
REQUEST FOR PROPOSAL

NUMBER OCP2023-006

Town of Maple Creek

Consulting Services – Official Community Plan and Zoning Bylaw Update

P.O. Box 428

205 Jasper Street

Maple Creek, SK S0N 1N0





Town of Maple Creek
Consulting Services –
Official Community Plan and Zoning
Bylaw Update

REQUEST FOR PROPOSAL
RFP # OCP2023-06

P.O. Box 428, 205 Jasper Street
Maple Creek, SK S0N 1N0

[Issue Date: November 21, 2023](#)

Closing Time: 4:00pm

RFP Closing Date: December 22, 2023

Project Award Date: January 10, 2023

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Introduction

The Town of Maple Creek (Town) is requesting proposals from qualified consultants to undertake a review and update of the Official Community Plan (OCP) and Zoning Bylaw which were created in 2009 and 2011 respectively. The Town's OCP and Zoning Bylaw needs to be updated to reflect the community's vision and values. It is critical that the Town's OCP and Zoning Bylaw are reviewed periodically to ensure that they are up to date and accurately reflect the community's vision.

The primary objectives of the OCP and Zoning Bylaw update include:

1. To create an OCP consistent with the Statements of Provincial Interest Regulations, *The Planning and Development Act, 2007* and other regulatory requirements.
2. To create an OCP that accurately reflects the changing population growth, land use, development, and vision of the Town.
3. To create a Zoning Bylaw that is a high-quality, technical document, written and designed with accessible language and visual accompaniments to be easily understood by the general public.

The Town is requesting proposals from qualified Consultants with experience in municipal planning, OCP preparation, community and stakeholder engagement, zoning regulations, and bylaw preparation. Expertise and experience in undertaking similar projects is essential.

All work and final deliverables must be completed and received by the Town of Maple Creek by January 10, 2025.

Questions/inquiries regarding the Request for Proposal may be submitted via email or phone to:

Barry Elliott

CAO

Phone: 1-306-662-2244

Email: cao@maplecreek.ca

1.0 Community Information

The Town of Maple Creek is ideally positioned along the Trans-Canada highway and the CPR mainline. It is centrally located an equal distance between the major urban centres of Saskatoon, Regina, Calgary, and Great Falls. It is approximately an hour from the regional centres of Medicine Hat and Swift Current.

A number of industries use Maple Creek as an important service centre including ranching, farming, oil and gas, and tourism. Located within Tourism Saskatchewan's recently designated Cypress Hills Grasslands Destination Area, tourism returns are a significant aspect of the community's commercial sector.

Maple Creek offers its diverse population the less complicated lifestyle of a smaller community, while providing all the cultural and recreational amenities one would expect of a regional centre. Culturally vibrant, the community of Maple Creek boasts a number of annual festivals and cultural events. The community is proud of its rich heritage, which is evident in its two museums, downtown Heritage District, and numerous rodeos.

2.0 Scope of Services and Requirements

2.1 OCP and Zoning Bylaw Update

The OCP is a statutory document establishing the Town's long-term goals, objectives, and policies for future development. The Zoning Bylaw is the primary implementation tool for the policies in the OCP.

The current OCP requires a comprehensive review and update. The OCP update will be informed through an engagement process that captures how residents and stakeholders envision the Town to grow. The OCP should consist of the following (but is not limited to):

- Policies as required in *The Planning and Development Act, 2007*
- Policies as required in the Statements of Provincial Interest
- Alignment with *The Environmental Management and Protection Act, 2010* and other related regulations
- Alignment with the Town's vision and goals
- Update demographic profile, population statistics, and growth projections
- Housing need projections
- Community engagement strategy
- Comprehensive mapping package (flood mapping, development constraints, future land use, etc.)
- Heritage planning and policy
- Policies for aging in place and affordable housing
- Policies for climate change resiliency and sustainability
- Intermunicipal cooperation considerations
- Land acquisition and areas for future annexation

The Zoning Bylaw will involve a complete review and re-assessment of content from the 2011 Zoning Bylaw. The Zoning Bylaw should consist of the following (but is not limited to):

- Alignment with the goals and policies within the OCP
- The required provisions outlined in *Section 49 of The Planning and Development Act, 2007* (contents of a zoning bylaw)
- Additional development standards and optional zoning bylaw content as necessary as outlined in *Section 52 of The Planning and Development Act, 2007*
- Review existing land uses and development standards and provide new districts and standards, if required

- General regulations to apply in every zoning district e.g., restrictions for building on hazardous land, development standards, principal, and discretionary uses, etc.
- Zoning Maps

3.0 Deliverables

- A complete OCP that complies with current legislative requirements, sets out clear objectives and policies for landowners, developers, Council and staff, and is aligned with other municipal strategies and plans.
- A complete Zoning Bylaw that complies with current legislative requirements is internally consistent, practical, and user-friendly for staff and the general public.
- Draft versions of the updated documents will be presented to staff and Council, with all revisions, additions and deletions made as necessary following the review. The project will be considered final upon Council adoption.
- The final approved bylaws and background report(s) need to be provided in a fully editable digital format. Maps to be provided in fully editable GIS format with ESRI Geodatabase (.shp file). The Town will not accept data submitted as a PDF file.
- Submit eight copies of the final report before January 10, 2025.

4.0 Submission Requirements

Consultant's proposal in response to this RFP will be incorporated into the final agreement between the Town and the successful firm. The submitted proposals are suggested to include the following sections:

- Executive Summary
- Scopes, Approach, and Methodology, and Deliverables
- Project Management Approach
- Schedule for project delivery
- Detailed and Itemized pricing
- Appendix: Project Team Staffing and qualifications
- Appendix: Company Overview
- Appendix: Any other information that would help the Town better understand your proposal

5.0 Terms and Conditions

5.1 The Town:

- Shall not pay for proposals submitted;
- Reserves the right to reject any or all proposals;
- Shall require a contract prior to awarding the RFP;

- Shall require the successful proponent to obtain a Business License for the Town of Maple Creek.

5.2 The Town shall provide:

- Copies of the current OCP and Zoning Bylaw
- Copies of all bylaws amending the OCP and Zoning Bylaw

6.0 Submissions

6.1 Selection Process

- The Town shall evaluate all proposals to ensure they meet the requirements of this Request for Proposals.
- Interviews may be requested by the Town with selected consulting firms.
- All unsuccessful respondents shall be notified by mail.

6.2 Submission and Closing Date

Proposals, with attached Signing Page (Schedule "A"), must be received no later than 4:00 pm local time on December 22, 2023. Two (2) hard copies of RFP submittals must be submitted if proposals are sent via mail or delivered in person. Electronic copies will also be accepted, if you choose to submit electronic copies they must be signed. The submission of hard copies will not be required in addition to electronic copies. Any submissions received after the aforementioned date and time will not be accepted. Proposals may be emailed or mailed to the undersigned.

Barry Elliott

CAO

Phone: 1-306-662-2244

Email: cao@maplecreek.ca

6.3 Submission of Proposals

Submitted Proposals are to be clearly marked as follows. Please include the following information:

Town of Maple Creek

Consulting Services - Official Community Plan and Zoning Bylaw Update RFP # OCP2023-06

P.O. Box 428

205 Jasper Street

Maple Creek, SK S0N 1N0

COMPANY NAME:		
STREET ADDRESS:		
CITY:	PROVINCE:	POSTAL CODE:
REPRESENTATIVE:	PHONE NUMBER:	

E-MAIL:	FAX NUMBER:	
GST REGISTRATION NUMBER:		
AUTHORIZED SIGNATURE:		DATE:
PRINT SIGNATURE AND TITLE:		

7.0 Working Agreement

The successful proponent shall be required to enter into a contract for services with the Town.

8.0 Evaluation of Proposals

Evaluation Criteria

Submitted proposals will be evaluated against the following criteria:

- Understanding of the project requirements, scope and local issues (5%)
- Project methodology and approach (25%)
- Qualifications and experience (35%)
- Work plan, methodology and schedule (10%)
- Proposed project cost (25%)

Evaluation Team

An evaluation Team, comprised of representatives from the Town will assess the Proposals. The Evaluation Team may, in addition to Town representatives, include external consultants and technical advisors.

Clarification

The Town reserves the right to contact any Proponent to seek clarification of the contents of the Proposal submission. The Town may investigate, as it deems necessary, the ability of the Proponent to perform the Work and the Proponent shall furnish the Town all such information and data for this purpose as the Town may request.

References

Some scores assigned to various categories may be determined through reference checks.

Interviews

The Evaluation Team may elect to interview some or all of the Consultants and their key staff at its sole discretion.

Proposal Evaluation Process

The evaluation stage will consist of a scoring by the Evaluation Team of each qualified Proposal on the basis of the identified criteria of the written Proposals. The highest scored Proposal, representing best overall value to the Town, will be recommended for selection by the Evaluation Team.

Recommendation / Award

Recommendation for award of this Proposal will be based on the Proponent's overall total score. **By responding to this RFP, the Proponent agrees to accept the recommendation of the Evaluation Team as final and binding.** Award of the Proposal will require the approval of Town Council.

9.0 Terms and Conditions of the RFP Process

Proponents to Follow Instructions

Proponents should structure their proposals in accordance with the instructions in this RFP. Where information is requested in this RFP, any response made in a proposal should reference the applicable section numbers of the RFP where that request is made.

Proponents to Review RFP

Proponents shall promptly examine all of the documents comprising this RFP and:

1. Shall report any errors, omissions or ambiguities; and
2. May direct questions or seek additional information by fax or email, on or before the Proponent's deadline for questions to the Town Contact. No such communications are to be directed to anyone other than the Town Contact. The Town is under no obligation to provide additional information but may do so at its sole discretion.

The Town Contact for this RFP is:

Barry Elliott, RMA, CLGM, CMMA
Chief Administrative Officer
Town of Maple Creek
P.O. Box 428
205 Jasper Street
Maple Creek, SK S0N 1N0
Phone: (306) 662-2244
Email: cao@maplecreek.ca

The Town and its agents do not make any representations, warranty or guarantee as to the accuracy of the information contained in the RFP or issued by way of addenda. It is the Proponent's responsibility to avail itself of all the necessary information to prepare a proposal in response to this RFP.

Town May Seek Clarification and Incorporate Response into Proposal

The Town reserves the right to seek clarification and supplementary information from Proponents after the Proposal Submission Deadline. Any response received by the Town from a Proponent shall, if accepted by the Town, form an integral part of that Proponent's proposal.

RFP Incorporated into Proposal

All of the provisions of this RFP are deemed to be accepted by each Proponent and incorporated into each Proponent's proposal.

Proposal Property of the Town

Except where expressly set out to the contrary in this RFP, the proposal and any accompanying documentation submitted by a Proponent shall become the property of the Town and shall not be returned.

10.0 General Clauses

Confidential Information of the Town

All information provided by or obtained from the Town in any form in connection with this RFP either before or after the issuance of this RFP:

- a) Is the sole property of the Town and must be treated as confidential;
- b) Is not to be used for any purpose other than replying to this RFP;
- c) Must not be disclosed without prior written authorization from the Town; and
- d) Shall be returned by the Proponents to the Town immediately upon the request of the Town.

Subject to *Local Authority Freedom of Information and Protection of Privacy Act*

Information provided by a Proponent may be released in accordance with *The Local Authority Freedom of Information and Protection of Privacy Act*. A Proponent shall identify any information in its proposal or any accompanying documentation for which confidentiality is to be maintained by the Town. The confidentiality of such information will be maintained by the Town, except where an order by the Information and Privacy Commissioner or a court requires the Town to do otherwise.

Rights of the Town

In addition to any other expressed rights or any other rights which may be implied in the circumstances, the Town reserves the rights to:

- a) Make public the names of any or all Proponents;
- b) Request written clarification or the submission of supplementary written information from any Proponent;
- c) Waive formalities and accept proposals which substantially comply with the requirements of the RFP;
- d) Verify with any Proponent or with a third party any information set out in a proposal;
- e) Check references other than those provided by any Proponent;
- f) Disqualify any Proponent whose proposal contains misrepresentations or any other inaccurate or misleading information;
- g) Disqualify any Proponent or the proposal of any Proponent who has engaged in conduct prohibited by this RFP;
- h) Accept or reject a proposal if only one proposal is submitted;
- i) Select any Proponent other than the Proponent whose proposal reflects the lowest cost to the Town;
- j) Cancel this RFP process at any stage;
- k) Cancel this RFP process at any stage and issue a new RFP for the same or similar services;
- l) Accept any proposal in whole or in part, provided that doing so complies with the Town Procurement Policy and other applicable laws;
- m) Discuss with any Proponent different or additional terms to those contemplated in this RFP or in any Proponent's proposal;
- n) Reject any or all proposals in its absolute discretion;

and the Town shall not be liable for any expenses, costs, losses or any direct or indirect damages incurred or suffered by any Proponent or any third party resulting from the Town exercising any of its express rights under this RFP or exercising any rights which may be implied in the circumstances. By submitting a proposal, the Proponent authorizes the collection by the Town of the information set out above in the manner contemplated in those subparagraphs.

Privilege

The Town of Maple Creek reserves the right to reject any and all RFP submissions, not necessarily accept the lowest cost submission, or to accept any submission that it deems, at its sole discretion, to be in the best interest of the Town.

Agreement Refusal

“The Town reserves the right to refuse to contract with a vendor, supplier, contractor, person, or entity which has threatened or commenced litigation against the Town, breached any material terms of prior contracts, failed to perform as required pursuant to prior contracts, or has performed a wrong-doing against the Town which could be punishable in the courts.”

Governing Law of RFP Process

This RFP process shall be governed by and construed in accordance with the laws of the Province of Saskatchewan and the federal laws of Canada applicable therein.

Signing Page (Schedule A)

All responses must be signed:

Consulting Services - Official Community Plan and Zoning Bylaw Update RFP # OCP2023-06

I/We certify that the information provided in this RFP Response Document is true and complete.

I/We declare that no employee of the Town of Maple Creek is or will become interested, directly or indirectly, as a contracting party or otherwise in the supplies, work or business to which it relates or in any portion of the profits thereof, or in any such supplies to be therein or in any of the monies derived there from.

I/We further declare that the undersigned is empowered by the Proponent to negotiate all matters with the partnering municipality's representatives, relative to this proposal.

I/We further declare that the agent listed below is hereby authorized by the Proponent to submit this proposal and is authorized to negotiate on behalf of the Proponent.

Company Name: _____

Respondent's Signature: _____

Respondent's Printed Name: _____

Respondent's Title: _____

Email: _____

Business Phone: _____

Business Fax: _____