

**THE CORPORATION OF THE MUNICIPALITY OF BRIGHTON**



**REQUEST FOR PROPOSAL FOR  
AN EXECUTIVE SEARCH FIRM  
FOR THE RECRUITMENT OF A  
DIRECTOR OF PLANNING AND  
DEVELOPMENT**

**RFP ADMIN 2020-01**

**ISSUE DATE: Thursday February 13, 2020**

**CLOSING DATE: Friday March 6, 2020 at 12:00 P.M.**

**Delivery Location: ATTN: C Doiron, Clerk  
Municipality of Brighton  
35 Alice Street, PO Box 189  
Brighton, Ontario K0K 1L0**

**LATE SUBMISSIONS WILL NOT BE ACCEPTED**

**THE LOWEST PROPOSAL OR ANY PROPOSAL AT ALL WILL NOT BE NECESSARILY ACCEPTED**

**RFP RECEIPT LABEL**

**THIS LABEL MUST BE SECURELY ATTACHED TO THE FRONT OF THE SEALED  
ENVELOPE CONTAINING THE RFP BID.**

**ALL RFPs MUST BE RECEIVED AT:**  
**CLERK'S OFFICE, 35 Alice Street, Brighton ON K0K 1H0**  
**613-475-0670**

<i>COMPLETED BY DEPARTMENT ISSUING RFP BID</i>	
RFP BID NUMBER:	RFP- ADMIN 2020-01
TENDER BID NAME:	Request for Proposal – Executive Search Firm to administer the recruitment of a Director of Planning and Development
CLOSING DATE:	Friday March 6, 2020
CLOSING TIME:	12:00 P.M.

<i>COMPLETED BY COMPANY SUBMITTING RFP</i>	
SUBMITTED BY:	
COMPANY CONTACT:	
COMPANY NAME:	
COMPANY ADDRESS:	
COMPANY PHONE:	

<i>LEGISLATIVE SERVICES USE ONLY</i>		
RFP RECEIPT:		
DATE:	TIME:	INITIALS:

By-law 016-2019, Procurement Policy (est August 12, 2019)

## 1.0 INTRODUCTION

The request for proposal (RFP) is an invitation by the Municipality of Brighton to perspective proponents to submit proposals for the provision of services as an Executive Search Firm to assist in the recruitment of a Director of Planning and Development for the Corporation of the Municipality of Brighton.

The Municipality of Brighton is a lower tier municipality with a population of approximately 12,000 persons living in both urban and rural areas. Population is increasing at well above the provincial average due to its proximity to Presqu'île Provincial Park and Brighton Bay and the small-town appeal within driving distance of the GTA. The municipality's Official Plan and Comprehensive Zoning By-laws were reviewed and updated in 2019.

The municipality wishes to contract a professional recruitment firm to source, contact, interview, assess and in consultation with the CAO, offer the staff position of Director of Planning and Development. The mandate of the position is to administer and manage the municipal land use planning process, as well as the application of the Ontario Building Code and municipal By-laws in the municipality. The job description for the Director of Planning and Development is appended as 'Appendix D – Job Description'. The staff Organization Chart is appended as 'Appendix E – Staff Organization Chart'.

## 2.0 INFORMATION FOR PROPONENTS

All proposals must be received on or before **March 6 at 12:00 P.M.**, in order for a proposal to be received it must be delivered by Courier, in hand, or by postal service and received by an authorized representative from the Municipal Clerk's Office of the Municipality of Brighton at the indicated address and clearly marked using the RFP Proposal Label issued by the Municipality of Brighton.

Proponents should divide their proposals into **two, separate, sealed envelopes**:

- a) **Technical Envelope** – The first envelope should contain one (1) hard copy labelled 'MASTER' and one (1) electronic copy in Adobe PDF of all information related to the proponent's technical submission, including the Submission Form (Appendix A), and all responses to the rated criteria requirements. Proponents are also required to submit four (4) sets of their **Technical** proposal as required and outlined within this Request for Proposal document and may be photocopied and marked as 'DUPLICATE'.

- b) **Pricing Envelope** – The second envelope should contain one (1) hard copy and one (1) electronic copy in Adobe PDF of the proponent's completed Pricing Form (Appendix B).

**ALL PROPOSALS MUST BE RECEIVED NO LATER THAN 12:00 P.M. ON FRIDAY MARCH 6, 2020.**

Proposals received at 12:00 P.M. as shown on the stamp and RFP Label at the Municipal Clerk's Office are 'On Time' and will be accepted. Proposals received at 12:01 P.M. or later, and shown on the stamp and RFP Label at the Municipal Clerk's Office will be considered late, will be rejected and returned unopened to the respective Proponent.

The submitted and accepted RFP Label and Stamp is the official time for the deadline for submission. No other clock or source will be recognized when considering the submission date and time of proposals.

A proposal may be altered by submitting another proposal at any time up to the specified time and date for proposal closing. The last proposal received shall supersede and invalidate all proposals previously received by the proponent for the Contract.

A proposal may be withdrawn at any time up to the specified time and date for the proposal closing by submitting a letter bearing the proponents signature and deliver to the Municipal Clerk's Office for the Municipality of Brighton. Such a submission must be received in sufficient time to be marked with the time and date of the receipt.

The Municipality of Brighton shall not be liable for any cost of preparation or presentation of proposals, and all proposals and accompanying documents submitted by the Proponent become the property of the Municipality of Brighton and will not be returned. There will be no payment to the Proponents for work related to, and materials supplied in preparation, presentation and evaluation of any proposal, nor for the Contract negotiations whether they are successful or unsuccessful.

The Municipality of Brighton, its elected officials, employees and agents shall not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any Proponent, prior or subsequent to, or by reason of any delay in the acceptance of any proposal.

**Requirement for Insurance and WSIB-**

**Insurance**

The successful BIDDER shall, at its own expense, obtain and maintain until the termination of the contract, and provide the Municipality of Brighton with evidence of:

- **Commercial General Liability Insurance:** including personal injury, broad form contractual liability, Municipality of Brighton's and Proponents protective, completed operations and non-owned automotive liability in an amount of not less than two million dollars (\$2,000,000) per occurrence applying to all Proponents for claims arising out of one occurrence.
- **Automobile Liability Insurance:** in respect to licensed vehicles owned and/or leased, with limits of not less than two million dollars (\$2,000,000) inclusive per occurrence for bodily injury, death and damage to property.
- **Professional Liability:** The successful proponent shall carry Professional Liability insurance covering the work and services described in this Agreement. Such policy shall provide coverage for an amount not less than five hundred thousand (\$500,000) dollars. The Municipality of Brighton will not accept an agreement which limits the liability of the proponent to the amount of its liability insurance coverage.

All policies shall include the Municipality of Brighton as an additional insured in respect of all operations performed by, or on behalf of, the successful bidder in relation to the Contract requirements.

The policies shown above shall include a provision that they will not be cancelled or permitted to lapse unless the insurer notifies the Municipality of Brighton in writing at least thirty (30) days prior to the effective date of cancellation or expiry. The Municipality of Brighton reserves the right to request such higher limits of insurance or other types of policies appropriate to the work as the Municipality of Brighton may reasonably require.

The successful bidder shall not commence work until such time as evidence of insurance has been filed with and approved by the Clerk for the Municipality of Brighton. The successful bidder shall further provide that evidence of the continuance of said insurance is filed at each policy renewal date for the duration of the contract.

#### Workplace Safety Insurance Board

Prior to execution of the Contract Documents, the successful Contractor shall provide to the Municipality of Brighton with a clearance certificate from the Workplace Safety Insurance Board certifying that all assessments have been paid and that the Contractor is in good standing with the WSIB.

### **3.0 DESIGNATED OFFICIAL**

For the purpose of this Contract, Candice Doiron, Clerk is the "Designated Official" and shall preform the following functions: releasing, recording and receiving proposals, recording and checking of submissions: answering queries from perspective proponents,

reviewing proposals received, ruling on those not completing or meeting requirements and coordinating the evaluation of the responses.

## **4.0 QUESTIONS/INQUIRES**

Each Proponent must satisfy himself/herself by 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. Should the Proponent require more information or clarification on any point, it must be obtained prior to the submission of the RFP.

Inquiries regarding the Request for Proposal process or format of the response must be directed, in writing to Candice Doiron, Clerk by email to [cdoiron@brighton.ca](mailto:cdoiron@brighton.ca). Clarification requests are to be sent in writing to the Designated Official noted above. No clarification requests will be accepted by telephone. Response to clarification requests will be provided to all interested parties. Inquires must not be directed to other Municipality of Brighton employees or elected officials. Directing inquires to other than the Designated Official may result in your submission being rejected.

Enquiries received within three (3) days of the closing date will NOT be answered or responded to the Proponent.

## **5.0 ADDENDA**

The Designated Official will issue changes to the RFP documents, which may include amendments to the submission deadline or changes to the scope of work or qualifications of Proponents, by addendum only. No other statement, verbal or written, made by the Municipality of Brighton will amend the RFP documents. The Municipality of Brighton will make every effort to issue all addenda no later than February 28, 2020.

The Proponent shall not rely on any information or instructions by the Municipality of Brighton or its Representative except the RFP documents and any addenda issued pursuant to this Section.

The Proponent is solely responsible to ensure that it has received all addenda issued by the Municipality of Brighton. Proponents may seek confirmation of the number of addendum issued under this RFP in writing to Candice Doiron, Clerk by email [cdoiron@brighton.ca](mailto:cdoiron@brighton.ca).

## **6.0 RFP SCHEDULE OF EVENTS**

The RFP process will be governed according to the following schedule. Although every attempt will be made to meet all dates, the Municipality of Brighton reserves the right to modify or alter any or all of the dates at its sole discretion by notifying all proponents in writing at the address indicated in the completed RFP submitted to the Municipality of Brighton.

Issued RFP: **Thursday February 13, 2020**

Last Day for Questions: **Monday March 2, 2020**

RFP close: **Friday March 6 at 12:00 P.M.**

Interviews and Presentations: **TBD**

\*Dates noted above are an approximation only and are subject to change.

## **7.0 GENERAL CONDITIONS**

### **7.1 MUNICIPALITY OF BRIGHTON'S RIGHT TO ACCEPT OR REJECT**

The Municipality of Brighton reserves the right to reject any or all proposals, including without limitation the lowest proposal, and award the Contract to whomever the Municipality of Brighton in its sole and absolute discretion deems appropriate notwithstanding any custom of the trade to the contrary nor anything contained in the Contract Documents or herein.

Without limiting the generality of the foregoing, The Municipality of Brighton reserves the right, in its sole and absolute discretion, to accept or reject any Proposal which in the view of the Municipality of Brighton is incomplete, obscure, or irregular, which has erasures or corrections in the documents, which contains exceptions and variations, which omits one or more prices, which contains prices the Municipality of Brighton considers unbalanced, or which is unaccompanied by a requirement that was asked of each Proponent within the RFP deliverables.

Criteria which may be used by the Municipality of Brighton in evaluating proposals and awarding the Contract are in the Municipality of Brighton of Brighton's sole and absolute discretion and without limiting the generality of the foregoing, may include one or more of: price; total cost to the Municipality of Brighton of Brighton; reputation; claims history of the Proponent; qualifications and experience of the Proponent and its personnel; quality

of services and personnel proposed by the Proponent; and ability of the Proponent to ensure continuous availability of qualified and experienced personnel.

Should the Municipality of Brighton not receive any RFP submissions satisfactory to the Municipality of Brighton of Brighton, the Municipality of Brighton in its sole and absolute discretion, reserves the right to resubmit a new RFP Process for the Contract, or negotiate a Contract for the whole or any part of the Contract with any one or more persons whatsoever, including one or more of the Proponents.

The Municipality of Brighton reserves the right to request clarification of information contained in a proposal.

The Municipality of Brighton reserves the right to modify any and all requirements stated in the Request for Proposal at any time prior to the possible awarding of the Contract.

The Municipality of Brighton reserves the right to cancel this Request for Proposal at any time, without penalty or cost to the Municipality of Brighton. This Request for Proposal should not be considered a commitment by the Municipality of Brighton to enter into any Contract.

The award to the Successful Proponent is a recommendation by the CAO to Municipal Council to execute an Agreement. The Municipality of Brighton reserves the right to enter into negotiations with the Successful Proponent. If these negotiations are not successfully concluded, the Municipality of Brighton reserves the right to begin negotiations with the next selected Proponent. There is no guarantee that Municipal Council will execute any Agreement.

Proposals shall remain open and subject to acceptance for a period of ninety (90) days from closing date.

In the event of any disagreement between the Municipality of Brighton and the Proponent regarding the interpretation of the provisions of the Request for Proposal, the Clerk or an individual acting in that capacity, shall make the final determination as to interpretation. No proposal shall be accepted from any person or Proponent who, has a claim or has instituted a legal proceeding against the Municipality of Brighton or against whom the Municipality of Brighton has a claim or has instituted a legal proceeding, without the prior approval of Council. This applies whether the legal proceeding is related or unrelated to the subject matter of this RFP.

## **7.2 CONFLICT OF INTEREST**

- a) The Proponent further declares that no Member of the Council of the Municipality of Brighton and no officer or employee of the Municipality of Brighton will become interested directly or indirectly as a Contracting party, partner, shareholder, surety,



or otherwise in or in the performance of the Contract or in the supplies, work or business to which it relates, or in any portion of the profits thereof, or in any of the money to be derived there from.

- b) Should the Proponent feel that a conflict of interest or potential conflict of interest exists; the Proponent must disclose this information in written format to the Municipality of Brighton prior to the submission of a proposal. The Municipality of Brighton may, at its discretion, delay any evaluation or award until the matter is resolved to the Municipality of Brighton of Brighton's satisfaction.
- c) The Municipality of Brighton reserves the right to disqualify a proposal where the Municipality of Brighton believes a conflict of interest or potential conflict of interest exists.

### **7.3 SUBSTANTIAL COMPLIANCE OF PROPOSALS**

In the event that a preferred proposal does not entirely meet the requirements of the Municipality of Brighton, the Municipality of Brighton reserves the right to accept any proposal that substantially complies with the requirements of this RFP in its sole and absolute discretion but notes that any failure to complete a requirement of the RFP will likely impact upon the evaluation criteria and may result in the Proposal being deemed non-responsive.

### **7.4 DISQUALIFICATION OF PROPONENTS**

No Municipal Representative, committee member or member of a local board, volunteer firefighter, or their immediate family member may submit a Bid in response to a Solicitation Document.

More than one proposal from an individual firm, partnership, corporation or association under the same or different names will not be considered. Collusion between Proponents will be sufficient for rejection of any proposals so affected.

### **7.5 CONFIDENTIALITY**

The proposal must not be restricted by any statement, covering letter or alteration by the Proponent in respect of confidential or proprietary information. The Municipality of Brighton will treat all proposals as confidential. The Municipality of Brighton will comply with the *Municipal Freedom of Information and Protection of Privacy Act*, and its retention

by-law pursuant to the *Municipal Act, 2001* in respect of all proposals. All Public Reports approved by the Council of the Municipality of Brighton will become public information.

Proponents acknowledge that the Municipality of Brighton, being an Ontario Municipality of Brighton, is subject to the *Municipal Freedom of Information and Protection of Privacy Act, RSO 1990, c. M. 56* ("MFIPPA") and as a result, some information may be required to be disclosed by the Municipality of Brighton as a statutory requirement. Proponents agree that notwithstanding this section 8. of the RFP the Municipality of Brighton shall have no obligation with respect to the disclosure of confidential information and the Proponent, by submitting a Proposal, does hereby fully and finally release the Municipality of Brighton from any liability for disclosing confidential information in the event the Municipality of Brighton discloses confidential information in accordance with a lawful statute applicable in Ontario, including MFIPPA, or is ordered to disclose such information by the Office of the Information and Privacy Commissioner or any court or tribunal of competent jurisdiction.

## **7.6 PROPOSAL ASSIGNMENTS**

The successful Proponent will not be permitted to assign or transfer any portion of the proposal as submitted or the subsequent agreement without prior written approval from the Municipality of Brighton.

## **7.7 PURCHASING POLICY BY-LAW NO. 88-2019**

Submissions will be solicited, received, evaluated, accepted and processed in accordance with the Municipality of Brighton's Purchasing Policies as amended from time to time.

## **7.8 FAILURE TO PERFORM**

Failure to comply with all terms and conditions of this proposal, and failure to supply all documentation, as required herein, shall be just cause for cancellation of the award. The Municipality of Brighton shall then have the right to award this Contract to any other Proponent or to re-issue this RFP.

## **7.9 COMPLIANCE WITH THE ACCESSIBILITY FOR ONTARIO WITH DISABILITIES ACT 2005**

The Proponent shall ensure that all its employees and agents receive training regarding Accessibility as outlined in the Accessible Customer Service Standard (Ontario Regulation 429/07) and the Integrated Accessibility Standards Regulation (Ontario\

Regulation 191/11). The Proponent is responsible to ensure that all of its employees, volunteers and others for which the Proponent is responsible are adequately trained.

### **7.10 DISQUALIFICATION**

The Municipality of Brighton may, in its sole discretion, disqualify a proposal or cancel its decision to make an award under this RFP, at any time prior to the execution of the Agreement by the Municipality of Brighton, if,

- the Proponent fails to cooperate in any attempt by the Municipality of Brighton to verify any information provided by the Proponent in its proposal;
- the Proponent contravenes one proposal per Person or Entity;
- the Proponent fails to comply with the laws of Ontario or of Canada, as applicable;
- the Proposal contains false or misleading information;
- the Proposal, in the opinion of the Municipality of Brighton, reveals a material conflict of interest;
- the Proponent misrepresents any information contained in its proposal.

### **7.11 PROPONENTS COSTS**

- a) The Proponent shall bear all costs and expenses incurred by the Proponent relating to any aspect of its participation in this RFP process, including all costs and expenses related to the Proponent's involvement in;
  - the preparation, presentation and submission of its proposal;
  - the Proponent's attendance at the Proponent's meeting;
  - due diligence and information gathering processes;
  - site visits and interviews;
  - preparation of responses to questions or requests for clarification from the Municipality of Brighton;
  - preparation of the Proponent's own questions during the clarification process; and,
  - Agreement discussions.
  
- b) The Municipality of Brighton is not liable to pay such costs and expenses or to reimburse or compensate a Proponent under any circumstances, regardless of the conduct or outcome of the RFP Process, including the rejection of all proposals or the cancellation of the RFP, and including any negligence of the Municipality of Brighton in the conduct of the RFP process.

### **7.12 HUMAN RIGHTS, HARASSMENT AND OCCUPATIONAL HEALTH AND SAFETY**

The Proponent shall be required to comply with the Municipality of Brighton's policies regarding Human Rights, Harassment in the Workplace and Occupational Health and Safety.

## **8.0 EVALUATION, NEGOTIATION AND AWARD**

### **Stages of Evaluation and Negotiation**

The Municipality of Brighton will conduct the evaluation of proposals and negotiations in the following stages:

#### **Stage I – Mandatory Submission Requirements**

Stage I will consist of a review to determine which proposals comply with all of the mandatory submission requirements. The Municipality of Brighton Municipal Staff will open both envelopes to conduct this review but will re-seal the Pricing Envelope. The Pricing Envelope will not be reviewed by the Chief Administrative Officer until after Stage II.

If the proponent fails to satisfy the mandatory submission requirements within the RFP document, its proposal will be excluded from further consideration.

The mandatory submission requirements are set out in Section 9 - RFP Particulars:

#### **Stage II – Preliminary Evaluation**

Stage II will consist of the following two sub-stages:

##### **a) Mandatory Technical Requirements**

The Municipality of Brighton will review the proposals to determine whether the mandatory technical requirements as set out in Section 9 - RFP Particulars have been met. Questions or queries on the part of the Municipality of Brighton as to whether a proposal has met the mandatory technical requirements will be subject to the verification and clarification process between the Proponent and the Municipality of Brighton.

##### **b) Rated Criteria**

The Municipality of Brighton will evaluate each qualified proposal on the basis of the non-price rated criteria as set out in the RFP Particulars Section 9 to arrive at a preliminary

rated criteria score. Only proposals that meet the 75% threshold as set out in Section 9 will proceed to Stage III – Pricing.

### **Stage III – Pricing, Preliminary Ranking, and Presentation**

Stage III will begin with the opening of the Pricing Envelope and scoring of the submitted pricing of each qualified proposal in accordance with the price evaluation method set out in the Pricing Form (Appendix B).

After the completion of the pricing evaluation, the pricing scores and the preliminary rated criteria scores from Stage II will be added together to arrive at a preliminary total score for each proponent.

### **Stage IV – Ranking and Contract Negotiations**

#### **Final Ranking of Proponents**

After the completion of Stage III, a final total score will be calculated for each remaining proponents based on the pricing score and the final rated criteria score from Stage IV. The proponents will then be ranked based on their final total scores. The top-ranked proponent will receive a written invitation to enter into direct Contract negotiations to finalize the agreement with the Municipality of Brighton. In the event of a tie, the CAO will determine the proponent to recommend to Municipal Council.

#### **Contract Negotiation Process**

Any negotiations will be subject to the process rules contained in the Terms and Conditions of the RFP Process and will not constitute a legally binding offer to enter into a Contract on the part of the Municipality of Brighton or the proponent and there will be no legally binding relationship created with any proponent prior to the execution of a written agreement. Negotiations may include requests by the Municipality of Brighton for supplementary information from the proponent to verify, clarify or supplement the information provided in its proposal or to confirm the conclusions reached in the evaluation, and may include requests by the Municipality of Brighton for improved pricing or performance terms from the proponent.

#### **Time Period for Negotiations**

The Municipality of Brighton intends to conclude negotiations and finalize the agreement with the top-ranked proponent during the Contract Negotiation Period, commencing from the date the Municipality of Brighton invites the top-ranked proponent to enter negotiations.

### **Failure to Enter into Agreement**

If the Municipality of Brighton is not satisfied or if the parties cannot conclude negotiations and finalize the agreement for the Deliverables within the Contract Negotiation Period, the Municipality of Brighton may discontinue negotiations with the top-ranked proponent and may invite the next-best-ranked proponent to enter into negotiations. This process will continue until an agreement is finalized, until there are no more proponents remaining that are eligible for negotiations or until the Municipality of Brighton elects to cancel the RFP process.

### **Notification of Negotiation Status**

Other proponents that may become eligible for Contract negotiations may be notified at the commencement of the negotiation process with the top-ranked proponent.

## **9.0 RFP PARTICULARS**

### **A. THE DELIVERABLES**

The Municipality of Brighton is requesting proposal submissions from Executive Search Firms who are both interested and capable of undertaking the duties of recruitment of a Director of Planning and Development.

**Brighton Municipal Council authorized the CAO on February 6, 2020 to proceed with issuing an RFP for the procurement of an Executive Search firm to undertake the recruitment of the Director of Planning and Development. Res # COW 2020-15.**

#### **Duties and Responsibilities**

The Executive Search firm will be required to provide the following services:

#### **Deliverables:**

1. **Expedited Search:** The successful proponent will be required to complete the search in an expedited manner, commencing in Mid-March of 2020 with an aim of the Municipality of Brighton hiring a new Director of Planning and Development in place no later than June 1, 2020.

2. **Update position profile:** Working with the CAO, the successful proponent will update the position profile and job description.
3. **Post position description/profile-**The successful proponent will facilitate appropriate posting location/processes to ensure a thorough exposure of the opportunity to relevant candidates.
4. **Source qualified candidates and present to CAO:** Develop and present a list of relevant candidates to the CAO based on the competencies identified in the position description/profile.
5. **Facilitate short-listing of candidates with the CAO:** The successful proponent will both advise on and facilitate the short-listing of relevant candidates in consultation with the CAO.
6. **Facilitate first and subsequent round interviews:** Work with the CAO to develop interview questions to assess relevant competencies, conduct personal assessments, and to facilitate interviews with the CAO;
7. **Facilitate identification of preferred candidates:** Work with CAO to identify a preferred candidate.
8. **Reference and background checks:** Ensure preferred candidate clears all required background and pre-employment checks as directed by the CAO. Conduct professional reference checking.
9. **Managing Interactions/relationship with candidate:** Act as the conduit between the CAO and all candidates throughout the recruitment process or as otherwise directed by the CAO.
10. **Facilitate** the job offer negotiations with the successful candidate ensuring the employment agreement receives approval from the Municipality of Brighton prior to execution.
11. **Follow-up during guarantee period:** Follow-up with the CAO regarding candidate performance during the guarantee period.
12. **Confidentiality:** Given the sensitivity of the information collected, the successful proponent shall agree to strict confidentiality, as demonstrated through execution

of a confidentiality agreement, with regard to all records associated with the CAO search process.

## 10.0 RATED CRITERIA

The following sets out the categories, weightings and descriptions of the rated criteria of the RFP. Proponents who do not receive an overall score of 75% of available points for rated criteria and a Pass Score on References) will not proceed to the next stage of the evaluation process.

### STAGE I:

Rated Criteria Category	Weighting (Points)	Minimum Threshold
1. Management Company Profile	20	
2. References	5	
3. Expertise/Reputation	25	
4. Proposed Approach to Search	25	
5. Guarantee period and follow-up	10	
<b>Total</b>		
<b>Proponent must Achieve 75% or 64 out of 85</b>	Yes / No	75% of Stage 1

### STAGE II:

Rated Criteria Category	Weighting (Points)	Minimum Threshold
Financial (See appendix 'B')	15	
<b>Total Points</b>	<b>/100</b>	<b>N/A</b>

### Management/Company Profile (20)

A description of the consulting firm relevant to its ability to fulfil the Municipality of Brighton of Brighton's needs as described in this RFP. The description should include, at a minimum, a Company Executive Summary (e.g. a company profile, the proponents' general philosophy and approach to recruiting for the public sector), relevant details regarding the firm's philosophy and approach to recruiting for the public sector), relevant details regarding the firm's history, principals, range of services offered, and the firm's conflict of interest policy specifically, whether the firm will undertake a similar search at another Municipality of Brighton before the position of Director of Planning and Development is filled at the Municipality of Brighton of Brighton.



### **References (5)**

Each proponent is requested to provide three (3) references and project samples from clients who have obtained similar goods or services to those requested in the RFP from the proponent in the last five (5) years. Proponents should complete Appendix C.

### **Expertise/Reputation (25 points)**

Proponents are expected to have substantive experience providing executive recruitment services to the public sector. Proponents must demonstrate visionary leadership and proven capability to effectively support the recruitment of senior managers.

In this regard, proponents must provide a list of clients and senior-level leadership positions for which it has recruited within the past three (3) years. Information to be included: Title recruited for; department/organization/company name; contact period and telephone number; dates of search by month and year; duration of search (e.g. approximate number of days or general time frame); number of times for this client; and measurable outcomes.

In addition, proponents must describe briefly (1 or 2 paragraphs) a minimum of two searches for senior managers of a similar scope and scale that were successfully completed by the proponent in the past five (5) years. Bidders must indicate the completion date and a contact period and telephone number for each reference.

Proponents should also provide a description of the firm's capability to source candidates from within Ontario and identify any relevant value-added services the firm offers.

Proponents should also provide their success rate in recruiting top executives. Please provide your success rate for the last five to seven years. Proponents should complete this information separately.

### **Proposed Approach to Search (25 points)**

Provide a description of the proposed search process. An identification of the staff members who will be assigned to the file-for each person identify

1. Their title/position within the firm;
2. Their proposed role in the Municipality of Brighton search;
3. A listing of their relevant experience including previous senior manager searches worked on, with the name of the organization and date of the search; and

4. Describe the time commitment (estimate number of hours per step) proposed for the senior consultant and for each individual team member to complete this project.
5. Proponents must describe how they would address unexpected development affecting the ability of individuals assigned to this project to complete their role/responsibilities as planned.

**Guarantee Period and Follow-up (10)**

Proponents must provide in brief details their firm's candidate guarantee policy and how their firm will manage any follow-up. Proponents must indicate how long their firm will guarantee the selected candidate. (In months)

**Pricing (15 points)**

Proponents should review and complete Appendix B.

**Appendix A – Cover Sheet**

**MUNICIPALITY OF BRIGHTON OF BRIGHTON**

**REQUEST FOR PROPOSAL**

Executive Search Firm for the recruitment of the Director of Planning and Development

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**NAME OF COMPANY, FIRM OR INDIVIDUAL  
(HEREIN KNOWN AS THE 'COMPANY')**

---

**UNIT NUMBER AND STREET ADDRESS**

---

**CITY**

**PROVINCE**

**POSTAL CODE**

---

**WEBSITE**

**BUSINESS NUMBER**

---

**TELEPHONE NUMBER**

**FAX NUMBER**

---

**CONTACT PERSON**

**EMAIL**

---

**Name Printed**

---

**Signature (Seal)**

---

**Date**

## **Appendix B-Pricing Form**

### **1. Instructions on How to Complete Pricing Form**

- a) Rates must be provided in Canadian funds, inclusive of all applicable duties and taxes except for Harmonized Sales Tax (HST), which should be itemized separately.
- b) Rates quoted by the proponent must be all-inclusive and must include all labour and material costs, all travel and carriage costs, all insurance costs, all costs of delivery, all costs of installation and set-up, including any pre-delivery inspection charges, and all other overhead, including any fees or other charges required by law.
- c) Rates are to include all disbursements

### **2. Evaluation of Pricing/ Financial proposal**

Pricing is worth 15 points of the total score.

Pricing will be scored based on a relative pricing formula using the rates set out in the Pricing Form. Each proponent will receive a percentage of the total possible points allocated to price for the particular category it has bid on, which will be calculated in accordance with the following formula:

$(\text{Lowest Price} \div \text{Proponents Price}) \times \text{weighting (25)} = \text{Proponents Pricing Points.}$

### **3) Pricing Form**

**Director of Planning and Development  
Recruitment Services as per the Scope  
of Services( lump sum)**

**\$\_\_\_\_\_**

**Appendix C – Similar Work Experience and References**

Please list a **minimum of three** past projects including references where your company has provided similar goods or services within the last five years.

Project Description	Reference Contact Information
1.	
2.	
3.	

**Note:**

If insufficient space is provided in this Appendix, please provide the required information in the same format on a separate form and attach to this Appendix.

**Appendix D – Director of Planning and Development Job Description**

**THE MUNICIPALITY OF BRIGHTON  
DIRECTOR OF PLANNING AND DEVELOPMENT**

**OVERVIEW:**

Reporting to the CAO, the Director of Planning and Development is responsible for the administration and management of land use planning, the application of the Ontario Building Code and municipal By-Laws within the physical boundaries of the municipality.

**DUTIES:**

- Plans, directs, administers and supervises the activities of the land use planning, building and By-Law enforcement functions in accordance with municipal policies, government legislation, standards and regulations.
- Develops and implements appropriate departmental practices, procedures, specifications, standards and agreements
- Reports and provides advise to Council and committees in matters related to the above in a timely and accurate manner.
- As a member of the Senior Management Team, provides input in the development and implementation of municipal goals, objectives, policies, and priorities.
- Ensures professional support for the Committee of Adjustment, Heritage Advisory Committee and other committees as required under municipal and provincial legislation
- Ensures timely review of the Official Plan, Secondary Plans and Comprehensive Zoning By-Laws.
- Maintains and implements current planning applications and procedures
- Ensures enforcement of municipal zoning by-laws and other enforceable by-laws as approved by Council and the Ministry of the Attorney General.
- Represents the municipality at Hearings and Tribunals on matters related to planning, zoning, and building code.
- Attends meetings with developers, builders, citizens and government officials to explain and negotiate development issues.
- Ensures tracking, records and workflow of permits and approvals for all steps of the building and development process while ensuring that provincial regulations and municipal by-laws are met and enforced.
- Liaison with Conservation Authority and Upper Tier to ensure Brighton's objectives for planned growth are being met.
- Supervises staff, reviews employee performance, identifies and resolves problems. Manages progressive discipline within the department. Participates in the recruitment process as appropriate.
- Develops and administers the divisions' annual capital and operating budgets, monitors and approves expenditures.
- Other duties as assigned.

**QUALIFICATIONS:**

- University Degree in Rural and Regional Planning or related field
- Minimum 8 years' progressive experience in all aspects of municipal land use planning and development
- Full CIP/OPPI membership
- Sounds working knowledge of the Ontario Planning Act, Provincial Policies, Ontario Building Code, Provincial Offences Act and other related legislation and regulation.
- Working knowledge of MS Office applications including Word, Excel, Outlook, PowerPoint.
- Experience in GIS land use parcel mapping.
- Excellent interpersonal, communication and presentation skills
- Must be enthusiastic in their view of community development and planning
- Very well organized and able to balance many active files at once
- Possess a strong desire to work in a team atmosphere and to work cooperatively across all departments and staff.
- Valid Ontario Class "G" Driver's License and clean driving record with access to a vehicle.
- Clean criminal records check

**SALARY SCALE: Band 22**

**2019 rates: \$100,989-125,323/yr**

Updated February 6, 2019 to increase salary, remove Accessibility and economic development Effective: January 21, 2019

Approved by: Chief Administrative Officer and Landmark Associates

**Appendix E – Staff Organization Chart**



Municipality of Brighton Organization Chart  
 Approved by Committee of the Whole February 6, 2020

Council

