

# **Addendum # 2 RFP - Request for Proposal Comprehensive Zoning By-law Township of Selwyn**

**Addendum # :2 Issued: Monday, January 26, 2026**

Re: Section 6.0 – Pre-Submission and Other Information

Questions and Clarification and **Response (in bold)**

1. Is it the Township's expectation that the consultant will prepare one zoning layer for the electronic mapping that the County and CGIS can then integrate within their respective mapping?

**The consultant will need to coordinate GIS data layer requirements with the County of Peterborough GIS Dept and CGIS, respectively. It is confirmed that zoning is an existing layer within each of these GIS platforms.**

2. How many zoning by-law amendments have already been consolidated into the current mapping?

**Zoning amendments are updated regularly following approval through coordination with the County of Peterborough GIS Department and CGIS (Township's internal GIS system). Through the comprehensive review of the zoning by-law, zoning classifications and associated regulations for these zones will likely change to address conformity with the new Official Plan as well as to address known zoning issues. Through the review process, the successful consultant may also identify additional clarity issues that will need to be addressed through the comprehensive review and update of the zoning by-law regulations and associated zoning schedules.**

3. When was the floodplain mapping last updated?

**Floodplain mapping is updated regularly via floodplain studies conducted by the Otonabee Region Conservation Authority. Information regarding recent updates can be found on the ORCA website at <https://www.otonabeeconservation.com/permits-planning/floodplain-mapping>. The successful consultant will be required to coordinate with ORCA and Township staff regarding floodplain mapping and zoning regulations for the new zoning by-law.**

4. Does the Township have a tentative list of stakeholders that are to be consulted?

**Standard Planning Act notice is required as well as First Nations consultation with Williams Treaties First Nations. Beyond that, as indicated**

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**in the RFP, a consultation plan will be the responsibility of the successful consultant to develop in coordination with the Advisory Committee and to be approved by Council.**

5. Is consultation with ministries or other public agencies anticipated outside of the required Planning Act circulation?

**As indicated in the RFP, a consultation plan will be the responsibility of the successful consultant to develop in coordination with the Advisory Committee and to be approved by Council.**

6. Has the Township initiated any additional background research that would help inform the new Zoning By-law? This could include traffic and parking reviews, Township performance or design standards, updated natural heritage mapping, etc.

**The Township has not initiated any comprehensive Township wide or area specific studies. Township staff anticipate that Natural Heritage System mapping will be addressed through the new Official Plan currently with the Province for approval.**

7. With a target completion of winter 2028, how should bidder's factor in the municipal election campaign with proposed public-facing milestone dates?

**The election cycle was considered when developing the outline for the project as detailed in the RFP. The successful consultant will be responsible for providing a workplan for the project to be approved by Council.**

8. Will the Township be responsible for the cost of printing materials (handouts, display boards, maps, etc.) for open houses/workshops, or should we factor that into our quote?

**This was covered in Addendum #1 (posted on-line).**

9. Can you please confirm which meeting(s)/open house(s) you would like the consultant to attend in person?

**A consultation plan will be the responsibility of the successful consultant to develop in coordination with the Advisory Committee and to be approved by Council. The successful consultant will be responsible for taking the lead on delivering the approved consultation plan.**

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10. Will the presentations to Council contemplated in Stages 1-4 be at a Council meeting?

**Yes.**

11. Request that the Township of Selwyn revise the professional liability insurance requirements related to aggregate amounts, certain professional liability clauses and some Indemnification and Hold-Harmless clauses.

**These clauses were suggested by the Township of Selwyn's insurer. There may be opportunity for the successful proponent to propose amendments to the insurance, indemnification, and hold-harmless language before the contract is executed. However, final determination on the proposed amendments would be at the sole discretion of the Township in consultation with its insurer.**