



REQUEST FOR PROPOSALS

**FOR A REVIEW AND UPDATE OF THE TOWN OF KENSINGTON OFFICIAL PLAN AND ZONING
AND SUBDIVISION CONTROL (DEVELOPMENT) BYLAW AND OFFICIAL PLAN**

**TOWN OF KENSINGTON
P.O. Box 418
KENSINGTON, PE
COB 1M0**

PROPOSALS DUE: DECEMBER 14, 2018

1.0 GENERAL

The following is a request for proposals for the provision of planning services to the Town of Kensington. The requirements of the submission are outlined in Section 4 – Proposal Requirements and Evaluation, and the requirements and objectives of the project are outlined in the Terms of Reference.

1.1 Definitions

The Town:	The Town of Kensington, Prince Edward Island.
The RFP:	This Request for Proposals for the provision of planning services.
The Proponent:	The firm submitting a proposal in response to this RFP.
The Project:	The work and services that are described in the Scope of Work of this Request for Proposal.

1.2 Introduction

The Town of Kensington is requesting proposals from qualified proponents for the provision of planning services to undertake a review and update of the Town's Official Plan and Zoning and Subdivision Control (Development) Bylaw.

1.3 Context

Kensington is centrally located in Eastern Prince County between Malpeque Bay and New London Bay. Route 2 (Veteran's Memorial Highway), which bisects the Town, is the major arterial highway connecting the eastern and western portions of the province. Kensington is 48km west of the Provincial Capital, Charlottetown, and 13km east of Summerside, the second largest city in the Province. It is 38km from the Confederation Bridge and 109km from the Wood Islands Ferry, connecting to Nova Scotia.

The Town has a population of just over 1600 residents (2016 Census) and a land area of just over 300 hectares. Approximately 20 percent of the population is under the age of 20 and approximately 25% is 65 years of age or older.

Throughout its history Kensington has continued to grow and to respond to the changing forces of time and in doing so has continued to thrive as a service centre. Its central location and ease of access have made Kensington an attractive place to do business. Kensington has an arterial road, a collector road and three local roads which are laid out like a spoked wheel leading to the commercial core of the Town. These roads connect Kensington to more than thirty smaller communities which make up its geographical service area. The influence of agriculture, fishing and tourism has been a major contributor to the development of the Town.

While growth constraints exist, such as a short supply of developable commercial/industrial property, the Town is well situated to accommodate more growth. A range of retail services, excellent schools, a

variety of churches and meeting places, including recreational facilities, are all located within a fairly compact downtown area. Despite the relatively rapid growth of the Charlottetown and Summerside economies, Kensington has been able to maintain a strong retail/service sector and a growing industrial base. The Town's location leaves it well positioned to continue to grow and develop. Ongoing tourism and seasonal residential growth along the north shore should also continue to strengthen the Town's commercial sector.

Local governance is provided by a Mayor and Town Council with day to day management provided by a Chief Administrative Officer. The town is responsible for the provision of the following services:

- Sewer Treatment and Collection and Central Water Supply
- Fire Protection
- Police Protection
- General Government and Administration Services (including Subdivision, Land Use and Development Control).
- Public Works and Maintenance Services (all road maintenance activities provided by the Province of PEI.
- Recreation Services

The Town's Official Plan and Development Bylaw are implemented through the office of the Chief Administrative Officer and supplemented with external consulting services as required.

Providing a rich cultural heritage and progressive attitude, the Town continues to be an attractive community in which to live, raise a family, conduct business or just to visit. Its business and services include a

- Library, community medical centre, day care facilities, dental office, physiotherapist office, veterinary clinic, pharmacy, post office;
- Gift store, flower shop, real estate office, food and beverage establishments, gas stations, hair salons, bed and breakfast facilities, and a variety of other service related businesses;
- Royal Canadian Legion, clubs, churches, schools (K-12) and fraternal organizations.

2.0 INSTRUCTIONS TO PROPONENTS

2.1 Submission

The proponents shall submit two (2) copies of the sealed proposal, clearly labelled with the proponent's name and address, and the name of the project: "Review and Update the Town of Kensington Official Plan and Development Control Bylaw".

Proposals shall be submitted using a two (2) envelope system. The first envelope shall include the technical proposal and the second envelope shall include the financial proposal. Each envelope shall be clearly marked as to its contents. Proposals not using the two-envelope system, or which do not have the envelopes clearly marked, may not be accepted and may be returned to the Proponent.

The proposals are to be submitted to:

Town Hall
Town of Kensington
P. O. Box 418
Kensington, PE
COB 1M0

Attention: Mr. Geoff Baker
Chief Administrative Officer

No later than 4:00 pm on December 14, 2018.

Facsimile transmitted, electronic and late proposals will **not** be accepted.

2.2 Contact and Addenda

All inquiries concerning this Request for Proposal are to be directed to:

Mr. Geoff Baker
Town of Kensington
P. O. Box 418
Kensington, PE
COB 1M0

Phone: 902-836-3781, Fax: 902-836-3741

Email: townmanager@townofkensington.com

To ensure consistency and fairness to all proponents, the town will use written addenda to issue any clarifications or provide any further information in relation to this Request for Proposals. Any and all addenda will be published on the Province of PEI Tendering website (<https://www.princeedwardisland.ca/en/tenders>) by **December 3, 2018**. It is the responsibility of proponents to check the PEI Tendering website for any addenda to this Request for Proposals. Verbal explanations or instructions will not be binding.

2.3 Proponents Requirements

A proponent may be required to be registered to carry on business in accordance with applicable laws of the Province of Prince Edward Island if the proponent is selected as the successful proponent. The proposed Project Lead for the proponent's project team and the project team member who will serve as

the Project Lead in case of a contingency must be a Full Member of the Canadian Institute of Planners (MCIP) prior to the commencement of the project.

3.0 TERMS AND CONDITIONS

- Submission of a proposal constitutes acknowledgement that the proponent has read and agrees to be bound by all the terms and conditions of this Request for Proposals and any addenda issued in relation to this Request for Proposals.
- The Town will not make any payments for the preparation of a response to this Request for Proposal. All costs incurred by the proponent will be borne by the proponent.
- This is not an offer. The Town of Kensington does not bind itself to accept the lowest price, the highest scored, or any proposal submitted.
- The Town has the right to cancel this Request for Proposal at any time and to reissue it for any reason whatsoever, without incurring any liability and no proponent will have any claim against the Town as a result of the cancellation or reissuing of the Request for Proposals.
- The Town will not be responsible for any proposal that does not indicate the Request for Proposals name and the proponent's name.
- The Town will not be responsible for any proposal that is delivered to any address other than that provided in Section 2.1 of this RFP.
- If a contract is to be awarded as a result of this Request for Proposal, it will be awarded to the proponent whose proposal, in the Town's opinion, provides the best potential value to the Town and is capable in all respects to perform fully the contract requirements and the integrity and reliability to assure performance of the contract obligations.
- If the Town decides to award a contract based on a submission received in response to this Request for Proposal, the successful proponent will be notified of the intent to award in writing. Proponents will not acquire any legal or equitable rights or privileges whatsoever until the contract is signed by both parties.
- In the event of any inconsistency between this Request for Proposal, and the ensuing contract, the contract shall govern.
- The Town reserves the exclusive right to determine the qualitative aspects of all proposals relative to the evaluation criteria.
- Proponents may not amend their proposal after the closing date and time but may withdraw their proposal at any time prior to acceptance by the Town and issuing of a Letter of Intent.
- Proposals will be evaluated as soon as practicable after the closing time. No detail of any proposal will be made public except the names of all parties submitting proposals.

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- The proposal, accompanying documentation, and any project reports, drawings, etc. submitted by the proponents are the property of the Town and will not be returned.

3.1 Validity of Offer

The proposals shall remain open for acceptance for a period of not less than sixty (60) days from the closing date of this Request for Proposal.

4.0 PROPOSAL REQUIREMENTS AND EVALUATION

The Technical Proposal shall include all the information required to evaluate the proposal with the exception of the financial component.

The Technical Proposal will be used to evaluate the proponent's understanding of the project and methodology, and ensure they propose to meet the Terms of Reference and provide the required deliverables. It will also be used to evaluate the proponent's experience, and project team.

The requirements of this project are outlined in Section 6 -Terms of Reference.

4.1 Understanding of the Project

The proponent should demonstrate an understanding of the objectives of the work, technical requirements, constraints, selection of resources, and any special considerations associated with the project. The proponent should provide a description of the specific project objectives and technical requirements, highlighting those that are of particular significance to the project and delivery of services.

4.2 Work Plan/Project Methodology

The proponent shall provide a detailed work plan, which demonstrates the proposed project methodology. The work plan should demonstrate the proponents understanding of the project and its major challenges. It should describe how the proponent proposes to meet the objectives of the project and the requirements of the Terms of Reference, and provide the deliverables specified.

The work plan is the proponent's opportunity to present their project methodology as well as showing an understanding of the project. It is also their opportunity to present innovative ideas or approaches to the project.

4.3 Qualifications and Experience of Firms

The proponent shall present the firm(s) who shall comprise the Project Team. The prime consultant and any sub-consultants shall be identified, and the roles of all firms shall be described.

The proponent must demonstrate previous experience on projects of a similar scope and scale. A description of maximum of five (5) projects completed by the prime consultant, and three (3) for each

sub-consultant shall be included. Descriptions of projects shall be limited to two single sided pages each including photographs and graphics.

The project descriptions should include:

- description of the project,
- key personnel and their roles and responsibilities on the project,
- client reference, including client name, email address and telephone number.

4.4 Project Team

The proponent shall present the Project Team's key personnel, including their roles and responsibilities, including the identification of the Team Lead and the project team member who will act in the capacity of the team lead in case of a contingency.

The proponent should demonstrate the experience and qualifications of the project team members to provide the services to fulfill the objectives and scope of work of this project as set out in the Terms of Reference. Their experience on similar projects should be demonstrated. The Project Team should demonstrate combined qualifications and experience in relation to land use planning including: data collection and management; visual analysis and GIS mapping; public engagement and community consultation; demographic, economic and intensification analysis; and policy formulation and implementation.

Curriculum vitae for each project team member and backup should be included. The qualifications and experience of each project team member shall be considered in the evaluation.

Information to be included for each project team member should include:

- Name
- Education (relevant)
- Work Experience
- Similar projects involved and role in this project
- Licensing, certification and/or authorization

4.5 Past Performance and References

As part of the evaluation of the submission, the Town shall review the proponents past performance on similar projects and their references from other clients for similar or related projects.

References shall be obtained from the descriptions of similar projects provided as part of Qualifications and Experience of Firm(s).

4.6 Project Schedule

The proponent shall provide a detailed schedule that identifies how and when the services shall be conducted, individual responsibility for each service, and demonstrate the project can be completed within the allotted time frame and within budget.

The project schedule will be evaluated based on how closely it meets the project requirements, and how it demonstrates a logical approach to delivering the required services.

4.7 Financial Proposal

The financial proposal shall be submitted in a separate envelope. The envelope shall be clearly marked "Financial Proposal" and include the project title. Failure to clearly mark the envelope may result in the proposal not being accepted.

The Town is requesting the work be undertaken on a per diem basis with an upset limit. The financial proposal shall clearly state the upset limit with HST shown separately.

Disbursements will be considered to be part of the upset limit fee. No additional invoicing for disbursements shall be accepted.

At no time shall the contract upset limit be exceeded without prior written authorization of the Town of Kensington.

The financial proposal shall include a breakdown of all fees in the form of a Fee Schedule. The Fee Schedule shall be a matrix with project tasks on the vertical axis, and project personnel on the horizontal axis. The Fee Schedule shall show the corresponding value of work for each Project Team member and the disbursements relating to each task. In addition, per diem rates shall be provided for all Project Team members.

Disbursements will be reimbursed at cost and must be job related. Backup documentation for all disbursements is to be submitted with each invoice. Operating and overhead expenses will not be considered as a disbursement. The following are examples of acceptable and unacceptable disbursements:

Acceptable Disbursements:	Travel Accommodations Meals Printing and Reproduction Communications (telephone bills)
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Unacceptable Disbursements:	AutoCAD Charges Computer Charges Equipment Charges (unless clearly identified in proposal)
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4.8 Evaluation of Proposals

The evaluation of the proposals shall be based on the factors presented as follows in Table 1.

Table 1 EVALUATION RATING TABLE	
Rating Factors	Weight Factor
1. Understanding of the Project	5
2. Work Plan/Project Methodology	30
3. Qualifications and Experience of Firms	15
4. Project Team	15
5. Past Performance and References	10
6. Project Schedule	5
Subtotal Technical Submission	80
7. Cost of Services	20
TOTAL	
MAXIMUM TOTAL POINTS	100

4.9 Proposal Submission Format

Submissions shall meet the following formatting or they may not be evaluated.

- Paper Size - 8 ½" x 11";
- Minimum font size - 11-point Times or equal;
- Minimum margins - 12 mm top, bottom, left, and right;

5.0 TERMS OF PAYMENT

The selected proponent shall be reimbursed on a monthly basis for works completed. Monthly invoices shall include backup for all disbursements (time sheets will not be required but may be requested). The invoice shall include the project title, purchase order number, a description of the work completed, and a billing summary.

No payment will be made for the cost of work incurred to remedy errors or omissions for which the consultant is responsible.

6.0 TERMS OF REFERENCE

6.1 Background

The first Development Bylaw for the Town of Kensington was passed pursuant to the former Town Act in 1980. The first Official Plan for the Town, prepared pursuant to the Planning Act, was approved in 1992. The first Plan was primarily a traditional land use document.

In 2002, Kensington started the preparation of a more comprehensive Official Plan which was approved in 2004. This document was prepared with the benefit of significant public consultation and represented a much more comprehensive and planning framework for the Town. It not only addressed land use and development, it also addressed: potential boundary extension; property taxes; residential development; commercial development; tourism; industrial development; promotion; institutional services; parks and recreation; central sewage collection and treatment; central water supply; storm water management; solid waste management; police services; fire protection services; streets, roads and sidewalks; ground and surface water protection; air quality; and budgeting, both operating and capital. A more comprehensive Development Bylaw was also passed in 2004. It divided the Town into the following development zones: Mini Home Court (RM1); Single Family Residential (R1); Two-family Residential (R2); Multiple Family Residential (R3); General Commercial (C1); Heritage District (HD); Industrial (M1); Agricultural Reserve (A1); Public Service and Institutional (PSI); Recreation and Open Space (O1); and Environmental Reserve (O2).

The last legislated Official Plan and Development Bylaw review for the Town of Kensington was completed in 2013. Several updates to the Development Bylaw were made in 2016 and a new Official Plan and Development Bylaw were adopted in 2016 for clarity. While not significant in nature, the 2016 amendments included clarification around several definitions and other minor ‘housekeeping’ items.

6.2 Scope of Work/Deliverables

The scope of work to be completed by the selected proponent as part of this project is summarized in the following sections. This scope of services is not to be considered all-inclusive. Tasks required to meet the project objectives will be considered to be required under this Terms of Reference unless they are deemed unforeseeable or are required to meet expanded project objectives.

The overall objective of the project is to review and update Kensington’s Official Plan and Development Bylaw based on technical analysis and stakeholder input, and in compliance with the Planning Act and applicable Regulations. The scope of work includes the following high-level deliverables:

- Undertake a public consultation process to ensure meaningful feedback from the public, residents, business owners & operators and public and private developers informs the content of a revised Official Plan and Development Bylaw;
- Assess the amount and characteristics of land supply in relation to residential, commercial, industrial, institutional and recreational trends and needs in the Town of Kensington, to estimate demand for various land uses over a 15-year planning horizon and to inform the provisions of a revised Official Plan, Development Bylaw and associated mapping;

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- Explore, stress, and assess the vitally important relationship between the Town and its service area and the corresponding impact upon future land use needs and the supply of suitable land in a revised Official Plan and Development Bylaw;
 - Prepare a revised Official Plan and Development Bylaw that facilitates orderly growth, preservation, sustainability and economic development and address the following matters:
 - Review and update of the existing Official Plan for the Town of Kensington, including its goals, objectives, policies and plan actions, present and future land use maps, and the timing of implementation;
 - Review and update of the provisions of the existing Development Bylaw for the Town of Kensington, including but not limited to the requirements and processes pertaining to subdivision and development;
 - Ensure the development, over the life off the Official Plan and Development Bylaw, of a culturally and socially healthy community;
 - Ensure the revised Official Plan and Development Bylaw are internally consistent as well as consistent with other Town Bylaws and policies and Council's priorities;
 - Ensure the revised Official Plan and Development Bylaw conform with Provincial Legislation, regulation and policy, as may be amended from time to time, in particular taking into account recent amendments to the Planning Act and the implications of the new Building Codes Act and Water Act;
 - Prepare and provide all necessary documentation required by the Town of Kensington for the approval and enactment of the revised Official Plan and Development Bylaw;
 - Prepare and provide all necessary mapping in a format appropriate to facilitate its update into the Town of Kensington's GIS system;
 - Prepare and provide a draft copy of the Official Plan and Development Bylaw in Microsoft Word and a PDF version;
 - Prepare and provide a final copy of the Official Plan and Development Bylaw in Microsoft Word and a PDF version;
 - Prepare, provide and deliver a presentation to Town Council at a public meeting on the completed project.

6.3 Documents

The following information and documents will be made available:

- Application and approval data regarding subdivision and development activity in the Town of Kensington, as available;
- Any relevant maps and plans, as available;
- Town of Kensington Zoning and Subdivision Control (Development) Bylaw, and amendments thereto;
- Town of Kensington Official Plan, and amendments thereto;
- Town of Kensington Integrated Community Sustainability Plan;
- Town of Kensington Strategic Plan (Currently underway and will be provided, if available);
- Municipal Government Act; and
- Planning Act and Regulations and recent amendments thereto.

6.4 Selected Proponents Responsibilities

The Selected Proponents responsibilities will include, but not necessarily be limited to:

- Meet with Town Staff to discuss the project requirements and workplan at the commencement of the project;
- Review and assess all relevant data and documents;
- Consult and coordinate with all relevant provincial government staff to ensure that the draft and final deliverables meet all review requirements and comply with all applicable enactments, as necessary;
- Report to Town staff regarding the progress and completion of the workplan, as required;
- Fulfil the requirements of the project as listed in the Scope of Work/Deliverables (Section 6.2 of this RFP)

6.5 Town's Responsibilities

The Town's responsibilities will include:

- Review proposals and select successful proponent;
- Enter into negotiations with the successful proponent;
- Provide selected proponent with existing information and reports where available;
- Review all deliverables and provide comments to the selected proponent.

6.6 Project Submission Formats

Draft and final reports shall be formatted to standard size paper (8 ½" x 11"), and may be double sided, unless otherwise directed.

6.7 Proposed Schedule

Request for Proposal Issued	November 15, 2018
Deadline for Inquiries	November 23, 2018
Deadline for Issuing Addenda	December 3, 2018
Submission of Proposal	December 14, 2018
Award of Contract	January 14, 2018
Submission of Draft Official Plan and Development Bylaw	June 28, 2018
Submission of Final Official Plan and Development Bylaw	August 30, 2018