

REQUEST FOR PROPOSALS

EC-PLN-26-01

Industrial Land Feasibility Study

Issued by: Township of Edwardsburgh Cardinal

RFP Issue Date: February 23, 2026

Closing Date: March 23, 2026 at 4:00 p.m. (local time)

1. Introduction and Background

The Township of Edwardsburgh Cardinal invites proposals from qualified consulting teams to undertake an Industrial Land Feasibility Study. This study is intended to support the Township's long-term economic development, employment land planning, and industrial park expansion objectives.

The Township has experienced significant industrial growth in recent years, including the full absorption of municipally owned lands in the Johnstown Industrial Park and continued private sector investment and expansion. To sustain this momentum and respond to future investment interest, the Township seeks to evaluate additional employment land opportunities and determine the most viable locations for future industrial development.

The successful proponent will act as the lead Consultant and will be responsible for managing and coordinating any and all sub-consultants. The lead Consultant will be responsible for integrating all technical work into a single, cohesive analysis and set of recommendations. The Township will not manage or coordinate sub-consultants directly.

2. Background Studies and Existing Information

The Township has previously undertaken planning and site assessment work for some of the study areas as part of the *Ontario Job Site Challenge* (2021 - 2023) and the *Interim Control By-law Planning Study* (2022). These materials provide background information related to employment land opportunities, constraints, and planning context.

Relevant background materials will be made available to the successful proponent upon award of the contract. Proponents should not assume that findings or conclusions from previous studies are determinative and are expected to apply independent professional judgment when assessing site feasibility.

3. Study Area

The study will assess the development potential of the following preliminary employment land areas:

- Cedar Grove Road lands (approx. 196 ha);
- The "South Lands," being lands south of Highway 401 designated as *Future Industrial Park Expansion Area* in the Township's Official Plan (approx. 54 ha);
- Rural lands between Glen Smail Road and Byers Road (approx. 955 ha);
- Remaining lands within the Johnstown Industrial Park (approx. 78 ha)

Some of the lands under consideration are not currently owned by the Township. Inclusion of a site in this study does not imply suitability, priority, redesignation, or future acquisition by the Township.

4. Project Objectives

The objectives of the Industrial Land Feasibility Study are to:

- Evaluate multiple candidate employment land sites to determine their relative feasibility for industrial development;
- Identify environmental, planning, transportation, servicing, and infrastructure constraints;
- Prepare conceptual servicing and access solutions with preliminary cost estimates;
- Compare sites using a transparent and defensible evaluation framework;
- Identify one or more priority sites to focus on for future industrial development and investment readiness; and
- Identify, where appropriate, potential alternative land uses for sites determined to be unsuitable or less viable for industrial development, with particular attention to the Byers Road lands.

5. Scope of Work

Phase 1 – Screening and Comparative Analysis (All Sites)

Phase 1 will involve a high-level, comparative assessment of all candidate sites. The intent of this phase is to identify key opportunities and constraints and to shortlist the most feasible site(s) for further investigation. Tasks may include, but are not limited to:

- Phase One Environmental Site Assessments (ESA) for all sites;
- Planning and regulatory review (Official Plan, Zoning By-law, Provincial Policy Statement, applicable agency requirements);
- Natural heritage and natural hazard screening;
- Archaeological desktop screening;
- High-level servicing and infrastructure capacity review (water, wastewater, stormwater, utilities);
- Transportation and access screening;
- Market and parcelization considerations; and
- Development of a comparative evaluation matrix.

Phase 1 Deliverables:

- Site-specific screening summaries;
- Comparative evaluation matrix;
- Interim report identifying strengths, constraints, shortlisted site(s), and alternative land use recommendation for Byers Road lands, where industrial development is not recommended;
- Council-ready presentation and summary materials.

A formal phase advancement decision point will occur at the completion of Phase 1. Authorization to proceed to Phase 2 will be subject to Township direction and available budget.

Phase 2 – Detailed Feasibility (Shortlisted Site(s))

Phase 2 will involve more detailed analysis of the shortlisted site(s). The scope of Phase 2 will be refined following completion of Phase 1. Tasks may include, but are not limited to:

- Phase Two Environmental Site Assessments, where triggered by Phase One findings;
- Conceptual Functional Servicing Plans (water, sanitary, stormwater);
- Conceptual road and access planning;
- Traffic and transportation analysis;
- Rail access feasibility, including engagement with the applicable railway operator where relevant, to confirm a viable pathway forward and preliminary cost estimates;
- Class D (+/- 30–40%) infrastructure cost estimates for municipal road and servicing infrastructure;
- High-level review of utility servicing requirements, including coordination with electrical, natural gas, and telecommunications providers to confirm service availability, identify major upgrade requirements, and provide order-of-magnitude cost and timeline considerations where available; and
- Phasing and implementation considerations.

Phase 2 Deliverables:

- Draft and final feasibility report;
- Conceptual plans and figures;
- Cost estimates and implementation considerations;
- Final presentation to Council.

The Township reserves the right to adjust the scope of Phase 2 based on findings from Phase 1 and available budget.

6. Project Budget

The Township anticipates a total project budget in the range of \$100,000 to \$125,000 (excluding HST), inclusive of all phases, disbursements, and sub-consultant costs. Proponents are advised that Phase 2 work is subject to Township authorization following completion of Phase 1 and is dependent on available budget and Council direction.

7. Project Schedule

The anticipated project schedule is as follows:

- RFP Issued: February 23, 2026
- Proposals Due: March 23, 2026
- Award of Contract: April 30, 2026
- Phase 1 Completion: Summer 2026
- Phase 2 Completion: Late 2026 / Early 2027

Proponents may recommend refinements to this schedule as part of their submission.

8. Proposal Submission Requirements

Proposals shall be submitted electronically in PDF format and include the following components:

1. Proponent Overview and Team Structure, including Prime Consultant and sub-consultants;
2. Relevant Experience and Project References;
3. Project Understanding and Proposed Methodology;
4. Detailed Work Plan and Schedule;
5. Separate Itemized Cost Proposals for Phase 1 and Phase 2, using the pricing tables provided below;
6. Key Personnel and Roles;
7. Assumptions, Risks, and Opportunities.

Pricing Tables

Phase 1 – Screening and Comparative Analysis

Task	Description	Fee (CAD)
		\$
		\$
Phase 1 Total		\$

Phase 2 – Detailed Feasibility (Shortlisted Site[s])

Note: Subject to Council approval and budget

Task	Description	Fee (CAD)
		\$
		\$
Phase 2 Total		\$

9. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Understanding of the project and methodology (15%);
- Relevant experience and qualifications of the team (25%);
- Work plan, approach, and schedule (30%);
- Cost and value for money (30%);

The Township reserves the right to clarify minor technical or pricing elements with the highest-ranked proponent prior to award. The Township is not obligated to award the contract to the lowest-priced proponent.

10. Contract Terms

Insurance Requirements

The successful proponent shall, at its own expense, obtain and maintain the following insurance coverage for the duration of the project, consistent with Township requirements:

- Commercial General Liability Insurance with a minimum limit of \$5,000,000 per occurrence, naming the Township of Edwardsburgh Cardinal as an additional insured;

- Professional Liability (Errors and Omissions) Insurance with a minimum limit of \$2,000,000 per claim;
- Automobile Liability Insurance with a minimum limit of \$2,000,000 for owned or leased vehicles; and
- Evidence of Workplace Safety and Insurance Board (WSIB) coverage, or an equivalent clearance certificate.

Proof of insurance in a form acceptable to the Township shall be provided prior to commencement of work.

Agreement

The successful proponent will be required to enter into a professional services agreement acceptable to the Township.

11. Inquiries

All inquiries regarding this RFP shall be directed to:

Sean Nicholson
Chief Administrative Officer
Township of Edwardsburgh Cardinal
Email: snicholson@twpec.ca

All inquiries regarding this RFP shall be submitted in writing by email no later than March 4, 2026 at 4:00 p.m. (local time). Responses to substantive inquiries will be posted on the Township's website at twpec.ca/procurement on or about March 9, 2026.

Verbal responses or information provided outside of a written addendum shall not be considered binding.

12. Confidentiality and Third-Party Lands

Proponents should be aware that some study areas include lands not owned by the Township. Certain information related to land ownership, feasibility, or negotiations may be considered confidential and managed through appropriate municipal processes.

The Township thanks all proponents for their interest in this project.