



Call for Proposals

For the Provision of

Legal Services

For the

Grey Sauble Conservation Authority

Member Municipalities

Municipality of Arran-Elderslie, Town of the Blue Mountains, Township of Chatsworth, Township of Georgian Bluffs, Municipality of Grey Highlands, Municipality of Meaford, City of Owen Sound, Town of South Bruce Peninsula

Introduction and Process

The Grey Sauble Conservation Authority invites proposals for the provision of legal services to the Grey Sauble Conservation Authority, on an as needed basis, for a period of five years, commencing on January 1, 2025. This call for proposals is an essential element of good purchasing practices and does not reflect on the quality of service provided by our current legal counsel.

The mandate of Conservation Authorities is the provision of mandatory, municipal, and other services related to the management of the renewable natural resources. The Grey Sauble Conservation Authority is a municipal/provincial partnership governed by the Conservation Authorities Act of Ontario (RSO 1990). Within our jurisdiction we have 8 participating municipalities and 5 major watersheds.

Proposals must be submitted on or before 4:00 pm Friday, October 11th, 2024.

Service Requirements

The Grey Sauble Conservation Authority is requesting letters of interest from qualified law firms to provide any or all of the following legal services on an "as needed" basis. Legal services needed by the Authority include:

- Real estate transactions
- General property issues
- Employment/labour advice
- MFIPPA related counsel
- Planning Act or similar representation (Ontario Land Tribunal)
- General litigation
- Conservation Authority Act / Provincial Offences Act prosecutions (limited)
 - GSCA has an agreement with the County of Grey in which the County provides prosecution services on behalf of GSCA. There are instances contemplated by the agreement in which the County could not provide these services.

Proposal Content

The proposal must provide the following information:

1. A profile of the firm, including examples of services and clients; resource and support services available; strengths relevant to the services.
2. Experience of the firm in public sector legal counsel, including years of practice.
3. The location of the office responsible for the services, the names and CVs of the partner, manager, and/or staff who will be assigned to the services. Continuity of staff will be given a high priority, and this must be so indicated. Include staff turnover experienced over the last 3 years.
4. The name of client officials for three of the firm's present clients who would act as contact references, at least one of which must be a municipality, the remainder of which must be an

official of a public sector organization, a Not-for-Profit organization or a municipality (references will be maintained in confidence).

5. A schedule of fees, including hourly rates for members of the legal team. All prices quoted will exclude HST.
6. Commitment to the terms and conditions of the call for the proposal.
7. Information regarding any additional advisory services which may be available to the Authority and their associated costs (hourly rate).
8. An explanation (specific, detailed and verifiable) of why the firm should be the successful candidate.
9. Because of MFIPPA, proponents are reminded to identify in their proposal material, any specific proprietary or similar confidential information, the disclosure of which could cause them injury.

Terms and Conditions

1. Two copies of the proposal are required and should be delivered in a sealed envelope to:
Tim Lanthier
Chief Administrative Officer
Grey Sauble Conservation Authority
237897 Inglis Falls Road
Owen Sound, Ontario N4K 5N6
t.lanthier@greysauble.on.ca
Phone: (519) 376-3076
2. Proposals are due and will be accepted no later than **4:00 pm Friday, October 11th, 2024**, at the Authority's head office. Late responses will be returned unopened.
3. Additional information or clarification can be obtained by contacting: Tim Lanthier, CAO.
4. The Grey Sauble Conservation Authority reserves the right to accept or not accept any or all proposals. The lowest cost proposal is not necessarily accepted.
5. The Grey Sauble Conservation Authority will not be liable for any costs incurred in the preparation of the proposals and/or subsequent interviews and/or negotiations.
6. All correspondence, documentation and information provided to the Authority and its staff by each firm in connection with, or arising out of, this proposal, becomes the property of the Grey Sauble Conservation Authority and, as such, is subject to the Municipal Freedom of Information and Protection or Privacy Act (MFIPPA).

Selection Criteria and Process

Proposals will be evaluated based on the following, not in priority order:

1. Fees

2. Preference will be given to the firm which best meets the following criteria:
 - Significant experience in providing similar legal services to Conservation Authorities, other public sector entities and Not-for-Profit organizations;
 - Availability of staff assigned to assist the GSCA; and
 - Experienced, well qualified staff who can ensure continuity of work consistently from one year to the next.

3. Consideration will be given to additional services identified, which may be of benefit currently or in the future.

4. The ability to respond in an orderly, concise and easily understood format.