



**Saskatchewan
Ministry of
Municipal
Affairs**

Sample: Request for Proposals *District Official Community Plan*

Request for Proposal

For professional community planning services to the Elm Planning District, including, but not limited to, the preparation of a District Official Community Plan (OCP), updating The Town of Elm's existing OCP and new zoning bylaws for all 8 members of the District.

Elm Planning District

RFP Reference Number: RFP 2010-01

Release Date: May 3, 2010

Closing Date: May 31, 2010

1. INTRODUCTION

The Elm Planning District (EPD) is comprised of 4 Rural Municipalities, 3 Resort Villages and the Town of Elm.

The EPD is seeking competitive proposals for a professional community planning consultant to undertake the preparation of a new:

- District Official Community Plan (DOCP);
- Town of Elm Official Community Plan (OCP); and
- Zoning bylaw for each of the 8 District members.

2. BACKGROUND

The EPD is a newly created partnership between the Rural Municipalities of Fir, Pine, Blue Spruce and Lodgepole, the Resort Villages of Aspen, Poplar and Birch and the Town of Elm. The EPD has a combined population of over 8300 residents and is nestled along the Woodland Valley surrounding Blue Spruce Lake near Blue Spruce Provincial Park, approximately 65 km north of Forest City. The Elm region is in a fast growing resort and recreational area of Saskatchewan, is centrally located in the heart of Saskatchewan's cottage country and is projected to double in population over the next 20 years.

We are committed to maintaining our enviable lifestyle, the health of our lake system and exploring orderly and beneficial economic development opportunities within this dynamic region. The EPD is committed to being part of a sustainable region and the DOCP and other planning documents need to reflect these regional goals, local council objectives and be consistent with provincial interests.

Previously involved in asset mapping and various intermunicipal agreements, the EPD was created by Minister's Order on April 1, 2010. The DOCP, revised Town OCP and accompanying zoning bylaws must be submitted for approval by the Minister within two years of the creation of the EPD.

3. PROJECT DELIVERABLES AND OBJECTIVES

The deliverables and objectives of this project are the preparation and adoption of:

- a DOCP, meeting the requirements of *The Planning and Development Act, 2007*, and the needs of each municipality in the EPD;
- a revised Town OCP, consistent with the DOCP; and
- new zoning bylaws for each municipality, to provide greater consistency in development standards and processes.

4. NATURE AND SCOPE OF WORK

4.1. Startup

- Develop, in conjunction with the EPD secretary, a detailed work plan and schedule for the overall project including public consultation process;
- Consult with the EPD Commission to obtain local knowledge, identify known issues, assess district priorities, review progress, set objectives and provide understanding of various local challenges and opportunities from each community's standpoint; and
- Review issues and opportunities identified by each municipal council and identify key synergies to be pursued and potential disputes to be resolved.

4.2. Research

- Collect and review any existing OCPs and zoning bylaws as background and historical information;
- Undertake a preliminary land use inventory to identify existing uses, parcel sizes and opportunities for consistent zoning standards in the District;
- Research and analyze relevant physical and policy data collected from provincial ministries, external agencies, or other sources; and
- Develop district policy recommendations in conjunction with the EPD Commission as discussion points for public consultation.

4.3. Consult & Facilitate Input

- Organize, at minimum, four public open houses for the DOCP. One open house to be conducted prior to creation of a draft to obtain community guidance, two to present and discuss the preliminary draft of the DOCP and a fourth meeting to present and discuss a final draft after acceptance by the EPD Commission, prior to any municipal public hearings to adopt the DOCP;
- Organize, at minimum, two public open houses for the new zoning bylaws following EPD Commission's acceptance of a final draft DOCP (one for the rural bylaws and one for the resort bylaws);
- Organize, at minimum, two public open houses showcasing both the new Town OCP and zoning bylaw, one showing a draft and another showing a final draft reviewed by the EPD Commission and Town Council;
- Organize and facilitate all public open houses, attend EPD Commission meetings, and present plans/bylaws to each Council for adoption;
- Prepare all materials, including advertising, for each public open house; and
- Consult, as appropriate, with neighbouring municipalities/jurisdictions.

4.4. Prepare DOCP and Local Zoning Bylaws / Amendments

- Create a concise DOCP with background information, mapping, and both district level and municipal specific policies;
- Prepare and present the DOCP and zoning bylaws to the EPD Commission for approval and recommendation to member Councils;
- Prepare and present new Town planning bylaws consistent with the EPD approved DOCP and neighbouring zoning standards, where appropriate; and
- Present EPD Commission recommended DOCP and zoning bylaws to each municipal Council for adoption.

5. BUDGET

The total budget for this project is not to exceed \$165,000 **including all eligible taxes, disbursements and contingencies.** Terms and timelines for payment will be negotiated in the contract for services, but based on receipt of written invoices from the Consultant for services completed.

6. PROPOSAL 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.

6.1. Cover Letter

A covering letter, dated and signed by a person authorized to negotiate, make commitments, and provide any clarifications with respect to the proposal on behalf of the bidding consultant or firm. Provide a statement indicating your company's understanding of the proposed project and the deliverables required. Provide an indication of any proposed deviations or exceptions to the terms and conditions outlined in this RFP document.

6.2. Proposed Project Plan

A proposed project plan, with timelines, that indicates the steps to be taken from start of the contract to adoption of the DOCP, Town OCP and local zoning bylaws.

6.3. Project Resources

Qualifications and Experience

Project Team

Identify the lead consultant and provide a breakdown of qualification for each member of the project team including:

- Name;
- Role;
- Responsibility;
- Location;
- Estimated amount of time each resource will be dedicated to the project; and
- Resume showing:
 - education;
 - professional certifications; and
 - length and type of experience.

References

Please supply three client references for your company or lead consultant, including the name and address of the reference and the name, title and phone number of the contact person. Describe how the services provided to these references are similar to the services proposed in the municipal permitting study.

6.4. Innovation

Provide details of any possible innovative ideas, suggestions, improvements, recommendations, or opportunities for improvement that would enhance the project, processes or required outcomes indicated within this RFP.

6.5. Costs and Charges

Provide an all inclusive fixed cost quotation in Canadian funds for the project. Identify the expected costs and their allocation, i.e. mapping, public meetings, professional wages/fees, engineering, travel, sub-contracted services, contingencies and applicable taxes.

7. SUBMISSION

As a potential supplier of these professional services, you are invited to submit a proposal to provide professional community planning services in accordance with the terms, conditions, detailed in this document.

Eight complete hard copies of your proposal and a Microsoft Word version on a memory stick or compact disk indicating the RFP Reference # are to be forwarded to:

**The Elm Planning District
Attention: Max Power, Resort Village Administrator/EPD Secretary
210 5th Avenue
BIRCH SK H0H 0H0**

**Closing date and time:
May 31, 2010, 3:00 p.m. Saskatchewan Time**

The time for closing of proposals will be determined by the time shown on the time and date clock located at the Resort Village of _____ office.

Proposals received after the closing time may not be considered.

Electronic and facsimile proposals will not be accepted.

8. REVIEW SCHEDULE

RFP Release Date: May 3, 2010

Last Day for Written Questions: May 20, 2010

Closing Date: May 31, 2010

Tentative Review and Selection of Consultant: June 1 – June 14, 2010

9. INQUIRIES

Inquiries, interpretations, and questions regarding this RFP are to be directed to Max Power, in writing, at rv987@sasktel.net. Please do not contact other members of the EPD prior to consideration of your bid.

Written e-mail questions may be received up to May 20, 2010. Verbal questions may be asked at any time during regular business hours of the Resort Village of Birch, but verbal responses are not binding on either party.

10. RFP PROCESS

Upon closing, the EPD Secretary will review all proposals for completeness. Only completed proposals will be brought forward to the EPD Commission for further consideration. Eligible proposals will be evaluated based on the response guidelines in section 6 and financial competitiveness.

11. PERIOD OF AGREEMENT

The term of any contractual agreement will be from the date of award up to March 31, 2012. All necessary planning documents must be provided in final form, approved by the EPD Commission and adopted by each partnering municipality for submission to the Minister of Municipal Affairs no later than March 31, 2012.

12. SELECTION OF SUCCESSFUL CONSULTANT

The selection committee will consist of the EPD Commission, one rural administrator, one resort village administrator and the Town administrator. Selection will be based on the consultant's qualifications and knowledge; related work experience and depth of experience; overall strength of proposal; and proposed remuneration.

Consultants and their sub-consultants may be required to participate in an interview prior to awarding the contract. The EPD and its partners reserve the right to reject any or all proposals and to accept the proposal deemed most favourable to the interests of the EPD.

13. CONTRACT NEGOTIATION

The EPD Commission will negotiate a contractual agreement with the preferred consultant. If the EPD is unable to negotiate an acceptable contractual agreement with the preferred consultant, then the second preferred consultant may be selected and a contractual agreement developed. The EPD, at any time and without liability, may withdraw from negotiations with any potential consultant.

14. TERMS AND CONDITIONS

- 14.1. The Elm Planning District (EPD) will not be responsible for any costs incurred by a consultant in preparing and submitting proposals and/or attending interviews. The EPD accepts no liability of any kind to a consultant prior to the signing of a contract.
- 14.2. Submission of a proposal shall not obligate, nor should it be construed as obligating the EPD to accept any such proposal or to proceed further with the project. The EPD may, in their sole discretion, elect not to proceed with the project, and may elect not to accept any or all proposals for any reason.
- 14.3. At all times, the Consultant has the responsibility to notify the EPD, in writing, of any ambiguity, divergence, error, omission, oversight or contradiction contained within the proposal as it is discovered.
- 14.4. Consultants may amend or withdraw their proposals prior to the closing date and time specified in the RFP by way of written or faxed notice to the EPD Secretary. After the closing date and time, proposals may not be withdrawn.
- 14.5. Proposals submitted shall be final and may not be altered by subsequent offerings, discussions, or commitments unless the consultant is requested to do so by the EPD.
- 14.6. The consultant must identify any information in its proposal that it considers to be confidential or proprietary.
- 14.7. There will not be a public opening. All proposals and accompanying documentation received under this competition will become the property of the EPD and will not be returned.
- 14.8. The EPD has reserved the right to waive minor non-compliance by a consultant with the requirements of the RFP. This will allow the EPD to consider and possibly accept any proposal which is advantageous even though the proposal may be non-compliant in some minor respect.
- 14.9. The EPD reserves the right to accept or reject, in whole or in part, any or all proposals.
- 14.10. The EPD reserves the right to cancel and/or re-issue this RFP at any time for any reason without penalty.

- 14.11. Prices quoted are to be held firm for a minimum of 120 days following the RFP closing date, and shall remain in effect through the duration of an agreement.
- 14.12. The consultant's proposal shall form part of the contractual agreement by attachment and will be incorporated by reference. Claims made in the proposal shall constitute contractual warranties. Any provision in the proposal may be included in the contractual agreement as direct provision thereof.
- 14.13. The successful consultant agrees to obtain and maintain all professional certifications and licenses necessary to lawfully provide the services required under this request for proposals.