



## **CONSULTANT TERMS OF REFERENCE**

Professional Consulting Services

### **TOWNSHIP OF SIOUX NARROWS-NESTOR FALLS**

#### **Economic and Tourism Growth Research and Community Consultations**

## **1.0 INTRODUCTION**

The Township of Sioux Narrows-Nestor Falls is seeking to retain the services of a professional firm to complete research and community engagement to direct efforts in terms of economic and tourism growth opportunities within our community. The Municipal Community Economic Development Strategy (adopted May 2022) Goal 2.2 identifies that the Municipality should “Develop tools, resources, and communications that strengthen the Township as a place for Growth and Investment.” Within this overall goal, tactic number 3 calls for us to “research options to fund economic and tourism development activities.” This project is underway to help us achieve this goal. It will also help us understand ways to increase support to beautification, tourism and economic development activities in our community.

## **2.0 BACKGROUND**

The Township of Sioux Narrows –Nestor Falls is a rural township located on the eastern shore of Lake of the Woods. It has a permanent year-round population of 720 and is 156,358 hectares in size. The local economy is based primarily on cottaging and tourism, with an emphasis on lake based recreational activities.

The municipality has over 1200 households, and has over 60 customer service facilities. Kenora and Fort Frances are the two nearest regional services centres. The median age is 60 years, and many of the residents are seasonal, choosing to reside at their lakefront residences from May through to mid-October. Tourism is the mainstay of the local economy.

### **3.0 SCOPE OF WORK and DELIVERABLES**

The purpose of this RFP is to assist us with research and community consultations, as well as to provide us with steps we can implement to successfully achieve this goal in our strategy. Specifically, the Township is looking for a firm to:

- Research comparable Municipal Accommodation Taxes, and Business Improvement Areas.
- Identify the potential impact that the implementation of these types of programs will have on our community in terms of funding tourism and economic development activities.
- Engage in community consultation and information sessions regarding these types of initiatives in our municipality.
- Identify implementation models for these initiatives that would be effective in our municipality.
- Complete a summary report, including recommendations, for Council consideration.

### **4.0 PROJECT TEAM**

The consultant shall report to the Township of Sioux Narrows Nestor Falls project team in undertaking the completion of the work. Representation on the team consists of Township staff and elected Municipal Councilors.

### **5.0 PROJECT REQUIREMENTS**

#### **5.1 GENERAL**

All information, electronic data, reports, mapping, literature or software/hardware developed or acquired by the consultants in the course of this study and having application to this project shall become the property of the Township. This property shall be delivered to Township with the final billing unless the Township provides the consultant with explicit written direction to the contrary.

A contingency allowance should not be used in making cost estimates for the completion of the work. All proposals should clearly indicate that the work to be provided will be for an “upset limit”. Cost overruns will not be considered by the Project Team.

Regular progress payments will be conditional upon the receipt of work completed, submission of an invoice for the work and approval by the Township.

## 5.2 MEETINGS

The minimum number of meetings required to be held at the following stages of the work program are as follows:

1. An introductory meeting between the Project Team and the consultant to discuss the scope of work, identify key issues related to the project and confirmation of timelines and project completion; (can be virtual)
2. A community consultation meeting/ workshop between the consultant and community stakeholders and local businesses community to discuss research findings and options. (Must be in person)
3. Meetings between the consultant and the Project Team as needed to review findings and discuss plan development as needed. These meetings will most likely be conducted virtually.
4. Draft documents need not be in bound form and, may be accompanied by full sized sites/drawings and schedules in order to keep costs down.

## 6.0 CONSULTANT PROPOSAL

The consultant selected by the Project Team shall prepare a proposal which clearly indicates how the consultant will carry out the work set out in the terms of reference. The consultant's proposal must contain at least, but not be limited to:

- The methodological approach that will be used in the Project;
- Names, qualifications and experience of staff/sub-consultants assigned to this project;
- Per diem rates for key personnel involved in the assignment.
- Disbursement costs for the proposed work.

The consultant shall submit **one electronic copy** of the above noted proposal. The deadline for submissions is noon on **Tuesday April 9<sup>th</sup>, 2024.**

## 7.0 SELECTION CRITERIA

Consultant Experience with similar project operations /30

Qualifications of key staff /15

Project methodology, timelines, and schedule /15

Budget/30

Complete proposal /5

References /5

**Please note:** The Township reserves the right to accept or reject any and all proposals, all without giving reasons, and not accept any submission. The Township reserves the right to determine, in its sole and unfettered discretion, whether any submission meets the Mandatory Requirements of the Request for Proposal package. Furthermore; The Township is not bound to accept any proposal. At any time prior to selection of a successful proponent, the Township may, in its sole and unfettered discretion, or for its own convenience, terminate the selection process, cancel this RFP process and proceed with this procurement on different terms.

## **8.0 REFERENCE MATERIAL**

The consultant will have access to the following in the preparation of proposals:

1. The Township of Sioux Narrows-Nestor Falls Community Economic Development Plan
2. The Township of Sioux Narrows-Nestor Falls Strategic Plan
3. The Township of Sioux Narrows-Nestor Falls Highway Corridor Redevelopment plan
4. The Bike and Trails study and plan.
5. The Township of Sioux Narrows-Nestor Falls Procurement policy

## **9.0 CONTRACT**

The consultant shall enter into a contract with the Township of Sioux Narrows-Nestor Falls. The contract shall indicate that the work undertaken shall be completed to the satisfaction of the Township, according to the terms of reference, and for the amounts as set out in the consultant's proposal. The contract shall also indicate that no additional money shall be paid to the consultant for any additional work for which prior authorization has not been given in writing.

### **9.1 CHANGING THE CONTRACT**

The contract may be revised during the project provided a complete analysis of the effect of any proposed change is submitted and agreed upon in writing by both parties. This analysis would include an assessment of the impact on target dates and costs.

***Questions on this proposal call may be referred to:***

**Heather Gropp, MBA**  
**Community Development Officer**

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