



REQUEST FOR PROPOSALS

2020-02

Legal Consultant Services for the
Local Government District of Pinawa
Three (3) Year Term

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LEGAL CONSULTANT SERVICES FOR THE LOCAL GOVERNMENT DISTRICT OF PINAWA - THREE (3) YEAR TERM

1.0 INTRODUCTION

The Local Government District of Pinawa (the LGD) requires Legal Counsel services for Municipal By-Law related issues including Court representation, and for areas of Municipal operation such as, but not limited to, engineering, planning, property matters, compliance related issues, and general Solicitor work for a three (3) year term.

The LGD, with a population of 1,504 as at the 2016 Federal Census, is governed by a Resident Administrator/LGD Council form of government. The LGD has normal municipal operations as well as Fire and Water/Wastewater Utilities.

2.0 SCOPE OF WORK

The Scope of Work identifies the services the LGD requires and is not intended to be all-inclusive, but sets out the LGD's minimum expectations.

The successful Proponent will be expected to provide opinion, advice, knowledge, and written documentations to LGD Council and Staff primarily within the key fields of municipal law including procedural and governance matters, by-law preparation and interpretation, municipal finance tax and assessment, and municipal planning matters. Additionally, there may be an expectation for working knowledge within the fields of real estate law, environmental law, Human Resource matters and construction law.

The main component of the work to be provided is in the field of general municipal law which requires knowledge of Provincial legislations which dictate authorities provided to the LGD. Some examples of this would be the authority granted by *The Municipal Act*, *The Planning Act*, *The Highway Traffic Act*, *The Municipal Council Conflict of Interest Act* and *The Buildings and Mobile Home Act* and their related regulations.

The successful Proponent will be required to enter into an Agreement with the LGD recognizing terms and conditions of such legal services and shall avail themselves or have a representative available on short notice regarding urgent matters.

The successful Proponent will be required to work closely with the LGD's managers of departments who are responsible for a vast array of LGD issues which may require legal counsel.

The frequency of legal matters is sporadic and Proponents are advised the LGD cannot guarantee quantities of services that will be required over the term.

Any cases that are currently active in the system will remain with the original legal counsel until concluded.

3.0 SCHEDULE OF WORK

The LGD anticipates awarding this contract within four (4) weeks of closing. The term shall commence for a three (3) year term upon award notification.

4.0 PROPOSAL SUBMISSION REQUIREMENTS

Reply to this RFP with four (4) copies of the response. Limit the submittal to ten (10) - 8½"x11" pages printed double-sided [for a total of twenty (20) pages]. Submittals that exceed the page limitation will not be considered. A cover letter and the Bid Form shall not be counted in the total number of allowed pages.

Additional information may be submitted in the form of an appendix or a separate document but all requirements of the submission must be included in the ten (10)-page Proposal document. The appended or separate document will be considered as a source of secondary or supplementary information and may or may not be used in the Proposal review.

Address the following in the ten (10)-page Proposal document:

1. Firm and Personnel Overview – Provide a brief history of the firm, length of time in business, firm experience, specialty areas of expertise, qualifications of the person or persons who would be assigned to the LGD's account, etc.
2. Team Personnel - List the name of the designated counsel and other team members (including articling student of the Proponent, if applicable) with addresses, telephone numbers and e-mail address. All team members shall be licensed to work in the Province of Manitoba. The contact information may be included in an appendix.
3. Personnel Availability – Provide the availability of the person(s) assigned to the LGD's account including expected turnaround time for both routine and complicated matters and potential for assignment to alternate personnel as required.
4. References – Provide three (3) references of clients whom the firm has provided or is providing similar services to. Include name of client and client contact information. The LGD reserves the right to contact any references provided. Preference is to include a minimum of one (1) other municipal government.
5. Additional Charges – Extra charges (i.e., additional charges for after hours, Saturday and Sunday, etc.) further to the hourly rate listed on the LGD's Bid Form, are to be listed separately.
6. Disclosure Requirements – Disclosure of actual or potential conflicts of interest, proposed agreement changes (if any), etc.

5.0 ENQUIRIES

This RFP may be amended only by written addenda. If the LGD, for any reason, determines that it is necessary to provide additional information relating to this RFP, such information will be communicated to all respondents by addenda. Each addendum shall form an integral part of this RFP. Such addenda may contain important information, including significant changes to this RFP.

Questions shall be submitted in written form up to seven (7) days before the closing date to:

Gisèle Smith, CMMA
Resident Administrator
E-mail to: smithg@pinawa.com
FAX: 204.753.2770

Gisèle Smith will arrange for the appropriate staff person to provide a written response to the questions. The LGD will make reasonable efforts to forward addenda to all registered recipients of the Proposal documents; however, the Proponent is responsible for ensuring that they have received all addenda. Addenda will be available on the Local Government District of Pinawa website www.pinawa.com.

6.0 EVALUATION CRITERIA

The LGD reserves the right to shortlist and contact any or all Proponents to clarify their Proposal. Shortlisted Proponents may be interviewed by the LGD as part of the selection process. The LGD reserves the right to award to the Proponent that best meets the LGD's requirements. The LGD reserves the right to accept or reject any or all Proposals and the issuance of the Request for Proposals in no way obligates the LGD to enter into a contract with any of the respondents. The LGD reserves the right to cancel this RFP at any time.

7.0 MISCELLANEOUS

The fee quoted shall be in Canadian Funds. Pricing must remain firm for sixty (60) days after the submission closing date. The fee quoted for the Work shall be fixed fee and shall be the total remuneration for all work performed including site visits during the work, travel, meals, telephone, printing, etc. The fee quoted must include all applicable taxes; the Goods and Services Tax must be clearly shown and added separately. Disbursements for additional site visits or additional work, if requested by the LGD, will be paid for at an hourly rate plus disbursements only when authorized in writing in advance by the LGD.

The successful Proponent will be required to enter into a written agreement with the LGD for the services provided. A sample agreement has been provided for reference. Requested changes/amendments to the LGD's sample agreement shall be included as part of the Proposal submission. Wording changes can be included in an appendix to the Proposal provided it is clearly indicated in the ten (10) page submission where this information can be located.

8.0 RECEIPT OF PROPOSALS

The Proposal shall be mailed or delivered in a sealed envelope clearly and legibly identified on the outside as: "RFP #2020-02 – Legal Consultant Services for the Local Government District of Pinawa - Three (3) Year Term" and must be received by either of the methods specified below before 4:00:00 P.M. Central Standard Time, Friday, February 5, 2021 to be accepted.

The Proposal shall be delivered by ONE of the following methods:

Mail/Courier Delivered to: Gisèle Smith, CMMA
Resident Administrator
Local Government District of Pinawa
Box 100, 36 Burrows Road
Pinawa, Manitoba R0E 1L0

Hand Delivered to: Pinawa Municipal Office, 36 Burrows Road, Pinawa, MB

Fax or Email Proposals Are Not Accepted.

ADDITIONAL INFORMATION

The following information is available for download on the Local Government District of Pinawa website www.pinawa.com.

- 1) Sample Agreement

**LOCAL GOVERNMENT
DISTRICT OF PINAWA BID
FORM**

RFP #2020-02

SUBJECT: Legal Consultant Services for the Local Government District of Pinawa - Three (3) Year Term

CLOSING: 4:00:00 p.m. Central Standard Time, Friday, February 5, 2021

I, _____ representing _____
 (Name) (Company Name)
 of _____
 (Mailing Address) (City) (Province) (Postal Code)

 (Phone Number) (Fax Number) (G.S.T Registration Number)

Email Address: _____

I am authorized to bind the corporation and do hereby submit this as my price on the above-noted item.

The Total fee for my Proposal, F.O.B., 36 Burrows Road, Pinawa, Manitoba is:

Legal Consultant Services

Item	Base Price per Hour	5% G.S.T.	7% MB R.S.T	TOTAL BID PRICE per Hour
1 st Year				
2 nd Year				
3 rd Year				

We hereby acknowledge receipt of the following Addenda to the Proposal Documents:

Addenda No. _____ Date Received _____

Addenda No. _____ Date Received _____

 (Signature) (Date) (Witnessed by)*

I am authorized to bind the Corporation

 Print Name of Witness

*This document must be witnessed to be compliant.