

# Rural Municipality of West River

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Request for Proposal

for

Official Plan and Zoning/Development Bylaw

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RFP Reference Number: RFP 2021-01

Closing Date: March 5, 2021 at 12:00 PM (AST)

Hard Copy Submissions Only

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## **1 - General Information**

The following is a request for proposals for creating an Official Plan and Zoning/Development Bylaw for the Rural Municipality of West River. The requirements of the submission are outlined in this Request for Proposal.

### **1.1 - Introduction**

The Rural Municipality of West River is requesting proposals from qualified planning consultants to undertake the creation of the Municipality's first Official Plan (OP) and Zoning & Subdivision Control (Development) Bylaw (ZDB).

### **1.2 - Background information**

The Rural Municipality of West River was newly established, effective September 1, 2020, by Executive Council Order. We have an estimated population of 3,200, making us the largest, by population, Rural Municipality on PEI.

This restructured Municipality comprises the former Rural Municipalities of Afton, Bonshaw, New-Haven Riverdale, Meadowbank, and West River.

The Rural Municipality of West River is dominated by farmland, shoreline, rural roads, natural area recreation spaces, and other mixed-use areas.

One of the five pre-amalgamated municipalities, New -Haven Riverdale, has long had responsibility for planning and development. The remaining four municipalities were not planning authorities, with the Province being responsible for the development applications. This will continue to be the case until such time as this project is complete when the Municipality will assume responsibility for all development control within our borders.

Two of the five, New Haven-Riverdale and Meadowbank, are part of the Cornwall Region Special Planning area. As such, this area is currently subject to the Planning Act's Special Planning Area Subdivision and Development Regulations.

### **1.3 – Available Information**

The following information will be made available:

- Any relevant maps and plans, as of pre-amalgamation (Image /JEPG File)
- New Haven-Riverdale Official Plan (Document/ Word File)
- New Haven-Riverdale Zoning/Development Bylaw (Document/ Word File)

If any relevant maps and plans are available from provincial authorities, written permission for obtaining them will be issued at the proponent's sole expense and without cost to the Municipality.

### **1.4 - Preparation expenses**

All expenses incurred in preparing a response to this Request for Proposal, including travel and enforcement of safety measures required by PEI Chief Public Health Office, shall be the proponent's sole expense and without cost to the Municipality.

## **2 – Project Objectives**

The Rural Municipality of West River seeks to create an OP and ZDB that will be consistent with Provincial Policies, the PEI Planning Act, and any other regulatory requirements; a land-use plan that will be representative of the newly amalgamated Municipality's vision of "A Community of Communities; connected by our shared values and our mutual desire to protect and respect our rural quality of life."

The primary objective will be to create a technically sound and user-friendly ZDB that responds to the changing nature of development in the municipality/ province. The secondary objectives include implementing sustainable policies related to land use and inclusion of regulations to address specific land use issues.

### **2.1 - Achievements**

The successful consultant will be expected to achieve the following:

- A public and stakeholder engagement strategy that uses innovative and technical techniques to explore the community's diversity and inclusion and shape its future via meaningful public participation; and,

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- Complete \* an Official Plan that complies with all legislative requirements sets out clear objectives and policies for landowners, developers, Council and Staff; and,
  - Complete a Zoning/Development Bylaw that complies, in all respects, with current legislative requirements, is internally consistent, and is an efficient and workable document for Staff and comprehensible to the general public.

\* -The new Official Plan is subject to approval by both the PEI Minister of Agriculture and Land (EC2020-485) and Rural Municipality of West River Council.

### **3 - Deliverables:**

The project includes Benchmark deliverables through six phases:

#### **3.1 - Initiation Phase**

- Detailed Work Plan and Community and Stakeholder Consultation Strategy.

#### **3.2 - Community Scan Phase**

- Elevated community awareness and engagement in the Official Plan project
- A report of stakeholder demographics, perceptions, and preferences

#### **3.3 - Technical, legislative, strategic plan and policy reviews & crafting OP & ZDB Phase**

- Report on challenges and opportunities for the OP.
- Report on recommendations to create the OP and create the ZDB, including necessary improvements to format and graphics use.

#### **3.4 - Consultation Phase**

- Report on community and stakeholder consultation
- Presentation of findings and technical review to Mayor and Council
- Preparation of Plan & Bylaws Phase

### **3.5 - Draft OP and ZDB**

- Open House (in-person and virtual)
- Presentation to Mayor and Council

### **3.6 - Approval Phase**

- Adoption of OP & ZDB and presentation at Council Public Meeting(s)
- Submission to Dept. of Agriculture and Land of final OP and ZDB for formal approval, Any necessary revisions to the OP & ZDB are included in this Phase.

### **3.7 - Final Product**

- An official plan amendment- including documents (Word & Pdf format) and general land use map (Map features be contained in Shapefile(s) or geodatabase compatible with ArcGIS).
- Zoning and Subdivision (Development Bylaw) – Plan - including documents (Word & Pdf format) and zoning and subdivision land Use maps (Map features be contained in Shapefile(s) or geodatabase compatible with ArcGIS).
- All the related forms for building permits, development, re-development, rezoning., new subdivision

## **4 – Project Deadline**

It is anticipated that the Official Plan and Zoning/Development By-law will be completed by June 30, 2022.

## **5 - Project Management**

The consultant will report to the Chief Administrative Officer (CAO). The CAO or designate will provide information (subject to 1.3) to the consultants as required and will be available for meetings, discussion, and review of draft concepts.

## **6 – Project Fee**

Fees for the project will be charged on an hourly rate basis and other expenses. The estimated fee for each task shall be regarded as an upset amount. It shall not be exceeded without prior approval of the Municipality, and such approval will only be considered for changes in the scope of the work required due to factors that could not have been anticipated with information available at the time of submitting the proposal.

The consultant is responsible for preparing material and posting it on the Rural Municipality of West River website (<https://westriverpe.ca/>) during the public consultation process.

The cost of the consultation will be the responsibility of the municipality. Costs related to public consultation, including meeting room rentals, advertising, handouts, and equipment rentals (such as a PA system, projectors, display posters, and tripods to hold them), will be the responsibility of the Rural Municipality of West River.

## **7 - Response Guidelines**

To ensure a proposal is considered for evaluation, it should include all the information requested and be presented in the order described below.

### **7.1 – Project Authorization**

The proposal shall be dated and signed by a representative of the proponent who is authorized to negotiate, make commitments, and provide any clarifications with respect to the proposal on behalf of the bidding consultant or firm.

### **7.2 – Project Resources**

The Proponents are required to provide the following information:

- Description of the team's expertise and qualifications (including Professional Planners)
- Description of the responsibility and tasks of each member of the team
- Reference to two (2) projects of similar size and scope completed by the proponent

- The proponent will name two (2) professional references who may be contacted concerning the performance of the proponent.

### **7.3 – Project Cost and Charges**

The Proponents must include the following information:

- A schedule of rates for each project personnel with an estimate of the time required for each task, the fee for the labor component, the expenses for each task of the Scope of Work, and others, if suggested by the proponent.
- A proposed work program and schedule of key tasks, deliverables, and budget allotments corresponding with each task
- The work plan will include an engagement plan outlining public and stakeholder consultation tasks from project start-up to completion.
- Total fee for service (including total hours and budget for each team member) –includes taxes, travel expenses, and other disbursements.

### **7.4 – Project Preparation Expenses**

- All expenses incurred in preparing the official plan and zoning/development bylaw, including travel and enforcement of safety measures required by PEI Chief Public Health Office, shall be the proponent's sole expense and without cost to the Municipality.

## **8 - Submission**

Proponents shall submit five (5) copies of their proposal, sealed, and clearly marked with the project's name and RFP Reference number.

Proposals shall be submitted using a two (2) envelopes system. The first envelope shall include the technical submission, and the second envelope shall consist of the cost submission. Each envelope shall be clearly marked as to its contents.



The proposals shall be mailed to:

***Rural Municipality of West River***

***PO Box 309***

***Cornwall, PE***

***COA 1H0***

The closing date is March 5, 2021, at 12:00 PM (AST), and the time for closing of proposals will be determined by the time shown on the clock located at the Cornwall post office.

The Municipality will not accept any received proposal if:

- Submissions not using the two-envelope system, or which do not have the envelopes clearly marked, will not be accepted and returned to the submitter unopened.
- Electronic and facsimile transmitted proposals and/or emailed proposals will not be accepted.
- Proposals received after the closing time will not be considered and returned to the submitter unopened.

## **9 - Inquiries and Amendments**

All inquiries concerning this Request for Proposals must be submitted no more than seven (7) working days prior to the closing date. All inquiries are to be directed to:

***Chief Administrative Officer***

***Rural Municipality of West River***

***PO Box 309***

***Cornwall, PE***

***COA 1H0***

Or at ***admin@westriverpe.ca***

To ensure consistency and fairness to all proponents, all firms who have received the Request for Proposals will receive any information with respect to significant inquiries in the form of written

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amendments or clarifications, which will be sent directly to each proponent no later than five (5) working days prior to closing. Verbal explanations or instructions will not be considered valid.

Responses will be posted on the Municipal website at <https://westriverpe.ca/proposal>.

## **10 - Review schedule**

- RFP Release Date: February 15, 2021
- Last Day for Written Proponents Questions: February 24, 2021
- Responses expected from Municipality on or before: February 26, 2021
- Closing Date: March 5, 2021, at 12:00 PM (AST)
- Tentative Award: April 8, 2021

## **11 - Evaluation of Proposals**

### **11.1 – Evaluation Criteria**

Proposals received will be evaluated by the Rural Municipality of West River using the following criteria:

- Experience, qualifications, and availability of team members.
- Resources and experience of the firm in successfully completing similar work
- Proven ability to meet project timelines and budgets
- Demonstrated understanding of the project
- Project organization, work plan, schedule, and controls
- Fees.

## 11.2 – Weighed Criteria

### 11.2.1 - Envelope # One (Total of 100%)

- 20% Experience, qualifications, and availability of team members
- 20% Resources and experience of the firm in successfully completing similar work
- 20% Proven ability to meet project timelines and budgets
- 15% Demonstrated understanding of the project.
- 25% Project organization, work plan, schedule, and controls

\* Knowledge of community history and diversity is considered an asset.

\*\*Previous experience with amalgamation/change management is considered an asset.

### 11.2.2 -Envelope # Two (Total of 100%)

- Fees

### 11.2.3 -The envelope opening procedure

- The committee will open envelop # one from all the proponents; envelope # two will be opened if the proponent is shortlisted after scoring based on criteria in 11.2.1.
- All the proponents who are not shortlisted will have their envelope # 2 returned unopened.

## 12 – Confidentiality

Each proposal and all information, materials, and products included in a proposal submitted for this project Submissions shall become the property of the Rural Municipality of West River and:

- Are irrevocable and open for acceptance by the Municipality until sixty (60) days after the RFP closing.

**13 - No Contractual Obligations or Claims for Compensation**

The Rural Municipality of West River reserves the right to select any proposal in the best interests of and best value for the Municipality. The Municipality also reserves the right to reject any or all proposals. Also, the Municipality reserves the right to amend or supplement this Request for Proposal, giving equal information and corporation to all vendors as a result of such amendments.

**14 - Rural Municipality of West River–Consultant Agreement**

The successful proponent will be invited to enter into a Consultant agreement with the Rural Municipality of West River to provide consulting services. The agreement will be based on this RFP, the proposal submitted, including the tasks to be carried out, the personnel committed and the fees to be charged, and any negotiated changes to any of the foregoing.