

Stanley Bridge • Hope River • Bayview • Cavendish • North Rustico



REQUEST FOR PROPOSAL

A Review and Update on the Resort Municipality of Stanley Bridge, Hope River, Bayview,
Cavendish and North Rustico

Official Plan and Zoning and Subdivision Control (Development) Bylaw

Date Issued: November 20, 2020

Submission Deadline: December 11, 2020

12:00 noon

1. **Information and Instructions**

The Resort Municipality is inviting proposals for Consultant Services for a review of its Official Plan and Zoning and Subdivision Control (Development) Bylaw. Proposals will be received by the Chief Administrative Officer at the municipal office in a sealed envelope clearly marked “Request For Proposal Official Plan and Zoning and Subdivision Control (Development) Bylaw” no later than 12 noon, Atlantic Time, Friday, December 11, 2020. The submission is to be in hard copy, a digital copy of the information would also be appreciated. The Resort Municipality reserves the right to select any proposal for purposes that are in the best interests of and best value for the Municipality. The Municipality also reserves the right to reject any or all proposals. In addition, the Municipality reserves the right to amend or supplement the Request for Proposal, giving equal information and cooperation to all vendors as a result of such amendments.

All expenses incurred in the preparation of a response to this Request for Proposal including travel shall be the sole expense of the proponent and without cost to the Resort Municipality. The issuance of this Proposal in no way implies that the Resort Municipality of Stanley Bridge, Hope River, Bayview, Cavendish and North Rustico will proceed with an order or contract for consultant services to review and prepare the Official Plan and Zoning and Subdivision Control (Development) Bylaw.

All Proposals received by the Chief Administrative Officer will become the property of the Resort Municipality and will not be returned. In turn, the Municipality agrees that some information submitted by a proponent in response to this Request for Proposal will be kept in strict confidence with the exception of the name of the bidder and amounts of the bid following the award of the RFP.

It is the proponent’s responsibility to clarify any details in question before submitting a Proposal. The Resort Municipality will assume no responsibility for oral instruction or suggestion.

2. **General Conditions**

The form of Proposal must be completed with all the information requested. All proposed pricing must include the Harmonized Sales Tax where applicable.

This Proposal submission is irrevocable and open for acceptance by the Resort Municipality of Stanley Bridge, Hope River, Bayview, Cavendish and North Rustico until (60) days after the closing date of this proposal.

No announcements concerning the award of this Proposal will be made until Municipal Council has reviewed and approved the proposal.

3. **Background Information**

The existing Official Plan and Zoning and Subdivision Control (Development) Bylaw for the Resort Municipality were adopted in 2017. As per the *Planning Act*, the Municipality is required to conduct a review of its planning documents every five years. Recent regional economic, demographic and development trends also create a need for the Resort Municipality to ensure that community needs are identified and satisfied over the 15-year planning horizon referenced in the *Planning Act*. The Official Plan and Zoning and Subdivision Control (Development) Bylaw are the Municipality’s primary tools to ensure that its policies are current and that land to support the Municipality’s vision for growth is adequate, located strategically, and oriented to build upon the existing assets and strengths of the community. The existing Official Plan was simply updated from the previous plan to take into consideration any bylaw or policy changes that had taken place. The Zoning and Subdivision Control (Development) Bylaw was reviewed in depth but has also dealt with a number of changes over the past couple of years based on development changes in the area.

The Resort Municipality recently completed its Strategic Plan for the municipality. This document will help form the basis for the Official Plan document and will help to enhance the vision for the community for developing the Official Plan. There are existing Official Plans and Zoning and Subdivision Control (Development) Bylaws since the municipality was formed in 1989 that can be reviewed as part of the information on the new documents. A fresh approach needs to be taken because not much has changed in the Resort Municipality Official Plans since the first Official Plan was completed for the Resort Municipality in 1989 preceding incorporation. Many of the ideals listed in that plan still exist today. However, since that time, the Resort Municipality has grown significantly and the Municipality would like to take a leadership role with regards to questions of sustainability, environment, transportation and more. In other words, the Resort Municipality is looking to expand on the strategic plan with the official plan and Zoning and Subdivision Control (Development) Bylaw.

The Resort Municipality encompasses several neighboring communities in the central North Shore area of Prince Edward Island with both permanent and seasonal residents. It is the only Resort Municipality on Prince Edward Island. This generally refers to an area where tourism or vacationing is the primary component of the local culture and economy. Tourism is the main export in our economy and is complemented by vibrant agricultural and summer residential communities.

The Resort Municipality is bordered on the east by the incorporated town of North Rustico, to the south and west by unincorporated communities with much the same interests as the Resort Municipality and to the north by the PEI National Park and Gulf of St. Lawrence.

There are approximately 328 permanent year-round residents. This increases to about 1,000 including seasonal residents in the summer months. In July and August, visitors within the Resort Municipality number over 10,000 visitors per day, with large events in the Resort Municipality attracting even significantly more visitors. The Municipality also operates a sewer utility. The Municipality receives fire services from the fire departments in North Rustico, New Glasgow and New London. Due to the visitor numbers in the summer months, there is a temporary RCMP office located in Cavendish.

The Resort Municipality has witnessed an aging population, fewer families and the arrival of newcomers who have invested heavily in the business community. The Resort Municipality, especially in times of large events or in establishing new businesses and residences has wanted to examine its transportation and connectivity issues. Indeed, it should examine all the public services it provides. The agricultural lands are significant cultural and heritage contributors to the economy and landscape of the community. There is a significant oyster farming operation in the Municipality. Although environmentally sensitive areas are protected by the presence of the PEI National Park, the rest of the area has never been studied for potential issues. From an economic development standpoint, PEI National Park owns the most important assets in the community yet relationships between it and the community can at times be challenging. These are but some of the issues that cannot be dealt with by bylaws alone. The Resort Municipality is looking for a much broader plan for the future.

Recent amendments have been made to the 2017 Zoning and Subdivision Control (Development) Bylaw as there have been requests received for changing rural properties into residential and commercial use as well as for commercial properties to be changed into residential use.

Areas for change:

Items identified for changes (inclusion of new definitions, clarification of regulations regarding utilities, ensuring compliance with the Special Planning Area regulations); however, in general, the Municipality does not anticipate major changes to be identified. There is a possibility that the successful consultant will be retained by the Municipality to perform and provide consulting and planning advice into the future.

4. Study Components

To meet the present and future needs of the community and to comply with the requirements of the Planning Act, the Resort Municipality is preparing to undergo a review of its Official Plan and Development Plan. The Municipality is seeking a consultant who is familiar with the Resort Municipality, its residents and its issues in order to review its Official Plan and Zoning and Subdivision Control (Development) Bylaw. Input of the residents, seasonal residents, business owners / operators, farmers, local emergency service groups, and local community groups is imperative.

Official Plan

The consultant will review the current Official Plan, provide recommendations on possible changes, incorporate changes based on public input, prepare a draft plan, complete updates and prepare a final plan that is suitable for adoption by the Municipal Council. This plan should have a strong element of public consultation and be developed around a future envisioned by the people who work and live within each area of the community. This Official Plan should also consider four pillars, which are critical to the long-term well-being of communities and people.

These are: (1) the natural environment, (2) the social elements of communities, (3) the local and regional economy, and (4) culture and heritage.

Along with the Official Plan Review the consultant will be responsible for the review of the Zoning and Subdivision Control (Development) Bylaw to reflect any new Official Plan policies and Zoning and General Land Use Maps.

The consultant shall ensure the Official Plan and Zoning and Subdivision Control (Development) Bylaw is in a format that is concise and easy to use.

Areas subject to review include the following:

Zoning and Land Use

Residential

Resort Accommodations

Resort Campground

Resort Commercial

General Commercial

Institutional

Public and Open Space

Rural

National Park

Resort Core Area.

Transportation

Municipal Infrastructure

Community Sustainability

Natural Environment - Recreation and Open Space, Environmental Protection and Watershed Issues

Social, Culture and Heritage

Economics Resiliency and Viability, including Emergency Preparedness, Capacity Building, Collaboration, Partnerships and Public Engagement

5. Public Consultation and Input

During the project the consultant will be required to be involved in the public consultation process and will attend and make presentations at both preliminary and required public meetings. The consultant shall be prepared to attend meetings with all interest groups and record input from the groups and attend a minimum of three (3) public consultation / open house meetings. The consultant will be required to present preliminary findings to the Planning Board and meet with them on a regular basis to review progress. The consultant will also be responsible to present the final draft of the Official Plan and Zoning and Subdivision Control (Development) Bylaw to the Municipal Council and the public.

6. Plan Advisory Committee

The Council appointed Planning Board as its Plan Advisory Committee to oversee the review of the Official Plan and Development Bylaw. Planning Board will be active in the public input process and attend each meeting to gain input from the public. Although Planning Board will assist the consultant with obtaining information from external agencies, it will primarily be the consultant's responsibility to obtain such information. Planning Board meetings are held on the 2nd Wednesday of each month at 9:30 a.m.

Planning Board currently consists of seven members with the Chair being a member of the Council.

7. Background Studies and Information Provided

The following reports and studies provide information that will be of use in the Plan and Bylaw Review Process.

- a) List of building permits and subdivision applications – approvals and denials;
- b) Planning Act Regulations related to the Special Planning Area; (Section 63)
- c) The current Official Plan of the Resort Municipality;
- d) The Resort Municipality Zoning and Subdivision Control (Development) Bylaw
- e) Strategic Plan Document

8. Deliverables

The consultant will be responsible to provide:

- a) Fifteen (15) copies of the draft Official Plan for presentation to Planning Board, Council and the public plus a Microsoft Word compatible version of the document.
- b) Fifteen (15) copies of the Official Plan for presentation to Planning Board, Council and the public plus a Microsoft Word compatible version of the document.
- c) Fifteen (15) copies of the draft Development Bylaw for presentation to Planning Board, Council and the public plus a Microsoft Word compatible version of the document.
- d) Fifteen (15) copies of the final copy of the Development Bylaw for Planning Board, Council and the public plus a Microsoft Word compatible version of the document.
- e) Summary of comments from all public meetings in hard copy and Microsoft Word compatible format.
- f) A final copy of maps (Zoning and General Land Use Maps) suitable for mounting and a digital copy of each in Arc View format.

9. Timing and Schedule

Detailed Proposal submissions are required by Friday, December 11, 2020, 12 noon. AST

The proponent will provide a detailed work schedule noting milestone dates and preliminary report dates,

including recommended schedule of payment as part of the detailed proposal submission. The project will commence by January 4, 2021.

The Official Plan, Development Bylaw and mapping should be completed by December 31, 2021.

10. Late proposals will be returned unopened.

Proposals will be accepted at the Resort Municipality office no later than 12:00 noon on December 11, 2020.

11. Inquiries

No Proponent can claim any advantage from any error, inconsistency, or omission in this RFP. Any Proponent who has questions as to the meaning of any part of this RFP or the project, or who believes the RFP contains any error, inconsistency, or omission should submit an inquiry requesting clarification, interpretation or explanation to the Resort Municipality at the following address, on or before 4 p.m .AST on December 4, 2020: Resort Municipality 7591 Cawnpore Lane R.R. 2 Hunter River, PE, C0A 1N0 Attention: Brenda MacDonald, CAO Telephone: 902.963-2698 Fax: 902.963-2932 Email: resortmunicipal@eastlink.ca The Resort Municipality reserves the right to distribute any or all questions and answers to any other potential Proponents.

12. Proposal Evaluation

Qualification Criteria

Proposal submissions should be on company letterhead and must include the following information:

1. A list and description of the firm's relevant experience in projects of comparable size, complexity, and scope. Include lead firm and any other sub-consultants or firms involved.
2. List of contact persons from previous projects noted who would provide reference for the firm, and its ability to carry out this project.
3. Identification of the lead firm and principal contact person.
4. Identification and description of key project team members, including any subconsultants, their roles in the project, experience in comparable projects, and demonstration of their ability to carry out this project.
5. A clear understanding of the project objectives.
6. Detailed work plan and schedule, broken down to identify major phases and tasks with time-lines for each, including conformation that the proposed schedule for the project is realistic or alternatively, submission of a tentative schedule proposed by the proponent, outlining the work plan and process to achieve the objectives of the project.

Planning Board generally meets the 2nd Wednesday of the month, with Council meeting the 3rd Monday of each month.

7. Detailed cost estimate for the project by each phase and task. The municipality will be responsible for costs involved in hosting any public meetings. The municipality has budgeted up to \$40,000 in total for this review.

13. Selection Criteria

The proposals will be reviewed and evaluated by the Council. The following is a list of criteria that will be used to evaluate the proposals.

1. Resources and experience of the proponent firm in successfully completing similar work. (Value 10)
2. Experience, qualifications, and availability of proponent team members, including communication skills and interview. (Value 20)
3. Proven ability to meet timelines and budgets on past comparable projects. (Value 5)
4. The technical merit of the proposal. (Value 15)
5. Understanding of the objectives as stated. (Value 5)
6. Project organization, work plan, schedule and controls. (Value 25)
7. Fees quoted in the proposal. (Value 20) While cost is clearly an important factor, the Committee will select a proponent using all of the criteria listed above and make its recommendation to Council for approval.

Resort Municipality Request For Proposal – Official Plan and Zoning and Subdivision Control (Development) Bylaw Form of Proposal

To: The Resort Municipality

I/We the undersigned, after having read the Request for Proposal, terms, conditions and specifications, do hereby offer and agree to develop and provide the Official Plan and Zoning and Subdivision Control (Development) Bylaw for the Resort Municipality.

Cost \$ _____

Plus 15% HST (if applicable) \$ _____

Total Cost of Project: \$ _____

Note: Include individual pages as required to provide the details and cost estimates as requested in the previous pages of this document.

PROPOSAL SUBMITTED

BY _____

ADDRESS _____

CITY/TOWN _____ POSTAL CODE _____

PHONE _____ FACSIMILE _____

E-MAIL _____

SIGNATURE _____

PRINT/TYPE NAME _____

TITLE _____

DATED _____

The following references have been supplied with similar work as proposed to the Resort Municipality of Stanley Bridge, Hope River, Bayview, Cavendish and North Rustico.

1.) Name of the Firm/Organization: _____

Address: _____

Contact: Name: _____

Phone No: _____

2.) Name of the Firm/Organization: _____

Address: _____

Contact: Name: _____

Phone No: _____

3.) Name of the Firm/Organization: _____

Address: _____

Contact: Name: _____

Phone No: _____