



REQUEST FOR PROPOSALS (RFP)

Subdivision Development Feasibility Study

RFP #: 2025-04

Township of Armstrong

Issue Date: May 22, 2025

Submission Deadline: June 6, 2025 at 2:00 PM (EST)

Contact Information:

Dan Thibeault

CAO Clerk Treasurer

Township of Armstrong

Email: dan.thibeault@armstrong.ca

1 Table of Contents

1	Table of Contents.....	2
2	Introduction.....	3
3	Background.....	3
4	Scope of Work	3
4.1	Land and Infrastructure Assessment	3
4.2	Feasibility and Options Analysis	4
4.3	Servicing and Planning Requirements	4
4.4	Funding Readiness	4
5	Deliverables	5
6	Proposal Submission Requirements.....	6
7	Timeline.....	7
8	Evaluation Criteria	7
9	Submission Instructions	8
9.1	Proposal Submissions	8
9.2	Questions and Clarifications	8
9.3	Addenda	8
10	Appendix A: Bid Submission Form	9
11	Appendix B: Reasons for Bid Exclusion.....	10
12	Appendix C: Reference Materials Available Upon Request.....	12

2 Introduction

The Township of Armstrong is seeking proposals from qualified consulting firms to conduct a Subdivision Development Feasibility Study. The goal is to evaluate options for subdivision development in Armstrong Township to prepare for future housing funding applications (e.g., under the Municipal Housing Infrastructure Program or similar). This project must comply with Canada Community Building Fund (CCBF) requirements for capacity-building projects.

3 Background

Armstrong Township is prioritizing strategic growth and the expansion of its residential housing supply to address projected housing needs. To prepare for new funding rounds, the Township must assess viable subdivision sites, infrastructure needs, servicing costs, and regulatory requirements.

The study must fit CCBF's "Capacity-Building" investment category and support future infrastructure and housing-related investment applications.

The Township anticipates that future subdivision development will include a mix of low- and medium-density residential housing types (e.g., single detached dwellings, semi-detached units, and townhouses). Proponents should structure their feasibility options accordingly, and consider infrastructure designs scalable for phased development.

4 Scope of Work

The successful proponent shall complete:

4.1 Land and Infrastructure Assessment

- Identify and map viable lands for residential subdivision (municipal lands and potential acquisitions).
- Assess zoning, Official Plan compliance, and development constraints (e.g., environmental features, floodplain, servicing).
- Review existing servicing infrastructure (roads, water, sewer) and identify extension/upgrades needed.
- Identify any environmental or topographical constraints (e.g., floodplain boundaries, wetlands, steep slopes) affecting subdivision viability, using available Township mapping and background reports where possible.
- Confirm available capacity of existing water, sewer, and stormwater infrastructure to support subdivision development based on available Township reports or system records. Identify any capacity shortfalls.
- Subdivision design options must consider the current sewage treatment capacity limitations as outlined in the "Town of Earlton Sewage Treatment System – Uncommitted Hydraulic Reserve Capacity Report (2023)." The report estimates a residual capacity of approximately 72 m³/day (≈66 equivalent units). Proposed scenarios should remain within this capacity or clearly state assumptions and implications if exceeded.

4.2 Feasibility and Options Analysis

- Prepare at least three (3) conceptual subdivision layouts with servicing concepts.
- Provide Class D cost estimates for infrastructure (roads, water, sewer, stormwater, parks).
- Recommend preferred options based on cost, feasibility, housing yield, and alignment with strategic growth goals.
- At least one subdivision option must explore the inclusion of tiny homes, defined as smaller-format, permanent dwellings under 600 sq. ft. that meet Ontario Building Code standards. These should be proposed as individual serviced lots as appropriate. Consultants should identify servicing implications, potential zoning constraints, and lot layout adaptations required to support tiny home integration.
- Include preliminary servicing concepts for water, sanitary sewer, stormwater management, roads, and any offsite upgrades required. Concepts should be at a high-level planning stage sufficient to support future grant applications but do not require detailed engineering drawings.
- Subdivision concepts must be prepared in a format compatible with Draft Plan of Subdivision submission requirements under the Ontario Planning Act, including lot/block identification, road layouts, and servicing schematics at a conceptual level.
- Subdivision scenarios should be designed to accommodate approximately 40 to 60 residential units in total, recognizing that some lots may be developed as single detached, duplex, or triplex dwellings.
- At least one subdivision option must remain fully within the current uncommitted sewage reserve capacity of approximately 66 equivalent units.
- Consultants may propose additional phased or expanded development scenarios that exceed the 66-unit capacity, provided they clearly identify any regulatory approvals (e.g., Environmental Compliance Approval amendments) and servicing upgrades that would be required.

4.3 Servicing and Planning Requirements

- Detail steps, permits, studies, and approvals required for subdivision registration.
- Identify offsite infrastructure needs and related costs (e.g., water mains, road extensions).
- Identify existing utility infrastructure (hydro, gas, telecommunications) adjacent to subdivision lands and highlight any major service extension requirements or constraints based on available public utility mapping or consultations.
- Identify whether any proposed development scenarios would trigger the need for amendments to the Environmental Compliance Approval (ECA) or a Schedule C Class EA under MECP guidelines, based on current usage levels (82.4% of rated capacity).

4.4 Funding Readiness

- Structure findings to support grant applications (e.g., costing summaries, shovel-readiness timeline).

5 Deliverables

- Draft Subdivision Feasibility Study Report.
 - Final Report incorporating Township feedback.
 - Subdivision concept plans (minimum 3 options).
 - Phased capital cost estimates and timeline.
 - Risk assessment related to servicing and approvals.
 - Summary suitable for funding program applications (e.g., NOHFC, CCBF, CMHC programs).
 - Subdivision conceptual plans must be provided in PDF format, with GIS-compatible shapefiles (.SHP) or geo-referenced PDF versions also submitted where possible.
 - Provide a brief summary of current and projected housing needs in Armstrong Township, based on publicly available demographic, housing, and economic data. This snapshot should identify housing gaps (e.g., affordability, availability) relevant to future subdivision development.
 - Recommend potential subdivision phasing options, including initial development phases and future expansion areas, aligned with infrastructure capacities, funding timelines, and market demand projections.
 - Identify available municipal cost recovery mechanisms (e.g., Development Charges, Local Improvement Charges, front-ending agreements) that could be used to offset infrastructure costs associated with new subdivision development. Provide a high-level commentary on potential applicability based on the proposed servicing options.
 - Provide a brief overview of expected operational and maintenance impacts to Township services resulting from subdivision infrastructure (e.g., additional road plowing, sewer maintenance, sidewalk clearing).
 - Include an evaluation of opportunities, constraints, and servicing implications related to the integration of tiny homes or compact dwellings into at least one subdivision concept. Provide commentary on zoning compatibility, development standards, and potential funding synergies (e.g., affordable housing programs, CCBF priorities).
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6 Proposal Submission Requirements

Proposals must include:

- Company profile and municipal experience.
 - Detailed project methodology and work plan.
 - Project team qualifications and responsibilities.
 - Timeline with milestones.
 - Lump-sum price for all deliverables.
 - Three municipal references.
 - Proof of insurance (\$5M liability, \$5M E&O).
 - WSIB clearance and Health & Safety Policy (recommended).
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7 Timeline

Activity	Date
RFP Issued	May 22, 2025
Questions Deadline	May 30, 2025
Proposal Submission Deadline	June 6, 2025 (by 2:00 PM)
Award Notification	June 12, 2025
Project Commencement	July 3, 2025
Draft Report Due	August 15, 2025
Final Report Due	November 28, 2025

8 Evaluation Criteria

Criteria	Weight
Understanding of Project Scope	20%
Experience with Similar Projects	25%
Proposed Methodology	25%
Cost Competitiveness	20%
References	10%

9 Submission Instructions

9.1 Proposal Submissions

- Submit proposals electronically in PDF format to:
Contact: Dan Thibeault
Email: dan.thibeault@armstrong.ca
Subject Line: “Proposal – Subdivision Feasibility Study”
- **Submission Deadline:** June 6, 2025 at 2:00 PM (EST)
- Late submissions will not be accepted.

9.2 Questions and Clarifications

- All questions or requests for clarification regarding this RFP must be submitted by **May 30, 2025 at 2:00 PM (EST)**.
- Questions must be submitted by email to:
Dan Thibeault
Email: dan.thibeault@armstrong.ca
- Verbal questions will not be accepted.
- Responses to all questions will be provided in writing via email and may be shared with all known proponents at the Township's discretion.
- Proponents are encouraged to seek clarification on any assumptions required regarding servicing data availability, environmental studies, or mapping resources before submitting their proposal.

9.3 Addenda

- If any changes or clarifications are required, they will be issued via an addendum to this RFP.
- It is the responsibility of each proponent to confirm receipt of all addenda.
- Proponents must acknowledge receipt of any addenda in their proposal submission.

10 Appendix A: Bid Submission Form

Township of Armstrong Subdivision Development Feasibility Study

Proponent Information

Item	Details
Company Name	
Contact Name	
Address	
Phone	
Email	

Pricing

Task	Lump Sum Price (excluding HST)
Total Lump Sum Price)	\$ _____

Declaration by Proponent

The undersigned confirms that the prices herein are firm for acceptance for a period of sixty (60) days and that the Proponent has reviewed and agrees to the full scope of work described in the Township's Request for Proposals. We also hereby acknowledge receipt of any addenda (if any).

Authorized Signature _____

Name and Title (printed) _____

Date _____

Acceptance by Township of Armstrong

The Township of Armstrong hereby accepts the above bid for the work described in the RFP, subject to any conditions mutually agreed upon in writing.

Authorized Signature (Township) _____

Name and Title (printed) _____

Date _____

11 Appendix B: Reasons for Bid Exclusion

In accordance with the Township of Armstrong Procurement Policy, the following circumstances may result in the exclusion or rejection of a bid submission:

1. Late Submission
 - Bids received after the official closing date and time will be automatically rejected without being opened or read publicly.
2. Unsealed Submission
 - Any bid that is not sealed will be automatically rejected.
3. Incomplete Financial Security
 - Failure to provide required bid security (e.g., bid bond, certified cheque, irrevocable letter of credit) where specified will result in automatic rejection.
4. Incomplete or Missing Bid Documents
 - All mandatory sections of the bid documents must be completed. Failure to do so will lead to automatic rejection unless deemed trivial by the Department Head and Council.
5. Qualified or Conditional Bids
 - Bids containing qualifications, conditions, or restrictions not provided for in the RFP will be automatically rejected unless deemed insignificant.
6. Use of Unauthorized Forms
 - Bids submitted on forms other than those issued by the Township will be automatically rejected.
7. Failure to Acknowledge Addenda
 - Failure to acknowledge receipt of all issued addenda having financial implications will result in automatic rejection.
8. Mathematical or Clerical Errors
 - Where mathematical errors or clerical errors exist, bidders will have 48 hours to correct and initial such errors. Failure to correct within the timeframe may result in rejection.
9. Missing Corporate Seals or Authority to Bind
 - Missing corporate seals or authority to bind the corporation must be rectified within 48 hours, or the bid will be rejected.
10. Non-Compliance with Mandatory Insurance, WSIB, or Health & Safety Policy Requirements
 - Bidders must submit proof of insurance coverage (minimum \$5 million general liability), WSIB Clearance Certificates, and a Health & Safety Policy (if required). Failure to provide satisfactory proof may result in rejection.
11. Conflict of Interest
 - Bids will be rejected if a conflict of interest is identified which cannot be adequately mitigated.
12. Non-Responsive Bids
 - Bids that fail to meet mandatory technical requirements or scope of work criteria will be considered non-responsive and rejected.
13. Non-Compliance with Procurement Policy Requirements
 - Any deviation from the purchasing methods, commitments, or reporting requirements as outlined in the Township's Procurement Policy may result in exclusion.
14. Other Irregularities

- Any other irregularities as determined jointly by the Department Head and Council to be material will result in the bid being rejected.
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Privilege Clause:

“The Township reserves the right to reject the lowest or any bid, and shall not be obliged to accept any proposal or tender.”

12 Appendix C: Reference Materials Available Upon Request

The following documents are available upon request to assist proponents in preparing their submissions. These materials provide important historical context, technical data, and regulatory guidance relevant to the current scope of work.

• Official Plan and Zoning

Document: Township of Armstrong Official Plan and Zoning By-law Excerpts

Issued by: JL Richards and Associates Limited

Date: October 11, 2017

Content: Land use designations, zoning categories, permitted uses, and development policies relevant to subdivision planning.

• Earleton Sewage Treatment System – Hydraulic Reserve Capacity (2023)

Document: Town of Earleton Sewage Treatment System – Uncommitted Hydraulic Reserve Capacity Report

Issued by: J.L. Richards & Associates Limited

Date: April 15, 2024

Content: Engineering letter report assessing remaining hydraulic reserve capacity of the lagoon-based wastewater system. The report calculates remaining uncommitted capacity based on MECP Procedure D-5-1 and determines that approximately 72 m³/day of capacity is available beyond currently committed development, equivalent to an estimated 66 additional units. It also notes the system is operating above the 80% capacity threshold, triggering proactive planning under ECA Clause 29.

• Available Servicing Maps

Document: Water, Sewer, and Road Infrastructure Mapping

Issued by: Township of Armstrong Public Works Department

Date: 2024 Update

Content: Existing municipal infrastructure locations and capacities.

• Asset Management Plan

Document: Township of Armstrong Asset Management Plan (AMP)

Issued by: Township of Armstrong

Date: 2024 Asset Management Plan Submission

Content: Infrastructure condition, lifecycle forecasts, and servicing gaps that relate to future subdivision growth areas.

To request copies of these documents, please contact:

Dan Thibeault

CAO Clerk Treasurer

dan.thibeault@armstrong.ca