



2019

Official Community Plan &
Zoning Bylaw Review
Request for Proposal

Competition #PD-2019-01



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1.0 Introduction

The City of Weyburn (“the City”) is requesting proposals from qualified consultants or consulting firms to conduct a review and update the Official Community Plan (OCP) and Zoning Bylaw which was created in 2003. The intent is to achieve two bylaws that will enhance existing land use policies and supporting development related regulations, and align with Councils strategic goals for continued and sustainable community growth.

2.0 City of Weyburn Background Information

The City of Weyburn is located approximately 100 kilometers southeast of Regina, Saskatchewan. Three provincial highways pass through the City of Weyburn (Highway 13, Highway 35, and Highway 39). Over 10,500 residents call Weyburn their home. Weyburn’s intermediate trading area services 50,000 people from nearby communities, villages and towns. Our main economic base is comprised of agricultural service and shipping, oilfield exploration, manufacturing and processing, and business and industry services.

3.0 Scope of Services and Requirements

3.1 Scope of Work – Official Community Plan and Zoning Bylaw Review and Update

The Zoning Bylaw is a substantive regulatory framework that is closely linked to and should stem from the OCP. It is a legal requirement to have a Zoning Bylaw that is consistent with the content of the OCP, adopted and implemented by the City. From a conceptual perspective, the OCP will serve as the visionary guide for the City’s future planning purposes and the Zoning Bylaw will provide the required land use policy and framework by which the City can accomplish the stated goals in the OCP.

The OCP requires a review of the policies and verbiage therein. It should be reviewed to identify and promote best practices and to consider known deficiencies. A review and discussion to confirm priorities is anticipated, along with dialogues about Development Permit Area guidelines.

The Zoning Bylaw will be comprehensive and clear, contain understandable text, and can be practically managed, interpreted, and implemented by Administration, Council, the development community, and citizens of the City of Weyburn.

3.2 Scope of Work – General (applies to all components of the project)

The following components of the project are identified as a guide to the tasks to be undertaken. Submissions are encouraged to use innovation in the proposal and propose alternatives that will be beneficial to the project.

- Throughout the project, the successful consultant will work closely with the City Manager (primary project contact), City of Weyburn Planning & Development Department, along with other staff represents as needed from time to time.

- Arrange and attend regular meetings with staff, Council and the public, including:
 - Initial start-up meeting
 - Presentation of draft and final bylaws
 - Appear at public meetings and communicate with stakeholders as required to facilitate the public engagement component of the project
 - Print and distribute materials for meetings or events as necessary
 - Record and distribute minutes / notes of each meeting
- Review relevant City of Weyburn bylaws, plans and other documents
- Identify stakeholders, develop and facilitate a Public Engagement Strategy; the level of participation required to assure meaningful dialogue and consultation for this project shall be determined by the successful consultant in close consultation with City staff
- Update and engage Council at key stages of the project
- Make recommendations on bylaw amendments to meet best practice standards and the City's overall objectives

The following background information is available for the Official Community Plan and Zoning Bylaw review:

- City of Weyburn Official Community Plan (Bylaw 2003-2098)
- City of Weyburn Zoning Bylaw (Bylaw 2003-2099)
- Weyburn Planning District – District Plan (2013)

4.0 Summary of Deliverables

- A complete revised Official Community Plan that complies with all current legislative requirements, sets out clear objectives and policies for land owners, developers, Council and staff, and is aligned with other municipal strategies and plans.
- A complete revised Zoning Bylaw that complies in all respects with current legislative requirements is internally consistent, and highly practical and workable for staff and the general public.
- Draft versions of the updated bylaws will be presented to staff and Council, with all revisions, additions and deletions made as necessary following the review(s). The project will be considered final upon Council adoption.
- The final approved bylaws will be provided in a fully editable digital format.

5.0 Project Schedule

The required completion is December 31, 2019. We envision the project to be broadly divided into 3 phases. Submissions are encouraged to address the proposed phasing or to suggest creative alternatives that meet all objectives and key deliverables.

Phase 1 – Start-up: That initial directions for OCP and Zoning Bylaw updates are set, identifying issues with participants, and analyzing input and technical conditions.

- Establish key staff level contacts and consultant team introduction
- Develop, in conjunction with staff, a detailed work plan and schedule for the overall project, with key deliverables and costs identified
- Develop a Public Engagement Strategy / Program
- Consult with staff and Council to obtain local knowledge, identify known issues, assess priorities, provide understanding of local challenges and opportunities
- Confirm preferred direction

Phase 2 – Research, draft OCP AND Zoning Bylaws: Developing policy direction and regulatory scheme that synthesizes the preferred direction discussed by residents, stakeholders, staff and Council; and technical components to produce a draft OCP and Zoning Bylaw.

- Review all relevant bylaws, policies and plans
- Review OCP and Zoning Bylaw in relation to above bylaws, policies and plans
- Update population projection, legislative requirements, other
- Identify opportunities, constraints, policy alternatives
- Provide recommendations
- Revise OCP and Zoning Bylaw, prepare drafts

Phase 3 – Finalize the plans: A complete user friendly OCP and Zoning Bylaw that are supported by residents and stakeholders and to be considered for final adoption by Municipal Council.

- Organize and facilitate a public open house or opportunities for participation
- Analyze and create summary of input for public distribution
- Formulate final products in consultation with key staff
- Create final OCP and Zoning Bylaw amendments
- Present to public and Council

6.0 Third Party Agreement

The Third Party agrees to indemnify and save harmless Canada, Saskatchewan, the Recipient, their officers, servants, employees or agents from and against claims, demands, loss, expenditures, damages,

actions, suits, or other proceedings by whomsoever brought or prosecuted in any manner based upon, or occasioned by any injury to persons, damage to or loss or destruction of property, economic loss of infringement of rights caused by or arising directly or indirectly from:

- This Contract;
- The performance of a contract or the breach of any term or condition of it by the Third Party, its officers, servants, employees or agents; or
- Any omission or other willful or negligent act of the Third Party, their respective officers, servants, employees or agents.

The Third Party agrees that nothing in this Contract is to be constructed as authorizing the Third Party to contract for or to incur any obligation on behalf of Canada, Saskatchewan or the Recipient or to act as agent for them.

7.0 Conflict of Interest/Confidentiality/City-Consultant Relationship

Consultants shall avoid all conflicts of interest and respect its relationship with the City by maintaining confidentiality of materials deemed confidential by law. The Consultant specifically agrees to the following:

- a. The Consultant covenants that it presently has no interest, and shall not have any interest, direct or indirect, which would conflict in any manner with the performance of services required under this RFP. Without limitation, the Consultant represents to and agrees with the City that no conflict of interest is created between providing the City services hereunder and any interest Consultant may have with respect to any other person or entity which has any interest adverse or potentially adverse to the City.
- b. All reports, analysis, maps, diagrams or any documents prepared or assisted in the preparation of or by the Consultant are also considered the work product of the City and shall not be communicated to any person except as specifically authorized in writing signed by the City.

8.0 Response Requirements

Proponents are requested to submit one (1) original and an electronic copy of their proposal. Proponents should also label the Proposal envelope with the RFP Title, the Proponent's name and address, and the RFP# (PD-2019-01). **Submissions must contain the following information:**

- 1- A statement of project understanding.
- 2- The proponent must carefully review the scope of work.
- 3- A schedule for project delivery.
- 4- A list of project staff.
- 5- A description of previous experience on related projects would be considered an asset.

9.0 Rejection of Proposal Elements

All responses to the RFP become the property of the City. The RFP does not commit the City to award a contract or to pay any cost incurred in the preparation of the proposal. This project is subject to budget constraints. The City reserves the unqualified right to increase or decrease project scope; modify, suspend, or terminate at its sole discretion any and all aspects of the RFP and/or RFP process, to reject any or all proposals, whether or not minimum qualifications are met, and to modify, postpone, or cancel the RFP without liability, obligation, or commitment to any party, firm, or organization. In addition, the City reserves the right to waive any defects as to form or content of the RFP or any responses by any Contractor teams and to request and obtain additional information from any candidate submitting a proposal. Furthermore, a proposal RISKS BEING REJECTED for any of the following reasons:

- a. Proposal received after designated time and date.
- b. Proposal received at other than the designated location.
- c. Proposal not containing the required elements, exhibits, nor organized in the required format.
- d. Proposal contains excess or extraneous material not called for in the RFP.
- e. Proposal considered not fully responsive to this RFP.

10.0 Evaluation Process

Selection of a successful proposal will be based upon the following selection criteria:

- Understanding of the project and ability to provide the services required (30%).
- Schedule for project delivery (10%).
- Cost (60%).

The City may ask questions of a clarifying nature from bidders as required.

11.0 Selection Process

The completion of this evaluation process will result in the Consultants being numerically ranked base on the evaluation process. The Consultant ranked first will be recommended to Council for project award by the City Manager. Following Council approval, the Consultant will be invited to participate in contract negotiations. The City may require the Consultant submit additional information or other revisions to the Contractor's qualifications as may result from negotiations. Negotiations may include requests by the City for improved pricing or performance terms from the Consultant. Should the City and the first ranked Consultant not be able to reach an agreement as to the contract terms within a reasonable timeframe, the City may terminate the negotiations and begin negotiations with the Consultant that is next in line.

The contract amount (including reimbursements) shall be a not-to-exceed amount, to be established based upon a mutually agreeable Scope of Services and fee schedule.

Once a final award is made, all RFP responses, except financial and proprietary information, become a matter of public record and shall be regarded by the City as public records. To withhold financial and

proprietary information, please label each page as "confidential" or "proprietary". Although a document may be labeled "confidential" or "proprietary", information is still subject to disclosure under The Cities Act, and is, at the City's discretion, based on the potential impact of the public's interests whether or not to disclose "confidential" or "proprietary" information. The City shall not in any way be liable or responsible for the disclosure of any such records or portions thereof if the disclosure is made pursuant to a request under the Cities Act.

Upon successful completion of the negotiations, City Administration will award the contract to the selected Consultant. Upon award the City will issue a Notice To Proceed (NTP). The selected Consultant will be required to enter into a contract agreement.

12.0 Submission

To receive consideration, response to the RFP must be submitted, no later than 2:00 PM, Monday, April 15, 2019. Any Proposal received at the designated location after the required time and date specified for receipt shall not be considered.

Questions regarding the RFP should be directed to:

City Manager Mathew Warren, by phone (306.848.3212) or e-mail (mwarren@weyburn.ca)

Questions must be received by phone or e-mail by Friday, April 5, 2019 at 3:00 PM

13.0 Key Dates

Activity	Date
Questions Submission Deadline	3:00 PM on April 5, 2019
Proposal Submission Deadline	2:00 PM on April 15, 2019
Estimated Award of Contract Date	April 22, 2019 Council Meeting
Required Project Completion Date	December 31, 2019

14.0 City Representative

Direct all proposal submissions to the following City Representative:

Donette Richter
City of Weyburn
157 – 3rd Street NE
Weyburn, SK
S4H 2K6
P: 306.848.3209

Email Submissions to rfp@weyburn.ca