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Iqaluit

REQUEST FOR PROPOSAL
FOR THE PROVISION OF CONSULTANT SERVICES FOR

MUNICIPAL PLANNING (AS-AND-WHEN)

PROPOSAL CALL: October 7, 2026

PROPOSALS DUE: November 4, 2026 – 5:00 PM Iqaluit local time

2026-RFP-012

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1. PROJECT OVERVIEW

The City is seeking to retain Consultants to provide support services for **Municipal Planning (As-and-When)** to supplement the City's Planning & Development Department. Winning proponents will be retained to provide professional services as-and-when needed.

The City invites individual firms or consortiums of firms to submit Proposals for the above-referenced Project in accordance with the terms and conditions of this Request for Proposal document.

1.1 BACKGROUND

1.1.1 Location

Iqaluit is the capital of the Nunavut Territory and is located at the south end of Baffin Island near the end of Frobisher Bay (63°45'N latitude and 68°31'W longitude). Access to Iqaluit is provided by regular scheduled commercial aircraft year-round, snowmobile trails from other Baffin Island communities in the winter, and sealift from the port of Montreal and Valleyfield in the summer.

1.1.2 Geology and Terrain

Iqaluit's location is above the tree line and within the permafrost zone of Canada. The region generally consists of glacially scoured igneous/metamorphic terrain. In some locations, a thin layer of organic material is found.

1.1.3 Climate

Iqaluit has an Arctic climate with an average January temperature of -21.5°C and July average temperature of 8°C. The annual precipitation is made up of 19.2 cm of rainfall and 255.0 cm of snowfall for a total of 43.0 cm of precipitation. The prevailing winds are northwest at 16.7 km/hr.

1.1.4 City Growth and Population

The City is the newest Capital City in Canada and as a result has experienced a period of rapid development and growth. Iqaluit is the seat of government for the Territory of Nunavut and is the home base of many federal and territorial government departments. The City is rapidly developing into a regional center for the territory with many northern businesses in Inuit organizations making it their base of operations. The current population of Iqaluit is estimated at about 7,000 people with an average annual growth rate between three and four percent.

1.1.5 Land Ownership System

Iqaluit has a unique land ownership system. The major land owners in Iqaluit are the Commissioner of Nunavut, the City and the regional Inuit associations. These entities in turn lease land to individuals, corporations and other government departments. The City land is administered by a land acquisition by-law and by a Territorial Statute. Generally speaking, there is no private ownership of land.

1.2 DEFINITIONS

The following terms and definitions listed shall apply within this RFP:

City/Client	means the Municipal Corporation of the City of Iqaluit.
City Representative	means the individual, assigned to the Project, who will be representing the City.
City Website	means www.iqaluit.ca.

Closing Time	means the Proposal submission deadline set out in Section 2.7.
Assignment	means a specific planning-services task or group of tasks authorized by the City under the Contract.
Consulting Services Agreement	means the executed agreement between the City and a Consultant for professional planning services.
Evaluation Committee	means a committee appointed by the City to evaluate all submitted Proposals and determine up to three Preferred Proponents.
Preferred Proponents	means the companies or firms selected by the City's Evaluation Committee to discuss contract arrangements based upon acceptance of their respective Proposals.
Consultant	means the Consultant who will provide the technical and professional services defined in the Request for Proposal.
Professional Services	means the technical and professional services to be provided by the Consultant for this contract.
Contract	means the **Municipal Planning (As-and-When)** contract.
Contract Manager	means the Contract Manager assigned by the City, who will be responsible for managing the execution of the Project.
Proponent	means a company or firm intending to submit a Proposal and from whom a Proposal submission was received.
Proposal	means the document submitted in response to the Request for Proposal.
Supplementary Conditions	means the Supplementary Conditions forming APPENDIX B.
This contract	means the Consultant contract for which this Request for Proposal is issued.
Planning & Development Department	means the City department responsible for municipal planning, development review, land administration, and related services.

1.3 PLANNING & DEVELOPMENT DEPARTMENT

This Contract is to support and supplement the City's Planning & Development Department.

The City of Iqaluit Planning and Development Department manages developmental activities within the municipality. It coordinates with other municipal departments and external government agencies to ensure comprehensive oversight. The department's primary goal is to craft and enforce planning frameworks that reflect the community's values. Its responsibilities include reviewing and issuing development permits, handling variance requests, and engaging in broader community planning. These planning activities encompass updating the General Plan and Zoning By-law, as well as creating neighborhood plans for future development areas. Additionally, the department manages land surveys and municipal land leases. A significant portion of the land within the municipality is under city control, pursuant to the Nunavut Agreement, emphasizing the city's central role in land management and development planning.

2. INSTRUCTIONS TO PROPONENTS

2.1 SUBMISSION

Proponents must submit their proposals by electronic submission (PDF format), through MERX before the indicated in section 2.7. MERX can be accessed via the following website link – https://www.merx.com/. Proponents must address proposals to:

City of Iqaluit
Mathew Dodds
Director of Planning & Development
100-1085 Mivvik Street
Iqaluit, Nunavut, X0A 3H0

Proponents will be required to submit a Technical and Financial Submission as part of their offer, in separate files. Files should be labeled as follows:

Technical Submission: *"TECHNICAL PROPOSAL* – **2026-RFP-012** / **Municipal Planning (As-and-When)** – *Proponent Name"*

Financial Submission: "*FINANCIAL PROPOSAL* – **2026-RFP-012** / **Municipal Planning (As-and-When)** – *Proponent Name"*

It is the Proponent's responsibility to confirm successful submission of the proposal to MERX prior to the deadline.

The final decision on whether to accept late Proposals is at the City's discretion.

2.2 INQUIRIES

All inquiries concerning this RFP are to be directed by email only to:

Mathew Dodds
Director of Planning & Development
Contract Manager
City of Iqaluit

Email: m.dodds@iqaluit.ca

To ensure consistency and fairness to all Proponents, all firms who have received the RFP will receive information with respect to significant inquiries in the form of written addenda or clarifications. Verbal explanations or instructions will not be binding.

The deadline for submitting inquiries is indicated in Section 2.7.

2.3 ADDENDA

If it is determined that an amendment is required to this RFP, a written addendum will be posted via MERX and the City's website. It is the Proponent's responsibility to check MERX and the City's website to confirm whether an addendum has been posted. The only way this RFP may be added to or amended in any way is by a formal written addendum. No other communication whether written or oral from any person will affect or modify the terms of this RFP or may be relied upon by any Proponent.

The City may amend, supplement or otherwise modify this RFP at any time and from time to time prior to the Proposal submission date, only by written addenda.

2.4 PROPONENT REQUIREMENTS

A successful Proponent must have a valid City of Iqaluit Business License prior to commencement of the Project. Preferred Proponents shall apply for a license immediately upon notification of award, should they not hold a valid license.

2.5 OPENING OF THE PROPOSALS

There will be no public opening of the Proposals.

2.6 VALIDITY OF OFFER

The proposals shall remain open for acceptance for a period of not less than sixty (60) calendar days from the closing date of this Request for Proposal.

2.7 INTENDED RFP PROCESS SCHEDULE

The City estimates the schedule for the Request for Proposal process milestones will be as follows:

***Table 1** – RFP Process Schedule*

Milestone	Date
Issue RFP	October 7, 2026
Last Day for Proponent Questions	October 21, 2026 – 3:00 PM Iqaluit local time
RFP – Submission Deadline	November 4, 2026 – 5:00 PM Iqaluit local time
Contract Start	January 1, 2027
Contract End	December 31, 2029

3. PROPOSAL REQUIREMENTS

Proponent submissions should be prepared in sections, with the content of each section as specified below. Concise submissions which address the section requirements are required. Where a maximum number of pages are specified, each page is based on a single side of an 8 ½ x 11 sheet, with text no smaller than size 11 Arial font. The technical submission will be limited to twenty (20) pages single-sided with three (3) additional 11" x 17" pages for schedule and level of effort table. There are no page limits or restrictions to the financial submission.

The technical submission must not have any financial details included. If aspects of the financial offer are included in the technical submission, the City may choose to disqualify the Proponent.

3.1 TECHNICAL SUBMISSION REQUIREMENTS

3.1.1 Section A – Understanding of the Contract (10 points)

Provide a written statement demonstrating the Proponent's understanding of the Planning & Development Department, the goals and objectives of this contract, and its relevance to the overall capacity of the Planning & Development Department.

Provide a description of the Proponent's vision for the contract by comparison and contrast to reference contracts/projects which are similar examples of the Proponent's work. The details of each contract/project should be included in Section B. The Evaluation Committee is interested in understanding how these reference contracts/projects responded to the contract requirements and how these relate to the Proponent's understanding of the requirements.

This section will be limited to one (1) page single-sided.

3.1.2 Section B – Reference Contracts or Projects (30 points)

Provide information for Contracts or projects completed in the last five (5) years that are relevant to this project. Provide three (3) reference contracts/projects. The contracts/projects listed should illustrate experience in the following areas:

.1 Municipal Planning
.2 Indigenous Community Planning
.3 The Canadian Arctic

The Proponent should describe their roles and responsibilities on each of the contracts/projects, whether the projects were joint ventures along with the names of the other parties of the joint venture, a brief description of the project/assignment, and how the contract/project tasks and activities and services provided relate to the scope described in this Request for Proposal. For each contract/project, list the team members involved on the project and their roles as it relates to the team members listed in the Proposal. For each contract/project, identify a Client contact and provide contact information (email and phone number). The Evaluation Committee may consult with the persons indicated as references by the Proponents in order to obtain feedback on the Proponent's performance on previous Projects and to understand the relationship between the Client and the Proponent. The technical ratings may be adjusted, based on the interviews and feedback from reference consultations. Proponents must ensure that phone numbers and e-mail addresses of references are accurate and still valid.

When identifying a reference project, the Proponent should consider how their project relates to the assignment described in this RFP, along with the goals and objectives

of the overall Contract. Photographs representing each reference project are encouraged.

This section will be limited to three (3) pages single-sided.

3.1.3 Section C – Qualifications and Experience (40 points)

Provide an organizational chart describing the Proponent's Team for the contract, which includes all positions and personnel on the contract. Proponent to include key Sub-Consultants (if applicable) along with their position within the Team. Provide a summary of key personnel, and include the information below:

1. Name;
2. Corporate affiliation;
3. Role and title on the Contract, including the period for which the individual is to be associated with the Contract, and the extent of the individual's time that will be devoted to the Contract on a weekly basis (in alignment with Table A1 in Appendix A); and
4. List any reference Projects/Contracts provided in Section B (do not provide Project/Contract details) and describe the individual's role on each of the Projects/Contracts.

Include all resumes as an appendix to the proposal. It is the City's understanding that the Team proposed by the Proponent in this section will be committed to the full delivery of the assignment. Changes to the Proponent's Team must be approved by the City.

3.1.4 Section D – List of Sub-consultants

Provide a list of all consultants the Consultant will be looking to engage as "Sub-Consultants" for the execution of the Project.

3.1.5 Section E – Mandatory Submission Requirements (pass/fail)

Provide all mandatory requirements, as identified in Section 4.3. Proponents who fail to submit mandatory items will not proceed to the next phase of evaluation.

3.2 FINANCIAL SUBMISSION REQUIREMENTS

3.2.1 Consultant's Professional Fees (20 points)

Submit a completed and unqualified Cost Submission Form, included in Appendix A.

The Proponent may be asked by the City to travel during the length of the Contract as-and-when needed with 10 weeks of notice. All travel expenses and disbursements will be invoiced at cost with no mark-up. The proponent must submit their proposed "typical" hourly travel costs showing rates for both on and off the job logged hours (exempting costs associated with flights and accommodation).

Each completed Cost Submission Form shall form part of the contract document to be used between the City and the applicable Preferred Proponent.

Additional fees for annual inflation will not be entertained. Proponents shall ensure annual staff rates presented in the financial proposal cover any escalation and inflation costs.

An annual cash flow submission is not required.

4. EVALUATION

4.1 EVALUATION COMMITTEE

The evaluation of Proposals will be undertaken by an Evaluation Committee appointed by the City. The Evaluation Committee may consult with technical, financial and other advisors, as the Evaluation Committee, in its sole discretion, may decide. The Evaluation Committee will reach a consensus through discussions internal to the Committee.

4.2 EVALUATION STAGES

Proposals will be evaluated in four stages:

4.2.1 Evaluation of Mandatory Criteria

Proposals that do not meet the mandatory criteria will be rejected (Refer to Section 4.3 below).

4.2.2 Technical Evaluation – Total Value 80 Points

Subject to the Evaluation Committee's right to reject an unacceptable Proposal under Section 4.4, the Evaluation Committee will evaluate and score the Proposal information provided using Table 2 in Section 4.6 as a guide to assign scores. For each criterion, each Proposal will be assessed, and points will be awarded on the basis of the extent to which the requirements of the Request for Proposal documents are satisfied, and the comparative merit of the individual Proposal as compared to other Proposals.

Proposals will be ranked from highest to lowest in terms of meeting the City's requirements and containing technical merit. Proponents are required to achieve a minimum score of 70% (56/80 points) on the Technical Evaluation, in order to qualify for review of the Financial Submission.

4.2.3 Financial Evaluation – Total Value 20 Points

Financial evaluation of cost criteria will be conducted after evaluation of the technical criteria and reference checks.

A total of 20 points will be awarded on the basis of the financial Proposal, and the distribution of fees to each phase of the Project.

The Proponent's Financial Offer will be calculated using Table A1 in the Cost Submission Form. Using the values of Table A1, the following formula will be applied:

$$FINANCIAL\ OFFER = \begin{array}{l}(Blended\ Rate\ 1 + Blended\ Rate\ 2) \\ + (Senior\ Planner\ Rate) \\ + (Planner\ Rate) \\ + (Junior\ Planner\ Rate)\end{array}$$

The points for price will be awarded as follows:

The score for the Financial Submission will be in accordance with the following formula:

$$Proponent\ Score\ =\ \frac{Lowest\ Financial\ Offer}{Proponent\ Financial\ Offer}\ x\ 20\ points$$

4.2.4 Selection

The Evaluation Committee will rank the Proponents, using the combined Technical and Financial score, from which it will select up to three Preferred Proponents. The Preferred Proponents' Proposals will be recommended to the City for the award of one or more contracts for as-and-when Consultant services based on the Proponents standing in the evaluation review process. The City is not required to award the Proponents with higher overall scores and may award Proponents with lower overall scores.

4.3 MANDATORY REQUIREMENTS

As indicated in Section 1 of this Request for Proposal, Proponents may be individual firms, or consortia of firms. In order for Proponent's Proposals to be considered for further evaluation they must demonstrate in their Proposals that the following mandatory requirements can be met.

Proponents must:

1. Provide evidence satisfactory to City that the proponent's team includes Licensed Planners with professional designation (not a requirement of *all* team members, however, senior planners must provide this evidence).
2. Provide a certificate of insurance verifying that the proponent can maintain professional liability insurance with coverage limits satisfactory to the City of Iqaluit and commit to maintaining this coverage throughout the duration of the contract.
3. Include a completed sign-off of Proposal submission, as per the requirements in APPENDIX F.

4.4 REJECTION OF UNACCEPTABLE PROPOSALS

The Evaluation Committee may at any time reject a Proposal without completing a full evaluation (including a Proposal from a Proponent that complies with the Mandatory Requirements), if in the judgment of the Evaluation Committee further consideration of the Proposal would not be acceptable as the basis for a contract considering the evaluation criteria indicated in Section 4.6 below.

The City reserves the right without liability, cost or penalty, in its sole discretion to disqualify any Proposal before its full evaluation if the Proposal reveals a conflict of interest, incorrect information, or misrepresentation by the Proponent of any information provided in its Proposal. The City further reserves the right without liability, cost or penalty, in its sole discretion to disqualify any Proposal where there is evidence that the Proponent, its employees, agents or representatives colluded with one or more other Proponents or any of their respective employees, agents or representatives in the preparation of the Proposal. The City further reserves the right without liability, cost or penalty, in its sole discretion to disqualify any Proposal before its full evaluation if the Proposal contains qualifications, limitations, rejections, or contradictions to the scope, conditions, and stipulations identified in the Request for Proposals.

4.5 AWARD AND ALLOCATION OF WORK

The City reserves the right, in its sole discretion, to award one or more contracts to up to three Preferred Proponents. The City may allocate and distribute available budgeted funds and

authorized assignments among the selected Consultants as it considers appropriate, whether annually, from year to year, or over shorter service periods. Any allocation may be adjusted throughout the term of the contract or contracts in response to the City's changing needs, available capacity, demonstrated performance, and the expertise required for particular assignments. No Consultant is guaranteed any minimum volume, value, duration, or proportion of work or funding.

4.6 EVALUATION CRITERIA

The Evaluation Committee will evaluate eligible Proposals to determine the Proposals that best meet the needs of the City, using the weighting criteria indicated in Table 2 below as a guideline.

***Table 2** – RFP Evaluation Criteria*

EVALUATION CRITERIA	WEIGHTING
Technical Submission	
Section A – Understanding of the Contract	10 points
Section B – Reference Contracts or Projects	30 points
Section C, D – Qualifications and Experience	40 points
Technical Score Sub-Total:	**80 points**
Financial Submission	
Consultant Fees – Cost Submission Form	20 points
Financial Score Sub-Total:	**20 points**
Total RFP Evaluation Score:	**100 points**

5. TERMS AND GENERAL CONDITIONS

5.1 TERMS AND CONDITIONS

5.1.1 Submission of a Proposal constitutes acknowledgement that the Proponent has read and agrees to be bound by all the terms and conditions of this Request for Proposal.

5.1.2 The City will not make any payments for the preparation of a response to this Request for Proposal. All costs incurred by a Proponent will be borne by the Proponent.

5.1.3 This is not an offer. The City does not, by virtue of this Proposal call, commit to an award of this Proposal, nor does it limit itself to accepting the lowest price or any Proposal submitted, but reserves the right to award one or more contracts, to up to three Proponents, in any manner deemed to be in the City's best interest.

5.1.4 Proponents may not amend their proposal after the closing date and time but may withdraw their proposal at any time prior to acceptance by the City and issuance of any Letter of Intent.

5.1.5 The City has the right to cancel this Request for Proposal at any time and to reissue it for any reason whatsoever, without incurring any liability and no Proponent will have any claim against the City as a result of the cancellation or reissuing of the Request for Proposal.

5.1.6 The City will not be responsible for any Proposal that does not indicate the Request for Proposal reference, and the Proponent's name.

5.1.7 The City will not be responsible for any Proposal that is delivered to any address or in any manner other than that provided in Section 2.1 of this Request for Proposal.

5.1.8 If one or more contracts are to be awarded as a result of this Request for Proposal, they may be awarded to up to three Proponents whose Proposals, in the City's opinion, provide the best potential value to the City and whose Proponents are capable in all respects to perform fully the contract requirements and have the integrity and reliability to assure performance of the contract obligations.

5.1.9 If the City decides to award one or more contracts based on submissions received in response to this Request for Proposal, the applicable Preferred Proponents will be notified of the intent to award in writing, and the subsequent execution of each written agreement shall constitute the making of a Contract. Proponents will not acquire any legal or equitable rights or privileges whatsoever until a Contract is signed by both parties. In the event of any inconsistency between this Request for Proposal and any ensuing contract, the contract shall govern.

5.1.10 The contract will be in the form of the City's standard "City of Iqaluit Services Agreement" and it will contain the relevant provisions of this Request for Proposal, the accepted Proposal as well as such other terms as may be mutually agreed upon, whether arising from the accepted Proposal or as a result of any negotiations prior or subsequent thereto. The City reserves the right to negotiate modifications with any Proponent who has submitted a Proposal.

5.1.11 A copy of the Services Agreement is included as APPENDIX E.

5.1.12 Any amendment made by the City to the Request for Proposal will be issued in writing and sent to all who have received the documents.

5.1.13 An Evaluation Committee will review each Proposal. The City reserves the exclusive right to determine the qualitative aspects of all Proposals relative to the evaluation criteria.

5.1.14 Proposals will be evaluated as soon as practicable after the closing time. No detail of any Proposal will be made public except the names of all parties submitting Proposals.

5.1.15 The proposal and accompanying documentation submitted by the proponents are the property of the City and will not be returned.

5.1.16 Proponents must acknowledge receipt of any addenda issued by the City in their Proposal.

5.1.17 Proponents shall disclose in its Proposal any actual or potential conflicts of interest and existing business relationships it may have with the City, its elected or appointed officials or employees. The City may rely on such disclosure.

5.1.18 Proponents and their agents will not contact any member of the City Council, City Staff or City Consultants with respect to this Request for Proposal, other than the City Representative named in section 2.1, at any time prior to the award of a contract or the cancellation of this Request for Proposal.

5.2 NO COLLUSION

By submitting a Proposal, the Proponent, and each firm, corporation or individual member associated with the Proponent's Proposal submission, represents and confirms to the City, with the knowledge and intention that the City may rely on such representation and confirmation, that its Proposal has been prepared without collusion or fraud, and in fair competition with Proposals from other Proponents. Include confirmation of this in Appendix F of the Proposal submission.

5.3 CONFLICT OF INTEREST

Proponents shall disclose any potential conflicts of interest and existing business relationships they may have with the City, its elected officials or employees, or any known participants in the Project. The City may rely on such disclosure.

Include confirmation in Appendix F – Signing Sheet of the Proponent's agreement to conform to the conflict-of-interest requirements and disclosures set out in Supplementary Conditions SC2 – Conflict of Interest.

5.4 ACCURACY OF INFORMATION

While the City has used considerable efforts to ensure an accurate representation of information in the Request for Proposal, the information contained in this Request for Proposal is supplied solely as a guideline for Proponents. The City gives no representation whatsoever as to the accuracy or completeness of any of the information set out in this Request for Proposal, or any other background or reference information or documents prepared by third parties and made available to Proponents. Proponents will make an independent assessment of the accuracy and completeness of such information and will have no claim whatsoever against the City or its representatives, agents, consultants and advisors, with respect to such information.

5.5 CONFIDENTIALITY

Proponents shall treat all information received through this Request for Proposal process and subsequent contract award as confidential and will not disclose such information to any person except with the prior written consent of the City.

Include confirmation in Appendix F – Signing Sheet of the Proponent's agreement to conform to the confidentiality requirements set out in Supplementary Conditions SC1 – Confidentiality. The Consultant shall clearly identify and appropriately protect any confidential reports, records, data, maps, draft policies, permit materials, engagement materials, or other planning documents before sharing them with any authorized recipient.

5.6 TERMS OF PAYMENT

The Consultant shall be reimbursed monthly for authorized professional services completed under each assignment. Invoices shall be submitted monthly and shall include:

1. The project title.
2. A description of the work completed.
3. Billing summary, which includes the tasks as set forth in the costing submission, the proposed costs, cost to date, percentage invoiced to date, and the percentage of work completed to date for each task.
4. Backup for all disbursements (time sheets may be requested).
5. Hours charged are to be summarized and provided as backup.

The Proponent is to update the invoice (as required), as per any comments or feedback received from the Contract Manager. The final invoice is to be submitted to the Contract Manager for processing with the City. Invoices that are issued directly to the City's Accounts Payable Department will not be processed. Invoices must be submitted for payment by the 15th of every month, for previous months work (e.g. invoice must be submitted by February 15th for work completed up to January 31st).

No payment will be made for services required to correct errors or omissions for which the Consultant is responsible. No invoicing beyond the amount authorized by the City will be accepted. The Consultant shall not exceed an approved assignment budget or the Contract upset limit without the City's prior written authorization.

6. CONSULTANT SCOPE OF WORK

6.1.1 Contract Duration and Scope

The contract will extend over a period of three years, commencing on January 1, 2027. It is designed to support the City of Iqaluit's Planning and Development Department in a variety of tasks.

6.1.2 Time Commitment and Scheduling

Proponents must understand that departmental needs peak and dip throughout the calendar year, depending on a variety of factors. Selected proponents must be prepared to support the department during busier weeks with up to 25 logged hours of municipal planning related professional services, on 1–2 weeks' notice or less. However, this expectation does NOT obligate the City to request services at all from any Preferred Proponent. Only work that is tasked/requested by the Director of Planning and Development or their delegate may be billed to the City.

6.1.3 Response Times and Meeting Participation
Proponents must account for immediate response times within the same week when processing development permits and handling general inquiries. When relevant to the task assigned, proponents must adhere to strict deadlines due to rigid council schedules, while accounting for Inuktitut translation requirements for council documents and public engagement materials.

6.1.4 Billing and Reporting Requirements
The proponent is expected to closely monitor and report working hours, issuing alerts to the Contract Manager at the 60 and 100-hour marks each month. Monthly invoicing is required, along with detailed time reports to maintain transparency and facilitate financial oversight. Additionally, for tasks that are linked to external funding programs, the proponent must prepare separate invoices, ensuring that financial records are organized and readily available for auditing and budget tracking.

6.1.5 Typical Tasks and Proponent Roles
The typical demand of this Contract will consist of tasks related to the ***role*** identified under each theme below. On rare occasions, tasks may fall outside the themes below but may still be requested from the Proponent from time to time.

i. Development Review and Permit Processing
The department oversees the review and issuance of development permit applications and variance requests.
Role: The proponent will support the department by assisting in the application review process, or processing Development Permits from start to finish, ensuring compliance with urban planning standards and local regulations.

ii. Long-term Strategic and Land-use Planning
The department engages in research & long-term strategic planning, updates bylaws, and undertakes various studies to meet current planning needs.
Role: The proponent will assist in research, long-term strategic planning, land-use

planning, reviewing and updating bylaws, and facilitating the integration of community and Council feedback into planning frameworks and local by-laws.

iii. Local Area Planning
The department participates in local area planning while engaging with stakeholders and collaborating with regional organizations.
Role: The proponent will support City staff with research and analysis, or on occasion be asked to lead local area planning initiatives.

iv. Internal, Committee, and Council Meetings
The department meets regularly internally and with other city departments. The department presents to Council and Committee in Council Chambers.
Role: The proponent will engage in the planning process by preparing for, participating in, and/or presenting in the these meetings as-and-when needed.

v. Preparation of Survey Sketches
The department drafts survey sketches for subdivisions, new lots, and lot line adjustments.
Role: The proponent will provide technical support in preparing accurate survey sketches based on the latest data, ensuring compliance with all relevant standards and supporting the needs of other City departments.

vi. Handling Resident and Stakeholder Inquiries
The department addresses inquiries from the public and other organizations regarding planning and development.
Role: The proponent will aid the department by helping respond to inquiries in a timely manner.

vii. Advise City Staff
The City relies on professional advice for effective municipal planning.
Role: The proponent will provide supplementary expert advice to municipal staff, enhancing their ability to manage and execute tasks effectively.

viii. Lease Documentation and Management
The department manages lease documentation and administration.
Role: The proponent will be prepared to support the department on occasion by assisting in the preparation and management of lease documents, lot disposals, and land-related tasks, ensuring adherence to municipal regulations and by-laws.

ix. Land Use Compliance Reporting
The department ensures that leased lands are used according to the terms of agreements and city bylaws.
Role: The proponent will assist in compliance reporting to address any deviations from established terms.

APPENDIX A – COST SUBMISSION FORM

Proponent's Name: _____

Proponent's Address: _____

Complete Table A1 below by providing the hourly rates offered to the City of Iqaluit for as-and-when professional planning services in support of the Planning & Development Department. For "blended" rates, provide a single rate that the City may apply to the identified service category regardless of the experience level of the personnel assigned, where the work can be delivered to a consistent service standard.

Table A1 Cost Submission Table

Rate Tier	Average Hourly Rate for Period 1
Blended Rate 1: for Development Permitting	$ /hr
Blended Rate 2: for Policy Development	$ /hr
Senior Planner (10+ years of municipal experience as a licensed planner)	$ /hr
Planner (3+ years of experience)	$ /hr
Junior Planner (<3 years of experience)	$ /hr

END OF APPENDIX A

APPENDIX B – SUPPLEMENTARY CONDITIONS

SC 1 - Confidentiality

1. The Consultant and the Consultant's employees and sub-Consultants shall not use, copy, disclose or otherwise communicate any information not available to the general public that was gained by them in the course of their duties related to this Contract, except as is necessary in the proper discharge of those duties. This obligation survives the Contract.

2. All information provided by the Consultant is subject to the disclosure and protection provisions of applicable freedom of information and privacy legislation. Such Act allows any person a right of access to records in the Client's custody or control, subject to limited and specific exceptions.

SC 2 - Conflicts of Interest

The Consultant and the Consultant's employees:

1. shall conduct their duties related to this Contract with impartiality and shall, if they exercise inspection or other discretionary authority over others in the course of those duties, disqualify themselves from dealing with anyone with whom a relationship between them could bring their impartiality into question;

2. shall not influence, seek to influence, or otherwise take part in a decision of the Client, knowing that the decision might further their private interests. Any communication with the City's elected officials before contract award shall result in disqualification of the Proponent.

3. shall not accept any commission, discount, allowance, payment, gift, or other benefit that is connected, directly, or indirectly with the performance of their duties relating to this Contract, that causes, or would appear to cause, a conflict of interest, and

4. shall have no financial interest in the business of a third party that causes, or would appear to cause, a conflict of interest in connection with the performance of their duties related to this Contract, and if such financial interest is acquired during the term of this Contract, the Consultant shall promptly declare it to the Client.

SC 3 - Project History File

1. All project documentation shall be considered deliverables and shall form the core of the Project Record. The Consultant shall submit the Project Record to the Client when each assignment is completed. The Consultant is responsible for ensuring that the deliverable requirements apply to all sub-consultants and service providers.

2. All supporting and source material developed or used for the deliverables, including analyses, calculations, graphs, data, photographs, maps, sketches, tables, and review notes, shall be included in the Project Record.

3. All data collected or created for an assignment, including database tables, spreadsheets, GIS files, and other supporting data, shall be included electronically in the Project Record.

4. The Project Record shall be submitted electronically using a logical and clearly labelled folder structure.

END OF APPENDIX B

APPENDIX C – SUB-CONSULTANT LIST

The Proponent will engage and coordinate the following sub-consultants, as applicable, to provide the professional planning services:

Table C1 List of subconsultants

Consultant Name	Project Office Address	Discipline

END OF APPENDIX C

APPENDIX D – INFORMATION PROVIDED BY THE CITY

This schedule forms part of the agreement for professional planning services for **2026-RFP-012** / **Municipal Planning (As-and-When)**. The City will provide the following to the Consultant:

1. Access and/or credentials to relevant departmental files, databases, GIS data, and software that are required to effectively complete the tasks assigned to the consultant.

END OF APPENDIX D

APPENDIX E – CITY OF IQALUIT SERVICES AGREEMENT

BETWEEN: THE MUNICIPAL CORPORATION OF THE CITY OF IQALUIT

(hereinafter referred to as the "CITY OF IQALUIT")

OF THE FIRST PART

AND: <INSERT CONSULTANT NAME>

(hereinafter referred to as the "Consultant")

OF THE SECOND PART

WHEREAS the CITY OF IQALUIT has requested the Consultant to provide professional consulting services for municipal planning;

AND WHEREAS the Consultant has agreed to provide such services as and when needed to the CITY OF IQALUIT in its proposal dated **<insert proposal date>**;

AND WHEREAS the CITY OF IQALUIT and the Consultant wish to set out the terms and conditions relating to the provision of such services;

THEREFORE the CITY OF IQALUIT and the Consultant agree as follows:

1. SERVICES AND PAYMENT

1.1 The Consultant agrees to provide to the CITY OF IQALUIT those services set out in proposal dated **<insert proposal date>**. A copy of the proposal is attached as Appendix "A".

1.2 The CITY OF IQALUIT agrees to pay for the services described above, as-and-when billed to the City, for the provision of professional services based on the Proposal dated **<insert proposal date>.**

2. TERM

2.1. This Contract shall commence on January 1, 2027 and terminate on December 31, 2029, unless otherwise terminated in accordance with the provisions of this Contract.

3. NOTICE AND ADDRESS

3.1 Any notice required to be given herein or any other communication required by this contract shall be in writing and shall be personally delivered, sent by facsimile, or posted by prepaid registered mail and shall be addressed as follows:

i) If, to the CITY OF IQALUIT:

Steve England
Chief Administrative Officer
City of Iqaluit
100-1085 Mivvik Street
Iqaluit, NU
X0A 3H0

Reference: Municipal Planning (As-and-When) - 2026-RFP-012

ii) If to the Consultant at:

<Insert Consultant Representative Name>
<Insert Consultant/Company Name>
<Insert Address>

3.2 Every such notice and communication, if delivered by hand, shall be deemed to have been received on the date of delivery or if sent by prepaid registered mail shall be deemed to have been received on the seventh day after posting, or if by facsimile, 48 hours after the time of transmission, excluding from the calculation weekends and statutory holidays.

4. COMPLETE AGREEMENT

4.1 This Contract and its attachments constitute the complete Contract between the parties. Except as provided herein, it supersedes and shall take effect in substitution for all previous agreements. It is subject to change only by an instrument executed in writing by the City.

4.2 If this Contract arises from a request for proposals, the provisions of the request for proposals and the Consultant's proposal submission are incorporated into this Contract and may be used to clarify, explain, or supplement this Contract, but shall not be used to contradict any express terms of this Contract.

4.3 In the event of a conflict between this Contract, the Consultant's proposal submission, and the City's Request for Proposals, the more recently prepared document shall govern to the extent of the inconsistency.

5. GENERAL TERMS

5.1 Any information obtained from or concerning any department of the CITY OF IQALUIT or clients of any department of the CITY OF IQALUIT by the Consultant, its agents, employees, or sub-consultants in providing the services shall be confidential. The Consultant shall take all necessary steps to prevent disclosure to any unauthorized person and shall keep secure all material and information belonging to the CITY OF IQALUIT that is in the Consultant's possession or control. This clause survives termination or expiry of this agreement.

5.2 Time shall in every respect be of the essence. The Consultant shall deliver the services and deliverables specified in the Contract in accordance with the applicable assignment schedule and approved budget. The CITY OF IQALUIT may grant reasonable extensions for delays caused by circumstances beyond the Consultant's reasonable control.

5.3 The Consultant is an independent contractor providing professional services to the CITY OF IQALUIT. Nothing in this Contract creates an employment, partnership, joint venture, or agency relationship between the CITY OF IQALUIT and the Consultant. The Consultant is solely responsible for all statutory deductions and contributions, including pension plan contributions, employment insurance, income tax, workers' compensation, and Nunavut Payroll Tax.

5.4 This contract shall be interpreted and governed in accordance with the laws of Nunavut and the laws of Canada as they apply in Nunavut.

5.5 No waiver by either party of any breach of any term, condition or covenant of this contract shall be effective unless the waiver is in writing and signed by both parties. A waiver, with respect to a specific breach, shall not affect any rights of the parties relating to other or future breaches.

5.6 The failure of either party at any time to require the performance of any provision or requirement of this contract shall not affect the right of that party to require the subsequent performance of that provision or requirement.

5.7 Title to any report, memorandum, policy, by-law draft, map, plan, drawing, photograph, data set, database, presentation, engagement material, technical information, method, process, and other work product or material produced by the Consultant in providing the services (the "Work Product") shall vest in the CITY OF IQALUIT. The Consultant assigns to the CITY OF IQALUIT all copyright in the Work Product for the full term of copyright. The Consultant is not responsible for loss or damage resulting from unauthorized use or modification of the Work Product, transmission errors, changes made by others, or deficiencies in information supplied by others. Subject to the foregoing, the CITY OF IQALUIT may use and rely on the Work Product for municipal planning, policy, regulatory, land administration, public engagement, and related municipal purposes, provided that any third party using the Work Product verifies its accuracy and completeness for the intended use.

5.8 It is intended that all provisions of this agreement shall be fully binding and effective between the parties, but in the event that any particular provision or provisions or a part of one is found to be void, voidable or unenforceable for any reason whatever, then the remainder of the agreement shall be interpreted as if such provision, provisions, or part thereof, had not been included.

5.9 This contract may be extended by the written consent of the parties.

5.10 The CITY OF IQALUIT may delegate any of its authority or responsibilities under this Contract to any employee or authorized representative of the CITY OF IQALUIT by written notice to the Consultant.

5.11 This contract shall enure to the benefit of and be binding on the respective administrators, successors and assigns of each of the parties hereto.

6. CONSULTANT RESPONSIBILITIES

6.1 The Consultant shall indemnify and hold harmless the CITY OF IQALUIT, its officers, employees, servants and agents from and against all claims, actions, causes of action, demands, losses, costs, damages, expenses, suits or other proceedings by whomsoever made, brought or prosecuted in any manner based upon or related to the negligent acts, errors, or omissions of the Consultant under this contract.

6.2 The Consultant shall be liable to the CITY OF IQALUIT for any loss or damage to property or equipment that is supplied to or placed in the care, custody or control of the Consultant for use in

connection with the contract if such loss or damage is attributable to the negligence or deliberate acts of the Consultant or its employees or agents.

6.3 If, in the opinion of the CITY OF IQALUIT acting reasonably, the Consultant is in default in respect of any obligation of the Consultant hereunder, the CITY OF IQALUIT may rectify such default and pursue a claim against the Consultant for any direct costs associated with any such remediation, including a reasonable allowance for the use of the CITY OF IQALUIT's own employees or equipment.

6.4 The Consultant may not assign or delegate any services under this Contract, in whole or in part, without the prior written consent of the CITY OF IQALUIT. Any proposed assignment of monies owing to the Consultant under this Contract also requires the prior written consent of the CITY OF IQALUIT.

6.5 The Consultant shall keep proper accounts and records of the services for a period of 3 years after the expiry or termination of this agreement. At any time during the term of this contract or during the three years following the completion or termination of this agreement, the Consultant shall produce copies of such accounts and records upon the written request of the CITY OF IQALUIT.

6.6 The Consultant shall notify the CITY OF IQALUIT immediately of any claim, action, or other proceeding made, brought, prosecuted or threatened in writing to be brought or prosecuted that is based upon, occasioned by or in any way attributable to the performance or non-performance of the services under this contract.

6.7 If the Consultant anticipates that the cost of an assignment will exceed the approved budget or authorization, the Consultant shall immediately notify the CITY OF IQALUIT and provide the reasons, implications, and recommended options. The Consultant shall not exceed the approved budget or authorization without prior written approval from the CITY OF IQALUIT. Where the excess results from an error, omission, or matter within the Consultant's reasonable control, the CITY OF IQALUIT may require the Consultant to revise the affected work at no additional cost.

6.8 Except as required in the performance of services set out in this agreement, the Consultant must maintain as confidential all data and information made available to the Consultant, the CITY OF IQALUIT, or any other parties which is generated by or results from the Consultant's performance of the Services described in this Contract. All such data and information is the property of the City of Iqaluit. This clause shall survive the termination of the Contract.

7. TERMINATION

7.1 The CITY OF IQALUIT may terminate this Contract by written notice to the Consultant if, in the reasonable opinion of the CITY OF IQALUIT, the Consultant is unable to provide the services as required, the Consultant's performance is persistently deficient, the Consultant becomes insolvent or commits an act of bankruptcy, a labour dispute delays or threatens to delay timely performance of the Contract, or the Consultant otherwise defaults or fails to comply with the terms and conditions of the Contract in any material respect.

7.2 This contract shall terminate as of the day for termination set out in the written notice and the Consultant shall forthwith invoice the CITY OF IQALUIT for work performed to the date of termination.

7.3 Any invoice submitted by the Consultant under clause 7.2 shall be reviewed by the CITY OF IQALUIT to determine the amount properly due and owing for services performed by the Consultant before termination.

8. FINANCIAL

8.1 The CITY OF IQALUIT, having given written notice of a breach, may withhold or hold back in whole or in part any payment due the Consultant without penalty, expense or liability, if in the opinion of the Contracting Authority, the Consultant has failed to comply with or has in any way breached an obligation of the consultant. Any such holdback shall continue until the breach has been rectified to the satisfaction of the CITY OF IQALUIT.

8.2 The CITY OF IQALUIT may set off any payment due the Consultant against any monies owed by the Consultant to the CITY OF IQALUIT.

8.3 The City of Iqaluit will pay the Goods and Services Tax (GST).

8.4 Provided all terms and conditions on the part of the Consultant have been complied with, each invoice will be paid thirty (30) calendar days after receipt of the invoice, or thirty (30) calendar days after delivery of the services, whichever is later.

8.5 The CITY OF IQALUIT may, to discharge lawful obligations or satisfy lawful claims against the Consultant or a sub-consultant arising from the provision of the services, pay any amount otherwise due and payable to the Consultant under the Contract directly to the person legally entitled to receive it.

9. INSURANCE AND LIABILITY

9.1 The Consultant's liability to the City of Iqaluit for claims arising out of this Agreement, or in any way relating to the Services, will be limited to direct damages and to the re-performance, without additional compensation, of any Services not meeting a normal professional standard of care and such liability will, in the aggregate, not exceed the amount of $1,000,000.00. The limitations of liability will apply, to the extent permitted by law, whether Consultant's liability arises under breach of contract or warranty; tort, including negligence; strict liability; statutory liability; or any other cause of action, and will extend to and include Consultant's directors, officers, employees, insurers, agents and sub-consultants.

9.2 In no event will either party be liable to the other party for indirect or consequential damages including without limitation loss of use or production, loss of profits or business interruption.

9.3 The Consultant shall, without limiting its obligations or liabilities hereto, obtain, maintain and pay for during the period of this agreement, the following insurance with limits not less than those shown:

a) Workers' Compensation coverage for all employees engaged in providing the services, in accordance with the statutory requirements of the jurisdiction in which the employees perform the services. Any additional levy or assessment arising from the Consultant's or a sub-consultant's operations shall be paid by the Consultant and shall not be reimbursed by the CITY OF IQALUIT.

b) Employer's liability insurance with limits not less than $500,000 for each accidental injury to or death of the Consultant's employees engaged in providing the services. If Workers' Compensation insurance provides equivalent coverage, separate Employer's Liability insurance is not required; otherwise, the Commercial General Liability policy referred to in item (d) shall include Contingent Employers' Liability coverage.

c) Automobile liability insurance covering vehicles owned, leased, rented, or used by the Consultant in providing the services, with limits of not less than one million dollars ($1,000,000.00) per occurrence for bodily injury, death, and property damage.

d) Commercial General Liability Insurance with limits of not less than two million dollars ($2,000,000.00) per occurrence for bodily injury, death, and property damage, including loss of use. The insurance shall include, where applicable, contractual liability, personal injury liability, cross liability, medical payments, non-owned automobile liability, contingent employers' liability, and employees as additional insureds.

e) Professional Liability Insurance with limits of not less than two hundred fifty thousand dollars ($250,000.00) per claim and five hundred thousand dollars ($500,000.00) in the annual aggregate, to cover claims arising out of the rendering of or failure to render any professional service under this contract or agreement.

All policies shall provide that thirty (30) days' written notice be given to the CITY OF IQALUIT prior to any cancellations of any such policies.

The Comprehensive General Liability Insurance policies shall name the CITY OF IQALUIT and any permitted sub-consultants as additional insureds only with respect to the terms of this contract and shall extend to cover the employees of the insureds hereunder.

The Consultant shall be responsible for any deductibles, exclusions and/or insufficiency of coverage relating to such policies.

Before commencing the services, the Consultant shall provide the CITY OF IQALUIT with a certificate of insurance confirming the coverage required by this clause, in a form and from insurers satisfactory to the CITY OF IQALUIT.

IN WITNESS WHEREOF the parties hereto have set their hand and seals as of the date and year entered below.

FOR THE CITY OF IQALUIT:	FOR THE CONSULTANT:
_____	_____
Name/Title	Name/Title
_____	_____
Signature	Signature
_____	_____
Date	Date

_____ _____
Witness Witness

END OF APPENDIX E

APPENDIX F – SIGNING SHEET

I/We, agree that we have received addenda ____ to ____ inclusive, and the Proposal Pricing includes provisions set out in such addenda.

I/We confirm agreement to conform to the confidentiality requirements as indicated in Supplementary Conditions SC1 – Confidentiality.

I/We confirm agreement to conform to the conflict-of-interest requirements and disclosures as indicated in Supplementary Conditions SC2 – Conflict of Interest.

Signer must have authority to bind the company.

Signed and delivered this _____ day of _____, 2026.

Signature of Authorized Official or Principal

Legal Company Name

Address: # Street, Municipality, Province/ Territory, Postal Code

Name: Print or Type

Title

Email

Telephone #

END OF APPENDIX F

END OF RFP