



## **TOWNSHIP OF SIOUX NARROWS-NESTOR FALLS CONSULTANT TERMS OF REFERENCE**

### **Environmental Assessment (fisheries and wildlife impact study) on Municipal lands identified for a development opportunity.**

#### **1.0 INTRODUCTION**

The Township of Sioux Narrows-Nestor Falls is seeking to retain the services of a qualified biologist, consultant or firm to conduct an environmental assessment to determine all of the environmental impacts potential development will have on a geographic area of our community, including (but not limited to) water quality, fisheries, and wildlife habitats.

The Township of Sioux Narrows-Nestor Falls is currently considering the development of an approximately 5 acres property, commonly known as Pioneer Park. This land is located directly on Lake of the Woods, in the Reedy Bay area, with direct access from Highway 71. Prior to proceeding with a proposed development on this site, the Township, as part of its due diligence process, is undertaking this environmental assessment to fully understand all impacts of the development within the region.

#### **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 centers. 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 the RFP is to seek the services of a professional Biologist (either firm or consultant) to conduct an independent environmental assessment to determine the environment impact that this development could have on the property and overall area, the water that surrounds it, and wildlife. As part of this contract, the Township is requiring a formal report from the Biologist outlining all impacts and issues for Municipal Council to Consider.

The Township is requiring the completion of this work prior to July 31, 2024.

### **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 conduct a site visit, discuss the scope of work, identify the key issues & areas of concern.

2. A possible meeting between the consultant, Municipal Council and the Project Team to review the findings outlined in the assessment report.

**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;
- Consultant fees to carry out the work outlined in this document.
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The consultant shall submit **one electronic copy** of the above noted proposal. The deadline for submissions is noon on **Tuesday June 18, 2024**.

**7.0 SELECTION CRITERIA**

- Consultant Experience with similar projects /20
- Qualifications of key staff /20
- Project methodology, timelines, and schedule /20
- 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.

**7.0 REFERENCE MATERIAL**

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

1. Aryie Developments- Pioneer Park Development Proposal

## **8.0 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.

### **8.1 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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