

Contract Opportunity: Request for Proposals

District Plan

The Mid Sask. Municipal Alliance group is seeking competitive proposals for a professional community planning consultant to undertake the preparation of a new District Plan (DP) for all eleven (11) municipalities; and to develop new and/or review existing Official Community Plans (OCP) and Zoning Bylaws (ZB) for the Rural Municipalities of LeRoy #339, Prairie Rose #309, Usborne #310, Towns of LeRoy, Lanigan, Watrous, Nokomis and Watson, Resort Village of Manitou Beach and the Village of Jansen and Drake.

1. Background & Introduction

The Mid Sask. Municipal Alliance is comprised of three (3) Rural Municipalities, five (5) Towns, two (2) Villages and one (1) Resort Village. The group includes:

The Rural Municipality of LeRoy #339;

Rural Municipality of Prairie Rose #309;

Rural Municipality of Usborne #310;

Town of Lanigan;

Town of LeRoy;

Town of Nokomis;

Town of Watrous;

Town of Watson;

Resort Village of Manitou Beach;

Village of Drake; and the

Village of Jansen.

Over the past year, the Mid Sask. Municipal Alliance has been meeting monthly to discuss a number of concerns that can be addressed by cooperating on an interjurisdictional basis. With the potential development of a potash mine in the area, the group recognizes the need to work together to better manage and be prepared for new development, solve issues and to gain strength from one another.

The intermunicipal working group is located in east central Saskatchewan and is approximately 170 km North of the City of Regina and 130km East of the City of Saskatoon. This region is an area of unique geography and economic activity. Rich in agriculture, potash, manufacturing, tourism and wildlife, this region is of special significance to the province of Saskatchewan. It is home to approximately 6518 people and covers a land area of approximately 2520 km².

In 2010, the MSMA group completed a Community Action Plan that identified their overarching goals, objectives and specific strategies to achieve those goals. The group identified that planning on an area wide basis: results in an optimum use of resources (human, financial, etc.); avoids duplication of services; increases the efficiency and effectiveness of service delivery; allows for consistent regulations and policies; and creates an overall better quality of life for everyone. The MSMA group also has a Regional Socio-Economic Profile (2010) that provides detailed statistical data for the region.

Our Vision

“We are a progressive group of small and large communities in a rural setting committed to working together as a regional collective for the long term betterment of the area. Our richness in agriculture, potash and manufacturing creates a strong economy for the region and the province. The area supports a variety and abundance of wildlife and numerous tourist sites and opportunities. Our region contains cooperative and ambitious community spirits that create a unique quality of life for everyone.”

Our Mission

“Our group is working together to sustain, build and grow the communities in the region. By sharing information and resources, and identifying our strengths and opportunities we are finding solutions to common problems and improving the quality of life in the region. We believe that progress is important to enhance the communities and strengthen the region. Our co-operative efforts are intended to preserve the past while improving the lifestyle and quality of life for present and future generations.

2. PROJECT DELIVERABLES AND OBJECTIVES

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

- A new District Plan for all eleven (11) municipalities, meeting the requirements of *The Planning and Development Act, 2007*, and the needs of each municipality in the Mid Sask. Municipal Alliance group (including specific policies that reflect the regional goals and interests to provide greater consistency in development and processes);
- Updated Zoning Bylaws for the Rural Municipalities of LeRoy #339, Prairie Rose #309 and Osborne #310, Towns of LeRoy, Watrous, Nokomis, Lanigan and Watson, Resort Village of Manitou Beach and the Villages of Jansen and Drake;
- New Official Community Plans for the Towns of LeRoy, Watrous, Nokomis and Watson, the Rural Municipalities of LeRoy #339, Prairie Rose #309 and Osborne #310, the Resort Village of Manitou Beach and Village of Jansen; and
- An updated OCP for the Town of Lanigan and an updated/reviewed existing OCP to comply with the District Plan for the Village of Drake.

The individual or team acting as the consultant will be the key facilitator for the DP, OCP's and Zoning Bylaws. S/he will be responsible for ensuring that all of the documents are completed in an efficient and effective way. Expertise and experience in undertaking similar Plans/Bylaw updates are essential.

3. NATURE AND SCOPE OF WORK

1.1. Startup

- Develop, in conjunction with the MSMA Chairperson, a detailed work plan and schedule for the overall project including public consultation process;
- Consult with the MSMA group 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.

1.2. Research

- Collect and review any existing OCPs and zoning bylaws as background and historical information (note: Most communities have existing OCP's or Basic Planning Statements. The Village of Drake has just recently updated their OCP and Zoning Bylaws therefore would only require that both documents be updated to comply with the District Plan);

- 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 MSMA group as discussion points for public consultation.

1.3. Consult & Facilitate Input

- Organize, at minimum, four public open houses for the DP. 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 DP and a fourth meeting to present and discuss a final draft after acceptance by the MSMA group, prior to any municipal public hearings to adopt the DP;
- Organize, at minimum, two public open houses for the new zoning bylaws following the Mid Sask. Municipal Alliance's acceptance of a final draft DP (one for the rural bylaws and one for the urban bylaws);
- Organize, at minimum, two public open houses showcasing the new local OCP's, one showing a draft and another showing a final draft reviewed by the Mid Sask. Municipal Alliance and respective Municipal Councils;
- Organize and facilitate all public open houses, attend Mid Sask. Municipal Alliance meetings, and present plans/bylaws to each individual Council for adoption;
- Prepare all materials, including advertising, for each public open house; and
- Consult, as appropriate, with certain organizations and neighbouring municipalities/jurisdictions.

1.4. Prepare DP and Local Official Community Plans and Zoning Bylaws

- Create a concise DP with background information, mapping, and both district level and municipal specific policies for all eleven (11) municipalities;
- The DP is intended to be modeled in accordance with the anticipated amendments to *The Planning and Development Act, 2007*. The anticipated amendments would allow a group of municipalities to develop a district plan (in addition to their individual OCP's and Zoning Bylaws) to enhance the function of intermunicipal planning.
- Develop new OCP's and review and update the Zoning Bylaws for the Towns of LeRoy, Watrous, Nokomis and Watson, the R.M.'s of LeRoy #339, Prairie Rose #309 and Usborne #310, the Resort Village of Manitou Beach and the Village of Jansen that reflect the municipalities interests, needs and complies with the District Plan.
- Review and update the Town of Lanigan's OCP and Zoning Bylaws and review the Village of Drake's OCP and Zoning Bylaws to comply with the District Plan;
- Prepare and present the DP and complying local OCP's and Zoning Bylaws to the MSMA group for approval and recommendation to member Councils; and

- Present the MSMA recommended DP, individual OCP's and Zoning Bylaws to each municipal Council for adoption.

4. BUDGET

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.

5. 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.

1.5. 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. The main features and benefits of the proposed work should also be identified.

1.6. 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 DP, and local OCP's and Zoning Bylaws.

1.7. 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 each 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.

1.8. 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.

1.9. 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. Include an approximate percentage breakdown of the costs for each deliverable i.e. District Plan, updated Zoning Bylaws, new and updated Official Community Plans, etc. for each municipality.

2. 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.

Eleven (11) complete hard copies of your proposal and a Microsoft Word version on a memory stick or compact disk are to be forwarded to:

**The Rural Municipality of Prairie Rose #309
Attention: Bruce Elke, Chairperson, Mid Sask. Municipal Alliance
Box 89
Jansen, Saskatchewan S0K 2B0**

**Closing date and time:
Monday September 20th, 2010, 5:00 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 Rural Municipality of Prairie Rose #309 office.

Proposals received after the closing time may not be considered.

Electronic and facsimile proposals will not be accepted.

3. INQUIRIES

Inquiries, interpretations, and questions regarding this RFP are to be directed to Bruce Elke, in writing, at b.elke@bogend.ca. Please do not contact other members of the MSMA group prior to consideration of your bid.

Written e-mail questions may be received up to September 17th 2010. Verbal questions may be asked at any time during regular business hours of the Rural Municipality of Prairie Rose, but verbal responses are not binding on either party.

4. RFP PROCESS

Upon closing, the Mid Sask. Municipal Alliance selection committee will review all proposals for completeness. Only completed proposals will be brought forward to the Mid Sask. Municipal Alliance group for further consideration. Eligible proposals will be evaluated based on the response guidelines in section 4 and financial competitiveness.

5. 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 MSMA group and adopted by each partnering municipality for submission to the Minister of Municipal Affairs no later than March 31, 2012.

6. SELECTION OF SUCCESSFUL CONSULTANT

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 Mid Sask. Municipal Alliance reserves the right to reject any or all proposals and to accept the proposal deemed most favourable to the interests of the MSMA.

7. CONTRACT NEGOTIATION

The Mid Sask. Municipal Alliance group will negotiate a contractual agreement with the preferred consultant. If the MSMA 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 MSMA, at any time and without liability, may withdraw from negotiations with any potential consultant.

8. TERMS AND CONDITIONS

- 8.1. The Mid Sask. Municipal Alliance will not be responsible for any costs incurred by a consultant in preparing and submitting proposals and/or attending interviews. The MSMA accepts no liability of any kind to a consultant prior to the signing of a contract.
- 8.2. Submission of a proposal shall not obligate, nor should it be construed as obligating the MSMA to accept any such proposal or to proceed further with the project. The MSMA 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.
- 8.3. At all times, the Consultant has the responsibility to notify the MSMA, in writing, of any ambiguity, divergence, error, omission, oversight or contradiction contained within the proposal as it is discovered.
- 8.4. 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 MSMA Chairperson. After the closing date and time, proposals may not be withdrawn.
- 8.5. 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 MSMA.
- 8.6. The consultant must identify any information in its proposal that it considers to be confidential or proprietary.
- 8.7. There will not be a public opening. All proposals and accompanying documentation received under this competition will become the property of the MSMA and will not be returned.
- 8.8. The MSMA reserves the right to waive minor non-compliance by a consultant with the requirements of the RFP. This will allow the MSMA to consider and possibly accept any proposal which is advantageous even though the proposal may be non-compliant in some minor respect.
- 8.9. The MSMA reserves the right to accept or reject, in whole or in part, any or all proposals.
- 8.10. The MSMA reserves the right to cancel and/or re-issue this RFP at any time for any reason without penalty.

- 8.11. 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.
- 8.12. 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.
- 8.13. 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.