



MUNICIPALITY OF **West Elgin**

Request for Proposal For a New Official Plan for the Municipality of West Elgin

RFP-West Elgin Official Plan

Issue Date:	October 23, 2020
Closing Date:	November 19, 2020
Time:	1:00 P.M
Location:	Municipality of West Elgin 22413 Hoskins Line Rodney ON N5R 6B3 Attention: Heather James, Planner Subject: Official Plan Review Proposal

Documents are available in alternate formats upon request. Please contact the Municipal Planner at 519-785-0560 or by email at planning@westelgin.net if you require an accessible format.

Information & Instructions to Consultants

Section 1 - General Information

1.1 Instructions

Proposals must be received at the address indicated on the proposal submission document no later than 1:00 p.m. local time, November 19, 2020.

1.1 Definitions

Corporation/Municipality: Refers to the Corporation of the Municipality of West Elgin

Consultant: Refers to any eligible entity submitting a Proposal

Successful Consultant/Consultant: Refers to the selected Consultant

1.2 Accessibility

As of January 1, 2012, Consultants must meet the requirements of the Customer Service Standard of the **Accessibility for Ontarians with Disabilities Act, 2005**.

1.3 Late Submissions

Proposals received after the official closing time will not be considered during the selection process and will be returned unopened to the respective Consultant.

1.4 Submission Withdrawal or Alteration

Any submission may be withdrawn in writing by an authorized representative prior to the Closing Date, or authorized postponement thereof.

1.5 Inquiries

Inquiries concerning the Proposal process and results are to be directed to:

**Heather James
Planner
(519) 785-0560
planning@westelgin.net**

Questions of **clarification** on the proposal requirements will be answered individually, but response(s) to any question that modifies the scope of the Request for Proposal will be posted as an Addendum to the Proposal document from the Corporation and shall be posted on the municipal website www.westelgin.net by:

**Heather James, Planner
519-785-0560
planning@westelgin.net**

1.6 Examination of Proposal Documents

Each Consultant must satisfy himself/herself as to the full requirements of the proposed work. There will be no consideration of any claim, after submission of Proposals, if there is a misunderstanding with respect to the minimum requirements indicated in this Request for Proposal. Should the Consultant require more information or clarification on any point, it must be obtained prior to the submission of the Proposal.

1.7 Required Proposal Format

The Terms of Reference contains several sections all of which need to be addressed to have the proposal considered. Please ensure the finished document includes all the required information. In order to receive uniform format of responses and information from all prospective consulting firms the following should be addressed and included in the submission:

- Three (3) hard copies and a USB of the proposal must be submitted including a letter of submission signed by an authorized representative of the consulting firm.
- Proposals shall be less than 10 MB in size and shall be less than 50 pages in total length. Proposals shall be limited to standard letter format. Cost Estimates and Work Plan/Timing may be in larger formats. **Proposals larger than 10 MB or longer than 50 pages in length will be not be received.**
- Proposals must outline the cost of conducting the review listed in the Terms of Reference both as a total price, total plus HST and cost per task format.
- The proposal shall include a Work Plan/Timing for the review and the projected and expected time frame for the review.
- The proposal will include a summary of the consultant's professional information and history and relevant experience shall be included (a maximum of three (3) relevant experiences are required).
- Proposals must be submitted with a minimum of three (3) references for contact respecting recent and relevant projects.

The Municipality will not accept proposals of any other format. It is the responsibility of the Consultants to ensure that the proposal has been received and all documents required have been submitted. Submitting a proposal confirms and certifies that the prospective consultant has read and fully understands and accepts the terms of the RFP and its requirements.

1.8 Addenda

The Municipality may choose to issue addenda to provide clarification or additional information to interested parties. The Addenda will be distributed to all who have submitted questions and will be posted on the municipal website www.westelgin.net . It is the Consultant's ultimate responsibility to ensure all addenda have been accessed.

1.9 Acceptance or Rejection of Proposal

The Corporation reserves the right to reject any or all Proposals and to waive formalities as the interests of the Corporation may require without stating reasons, therefore.

Notwithstanding and without restricting the generality of the statement immediately above, the Corporation shall not be required to award and accept a Proposal, or recall the Proposals at a later date:

When only one (1) Proposal has been received as result of the Proposal call;

When all Proposals received fail to comply with the minimum specifications;

The Corporation shall not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any Consultant by reason of the acceptance or the non-acceptance by the Corporation of any Proposal or by reason of any delay in the acceptance of a Proposal except as provided in the Proposal document.

1.10 Proposal Selection Criteria

The review and selection recommendation of consultants will be completed by the Municipal Planner and Chief Administrative Officer and the final selection will be made by Council after the closing date and time. The criteria outlined below will be used as the basis to compare proposals. The municipality reserves the right to engage individual proponents in an interview to obtain further information or clarification on the proposals submitted. The municipality retains the option to evaluate proposals based on other criteria or considerations that may emerge as the RFP and proposal process proceeds.

Proposals will be assessed against the following criteria. The Corporation reserves the right to shortlist firms for further evaluation and interviews which may alter the final scoring results. Proposals will be scored based on meeting or exceeding the expectations of the established evaluation criteria.

Evaluation Criteria	Weighting (%)
Degree to which the proponent responded to the RFP	30
Qualifications/experience of the project team	25
Total price/cost	25
Consultation methods and project process	10
Ability to meet the anticipated schedule	5
Innovative approaches and value added	5

1.11 Proposal Award Procedures

It is the intent of the Municipality to review and evaluate Proposals for the New Official Plan for the Municipality prior to Monday, November 23, 2020. The Municipality will make every effort to complete this process in a timely manner. Notice of acceptance of

Proposal will be by telephone and/or by written notice.

Consultants are advised there will not be a public discussion for this RFP. The following schedule is proposed for the selection of the successful Consultant for this assignment. Every attempt will be made to meet all dates, but the Corporation reserves the right to modify any or all dates at its sole discretion.

Activity	Date
Request for Proposal Issued	October 23, 2020
Deadline for Enquiries from proponents	November 12, 2020
Request for Proposal Closed	November 19, 2020
Selection of Successful Proponent	November 23, 2020

1.12 Assumptions and Contract

The selected consultant will be expected to enter into a Contract with the Municipality addressing the full scope of the work and its obligations to perform the work in compliance with all applicable Federal and Provincial requirements and with the Municipality's Health and Safety requirements. The selected consultant will indemnify the Municipality from all costs, charges and expenses and other claims with respect to the job functions being carried out. This will include possessing and confirming:

- General Liability and/or Professional Liability Insurance
- Automobile Liability Insurance
- WSIB Clearances (if required)
- Any other labour requirements of the Province

1.13 Governing Laws

This Proposal arrangement and any subsequent arrangements will be interpreted and governed by the laws of the Province of Ontario.

1.14 Freedom of Information

Any personal information required on the Proposal Form is received under the authority of the Municipal Freedom of Information and Protection of Privacy Act, 1989, RSO, 1990. This information will be an integral component of the quote submission.

All written Proposals received by the Municipal become a public record, once a Proposal is accepted by the Municipality of West Elgin, all information contained in them is available to the public, including personal information.

All Proposals submitted to the Municipality become the property of the Municipality and as such, are subject to the Municipal Freedom of Information and Protection of Privacy Act. Consultants may mark any part of their submission as confidential except for the total proposal price and the Consultant's name. The Municipality will use its best efforts

not to disclose any information so marked but shall not be liable to a Consultant where information is disclosed by virtue of an order of the Privacy Commissioner or otherwise as required by law. Upon award, the Municipality may release the name of the Successful Consultant, the name and telephone number of the contact person and the total proposal price of the Successful Consultant.

Questions about collection of personal information and the Municipal Freedom of Information and Protection of Privacy Act, 1989, R.S.O. 1990, Chapter M.56, as amended, should be directed to:

Clerk, Municipality of West Elgin
22413 Hoskins Line
Rodney, ON N0L 2C0
Telephone (519) 785-0560

1.15 Conflict of Interest

In addition to complying with the conflict of interest provisions, each Consultant must declare in its proposal any Conflict of Interest (actual or potential) which exists now or may exist in the future in respect of its participation in the RFP process, the submission of its proposal, and, if selected, the performance of its responsibilities. The Municipality will determine, in its sole discretion, whether any situation constitutes or may constitute a real or potential Conflict of Interest and reserves the right, in its sole discretion, to disqualify any Consultant.

Consultants must also describe in the proposal, their process for identifying, disclosing, reporting, and dealing with conflicts of interest that may arise in the future.

1.16 Confidentiality

Consultants shall not at any time before, during or after completion of the contract, divulge any confidential information communicated to or acquired by the Consultant or disclosed by the Municipality.

Section 2 – Background

2.1 Background Information

The Municipality of West Elgin is inviting proposals from qualified firms/consultants for the provision of consulting services to develop a new Official Plan to replace the current and in effect Official Plan, as amended. The objectives of the project are to update the existing Official Plan with the new policies from the Provincial Policy Statement 2020 and all other applicable provincially approved legislation and policy documents and update the Official Plan to ensure conformity with the County of Elgin Official Plan (currently under plan review). The information contained herein is to facilitate in the preparation of the Consultant's proposal submission.

The Municipality is seeking a best value proposal and will consider the proponent attributes, quantity and quality of the services offered as well as price.

2.2 Accessibility for Ontarians with Disabilities Act (AODA)

The delivery of goods and services by the Consultant to members of the public on behalf of the Municipality will need to comply with Ontario Regulation 429/07 respecting Accessibility Standards for Customer Service under the Accessibility for Ontarians with Disabilities Act (the "AODA").

2.3 Accessible Customer Service Training

Upon award and prior to commencement of the work, the successful Consultant must provide confirmation of completion of AODA training, in accordance with The Accessibility Standard for Customer Service O. Reg 191/11. For complete details and to ensure you are compliant, please follow the Accessible Customer Service link: [Accessible Customer Service](#).

2.4 COVID-19 Pandemic

Due to the COVID-19 pandemic, the Municipality has developed specific policies and procedures, which we would expect the successful consultant to comply with. Due to the fluidity of the situation, technical meetings with staff, meetings with Council and Open Houses may be affected and may be required to be conducted virtually.

Section 3 – Terms of Reference

3.1 Context

The Municipality of West Elgin is in the western portion of the County of Elgin, with the 401 running through and along the southern shores of Lake Erie. The Municipality contains two former villages: Rodney and West Lorne, three hamlets: Clachan, New Glasgow and Eagle, one lakeshore area: Port Glasgow and eight rural residential settlement areas. These settlement areas are surrounded by a strong agricultural community. The population of West Elgin is 5,096.

The Municipality is surrounded by the following municipalities: Chatham-Kent, Southwest Middlesex, and Dutton Dunwich.

3.2 Purpose

The Municipality of West Elgin is issuing a RFP to solicit a qualified land use planning consultant to develop a new Official Plan for the Municipality of West Elgin. The Project is anticipated to begin in late 2020 and is to be completed by the end of 2021. The new Official Plan will replace the current in effect Official Plan, as amended which received final approval in 2013. The purpose of the new Official Plan is to:

- Replace the current Official Plan with a new Official Plan that reflects new policy initiatives and regulations in the *Ontario Planning Act*, the Provincial Policy Statement 2020, County of Elgin Official Plan and other applicable planning legislation and documents
- Update population projection and complete a development lands needs assessment
- Review and provide either new or updated policy for current topics like:
 - Second dwelling units
 - Alternative accommodations for agricultural designated lands
 - Home occupations and home industries
 - On-farm diversified uses
 - Short-term rentals
 - Climate change
 - Environmental conservation
 - Natural heritage
 - Natural hazards

The new Official Plan will provide a long-term official plan for the Municipality of West Elgin that will focus on creating economic and sustainable growth as well as a strong, resilient and vibrant community while being environmentally focused.

3.3 Project Area

The project area includes all lands within the Municipality of West Elgin.

3.4 Scope of Work

The Project is anticipated to start in late 2020 with a completion date no later than the end of 2021. It is anticipated that the review will be undertaken in four phases:

- Phase 1: Background Review Study
- Phase 2: Proposed Policy Direction
- Phase 3: Draft new Official Plan
- Phase 4: Refinement and finalization of the new Official Plan, West Elgin Council adoption and County of Elgin approval

It is required that the selected consultant will actively engage all stakeholders throughout the process with each phase undergoing at least one (1) public consultation session. It is also the responsibility of the consultant various consultation methods such as open houses, surveys, workshops, information sessions, etc. to ensure all appropriate groups have been consulted and appropriate feedback has been received.

The following is a description of each phase of the Official Plan review and is intended to provide an overview of the process.

Phase 1 Background Review/Study:

The purpose of this Phase is to review the main themes (see Purpose section above) and develop policy options that can be considered. This phase will also focus on the commencement of new Official Plan schedules to be prepared using Arc Info GIS software or equivalent. A deliverable of this phase includes a report on the above.

Phase 2 Proposed Policy Directions

At the completion of Phase 1, a report is required to be provided to Council to provide the background for the identification on the proposed direction of the new Official Plan. A Council workshop would be a deliverable of this phase to review the major themes/issues identified in Phase 1 work and to discuss with Council the proposed direction. The workshop will also provide Council with an opportunity to identify any specific issues that they may have identified with the current Official Plan that should be addressed within Phase 2.

Following the Council workshop, a subsequent Phase 2 report would be prepared identifying: structure and formatting options, approach to new or revised Official Plan policies, incorporating Council and staff input on policy and finalizing the approach on mapping. The report would identify options and provide a recommended approach with the goal to provide clear direction on the Municipality's new Official Plan.

Phase 3 Drafting of the Official Plan

During this phase, the preparation of the draft Official Plan will occur for the purpose of circulation internally, to agencies and stakeholders for review. The statutory Public Open House under the *Planning Act* will also be held, which will include a presentation on the draft document as well as comments from the public to be considered by

Council. A deliverable of this phase is the submission of the draft Official Plan and its presentation at a minimum of one (1) open house.

Phase 4 Finalizing of the Official Plan

Preparation of the final Official Plan (with tracked changes) will be presented at the statutory public meeting under the *Planning Act* for any additional revisions and then be considered by Council for adoption. Additionally, should modifications be required by the approval authority, the County of Elgin, such modifications shall be prepared. The deliverable of this phase is the submission of a final Official Plan, adoption by Council and approval by the County of Elgin.

3.5 Consultation and Meeting Requirements

The Official Plan review will be guided by the Municipal Planner with the assistance of a technical committee. The technical committee will consist of the Municipal Planner, Chief Building Official, Manager of Operations and Community Services and Clerk or designate.

The technical committee's role will be to:

- Provide technical input regarding the background study and proposed policy recommendations and co-ordinate meetings;
- Provide technical assistance and coordination for community engagement events and to Council as necessary;
- Circulate and provide Notices in accordance with the *Planning Act*.

The proposal must include a description of the number and type of meetings and consultation opportunities proposed (see section on COVID-19):

- Meetings with Municipal staff and Council and their purpose and outcomes;
- Community consultation meetings by number, type and proposed outcomes;
- Statutory meetings with Council as required by the *Planning Act*;
- Description of the type of webpage to be utilized for this project that attracts public engagement through the project timeline;
- An explanation of how the above can be accomplished through virtual means due to the COVID-19 pandemic and its limitations on meeting gatherings.

3.6 Planning Documents

The Municipality will provide the current approved Official Plan, the current approved County of Elgin Official Plan, the draft Elgin County Natural Heritage System Study 2019, current natural hazard mapping (provided by the applicable Conservation Authority) and GIS data as required.

3.7 Work Plan

The selected consultant will be responsible for:

- Public consultation that will promote stakeholder engagement and input;

- Creating a strong web presence through the Township's website;
- All reporting to staff and Council;
- All communications with the public and/or stakeholders through the public engagement process. All communication must be recorded by the consultant.
- Providing a work plan indicating the timing for conducting each phase of the project, the time allocation for each task, the cost of each of the phase broken down by task and the date of final submission to the Township.

3.8 Deliverables

The selected consultant will be required to provide the following to the Municipality at the conclusion of the Official Plan project:

1. Ten (10) bound hard copies of the draft Official Plan;
2. Ten (10) bound hard copies of the final Official Plan for adoption and approval;
3. One (1) electronic PDF version of all reports;
4. One (1) electronic PDF version of the draft Official Plan;
5. One (1) electronic PDF version of the final Official Plan for adoption and approval;
6. One (1) electronic Arc Info GIS version of the draft and final Official Plan schedules; and,
7. One (1) electronic copy in PDF of all plans, illustrations and/or drawings produced for the project.