



Request for Proposals (RFP)

Consulting Services

Municipal Planning Strategy

Land Use By-Law

April 20th, 2020

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1. Introduction

The Municipality of the District of St. Mary's (MODSM) is looking for proposals from qualified consultants to complete an extensive review and update of the Municipal Planning Strategy (MPS) and the Land Use By-Law (LUB). The original MPS and LUB was created 15-20 years ago. The Municipality wants to ensure compatibility with other municipal planning documents such as the Climate Change Adaptation Plan (MCCAP) and the Integrated Community Sustainability Plan (ICSP), to name a couple examples. We require the consultant to refresh the existing documents, create a revised MPS and LUB, and lead the public engagement with the community and council. The Municipality's goal in the future is to update all existing municipal planning documents to create a cohesive flow among them all.

2. Objectives

The objectives of this extensive review are as follows:

1. Review existing MPS and LUB, and provide comments and recommendation for modernization of each document based on best practices;
2. To review and update the MPS and LUB with input from Council and the community;
 - 2a. To conduct public and council information meetings in accordance with requirements under the Municipal Government Act (MGA)
3. To create a schedule for by-law approval process;
4. To create a revised and consolidated MPS and LUB that reflects community needs and addresses the unique circumstances of the Municipality of the District of Saint Mary's;
5. To explore and where deemed appropriate to add to the LUB items such as hobby farms, mining, aquaculture, sea-cans, cannabis, microbrewery, alternate energy projects, etc and to suggest best practices around such items;
6. Identify bold, innovative policy options and best practices;
7. To create plain language MPS documents that provides a clear direction to all;
8. To ensure that all enabling policies and by-laws are consistent with the revised MPS and meet the required minimum standards of the Province of Nova Scotia; and,
9. Create digital mapping of the planning zones for the Municipality and provide Geographic Information System (GIS) data.

3. Scope of Work and Deliverables

1. The development and implementation of a plan that creates opportunities for Councils input;
2. The development and implementation of a public engagement plan that creates community dialogue and leadership in this process;
3. Develop and implement a communications strategy that includes on and off-line communication methods;

4. Work with the municipal staff to review and develop strategies to address key policy issues or concerns that emerge through the consultation process within context of the MPS, LUB, and related or enabling by-laws;
5. Develop and implement a reporting schedule including regular updates with Municipal staff;
6. Prepare a new Municipal Planning Strategy and Land Use By-law for the Municipality of the District of St. Mary's, providing all necessary documentations required by the Municipality for the approval and enactment of the new policies. This includes presentation of by-laws and policies to Council. The new documents must be consistent (or made to be consistent) with enabling by-laws;
7. Propose policies, by-laws, best practices and/or processes that may support the successful implementation or application of the MPS and LUB in accordance with the MGA;
8. Deliver a presentation of the completed MPS and LUB to Council

It is the goal of the Municipality to ensure continuity and consistency between all Municipal planning documents. The successful proponent must clearly show support this goal in their proposal.

4. Resources

A copy of the Municipality of the District of St. Mary's MPS, LUB and other Municipal planning documents can be found at <https://www.saint-marys.ca/municipal-documents.html>

It will be necessary for the successful proponent to work with the Municipal staff to ensure that the proposed planning strategy and land use regulations reflect the vision and goals of the Municipality of St. Mary's.

5. Proposal Requirements

Proponent's shall submit five (5) bound copies of proposals along with a PDF file emailed and submitted by May 1st 2020, 4pm and should include the following:

1. Firm and Consultant(s) Credentials: A firm summary that addresses previous experience with municipal planning and plan reviews. The names, background and experience of the consultants who will be involved in this project including the identification of project lead;
2. Action Plan and Methodology: A detailed Action Pan and Methodology for conducting the plan review. This would include a description of the methodologies used, schedule of work and timeline to be performed, including estimated start dates, completion dates, the total effort required for each assigned resource, critical paths/key milestones, including proposed meetings with Municipal staff, Council and the public, and all associated costs, etc.;
3. Communications Strategy: A communications strategy for the project, inclusive of a process or opportunities for public feedback and consultation and includes on and off-line communication methods.;

4. The costs are to be broken down into what the MPS and LUB would cost individually as well as a combined project lump sum cost.
5. Fees: Provide a detailed schedule of fees and expenses associated with this project. This must include a detailed breakdown of roles, hours allocated to each task by each member of the team, hourly rate by team member and total number of hours for the entire project. The proponent must provide a firm fixed lump sum fee for the project, including expenses and other costs, exclusive of HST.
6. References: The names and contact information for three recent references to support the submitted proposal. Municipal references are considered to have highest priority.

6. Reporting

The successful proponent will report to CAO and the team of municipal staff members overseeing the project. Weekly updates on the progress of the project will be required and can be in the form of email, telephone or other electronic means as well as in person meetings if deemed necessary.

7. Proposed Timeline

The start date to the project will be **June 1st 2020** and expected to be completed by **October 5th 2020**.

The Action Plan developed by the successful proponents must detail how the project can be achieved within this time frame.

Please note that the timing for the project could be revised if deemed necessary due to the Covid-19 pandemic and in that case a new timeframe will become negotiable between the successful proponent and the Municipality.

7. Submission

The deadline to submit proposals is **May 1st 2020, by 4pm**. Proposals submitted past this closing time will not be accepted.

The proponent is to provide a single digital media copy in PDF format, submitted via email, and five (5) hard copies of proposals in a sealed envelope delivered to the following:

ATTN: Development Project Coordinator

Municipality of the District of St. Mary's

RE: MPS Review Proposal

8296 Hwy #7

P.O. Box 296, Sherbrooke, NS

Canada, B0J 3C0

Email Address: planning@saint-marys.ca

Any and all changes to the RFP required before the proposal closing will be issued in the form of a written Addendum. If an Addenda is issued, the proponents must acknowledge their receipt in the appropriate section of the Addenda Form. Addendums will be posted to all sites on which the RFP's was posted. The Municipality will assume no responsibility for oral instructions or suggestions.

8. Further Information

Any questions in relation to this Request for Proposal should be directed to:

Marvin MacDonald, Chief Administrative Officer

Phone: 902-522-2432

Email: marvin.macdonald@saint-marys.ca

Hannah MacDonald, Development Project Coordinator

Phone: 902-522-2607

Email: planning@saint-marys.ca

9. RFP Terms and Conditions

Proposals received later than the specified closing time will be rejected by the Municipality. The terms and conditions of the proposal offer shall remain firm and open for acceptance by the Municipality for a period of ninety (90) days from date of closing.

Final acceptance of the proposal will be subject to the successful negotiation and execution of a written contract meeting the expenditure limits and required terms and conditions acceptable to the Municipality.

10. Rights of the Municipality – Evaluating / Accepting /Rejecting Proposals

The Municipality reserves the right to reject any and all proposals based on the best interest of the Municipality. The Municipality reserves the right to select a proposal, in whole or in part, other than the lowest price proposal based on any criteria which in its sole and absolute discretion the Municipality deems to be in its best interest.

The Municipality shall not be responsible for any liabilities, cost, loss or damage incurred, sustained or suffered by any interested party, prior or subsequent to, or by reason of the acceptance, or non-acceptance by the Municipality of any response, or by reason of any delay in the acceptance of the response.

The Municipality reserves the right to request Proponents to provide additional information and address specific requirements not accurately or adequately covered in their initial submissions.

11. Proposal Evaluation

The proposal will be evaluated against the following criteria:

Overall understanding of the project and expectations	20%
Firm and project team qualifications	25%
Proposed methodology, action plan and timelines	30%
Strength of references provided	10%
Cost and/or value to the Municipality of St. Mary's	15%
Total	100%