



The Corporation of the Municipality of Red Lake  
P.O. Box 1000  
2 Fifth Street  
Balmertown, Ontario  
P0V 1C0  
Telephone: (807) 735-2096  
Fax: (866) 681-2954  
[www.redlake.ca](http://www.redlake.ca)

## Request for Proposal (RFP)

Project: Sustainable  
Community Plan

### **Proposal Closing**

**Date:** April 11, 2025

**Time:** 2:00 P.M. Local Time (Central Standard Time)

### **Location:**

Municipal Office  
Municipality of Red Lake  
P.O. Box 1000, 2 Fifth Street  
Balmertown, Ontario,  
P0V 1C0

### **Municipal Office Hours:**

Monday – Friday  
8:30 a.m. – 4:30 p.m.

### **Proponents' Questions**

Deadline for written questions from Proponents is March 25, 2025

Proponents' questions will be responded to on or before March 27, 2025

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### GENERAL INSTRUCTIONS

1. All bid documents must be submitted in accordance to the location, date, time and manner as specified in the Tender/RFP/Quotation Call.
2. All **bid documents** and **corresponding addendums** must be submitted in a **sealed envelope**, and clearly marked as to its contents in ink or typed form, or by a pre-supplied label by the Municipality of Red Lake.
3. As submissions are received, they are time and date stamped by the Clerk's office at the Municipal Office to ensure compliance with the closing date and time.
4. The Municipality of Red Lake will not accept **faxed or emailed bid documents**.
5. Late submissions will not be accepted and will be returned unopened to the receiver at the time of submission and if not possible, shortly thereafter by regular mail.
6. Openings are a public process and will be held in the Council Chambers, Municipal Office at the time of closing or shortly thereafter, and on the date as specified in the Tender/RFP/Quotation Call documents.
7. For tenders, the name of the bidder and the total amount will be read aloud and duly recorded. For RFPs and Quotations, the name of the proponent will be read aloud and recorded, but not the total amount.
8. All members of the public in attendance at the opening are required to sign the *Attendance Form*.
9. Following the opening, the completed *Unofficial Results Form* and accompanying bid documents will be given to the Requisitioning Department Head for evaluation.
10. The lowest and/or any bid not necessarily accepted.
11. The Municipality of Red Lake reserves the right to accept/reject, cancel/re-advertise any Tender/RFP/Quotation Call.

*In **advance** of submitting your bid document; and to guarantee notification of addendums (if any) and provide the ability to ask questions related to the bid document, please complete the Registration Form and return it accordingly*

The Corporation of the Municipality of Red Lake



REGISTRATION FORM

Packages—will be available for pick-up in person, by email, or via the municipal website at [www.redlake.ca](http://www.redlake.ca).

**Addendums** to bid documents will be forwarded to all registered proponents/bidders upon completion of this form in order to **guarantee notification and receipt of addendums** (if any). Those who do not complete a *Registration Form* are responsible for obtaining all addendums associated with this project. The Municipality of Red Lake shall not be responsible for misinformed proponents/bidders who neglect to complete this form.

**Addendums become part of the bid document and shall be submitted along with the originally distributed bid document.**

Please return the completed form **in person, by email to [clerk.registration@redlake.ca](mailto:clerk.registration@redlake.ca) or by fax to (866) 681-2954.**

PROJECT NAME	
CLOSING DATE	
COMPANY NAME	
PRINCIPLE CONTACT	
ADDRESS	
ADDRESS (LINE 2)	
CITY AND PROVINCE	
POSTAL CODE	
TELEPHONE	(    )
FACSIMILE	(    )
EMAIL ADDRESS	
DATE:	

**INTRODUCTION**

The Municipality of Red Lake is located in northwestern Ontario by Kings Highway 105 and is the northernmost town in Ontario. It is located 535 km (332 mi) northwest of Thunder Bay and less than 100 km (62 mi) from the Manitoba border. The municipality consists of five small communities – Balmertown, Cochenour, Madsen, McKenzie Island and Red Lake, with a combined population of 4,366 people (Canada 2011 Census).

Proposals may be submitted in person, by mail or courier. Faxed or emailed proposals **will not** be accepted.

The Municipality of Red Lake has local Canada Post and courier service outlets. It is the responsibility of the proponent to check with your local Canada Post outlet and/or courier to determine the best means to submit your proposal. The Municipality of Red Lake assumes no responsibility for proposals received after the closing date and time.

**Part I - GENERAL INSTRUCTIONS**

**1. Proposal Schedule and Closing Time**

The Proposal Form, in a sealed envelope bearing the submission label provided by the Municipality, must be received; date and time stamped, and be in the possession of the Clerk’s Office, no later than 2:00 p.m. local time (**Central Standard Time**), on the specified closing date. Late Proposals cannot be accepted under any circumstances; however late proposals shall be date and time stamped and shall be returned to the Proponent, unopened:

**The Clerk’s Office clock determines the Closing Time of the Proposal Call.**

Task	Date
Issue Request for Proposal	March 13, 2025
Deadline for Receipt of Proponents’ Questions	March 25, 2025
Deadline for Response to Proponents’ Questions	March 27, 2025
Request for Proposal Closing:	April 11, 2025
Evaluation of Proposals Completed	The Friday prior to Committee of the Whole or Council Meeting at which award will be considered – April 18, 2025
Selection of Preferred Proposal	The Council Meeting at which the awarding By-Law is passed – April 28, 2025
Notification to successful Proponent	The business day next following the Council Meeting noted immediately above – April 29, 2025

## 2. Inquiries/Questions

All questions concerning this Proposal must be directed in **writing** (email or facsimile) to:

[clerk.registration@redlake.ca](mailto:clerk.registration@redlake.ca) or Fax: (866) 681-2954

**Questions must not be directed to anyone else.** Questions will be responded to in the form of an “Addendum” to the Request for Proposal, which will be distributed to all registered Proponents known to the Municipality.

## 3. Proposal Opening/Confidentiality Assurance

Be advised that all Proposals that are received on time will be opened in a public setting however the Proposals themselves will be maintained in confidence.

All Proposals submitted to the Municipality become the property of the Municipality and as such, become subject to the “Municipal Freedom of Information and Protection of Privacy Act”. While the Municipality considers all Proposals to be confidential, and will involve the Proponent in any proceeding challenging that position, it must be understood that the Municipality will not necessarily be the final decision-maker on that point.

## 4. Submissions

Two (2) original hard copies of the Proposal on 8 ½ inch by 11 inch paper, and one (1) electronic copy should be submitted, including any Addendums that may have been issued under Section 2. The submission must be clearly identified as “Sustainable Community Plan”.

## 5. Initial Screening

The Requisitioning Department Head for the department leading this project (acting individually or together with a team of others) will review and evaluate all Proposals. They will be checked to make sure that they comply with the terms and conditions of this Request for Proposal document. Any Proposal that does not meet all of the necessary criteria has to be rejected without further consideration. A guide to mistakes and irregularities is included in the Municipality’s policy for the processes for tenders, requests for proposals and quotations (which is attached to, and forms a part of this Request for Proposal document).

## 6. Award Options

The Requisitioning Department Head for the department leading this project (with or without a team of others) reserves the right, privilege, entitlement and absolute discretion, and for any reason whatsoever to:

1. accept a Proposal which is not the one with the lowest cost;
2. reject a Proposal, even if it is the one with the lowest cost;
3. reject a Proposal even if it is the only Proposal received;

4. accept the Proposal that the Requisitioning Department Head considers to be most favourable to address the scope of work;
5. accept or reject any and all Proposals, whether in whole or in part;
6. accept or reject any unbalanced, irregular, or informal Proposals; and/or
7. reject any Proposal submitted (directly or indirectly) by a Proponent who is involved in a dispute with the Municipality or who owes the Municipality money. The Municipality of Red Lake reserves the right to define who can be qualified to bid for work or supply goods and services to the Municipality and reserves the right to exercise its intent to not contract with persons for the provision of goods and services who have delinquent accounts with the Municipality in accordance to the Qualified Suppliers Policy (Section 4.12 – Financial Services and Control Policy Manual)

## **7. Proponent’s Statement of Understanding**

The submission of a Proposal is the Proponent’s assurance to the Municipality that it has carefully examined this Request for Proposal document, **and** the Municipality’s Tender/RFP/Quotation Policy. The Proponent acknowledges that it understands these documents and has had sufficient opportunity to get clarification on any or all portions of them that it did not understand.

## **8. Irrevocability of Proposals – Binding Agreement**

Until the closing time, any Proponent may withdraw its previously submitted Proposal, whether or not another is submitted in its place. However, upon closing time, all Proposals become irrevocable.

The submission of a Proposal is the Proponent’s assurance to the Municipality that, if its proposal is selected, it will become legally bound to the Municipality by agreement. The terms and conditions of this Request for Proposal document, the Municipality’s policies, and the Proponent’s Proposal (in that order of preferential sequence) will form the foundation of the contract between the successful Proponent and the Municipality.

## **9. Errors and Omissions**

Nothing verbally said to anyone by anyone can modify any provisions of this Request for Proposal document. Any modification or clarification must be in writing, issued by the Requisitioning Department Head leading the project. All of these written materials, called “Addendums”, will be issued in accordance with Section 2 and will become part of the Request for Proposal document.

## **10. Proponents’ Expenses**

Proponents are solely responsible for their own expenses in preparing a Proposal and for subsequent negotiations with the Municipality, if any. If the Municipality elects to reject all Proposals, the Municipality will not be liable to any Proponent for any claims, whether for

costs or damages incurred by any Proponent in preparing its Proposal, for loss of anticipated profit in connection with any final agreement, or for any other matter whatsoever.

## 11. Insurance

The successful Proponent must obtain, maintain, and pay for Comprehensive General Liability Insurance with an insurer acceptable to the Municipality. This insurance coverage shall be subject to limits of not less than five million (\$5,000,000.00) dollars, inclusive, per occurrence, for bodily injury, death and damage to property, including loss of use of property, for any one occurrence. All required insurance must be endorsed to provide the Municipality with thirty (30) days' advance written notice of cancellation or material change.

The successful Proponent will provide the Municipality with evidence of the required insurance, in the form of a completed Certificate of Insurance, immediately following execution and delivery of the formal legal Agreement.

## 12. Compliance with Applicable Law

The successful Proponent must make sure that its operations, and all of the services and products that it provides relating to this project, are in accordance with, and appropriately authorized under, all relevant and applicable law. Some of the many laws that might apply are: the Workplace Safety and Insurance Act, 1997, the Occupational Health and Safety Act, the Accessibility for Ontarians with Disabilities Act, 2005. Other laws will also apply, and they could be provincial or federal statutes or regulations, or municipal by-laws and policies. The successful Proponent is responsible for applying for and receiving any required authorizations or licences to undertake the work associated with the project.

The successful Proponent **guarantees to the Municipality** that it does, and that it will continue to comply with all applicable laws in this regard.

The successful Proponent will allow the Municipality to view its books and records, including personnel training records, where reasonably necessary, to satisfy itself that this Section is being complied with.

## 13. Professional Operations

The successful Proponent **guarantees to the Municipality** that it will run the project in a professional and prudent manner without negligence. It will be sure that its staff (including contract workers or volunteers) are properly trained and provide quality customer service to patrons of the project.

## 14. Indemnification

The Proponent shall be responsible for all damages, losses, or expenses caused by it, its employees, agents, volunteers and sub-contractors that arise out of the work associated with the project. This may be due to the existence, location, condition of work relating to the project, to any materials, plant or machinery used for the project, or which may happen by reason of the successful Proponent's failure (or the failure of those for whom it is



responsible) to do or perform any or all of the things required to be done by them under the Proposal. The successful Proponent agrees to indemnify and hold the Municipality harmless from any such damages, losses, or expenses, or claims by third parties, including any and all legal costs incurred by the Municipality in connection.

## 15. Termination for Cause

The Municipality retains the right to terminate the Agreement with the successful Proponent at any time, in whole or in part, if the work is not performed in strict accordance with the Agreement. This applies even if the Municipality has been lenient to the successful Proponent with respect to the same or a different performance issue.

## 16. Laws of Ontario

The Agreement resulting from this Request for Proposal will be governed by, and will be construed and interpreted in accordance with, the laws of the Province of Ontario.

## 17. Encumbered Goods

The Proponent **guarantees to the Municipality** that the goods, inventory and equipment being supplied to the project, are free and clear of any liens, charges, encumbrances, mortgages, hypothecations, copyright, patents or any third party statutory claims, excepting any for which it has provided the Municipality with written notice.

## 18. Conflict of Interest

In its Proposal, the Proponent must disclose to the Municipality any possible conflict of interest that might compromise the project. This applies to actual conflicts of interest, and also to circumstances that might lead an ordinary person to believe that a conflict of interest exists, even if it does not. If a conflict of interest exists or appears to exist, the Municipality may, at its discretion, refuse to consider the Proposal. If the Proponent becomes aware of a possible real or apparent conflict of interest after it has submitted its Proposal but before the selection process has been completed, that Proponent must inform the Municipality by contacting the individual identified in Section 2.

## 19. Negotiations

Each Proponent must prepare its Proposal with the understanding that the Municipality may select the successful Proponent on the basis of the Proposals received, without discussion. Each Proposal should contain the Proponent's best terms and information, including all required documents as listed. The Municipality reserves the right to enter into negotiations with any Proponent. If the Municipality and a Proponent cannot negotiate a successful agreement, the Municipality may terminate the negotiations and begin negotiations with another Proponent. This process may continue until an agreement has been executed or all Proponents have been rejected. No Proponent shall have any rights against the Municipality arising from negotiations.

**Part II – for use by individuals – see next page for use by incorporated Proponents**

**STATEMENT OF UNDERSTANDING (INDIVIDUALS)**

I declare that I have read and understand Part I to Part VI of this Request for Proposal document with respect to the Sustainable Community Plan.

I also acknowledge that Part I to Part VI, inclusive, form the complete Request for Proposal document and shall be returned to The Corporation of the Municipality of Red Lake as the RFP submission.

Name(s) of each Proponent:

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Dated at the \_\_\_\_\_  
(insert City/Town and Province where document was signed)

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_  
(insert date on which document was signed)

Signatures:

<p><b>Signature of Witness</b> (an individual Proponent's signature must be signed before a witness who must also sign here):</p>  <hr/> <p>Print witness' name legibly beneath signature</p>	<p><b>Signature of Proponent</b> (or, where there is more than one individual Proponent, one representative Proponent):</p>  <hr/> <p>Print Proponent's name legibly beneath signature By signing, I am representing that each individual Proponent (where there is more than one) has authorized me to sign on all of our behalves and we are all bound by this signature)</p>
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Part II – for use by corporate Proponents- see prior page for individuals

**STATEMENT OF UNDERSTANDING (CORPORATIONS)**

I am the \_\_\_\_\_ (insert title) of the Proponent. I declare that I have read and understand Part I to Part VI of this Request for Proposal document with respect to the Sustainable Community Plan on the corporation’s behalf.

I also acknowledge that Part I to Part VI, inclusive, form the complete Request for Proposal document and shall be returned to The Corporation of the Municipality of Red Lake as the corporation’s RFP submission.

Formal, legal name of corporate Proponent:

\_\_\_\_\_

Dated at the \_\_\_\_\_  
(insert City/Town and Province where document was signed)

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_  
(insert date on which document was signed)

Signatures:

	<p>Signature(s) on behalf of corporate Proponent</p> <p>_____</p> <p>(Print signatory’s name and title legibly beneath signature)</p> <p style="text-align: right;">c/s</p> <p>_____</p> <p>(Print signatory’s name and title legibly beneath signature)</p> <p>By signing, I/we am/are representing that I/we have been duly authorized by the corporate Proponent to execute this Proposal, and that our signatures bind the corporation on whose behalf we have executed, whether or not the corporate seal is applied</p>
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**PART III**

**ACKNOWLEDGEMENT OF ADDENDUMS**

I/WE declare that I/WE have carefully examined all Addendums (as referenced in Section 2) and hereby acknowledge that these Addendums are part and parcel of any Contract to be let for all work described in this Request for Proposal document.

Addendum No. 1 _____ Addendum No. 2 _____ Addendum No. 3 _____	Addendum No. 4 _____ Addendum No. 5 _____ Addendum No. 6 _____
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Check here if NO Addendum was received

Dated at the \_\_\_\_\_  
(insert City/Town and Province where document was signed)

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_  
(insert date on which document was signed)

	<p><b>Signature(s) on behalf of corporate Proponent</b></p> <p>_____</p> <p>(Print signatory's name and title legibly beneath signature)</p> <p style="text-align: right;">c/s</p> <p>_____</p> <p>(Print signatory's name and title legibly beneath signature)</p> <p>By signing, I/we am/are representing that I/we have been duly authorized by the corporate Proponent to execute this Proposal, and that our signatures bind the corporation on whose behalf we have executed, whether or not the corporate seal is applied</p>
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**Signature of/for individual Proponent(s):**

<p><b>Signature of Witness</b> (an individual Proponent's signature must be signed before a witness who must also sign here):</p> <p>_____</p> <p>Print witness' name legibly beneath signature</p>	<p><b>Signature of Proponent</b> (or, where there is more than one individual Proponent, one representative Proponent):</p> <p>_____</p> <p>Print Proponent's name legibly beneath signature</p> <p>By signing, I am representing that each individual Proponent (where there is more than one) has authorized me to sign on all of our behalves and we are all bound by this signature)</p>
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**PART IV**

**Terms of Reference**

The Municipality of Red Lake is seeking Proposals for the development of a Sustainable Community Plan. The intent of this Request for Proposal is to engage a qualified Consultant to develop a ‘Sustainable Community Plan’ in consultation with Municipal Staff, community members and community partners. The plan will look at short, medium and long-term sustainability goals and objectives.

**DETAILS OF PROJECT**

The Municipality of Red Lake is seeking to engage a consultant to prepare a Sustainable Community Plan. The Sustainable Community Plan will also include a Climate Adaptation Plan in recognition that the Municipality of Red Lake has experienced climate change effects such as extreme wind conditions, hailstorms, forest wildfires and significant amounts of rainfall and snowfall.

The plan will use a systems approach that incorporates environmental, economic, social and cultural considerations. Developing the plan will include but not necessarily be limited to the following activities:

- Establish a vision, mission and values with the SMART (Specific, Measurable, Achievable, Relevant and Time-Bound) methodology. Conduct an environmental scan using strengths, weaknesses, opportunities, threats and gap assessments for the situational analysis.
- Consult with the Red Lake community and neighbouring First Nations communities.
- Engage residents, community partners and relevant specialists in collecting data on local environmental conditions to better inform adaptation and mitigation strategies.
- Develop an action plan using goal sequencing (short, medium and long-term).
- Develop an evaluation tool for goals and action items.
- Using GIS (Geographic Information System) software and predictive modelling to present different scenarios and select the most effective strategies.
- Incorporate elements such as:
  - Reduction of GHG emissions
  - Climate change adaptation
  - Enhancement of public awareness and engagement
  - Green economy stimulation
  - Compliance with climate regulations and goals
  - Monitoring and reporting mechanisms

This project will allow the Municipality to review, update and expand on its current Sustainable Community Plan (2011) and incorporate climate adaptation goals and objectives within the newly developed Sustainable Community Plan. The goal is to ensure resiliency to and foster a positive long-term environmental, social, cultural and economic future for the Municipality of Red Lake.

This project will also address the priorities of Canada's National Adaptation Strategy.

### **WORK PLAN and MILESTONES:**

Proponents are required to describe the intended approach to meet the following work plan and milestones. Proponents will be required to report on their progress of the work plan after each milestone is met.

#### Milestone 1 – Project Initiation and Vision (April 2025 – June 2025)

- Develop communications plan
- Site visit to Red Lake
- Consultations with municipal staff, community partners and Specialists

#### Milestone 2 – Research and Determine Current Situation (June 2025 – July 2025)

- Perform research on relevant municipal planning documents and policies
- Conduct interviews with key municipal staff and community partners
- Integration of current situation information into plan
- Conduct interviews with Indigenous Community and Elders for the collection of traditional First Nation knowledge

#### Milestone 3 – Develop Action Plan (August 2025 – August 2025)

- Host public consultations (in-person and virtually)
- Conduct interviews with municipal staff and community partners

#### Milestone 4 – Reporting and Plan Development (September 2025 – November 2025)

- Planning tasks prioritization
- Development of evaluation tool
- Final plan development

#### Milestone 5 – Approval of Plan (December 2025)

- Presentation of plan to Council

**PART V**

**REFERENCES**

Proponents are asked to provide a minimum of 3 references of similar contract size. If the Proponent is new in this business, alternative references may be submitted.

**Reference #1**

Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contract Value: \_\_\_\_\_

**Reference #2**

Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contract Value: \_\_\_\_\_

**Reference #3**

Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contract Value: \_\_\_\_\_

**PART VI**

**Signature**

The Proponent has carefully examined the proposal document in its entirety and submits the **price** according to these documents.

The Proponent by this bid offers to complete the proposal as per all documents.

Name of Company or Individual(s) forming the "Proponent"	
Street Address or P.O. Box #	
City and Province	
Postal Code	

Dated at the \_\_\_\_\_  
 (insert City/Town and Province where document was signed)

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_  
 (insert date on which document was signed)

	<p><b>Signature(s) on behalf of corporate Proponent</b></p> <p>_____</p> <p>(Print signatory's name and title legibly beneath signature)</p> <p style="text-align: right;">c/s</p> <p>_____</p> <p>(Print signatory's name and title legibly beneath signature)</p> <p>By signing, I/we am/are representing that I/we have been duly authorized by the corporate Proponent to execute this Proposal, and that our signatures bind the corporation on whose behalf we have executed, whether or not the corporate seal is applied</p>
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**Signature of/for individual Proponent(s):**

<p><b>Signature of Witness</b> (an individual Proponent's signature must be signed before a witness who must also sign here):</p> <p>_____</p> <p>Print witness' name legibly beneath signature</p>	<p><b>Signature of Proponent</b> (or, where there is more than one individual Proponent, one representative Proponent):</p> <p>_____</p> <p>Print Proponent's name legibly beneath signature</p> <p>By signing, I am representing that each individual Proponent (where there is more than one) has authorized me to sign on all of our behalves and we are all bound by this signature)</p>
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(The Municipality's Signature is on the following page)



# REQUEST FOR PROPOSAL

Project: Sustainable Community Plan

## **The Corporation of the Municipality of Red Lake:**

\_\_\_\_\_  
Fred Mota, Mayor

c/s

\_\_\_\_\_  
Christine Goulet, Clerk

Dated at Balmertown, Ontario, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

**PROPONENT'S CHECKLIST**

Two (2) Original Hard Copies Request for Proposal Documents

Signed Statement of Understanding

Signed Acknowledgment of Addendums

References

Signature Page

Completed Submission Label for Envelope (if utilizing)

**REQUEST FOR PROPOSAL**

Project: Sustainable Community Plan

RETURN ADDRESS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

DELIVER TO:

The Corporation of the Municipality of Red Lake

P.O. Box 1000

2 Fifth Street

Balmertown, Ontario

P0V 1C0

SEALED PROPOSAL:

RFP – Sustainable Community Plan

Municipal Use Only:

Received By: \_\_\_\_\_

Date Stamped: \_\_\_\_\_