supporting data, information relevant to each section, and a draft fee schedule. The consultant will provide the study and present its findings to Council in a format satisfactory to the Township of Laurentian Valley.

Components to be included in the Background Study

The Township is looking for a qualified consultant to undertake a Development Charges Study that includes:

- Preparing an updated Development Charges Background Study to meet the requirements set out in the Development Charges Act, 1997, S.O. 1997, c. 27, as amended, that includes any optional approaches that might be considered for meeting the requirements and maximizing the Municipality's opportunities under the Development Charges Act such as including categories that may not have been eligible before. The Proponent, however does not need to include additional items such as policing, ambulance, library, public health, social services (child care and housing), and by-law enforcement as part of this update.
- Calculating an updated Development Charge Rate Schedule based on the information contained in the Development Charges Background Study for Administration, Public Works, Transportation, Fire Protection, and Recreational Services.
- Preparing a revised Development Charge Rate Schedule, the Township will utilize and update the existing Development Charge By-law to reflect the new rate schedule based on the updated background charges study.
- Preparing and providing calculation tables in excel format suitable for use by Township Staff for reporting and tracking for reserve fund management and collection of development charges and allocation of funds between eligible projects.
- Defending the Development Charge background study, and/or rate schedule if required before the Ontario Land Tribunal (OLT)

Meetings

The consultant will attend and make presentations to:

- Public Meeting(s) as required under the Act (1 in-person meeting minimum)
- Meeting with Members of Council (2 meetings (one in-person presentation of background study, one zoom (on-line) for the final report).
- Interview and work with the Township's Senior Management Team (as required to conduct and complete a thorough background study).

Project Deliverables

The Consultant shall provide a minimum of:

Two (2) physical copies of the final Development Charges Study (Text to be in accessible format).

A digital copy of documents produced in accessible format suitable for posting on the Municipal web site, in accordance with Accessibility for Ontarians with Disabilities Act.

Proposal Structure and Content Requirements

Proposal Submission Structure

The proposal document should be structured in sections that refer to the headings addressed in the Proposal Content Requirements of this section and should be numbered and tabbed accordingly.

Proposal Content Requirements

Company Profile

Proponents are to provide company information such as, but not limited to the following:

- (a) Provide a general company profile including the ownership and affiliations of the firm and number of years the firm has been in business
- (b) Address and contact information for the proposed entity; and
- (c) Size of company and office locations.

Qualifications and Experience

Qualifications

Provide a brief resume of the project manager and support staff that would be directly involved in the project. Evaluation of the project manager and support staff will include an assessment of the firm's overall ability to provide adequate resources to the project.

Experience

Proponents shall include a description of at least three (3) previous engagements with other similar sized government entities to the Township, that outline projects of similar scope, cost, and magnitude that have been successfully completed in the past three (3) years. This shall include client names, contact, and contact phone numbers. The Township will be verifying references as a part of the proposal evaluation process.

Project Undertaking and Approach

The Background Study resulting from the development charges review process shall be a document containing an executive summary, study findings related to growth and projected development, development charges policy recommendations, development charges calculations methodology, and a draft local services policy. The Background Study shall meet all requirements of the Development Charges Act, as amended, and related Regulations.

At a minimum, the background study must include detailed sections on the following topics:

- Levels of Service
- Allowable Charges analysis/calculation
- Anticipated growth and development
- Capital Forecast (10 year and longer-term initiatives)
- Service Area Options analysis

- Proposed Development Charge recommendations

The Development Charges Background Study must also address the following components:

- 1) Review current and long-term population and growth analysis and if necessary, undertake an update of this analysis and other primary statistical and data elements.
- 2) Evaluate options for development charges based on geographic service areas; developing an appropriate methodology for calculating levels of service and allowable charges for services eligible for development charges funding.
- 3) Determine the extent where service areas can be broken out.
- 4) Evaluate various Service Area options including calculating appropriate development charges rates for each potential Service Area
- 5) Complete a cash-flow analysis based on revenues and expenditures to ensure anticipated development charge revenue will provide for necessary expenditures.
- 6) Calculate incremental operating costs related to growth expenditures
- 7) Provide advice with respect to various development charges related issues.
- 8) Ensure the study meets all the requirements of the Development Charges Act, as amended, and related Regulations.

Schedule of Work

The expectation is that work would commence by Proponents upon notification of successful contract award (May 6th, 2025, should you be the successful proponent) and upon execution of contract, the draft background study shall be completed by no later than July 3, 2025, to be available to be posted on the Township website.

Meeting dates, other key events and major project deliverables should be clearly identified on the project schedule. It is the Township's intent to aim to have the DC by-law before Council for approval before September 1st, 2025 (September 2, 2025 Meeting).

Budget

The Proponent's submission shall include:

- Overall project cost exclusive of HST
- A detailed cost and time breakdown of each major activity identified in the proposal
- A time and cost breakdown for each team member
- Identifying any disbursements and the associated costs
- A fee schedule and hourly rates for all project team members

Proponents shall indicate a breakdown of costs as provided for on the Appendix A:

Schedule of Fees, inclusive of all costs associated with providing services.

Validity

Proposals shall be irrevocable and open for acceptance by the Township at any time within ten (10) days from the closing date.

Conflicts of Interest

This section would outline any real or perceived conflicts of interest, if the successful proponent was chosen for the engagement. Conflicts could include, but are not limited to, any relationships between members of the proponent's team or firm and the Township of Laurentian Valley, or any private assignments outside of the Development Study that could influence the project.

Other Considerations

Please include any other items, not covered in the previous sections, which will identify why your firm should be selected by the Township. Information should be included in the proposal regarding any advisory services (e.g. be available to answer general staff questions about ability to utilize development charges to fund certain projects) that would be available to the Township on an on-going basis while the by-law is in effect.

Information Available

The following information will be made available upon award, to the successful Proponent:

- Township of Laurentian Valley Development Charges Background Study Final Report July 2020, prepared by Jp2g Consultants Inc.
- Township of Laurentian Valley Official Plan and Zoning By-law
- Asset Management Plan and/or Multi-year Capital Construction Forecast
- Township of Laurentian Valley City of Pembroke Transportation Master Plan for East-West Traffic prepared by Paradigm, January 2025.
- Annual Building Permit reports
- MPAC population and dwelling count reports
- data on draft approved and final approved plans of subdivision
- data on concept plans for development reviewed by staff
- data on pending and approved commercial and industrial site plans

Proposal Timeline

The following timeline has been established for the Proposal selection process:

Item	Date
Request for Proposals Issued	April 15 th , 2025
Proponent questions received until	April 30 th , 2025
Township to provide answers by	May 2 nd , 2025 no later than 2:00 pm
Receive proposals	May 5 th , 2025 no later than 2:00 pm
Award	May 6 th , 2025

Date and Place for Receiving Proposals

- a) Proposals will be received **by 2:00 pm E.S.T. on May 5th, 2025**

It is the responsibility of the proponent to ensure that the documents have been received before the closing time and date.

Proposals received after 2:00 pm, local time on May 5th, 2025 will be returned unopened and will not be considered.

- b) Proposals must be addressed to:

**Township of
Laurentian Valley
460 Witt Road
Pembroke, ON
K8A 6W5**

Attention: Lauree Armstrong, Township Planner/CEMC

And in a sealed envelope clearly marked: **RFP# LVPD2025-01 Laurentian Valley Development Charges Study**

Or

Emailed to rfp@lvtownship.ca with subject line:

RFP# LVPD2025-01 Laurentian Valley Development Charges Study 2025

- c) Before being officially received, the proposal envelope or email will be marked by the Township, with the time and the date that the envelope was received in the office or the email was received.
- d) All proposal submissions are appreciated. Once submitted the Township will only contact Proponents for questions, interviews or to inform them of being successful.

Documentation

- a) One original of the proposal is required
- b) All proposals must be legible and typewritten
- c) All proposals must be submitted in a sealed envelope or be emailed to:
rfp@lvtownship.ca

Communication

All requests for information and/or clarification as well as questions regarding the interpretation of the terms set out in this RFP should be sent in writing with the subject line "Questions related to RFP# LVPD2025-01 Laurentian Valley Development Charges Study 2025" to:

Lauree Armstrong, Township Planner/CEMC
lauree.armstrong@lvtownship.ca

Addendums will be uploaded to the website. It is the proponent's responsibility to inquire on the website for addendums.

The Township reserves the right to distribute any or all questions and answers to the other proponents.

Registered bid takes will receive an email with any addendums, however it is the ultimate responsibility of the proponent to check the website for any issued addendums prior to submitting their proposal.

Proposal Changes/Alterations

Withdrawal or Substitution of Submission

A proponent may withdraw or substitute all or part of their proposal at any time up to the official closing time. The last proposal received shall supersede and invalidate all proposals previously submitted by that proponent.

A proponent may withdraw or qualify their proposal at any time up to the official closing time, by submitting a letter bearing the signature as in their proposal to the Clerk, who will mark thereon the time and date of receipt and will attach the letter to their previously submitted proposal envelope.

Alterations or Variations

No alterations or variations of this document shall be valid or binding upon the Township unless authorized in writing in accordance with the procedure set out in Communications.

Oral Explanation or Interpretation

No oral explanation or interpretation shall modify any of the documents or provisions of the Township's request for proposal documents.

Amendments

Questions of clarification will be answered individually, but response(s) to any question that modifies the scope of the RFP will be posted as an RFP Addendum on the Township's website.

Amendment and changes to this proposal prior to the closing date and time stated herein will only be in the form of written amendment and said amendment will be issued by the Township of Laurentian Valley. Amendments will be posted on the Township of Laurentian Valley's website at www.lvtownship.ca at Bids and Tenders <https://www.lvtownship.ca/en/lv-government-services/bids-and-tenders.aspx>

It is the proponent's sole responsibility to check this website regularly to inform itself of any posted amendments. The Township of Laurentian Valley makes no promise or guarantee that amendments will be delivered by any means to any proponent. By submitting a proposal in response to the Request for Proposal, the proponent acknowledges and agrees that amendment shall be posted on the Township of Laurentian Valley's website and it is the sole responsibility of the proponent to check the website for said amendment. Amendments will not be released less than seventy-two (72) hours prior to the close of the proposal. Any submission that does not acknowledge receipt of amendment shall be considered as incomplete and will be disqualified.

Acknowledgement of the receipt of amendment, can be completed by printing the amendment, initialling each page and submitting it with the proponents sealed submission.

Proposal Evaluation

Evaluation Criteria

Qualification evaluations will be carried out based on the following criteria:

1. Qualifications and Experience	20
2. Project Understanding and Approach	5
3. Schedule of Work	30
4. References	5
5. Budget	40
Total	100

The submissions will be assessed on the merits of the information provided. Proposals should address the categories listed above to enable the Review Committee to undertake adequate assessment.

The Proponent Declares:

1. No person, firm or corporation, other than the Proponent, has any interest in this Proposal or in the proposed agreement for which this Proposal is made and to

which it relates.

2. This Proposal is made by the Proponent without any connection, knowledge or comparison of figures or arrangements with, or knowledge of any other corporation, firm or person making a Proposal for the same service, and is in all respects fair and without collusion or fraud;
3. No member of the Municipal Council or any other officer of the Corporation will become interested directly or indirectly as a contracting party without disclosing his interest and otherwise complying with the Municipal Conflict of Interest Act, RSO 1990;
4. The content and requirements of this Proposal document have been read and understood.

LOWEST BID OR ANY PROPOSAL NOT NECESSARILY ACCEPTED

Disqualification

The Township of Laurentian Valley reserves the right to reject any or all proposals. Failure of the Proponent to satisfy any term or condition of this RFP may result in the rejection of said Proposal. Further, any incomplete proposals, unqualified proposals, proposals not properly signed/dated, proposals received after the closing date/time, proposals not properly signed/sealed, proposals received after the closing date/time, proposals completed in pencil, proposals with incomplete calculations, and proposals lacking required information will be rejected as incomplete.

Examination of Documents

Each proponent must satisfy themselves by a personal study of the RFP documents. There will be no consideration of any claim, after submission of Proposals, that there is a misunderstanding with respect to the conditions imposed by this RFP. Prices must include all incidental costs and the proponent must be satisfied as to the full requirements of the RFP.

Review Committee

The review committee will be comprised of Township staff.

All qualifying proposals will be reviewed and evaluated by the selection committee.

It will be the responsibility of the selection committee to initially read, review, and evaluate each proposal. The selection committee may "short list" those proposals that are most feasible for further consideration.

Acceptance of this Proposal and Contract

It is expected that one proponent will be selected to conduct this project. Upon selection, the successful proponent will be required to enter into a contract with the Township.

The contract will be based on the specifications, terms and conditions expressed in this document, the successful proponent's proposal and documented negotiations and

will include the requirement of proof of professional liability insurance in the amount of \$2,000,000 (2 million dollars) and a valid WSIB certificate.

All Proposals shall be final and binding on the proponent for a period of 10 (ten) days from the closing date and may not be altered by any subsequent offerings, discussions, or commitments unless the proponent is requested to do so by the Township of Laurentian Valley.

Insurance Requirements

Liability Insurance

Bidders must provide, with their Bid, a certificate of insurance in compliance with insurance requirements stipulated below. The Successful Supplier shall provide and maintain at his own expense a policy of insurance issued by an insurance company incorporated or licensed to conduct insurance business in the Province of Ontario during the entire period of the Contract. The insurance policy will be in a form and with a company which are, in all respects, acceptable to the Owner. A valid copy of the certificate of insurance shall be in the Township's possession at all times. The policy must contain:

Commercial General Liability Insurance issued on an occurrence basis for an amount not less than \$2 million per occurrence. Such insurance shall include, but is not limited to, bodily injury and property damage including loss of use; personal injury and property damage including loss of use; personal injury; contractual liability; premises, property & operation; non-owned automobile; broad-form property damage; owners & contractors protective, occurrence property damage; products; broad form completed operations; employees as Additional Insured (s); contingent employers liability; tenants legal liability; Non-Owned Automobile; cross liability and severability of interest clause.

Any and all deductibles applicable to the above-noted insurance policies shall be the sole responsibility of the Named Insured and the Corporation shall bear no cost towards such deductibles.

The Contractor is responsible to effect physical damage on their assets/equipment-failure to do so will not impose any liability on the Corporation.

An endorsement to the effect that the policy or policies will not be altered, cancelled, or allowed to lapse without giving the Township a written notice of thirty (30) days.

The Corporation reserves the right to assess exposures and add additional insurance requirements where deemed necessary.

The Supplier shall indemnify and save harmless the Corporation, their elected officials, officers, employees, and agents from and against any and all claims, actions, losses, expenses, fines, costs (including legal costs), interest, or damages of every nature and

kind whatsoever, including but not limited to, bodily injury or damage to or destruction of tangible property including loss of revenue arising out of or allegedly attributable to the negligence, acts, errors, omissions, whether willful or otherwise by the Bidder, their officers, employees, agents, or others to whom the Bidder is legally responsible. This indemnity shall be in addition to and not in lieu of any insurance to be provided by the Bidder in accordance with this agreement and shall survive this agreement.

Work Place Safety Insurance Board (WSIB) and Workers Rights

If applicable, the Supplier must obtain and forward to the Township, a letter of clearance from the Workplace Safety and Insurance Board (WSIB) stating that they are in good standing with the Board. The clearance certificate's validity period is up to 90 days and new clearance is automatically generated 4 times per year (May 20, August 20, November 20, and February 20) for a Supplier in good standing with the Workplace Safety and Insurance Board. It is the responsibility of the Supplier to ensure that it obtains and maintains proper and adequate coverage used for this project, as would be required of any prudent Supplier. Work may not be authorized to begin until this document is received by the Township of Laurentian Valley.

Negotiations

In the event that a prepared proposal does not precisely and entirely meet the requirements of the Township, the Township reserves the right to enter into negotiations with the selected Proponent(s) to arrive at a mutually satisfactory arrangement with respect to any modifications to a proposal.

Extra Work

The Township shall not be responsible for any liabilities, costs, expenses, loss, or damage incurred, sustained, or suffered by any proponent(s) prior to or by any reason of the acceptance or non-acceptance by the Township of Laurentian Valley of any proposal by reason of any delay in the acceptance of a proposal.

Incurred Costs

The Township shall not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any Proponent(s) prior or subsequent to or by reason of the acceptance or non- acceptance by the Township of any proposal by reason of any delay in the acceptance of a proposal.

Errors and Omissions

The Township shall not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any Proponent(s) prior or subsequent to or by reason of the acceptance or non- acceptance by the Township of any proposal by reason of any delay in the acceptance of a proposal.

Cancellation

The Township reserves the right to cancel this Request for Proposal at any time up to the Award of a Contract.

Confidentiality

The successful proponent shall not at any time before, during, or after the completion of the engagement, divulge any confidential information communicated to or acquired by the proponent in the course of carrying out the engagement. No such information shall be used on any other project without prior written approval.

Invoicing and Payment

The successful proponent will provide the Township of Laurentian Valley with a timeline of deliverables with their associated cost. The timeline will be mutually agreed upon and appended to the agreement. The Township of Laurentian Valley will pay the successful proponent its fees based on the completion of milestones as defined within the proponent's proposal. Invoices shall be forwarded to:

**The Township of Laurentian Valley
Attention: Lauree Armstrong, Township Planner/CEMC
460 Witt Road
Pembroke, Ontario
K8A 6W5
And/or the email as directed at the time of contract award.**

All invoices shall show the actual hours, responsibilities, staff, and hourly rates. All payments will be made in response to invoices itemized in accordance with the final signed contract, provided the invoices are based on work described in the scope of the project, consistent with the negotiated deliverables and completed to the Township's satisfaction.

For further certainty, in the event that invoices are rendered that are in excess of the fees quoted in the final signed contract, payment will not be made unless the additional deliverables have been negotiated with and accepted by the relevant entity in advance of the work being completed.

Appendix A: Schedule of Fees

Complete the cost summary chart below by breaking down costs, before HST in Canadian Dollars (CAD). Proponents must complete this form and include it with the Proposal Submission.

LVPD2025 01 Development Charges Study Fees

Description	Cost
Proposed Total Fee (inclusive of all costs except for HST) to complete all tasks noted in RFP LVPD2025 01	\$
SUB TOTAL	\$
HST	\$
TOTAL	\$

The quoted price shall be an upset limit to include all labour, materials, travel, accommodation, meals, long distance charges, and incidental expenses incurred by the successful respondent in the provision of all services as specified herein.

Proponent's Name: _____

Proponent's Signature: _____

Date: _____