



Request for Proposal RFP 2026-06

Economic Development Strategy

RFP Closing Date: Submissions must be received by 2:00 pm EDT on April 2, 2026

RFP Closing Location: Township of Bonfield, 365 Hwy 531, Bonfield ON P0H 1E0

Project Manager: Nicky Kunkel, CAO Clerk-Treasurer

NOTICE: Late and incomplete submissions will not be accepted.

Lowest or any proposal not necessarily accepted.

Project Introduction

The Township of Bonfield is issuing this Request for Proposals for professional, qualified and experienced firms with proven expertise in economic development, research, community engagement and consultation, data collection and analysis as well as effective presentations to deliver a clear, comprehensive Economic Development Strategy.

In order to prepare a Strategy that can be realized and achieved, there must first be a review of the current state of the economy and key markets. The goal is to diversify the tax base and grow Bonfield while keeping the small-town ambience residents of the north enjoy. Public consultation will be a key driver of this Strategy, along with current Township studies and plans.

The Township requires a plan that highlights its current assets with recommendations to becoming ready for investment and considers new trends and opportunities. This Strategy shall include a separate community profile that showcases what Bonfield offers to grow one's business.

Community Overview

The Township of Bonfield is centrally located in Nipissing District in Northern Ontario. Located on Highway 17 E between the City of North Bay and the Town of Mattawa. The community is accessible to both Ottawa and Toronto within approximately 3.5 hours.

The community comprises approximately 208 km² of predominantly rural landscapes, including two rural settlement areas (the Hamlets of Bonfield and Rutherglen). There are several lakes and rivers. Talon Lake and Nosbonsing Lake are the major lakes with Kaibuskong River and the Mattawa River Provincial Park also easily accessible for outdoor enthusiasts to enjoy.

The population of the Township is 2,148 permanent residents with approximately 200 dwellings noted as seasonal dwellers. The population growth of 7.8% from the 2016 census to the 2021 census touches on the changing demographics of the community. The recent Community Service revealed the majority of residents travel outside the community for work, however there are several small retail and service businesses within the hamlets of Bonfield and Rutherglen. The community is also proud of its farming and forestry history that continues today with renewed interest in small scale farming.

Background Research and Analysis

The successful respondent will have access to several documents:

1. Current and New Official Plan (August of 2026)
2. Background and Population Projection Report; part of OP (2026)
3. 2025-2030 Council Strategic Plan
4. The Active Living Waterfront Master Plan
5. Township of Bonfield Economic Study (2003)
6. Results of the Business Retention and Expansion Surveys (2025)
7. Summary of the Developer's and Agri-Food Forums (2025)
8. District of Nipissing Social Services Housing Needs and Supply Study (2024)

In 2025 the Township also adopted a zoning bylaw update to permit additional dwelling units, licencing of camp trailers on rural vacant lands and a short-term rental licence program.

Project Deliverables

1. Engage the community and project team throughout the process through focus group sessions, a town hall meeting and surveys.
2. Prepare a measurable implementation plan, with key performance indicators, timelines, and identifying realistic target market sectors, for the Economic Development Strategy that is reflective of Bonfield's priorities and available resources to achieve the goals. The project completion deadline is September 2026.
3. Create a Community Profile as a separate Appendix detailing the Township and comparable demographics to support the Bonfield Economic Development Strategy and permits promotion to the target markets identified.
4. Ensure all final products shall include graphic design that blends with the municipal logo and theme.

Scope of Project

The successful respondent will develop the five-year Economic Development Strategy that shall include but not be limited to the following:

1. Conduct a review and determine the baseline economic drivers and disruptors. Provide recommendations to support and grow the competitive edge of the local economy as well as identifying the under-recognized assets of the community.
2. Analyze existing demographic and social-economic data, labour market and other relevant data. As well, use this information to determine where local employment talent lives and how to attract gaps.
3. Execute a strengths, weaknesses, threats and opportunities exercise with strategies to overcome or take advantage.
4. Perform a baseline lands review for economic and employment areas within the Township.
5. Identify where supply chain growth opportunities for the community exists.
6. Ensure where appropriate, to provide recommendations that enhance sustainability, plan for climate resilience, and green infrastructure for rural communities.
7. Reference all applicable sources of information, and best practice examples, alongside recommendation on the most suitable investment opportunities and/or "talent" which the Township should be seeking to attract to help manage gaps.

Information to Respondents

6 Date of Proposal Submission

One (1) original proposal shall be submitted in a sealed envelope addressed as follows:

RFP-2026-06 Economic Development Strategy

Proposals must be submitted under the following instructions:

PROPOSAL CLOSING DATE: Thursday, April 2, 2026

TIME: 2:00 p.m., EDT local time

LOCATION: Township of Bonfield Office

365 Highway 531, Bonfield ON P0H 1E0

Submissions received by the date and time of closing will be opened immediately following the time of Proposal closing.

Project Contact

Nicky Kunkel

CAO, Clerk-Treasurer

Township of Bonfield

705-776-2641

cao.clerk@bonfieldtownship.com

7 Proposal Content Requirements

2.1 Company Profile and Experience

- a) Provide an introduction to your firm and include the number of years in business under this company's name, and the firm's primary business.
- b) Describe the capability and experience to deliver the proposed services in a municipal setting, including the implementation methodology and public engagement and timelines.
- c) Describe any implementation challenges you faced in your past projects and how you solved them.
- d) Explain your project preparation expectations, plus any support services (Respondents must provide a list of subcontractors if any, at proposal submission time)
- e) Summarize your organization's understanding of the scope of work for this project.
- f) Identify the proposed team leader and any additional key team members that would work with the Township. Highlight the relevant qualifications and experience of each.
- g) Provide up to three projects of comparable size that have been successfully completed within the past three (3) years. Include a reference for each project including name and contact information. References may be contacted, and their response may be used to form part of the evaluation score.

2.2 Budget

The Proponent's submission shall include:

- a) Overall project cost exclusive of HST.
- b) A firm quotation for all fees to be charged for the Project. Fees should show the estimate of hours broken down by category and as staff assigned to the project.
- c) All other one-time fees and/or disbursement expenses shall be identified and included in the total final cost.
- d) The Township shall provide the fees and disbursements for venue rentals and catering.

2.3 Submission Format

- a. Forms to be submitted with the Proposal must be completed in their entirety in hard copy. All entries shall be clear and legible and made in a non-erasable medium and signed in ink.
- b. Submissions may be mailed, couriered or hand delivered to the appropriate location. Delivery of the Proposal through a third-party courier service shall be at the risk of the Respondent and must be arranged in due time for the Proposal to arrive at the specified location before the Proposal closing time. Failure of a third-party courier to submit the Proposal prior to the Proposal closing time will result in the disqualification of the Proposal and will be at no fault of the Township. The current procurement policies do not permit electronic submissions.

3 Proposal Evaluation

All submissions must be completed in compliance with the requirements of the RFP process in order to be considered for evaluation.

All qualified Proposals will be reviewed and evaluated by the Project Team for approval prior to acceptance of the successful Proposal by Council.

3.1 Proposal Selection

For the purpose of evaluation, the following criteria will be utilized to score each Proponent's Proposal.

Category	Description	Points
Experience, Qualifications, Project Management	The Evaluation Team will consider the Proponent's demonstrated experience on similar projects, key personnel and references where applicable. Proponents should include the features of their services that give them a competitive advantage.	30
Cost	Total cost for Project as included in proposal	35
Quality of Proposal	Understanding of scope, timelines and deliverables Demonstrated knowledge of economic development and planning in small rural communities	30
References	Overall proposal format, references	5

3.2 Proposal Award Procedure

All Proposals shall be final and binding on the Respondent for a period of 60 (sixty) days from the closing date and may not be altered by any subsequent offerings, discussions, or commitments unless the Respondent is requested to do so by the Township. The Township reserves the right to invite shortlisted responders to an interview as part of the evaluation process.

Closing Date: April 2, 2026

Project Team Review up to Tuesday, April 7, 2026

Interviews, if required, will be held April 8 and/or 9, 2026.

Recommendation to Council for award on April 14, 2026

Project Start, including the review of existing studies, as early as April 16, 2026

Project Completion and Final Presentation to Council by September 22, 2026

The Township will notify the Successful Respondent of the award. The Successful Respondent agrees to accept the terms of the RFP document as the work agreement and to sign and return acceptance within 10 (ten) business days of the date of the notification of the Award.

The Township reserves the right to reject any or all proposals. The Township also reserves the right to not proceed with the project without stating reason thereof.

GENERAL CONDITIONS

1. Indemnification

The Successful Respondent shall indemnify and hold harmless the Township, its officers and employees from and against any and all liabilities, claims, demands, loss, cost, expenses, damages, actions, suits or other proceedings by whomsoever made, directly or indirectly arising out of the project attributable to bodily injury, sickness, disease, or death or to damage to or destruction of tangible property caused by any acts or omissions of the Proponent, its officers, agents, employees or other persons for whom the Respondent is legally responsible.

2. Occupational Health and Safety Act

The Proponent's attention is drawn to the regulations issued by the Ministry of Labour for the Province of Ontario under the Occupational Health and Safety Act. The Respondent acknowledges that they will comply with the Act, and all applicable regulations related to the contracted work. For construction related agreements, the Respondent agrees to assume the role of the Constructor under said Act as it relates to the completion of this agreement.

3. Freedom of Information

The Township is subject to the Municipal Freedom of Information and Protection of Privacy Act, as amended (MFIPPA) with respect to, and protection of, information under its custody and control. Accordingly, all documents provided to the Township by the Respondent pursuant to this document may be available to the public unless the party submitting the information requests that it be treated as confidential.

Any specific scientific, technical, commercial, proprietary, intellectual or similar confidential information, the disclosure of which could cause them injury or damage may be identified as confidential. Proponents are encouraged to place all such details and information within a separate section of their submission. Complete Proposals are not to be identified as confidential.

4. Accessibility for Ontarians with Disability Act, 2005

The Proponent's attention is drawn to the regulations within the AODA and acknowledges that they will comply with the Act as it relates to the completion of this project.

5. Cancellation

If the Respondent should neglect to execute the work properly or fails to perform any provision of this Award, the Township, after three (3) business days written notice to the Proponent, may, without prejudice to any other remedy in existence, make good such deficiencies and may deduct the cost thereof from any payment then and thereafter due to the Proponent. Continued failure of the Respondent to execute the work properly shall result in termination of Agreement.

6. Proposal Withdrawal or Replacement

Any Proposal may be withdrawn prior to the scheduled time for Proposal Closing by submitting written notice to the RFP contact. Replacement Proposals are welcome until the Proposal Closing.

7. Disqualification

The Township reserves the right to reject the lowest and/or all proposals. Failure of the Respondent to satisfy any term or condition of this RFP may result in the rejection of said Proposal. Further, any incomplete proposals, qualified proposals, proposals not properly signed/dated, 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.

8. Solicitation Of Council Members, Township Staff and Township Consultants

Service Providers and their agents shall not contact any member of the Township Council, unauthorized Township staff or Township consultants with respect to this RFP, other than the Contract Administrator at any time prior to the award of a contract or the cancellation of this RFP.

Should the Service Provider or any of their agents give or offer any gratuity to or attempt to bribe any member of the Township Council, Officers or Servants, the Township shall be at liberty to cancel the contract forthwith or to direct the Township to take the whole or any part of the works out of the hands of the Service Provider under the same provisions as those specified.

No Service Provider may discuss or communicate about, directly or indirectly, the preparation or content of its Quotation with any other Service Provider or agent or representative of any other Service Provider or prospective Service Provider. If the Township discovers there has been a breach at any time, the Township reserves the right to disqualify the Quotation or terminate any ensuing Agreement.

9. Examination of Documents

Each Respondent must satisfy themselves by undertaking a final review of the RFP documents, including all calculations, commitments and conditions existing or likely to exist within the context of the proposed scope of work. There will be no consideration of any claim, after the submission of Proposals, that there is a misunderstanding with respect to the conditions imposed by this RFP. Respondent must be satisfied as to the full requirements of the RFP.

10. Conflict of Interest

Proposals will not be evaluated if the proponent's current or past interests may, in the Township's opinion, give rise to a conflict of interest in connection with the RFP. Submissions from proponents engaged in any legal dispute with the Township shall be ineligible for participation.

11. Ownership of Documents

All Proposals submitted for evaluation become the property of the Township and will not be returned. The Township shall have ownership rights to all information, reports, documentation, plans, etc. that are a product of the awarding and completion of this RFP.

12. Further Conditions

The Township of Bonfield accepts no responsibility for the costs of respondents in relation to the creation or submission of their Proposals. The Respondent shall solely bear these costs. The submission of a Proposal does not constitute acceptance of an offer by the Township or infer a binding contract between the parties. All Proposals submitted shall become the property of the Township of Bonfield upon submission and it is acknowledged by the proponents that the Township may utilize non-confidential proposal information in any negotiations and/or discussions with other proponents in the selection process.

FORM OF PROPOSAL - MAIN

Responders Information

1. Contact Information

Company Name (hereinafter called the "Respondent"): _____

Mailing Address: _____

Email Address: _____

Phone Number: _____ Alt Number: _____

Proponent's Representative: _____

Authorizing Signature, Authority and Title: _____

2. Company Profile

- i. Website: _____
- ii. Years in Service: _____
- iii. Main Products/services: _____
- iv. Main market / Customers: _____
- v. Subcontract – Local (if applicable): _____

3. Attestation

- a) 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;
- b) This Proposal is made by the Respondent 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;
- c) No member of the Municipal Council or any other officer of the Corporation of the Township of Bonfield will become interested directly or indirectly as a contracting party without disclosing their interest and otherwise complying with the Municipal Conflict of Interest Act, RSO 1990;
- d) The content and requirements of this Proposal document have been read and understood.
- e) All prices are quoted in Canadian funds.

Witness: _____ Signature of Authorized Respondent _____

Printed names: _____ /Title _____

Date: _____

Bid Form Pricing Submission - Projects
Professional Services for the creation of an Economic Development Strategy and Community Profile for the Township of Bonfield

Quantity	Description	Price (CAD)
1	Project: Economic Development Strategy	_____
1	Appendix: Bonfield Community Profile	_____
	Subtotal:	_____
	Disbursements (List):	
	_____	_____
	_____	_____
	_____	_____
	Subtotal	_____

Total Proposal Costs _____

Other Features Offered/ /Fees for Service

Qty.	Description	Unit Price
_____	_____	_____
_____	_____	_____
_____	_____	_____

Note: Please provide additional information on all options quoted to demonstrate the benefit of this feature to the Township of Bonfield.

Dated: _____

Signature: _____