



REQUEST FOR PROPOSALS
FOR
CONSULTING SERVICES
MUNICIPAL PLAN &
DEVELOPMENT REGULATIONS

Issued: November 20, 2023

Submission Deadline: December 11, 2023

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PART 1 – INVITATION AND SUBMISSION INSTRUCTIONS

1.1 INVITATION TO PROPONENTS

1.1.1 INVITATION

This Request for Proposals (RFP) is an invitation by the Town of Placentia to prospective proponents to submit proposals for Municipal Planning Consulting Services.

The Town of Placentia is seeking proposals from qualified professional planning consultants to undertake a review of the Town of Placentia Municipal Plan and Development Regulations as further described in Appendix A - Scope of Work.

1.1.2 BIDDING SYSTEM REGISTRATION

The particulars of the RFQ document will be posted on the Town of Placentia website www.placentia.ca. Any and all amendments and or additional information to the original RFP will also be posted on this site; the ownership lies with the prospective bidder to visit the site regularly to ensure receipt of any amendment notifications.

1.2 RFP CONTACT

For the purposes of this procurement process, the “RFP Contact” will be:
Gerry Hynes, Chief Administrative Officer (A) – cao@placentia.ca

To contact the Town in relation to this RFP, proponents must initiate the communication electronically through the “RFP Contact”. The Town will not accept any proponent’s communications verbally or by any other means, except as specifically stated in this RFP.

The RFP contact or his designate will reply to enquiries via email only, verbal communication will not take place so as to avoid misinterpretation.

Proponents and their representatives are not permitted to contact any employees, officers, agents, elected or appointed officials, or other representatives of the Town, other than the RFP Contact, concerning matters regarding this RFP. Failure to adhere to this rule may result in the disqualification of the proponent and the rejection of the proponent’s proposal.

1.3 CONTRACT FOR DELIVERABLES

1.3.1 CONTRACT

The selected proponent will be requested to enter into an agreement with the Town for the provision of the Deliverables.

1.3.2 TERM OF CONTRACT

The term of the agreement will be in effect until the completion of the Deliverables including submission of the Municipal Plan and Development Regulations to the Minister of Municipal and Provincial Affairs for Registration under the *Urban and Rural Planning Act, 2000*.

1.4 RFP TIMETABLE

1.4.1 KEY DATES

Issue Date of RFP	November 20, 2023
Deadline for Questions	November 27, 2023 4:00 PM
Deadline for Issuing Addenda	December 01, 2023
Submission Deadline	December 11, 2023 3:00 PM
Contract Award	December 21, 2023

The RFP timetable is tentative only and may be changed by the Town at any time. For greater clarity, business days means all days that the Town Office is open for business.

1.4.2 PUBLIC OPENING

- (a) Proposals received by the Submission Deadline will be recorded publicly at the Submission Location immediately after the Submission Deadline.
- (b) The Town will post the list of received proposals on the Town of Placentia website immediately after the Submission Deadline.
- (c) All Proposals that were received at the time of the public opening will be evaluated after the public opening.
- (d) The proponent or his/her representative may attend the public opening. Attendance will be at the Town Hall, Placentia, immediately following the deadline closing unless for some unforeseen reason a delay is deemed necessary. There will be a minimum of two representatives of the Town of Placentia in attendance if attended by a member of public, or three if only Town of Placentia representatives available. The Town of Placentia, if requested, will also make Zoom attendance available to those unable to attend in person. Those wishing to attend may contact cao@placentia.ca to obtain the link information.

1.5 SUBMISSION INSTRUCTIONS

1.5.1 SUBMISSION OF PROPOSALS

Proposals must be submitted to the Town Hall via Canada Post, in person up to the closing date and time of the RFQ. Electronic proposals may also be submitted to cao@placentia.ca. The ownership lies with the proponent to request an email receipt to confirm that their submission has been received. Each electronic submission **MUST BEAR THE SUBJECT LINE** ***Municipal Plan & Development Regulations Submission.***

1.5.2 PROPOSALS TO BE SUBMITTED ON TIME

Proposals must be finalized and submitted on or before the Submission Deadline. The date and time of receipt of proposals shall be recorded by the receiving representative of the Town of Placentia. Late submissions will not be accepted and will be disqualified as late.

Proponents are cautioned that the timing of submissions is based on when the proposal is received, not when a proposal leaves the hands of the proponent. As transportation can be delayed, proponents should plan to submit proposals well in advance of the Submission Deadline to avoid late delivery. Proponents submitting near the Submission Deadline do so at their own risk.

Again, to ensure timely delivery, prospective proponents are encouraged to confirm receipt of submissions with the Town's RFP contact.

1.5.3 PROPOSALS TO BE SUBMITTED IN PRESCRIBED FORMAT

Proposals must be presented in a suitably readable text font (standard weight Arial, Calibri, or similar are recommended), size 11 or larger, body text black in colour, on a white background. Colour may be used for images, diagrams, charts, tables if preferred.

Proposals, including the Gantt chart, must be submitted in a PDF file readable by Adobe Reader.

Bidding System Submissions

Proposal materials should be prepared and submitted in accordance with the instructions provided.

1.5.4 CHANGES TO PROPOSALS

Proponents may change their proposals prior to the Submission Deadline. However, the proponent is solely responsible for ensuring that the changed proposal is received by the bidding system by the Submission Deadline.

1.5.5 WITHDRAWAL OF PROPOSALS

At any time throughout the RFP process until the execution of a written agreement for provision of the Deliverables, a proponent may withdraw a submitted proposal. To withdraw a proposal after the Submission Deadline, a notice of withdrawal must be sent to the RFP Contact and must be signed by an authorized representative of the proponent.

[End of Part 1]

PART 2– EVALUATION, NOTIFICATION AND AWARD

2.1 STAGES OF EVALUATION AND NOTIFICATION

The Town will conduct the evaluation of proposals as follows:

2.2 STAGE I – MANDATORY SUBMISSION REQUIREMENTS

Stage I will consist of a review to determine which proposals comply with the mandatory submission requirements set out in Appendix A. If a proposal fails to satisfy all of the mandatory submission requirements, the proposal will be rejected.

2.3 **Stage 2 – Review of Submission**

The Town of Placentia will review each section of bid submissions, pricing and references to satisfy itself that the prospective consultant has the capability and experience to complete the Municipal Plan and Development Regulations to the Town’s satisfaction.

2.4 FAILURE TO ENTER INTO AGREEMENT

If a selected proponent fails to execute the Agreement or satisfy any pre-conditions of award within fifteen (15) days of notice of selection, the Town may, without incurring any liability, proceed with the selection of another proponent. This process will continue until an agreement is finalized, until there are no more proponents remaining that are suitable or until the Owner elects to cancel the RFP process.

[End of Part 2]

PART 3 – TERMS AND CONDITIONS OF THE RFP PROCESS

3.1 GENERAL INFORMATION AND INSTRUCTIONS

3.1.1 PROPONENTS TO FOLLOW INSTRUCTIONS

Proponents should structure their proposals in accordance with the instructions in this RFP.

3.1.2 PROPOSALS IN ENGLISH

All proposals are to be in English only.

3.1.3 NO INCORPORATION BY REFERENCE

The entire content of the proponent's proposal should be submitted in a fixed format, and the content of websites or other external documents referred to in the proponent's proposal but not attached will not be considered to form part of its proposal.

3.1.4 PAST PERFORMANCE

In the evaluation process, the Town may consider the proponent's past performance or conduct on previous contracts with the Town of Placentia.

3.1.5 INFORMATION IN RFP ONLY AN ESTIMATE

The Town makes no representation, warranty or guarantee as to the accuracy of the information contained in this RFP or issued by way of addenda. It is the proponent's responsibility to obtain all the information they require to prepare a proposal in response to this RFP.

3.1.6 PROPONENTS TO BEAR THEIR OWN COSTS

The proponent will bear all costs associated with or incurred in the preparation and presentation of its proposal.

3.1.7 PROPOSAL TO BE RETAINED BY THE OWNER

The Town will not return the proposal or any accompanying documentation submitted by a proponent.

3.1.8 MATERIAL CHANGE AFTER SUBMISSION TIME

A Proponent will give immediate notice to the Town in writing of any material change that occurs to a Proponent after the Submission Time, including a change to its membership, ownership structure, Proponent team including any individual members or sub-consultants or a change to the Proponent's financial capability.

The Town may, in its sole discretion, accept or reject this material change. In the case of a rejection of the material change, the Proponent will be notified in writing that the change has been deemed unacceptable and that their proposal has been disqualified. If a material change is accepted, the Town will then evaluate the submitted proposal taking into consideration the new information.

3.2 COMMUNICATION AFTER ISSUANCE OF RFP

3.2.1 PROPONENTS TO REVIEW RFP

Proponents should promptly examine all of the documents comprising this RFP and may direct questions or seek additional information via email to the RFP Contact on or before the Deadline for Questions. No such communications are to be sent or initiated through any other means. The Town is under no obligation to provide additional information, and the Town is not responsible for any information provided by or obtained from any source other than the RFP Contact or the bidding system. It is the responsibility of the proponent to seek clarification from the RFP Contact on any matter it considers to be unclear. The Town is not responsible for any interpretations and/or misunderstandings on the part of the proponent concerning this RFP or its process.

Proponents are encouraged to submit enquiries at an early date to permit consideration by the Owner.

3.2.2 ALL NEW INFORMATION TO PROPONENTS BY WAY OF AMENDMENT

This RFP may be amended only by amendment in accordance with this section. If the Town, for any reason, determines that it is necessary to provide additional information relating to this RFP, such information will be communicated to all proponents by amendment posted at www.placentia.ca. Each amendment forms an integral part of this RFP and may contain important information, including significant changes to this RFP. Proponents are responsible for obtaining all amendments issued by the Town and are encouraged to visit the Town's website on a regular basis up to the deadline for amendments to obtain same.

3.2.3 POST-DEADLINE AMENDMENTS AND EXTENSION OF SUBMISSION DEADLINE

If the Town determines that it is necessary to issue an amendment after the Deadline for Issuing Amendments, the Town may extend the Submission Deadline for a reasonable period of time.

3.2.4 VERIFY, CLARIFY, AND SUPPLEMENT

When evaluating proposals, the Town may request further information from the proponent or third parties in order to verify, clarify or supplement the information provided in the proponent's proposal. The Town may revisit and re-evaluate proponent's submission on the basis of any such information.

3.3 NOTIFICATION AND DEBRIEFING

3.3.1 NOTIFICATION TO OTHER PROPONENTS

In accordance with section 30 of the *Public Procurement Regulations*, once the Agreement is awarded by the Town, the outcome of the RFP will be publicly posted at www.placentia.ca.

3.3.2 DEBRIEFING

Proponents may request a debriefing within ten (10) business days after the award has been posted. All requests must be in writing to the RFP Contact.

3.3.3 PROCUREMENT COMPLAINT PROCESS

If, after attending a debriefing, the proponent wishes to register a complaint regarding the RFP process, it must provide the complaint to the RFP Contact within fifteen (15) business days of the debriefing. The complaint must be in writing and must contain the following information:

- (a) the supplier's name and business contact information;
- (b) reference information respecting the RFP; and
- (c) a description of the complaint.

The Town will review the complaint and respond within fifteen (15) business days of receiving it.

3.4 CONFLICT OF INTEREST AND PROHIBITED CONDUCT

3.4.1 CONFLICT OF INTEREST

For the purposes of this RFP, the term "Conflict of Interest" includes, but is not limited to, any situation or circumstance where:

- (a) In relation to the RFP process, the Proponent or member of the Proponent team has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to:
 - (i) having or having access to confidential information of the Town in the preparation of its proposal that is not available to other proponents;
 - (ii) having been involved in the development of the RFP, including having provided advice or assistance in the development of the RFP;
 - (iii) receiving advice or assistance in the preparation of its response from any individual or entity that was involved in the development of the RFP;
 - (iv) communicating with any person with a view to influencing preferred treatment in the RFP process (including but not limited to the lobbying of decision makers involved in the RFP process); or
 - (v) engaging in conduct that compromises, or could be seen to compromise, the integrity of the open and competitive RFP process or render that process non-competitive or unfair;
- (b) In relation to the performance of its contractual obligations under a contract for the Deliverables, the proponent's other commitments, relationships, or financial interests:
 - (i) could, or could be seen to, exercise an improper influence over the objective, unbiased, and impartial exercise of its independent judgement; or
 - (ii) could, or could be seen to, compromise, impair, or be incompatible with the effective performance of its contractual obligations.

3.4.2 DISQUALIFICATION FOR CONFLICT OF INTEREST

The Town may disqualify a proponent for any conduct, situation, or circumstances, determined by the Town, in its sole and absolute discretion, to constitute a Conflict of Interest as defined above.

3.4.3 DISQUALIFICATION FOR PROHIBITED CONDUCT

The Town may disqualify a proponent, rescind an invitation to negotiate or terminate a contract subsequently entered into if the Town determines that the proponent has engaged in any conduct prohibited by this RFP.

3.4.4 PROHIBITED PROPONENT COMMUNICATIONS

Proponents must not engage in any communications that could constitute a Conflict of Interest and should take note of the Conflict of Interest declaration set out in the Submission Form (Appendix B).

3.4.5 PROPONENT NOT TO COMMUNICATE WITH MEDIA

Proponents must not at any time directly or indirectly communicate with the media in relation to this RFP or any agreement entered into pursuant to this RFP without first obtaining the written permission of the RFP Contact.

3.4.6 NO LOBBYING

Proponents must not, in relation to this RFP or the evaluation and selection process, engage directly or indirectly in any form of political or other lobbying whatsoever to influence the selection of the successful proponent(s).

3.4.7 ILLEGAL OR UNETHICAL CONDUCT

Proponents must not engage in any illegal business practices, including activities such as bid-rigging, price-fixing, bribery, fraud, coercion, or collusion. Proponents must not engage in any unethical conduct, including lobbying, as described above, or other inappropriate communications; offering gifts to any employees, officers, agents, elected or appointed officials, or other representatives of the Town; deceitfulness; submitting proposals containing misrepresentations or other misleading or inaccurate information; or any other conduct that compromises or may be seen to compromise the competitive process provided for in this RFP.

3.4.8 PAST PERFORMANCE OR PAST CONDUCT

The Town may prohibit a supplier from participating in a procurement process based on past performance or based on inappropriate conduct in a prior procurement process, including but not limited to the following:

- (a) illegal or unethical conduct as described above;
- (b) the refusal of the supplier to honour its submitted pricing, timelines, or other commitments; or
- (c) any conduct, situation or circumstance determined by the Town, in its sole and absolute discretion, to have constituted an undisclosed Conflict of Interest.

3.5 CONFIDENTIAL INFORMATION

3.5.1 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 and the performance of any subsequent contract for the Deliverables;
- (c) must not be disclosed without prior written authorization from the Town; and
- (d) must be returned by the proponent to the Town immediately upon the request of the Town.

3.5.2 CONFIDENTIAL INFORMATION OF PROPONENT

Proponents should note that this procurement process is subject to the *Access to Information and Protection of Privacy Act, 2015*. The proponent agrees that any specific information in its proposal that may qualify for an exemption from disclosure under subsection 39(1) of the Act, has been identified. If no specific information has been identified it is assumed that, in the opinion of the proponent, there is no specific information that qualifies for an exemption under subsection 39(1). The confidentiality of such information will be maintained by the Town, except as otherwise required by law or by order of a court or tribunal. Proponents are advised that their proposals will, as necessary, be disclosed, on a confidential basis, to advisers retained by the Town to advise or assist with the RFP process, including the evaluation of proposals.

If a proponent has any questions about the collection and use of personal information pursuant to this RFP, questions are to be submitted to the RFP Contact. Further information relating to subsection 39(1) of the *ATIPPA, 2015* is provided in guidance documents available through the Office of the Information and Privacy Commissioner at <https://oipc.nl.ca/guidance/documents>.

3.6. CANCELLATION

The Owner may cancel or amend the RFP process without liability at any time.

3.7 GOVERNING LAW AND INTERPRETATION

These Terms and Conditions of the RFP Process (Part 3):

- (a) are intended to be interpreted broadly and independently (with no particular provision intended to limit the scope of any other provision);
- (b) are non-exhaustive and will not be construed as intending to limit the pre-existing rights of the parties to engage in pre-contractual discussions in accordance with the common law governing direct commercial negotiations; and
- (c) are to be governed by and construed in accordance with the laws of the province of Newfoundland and Labrador and the federal laws of Canada applicable therein.

3.8 RESERVED RIGHTS OF THE OWNER

These reserved rights are in addition to any other express rights or any other rights that may be implied in the circumstances.

The Town reserves the right, in its sole and absolute discretion, to:

- (a) waive any such defect, ambiguity, alteration, qualification, omission, inaccuracy, misstatement or failure to satisfy, and any resulting ineligibility on the part of the Proponent, or any member of the Proponent team and accept proposals that substantially comply with the requirements of this RFP;
- (b) independently consider, investigate, research, analyze, request or verify any information or documentation whether or not contained in any proposal;
- (c) request interviews or presentations with any, one, all or none of the Proponents to clarify any questions or considerations based on the information included in proposals during the evaluation process, with such interviews or presentations conducted in the sole and absolute discretion of the Town, including the time, location, length and agenda for such interviews or presentations;
- (d) conduct reference checks relevant to the Work with any or all of the references cited in a proposal and any other persons (including persons other than those listed by Proponents in any part of their proposals) to verify any and all information regarding a Proponent, inclusive of its directors/officers and key individuals, and to conduct any background investigations that it considers necessary in the course of the RFP Process, and rely on and consider any relevant information from such cited references in the evaluation of proposals;
- (e) conduct credit, criminal record, litigation, bankruptcy, taxpayer information and other checks;
- (f) to not proceed to review and evaluate, or discontinue the evaluation of any proposals and disqualify the Proponent from this RFP;

- (g) rescind a notice of selection or terminate a contract subsequently entered into if the proponent has engaged in any conduct that breaches the process rules or otherwise compromises or may be seen to compromise the competitive process;
- (h) cancel this RFP process at any stage. They may then issue a new RFP for the same or similar deliverables;
- (i) call for quotes, proposals or tenders, or enter into negotiations for this work or for work of a similar nature. Without limiting the foregoing, the Town may, in its sole and absolute discretion (and without further consultation with the Proponent), reject any proposal which in the opinion of the Town:
 - (i) is materially incomplete or irregular,
 - (ii) contains omissions, exceptions or variations (including any modifications),
 - (iii) contains any false or misleading statement, claims or information, or
 - (iv) contains any false statements, criminal affiliations or activities by a Proponent or Proponent team member.

To enable the Town to take any one or more of the above-listed steps, the Town may enter into separate and confidential communications of any kind whatsoever, with any person, including any Proponent. The Town has no obligation whatsoever to take the same steps, or to enter into the same or any communications in respect of all Proponents and proposals, or in respect of any Proponent, including the Proponent whose proposal is the subject of the review or evaluation, as the case may be.

The review and evaluation of any proposal may rely on, take into account and include any information and documentation, including any clarification, more complete, supplementary and additional or replacement information or documentation, including information and documentation obtained through any of the above-listed investigations, research, analyses, checks, and verifications.

3.9 LIMITATIONS OF LIABILITY

By submitting a proposal, each proponent agrees that:

- (a) neither the Town nor any of its employees, officers, agents, elected or appointed officials, advisors or representatives will be liable, under any circumstances, for any claim arising out of this proposal process including but not limited to costs of preparation of the proposal, loss of profits, loss of opportunity or for any other claim; and
- (b) the proponent waives any claim for any compensation of any kind whatsoever, including claims for costs of preparation of the proposal, loss of profit or loss of opportunity by reason of the Town's decision to not accept the proposal submitted by the proponent, to enter into an agreement with any other proponent or to cancel this proposal process, and the proponent shall be deemed to have agreed to waive such right or claim.

Each Proponent on its own behalf and on behalf of the Proponent team and any member of a Proponent team:

- a) Agrees not to bring any claim against the Town or any of its respective employees, advisors or representatives for damages in excess of the amount equivalent to the reasonable costs incurred by the Proponent in preparing its proposal for any matter in respect of this RFP, including:
 - i. if the Town accepts a non-compliant proposal or otherwise breaches, or fundamentally breaches, the terms of this RFP; or
 - ii. If the Work or RFP process is modified, suspended or cancelled for any reason (including modification of the scope of the Work or modification of this RFP or both) or the Town exercises any rights under this RFP; and
- b) Waives any and all claims against the Town, or any of their respective employees, advisors or representatives for loss of anticipated profits or loss of opportunity if no agreement is made between the Town and the Proponent for any reason, including:
 - i. if the Town accepts a non-compliant proposal or otherwise breaches or fundamentally breaches the terms of this RFP or the RFP Process; or

- ii. if the Work or RFP Process is modified, suspended or cancelled for any reason (including modification of the scope of the Work or modification of this RFP or both) or the Town exercises any rights under this RFP.

3.10 INTERPRETATION

In this RFP:

- a) Any action, decision, determination, consent, approval or any other thing to be performed, made, or exercised by or on behalf of the Town, including the exercise of “discretion” or words of like effect, unless the context requires it, is at the sole, absolute and unfettered discretion of the Town;
- b) The use of headings is for convenience only and headings are not to be used in the interpretation of this RFP;
- c) A reference to a Section or Schedule, unless otherwise indicated, is a reference to a Section of, or Schedule to, this RFP; content should be carefully examined as to accuracy. The Town does not accept responsibility for errors, omissions, or interpretations therein.
- d) Words imputing any gender include all genders, as the context requires, and words in the singular include the plural and vice versa;
- e) The word “including” when used in this RFP is illustrative only and is not to be read as limiting or exhaustive;
- f) A reference to a “person” includes a reference to an individual, legal personal representative, corporation, body corporate, firm, partnership, trust, trustee, syndicate, joint venture, limited liability company, association, unincorporated organization, union or government Province; and
- g) Each Appendix and Schedule attached to this RFP is an integral part of this RFP as if set out at length within the body of this RFP.

[End of Part 3]

APPENDIX A - SCOPE OF WORK

1. BACKGROUND

The historic Town of Placentia, located on the Southwest Avalon is comprised of a number of segments that make it one of the most thriving communities in the Province of Newfoundland and Labrador where people are encouraged to live, grow and invest. We are a community rich in history with Basques, French, English and Irish descents having lived, worked and traversed our quaint streets, forested hills and rolling coastal inlets. We have risen from the ashes of a depleted fishery and the closure of the U.S. Naval Facility in Argentia and the end of the useful life of the ERCO/Albright and Wilson Phosphorus Plant in Long Harbour. Placentia is poised for advancement in the fields of industry, commerce and tourism. The community of approximately 3500 people is quickly evolving into a regional service centre for industry, commercial business, health care, education and recreation.

The Town is home to the Argentia Industrial Park with tenants forging new frontiers in wind energy and hydrogen production. It is home to the only North American monopile laydown yard and welcomes tenants such as oil producers developing deep sea exploration substructure, and companies engaged in the fields of aquaculture farming, cold storage warehousing, shipping, marine traffic control to name a few. Marine Atlantic Ferry Terminal is also housed in Argentia. The Industrial Park is administered by the Port of Argentia and lies within the Town of Placentia's Planning and Development boundaries.

In addition to its industrial advantages, the Town of Placentia is home to:

- Placentia Health Care Centre – Lions Manor Nursing Home - Beachside Assisted Living
- St. Anne's Academy Elementary, Laval High School and College of the North Atlantic
- Banking, convenience stores, garages, hotels, restaurants/fast food locations, hardware stores, hairdressing/barber services, etc.
- Outdoor recreation facilities – soccer/volleyball, six upgraded playgrounds, and two newly upgraded softball fields complete with batting practice cage
- Unity PARC hockey/curling//ice skating arena
- Placentia Regional Wellness Centre complete with a four-lane swimming pool and kiddy pool, a walking track, a fitness centre and a multipurpose room for community use (to open in the Spring of 2024).

The Town of Placentia is a municipality with unlimited potential where all are welcome to invest in their futures to reap the benefits of a thriving and growing community.

FURTHER INFORMATION ABOUT THE TOWN OF PLACENTIA CAN BE FOUND ON THE TOWN'S WEBSITE WWW.PLACENTIA.CA. POTENTIAL PROPONENTS WOULD BENEFIT FROM A SITE VISIT TO THE PORT OF ARGENTIA'S WEBSITE AS WELL.

2. TOWN OF PLACENTIA MUNICIPAL PLAN & DEVELOPMENT REGULATIONS

The current Municipal Plan & Development Regulations have been in effect since 2004 and will expire in 2024. Since their Implementation, both the Plan and the Development Regulations faced a number of challenges that require comprehensive review. In the intervening years, Placentia has experienced growth and changes in demographics, culture, and needs as a community. As such, a new Municipal Plan and Development Regulations document is required.

The current Municipal Plan is very much a land management style plan. The Town requires a new Municipal Plan that sets out broad vision and goals for the community. A new, modernized set of Development Regulations is required that are consistent with the goals, objectives and policies of the Municipal Plan. Both the Municipal Plan and Development Regulations must be prepared in accordance with the requirements of the *Urban and Rural Planning Act, 2000*.

It is expected that a new Municipal Plan will integrate and reflect current plans of the Town, revision to those plans as required, well as observed shortcomings identified throughout the past decade. These include but are not limited to:

- Strategic Plan (currently being completed)
- Recently updated Flood Risk Mapping
- Planning Boundary Review
- Asset Management Plan (currently under review)

The successful Consultant will be expected to review existing documents and initiatives and integrate them into the Municipal Plan and future land use map as appropriate. New land use zones, standards and conditions for development may also be required to support Plan policies that reflect these Town initiatives. It is also expected that the Consultant will undertake a comprehensive review of the industrial park housed within the Town's boundaries and guide the Town toward planning and regulations that will encourage proper development of this site.

The successful Consultant will be familiar with plans and strategies of federal, provincial and regional agencies that may be relevant to the Plan review.

The Town recognizes the considerable risks and impacts associated with climate change. Flood risk mapping has recently been updated by the Province and will need to be assessed and addressed in the Municipal Plan policies, objectives, and Future Land Use map and in the Development Regulations and Zoning map. While it is expected that the successful consultant, as part of the planning process will identify issues and gaps that need to be addressed, the Town has identified the following ongoing and emerging issues that will require attention in the Plan and Regulations:

- Development of the Argentia Industrial Park;
- Addressing errors and/or omissions in the existing Municipal Plan, land use zones and development standards as identified in the last decade;
- Review of Zoning and Permitted Use regulations;
- Housing affordability, options and neighbourhood design;
- Protection of walking/hiking trails, public rights of way, shoreline/coastal access and heritage and conservation areas within the Town;
- Addressing climate change impacts, in coastal areas and floodplains particularly as it relates to development;
- Clarity with respect to the exercise of Council discretion in development decisions;
- Subdivision design standards, including standards for lots, streets and utilities, (including easements);
- General policies and standards for utilities and easements;
- Process plan for obtaining easements and placement of utility poles;
- Review of standards for septic requirements; and
- Site Grading standards for new developments.

It is expected that the Municipal Plan & Development Regulations will be a visually pleasing, well-organized, and clearly written document. This will include consistent use of graphics, and illustrations to make it easy to navigate within the documents, as well as to communicate information, concepts, stated objectives, desired outcomes and standards.

Final documents will be produced in a minimum 11-pitch font (Ariel or Calibri) and will be accompanied by relevant documentation referenced throughout including zoning map and planning boundary map. The Final Report will be suitably sectioned for reference material for response to enquiries from the general public.

3. Engagement

Meaningful engagement of citizens, business and community organizations, Council and staff is key to the success of the planning process.

Proposals should outline an engagement process designed to capture input from a diversity of voices within the Town in a manner that is easily accessible and inclusive. It is expected that this will include a variety of engagement methods and tools appropriate to a community of the size and nature of the Town of Placentia that will embrace both in-person and virtual methods of engagement.

The Town is open to the use of a variety of methods and tools for public and stakeholder engagement. These could include such things as formal surveys, one-on-one or group interviews, discussion groups, and other engagement tools directed at introducing community concerns and information into the new Plan.

Proposals should clearly identify what engagement methods and tools will be used and how the engagement process will target the general public including under-represented groups, key stakeholders, agencies of the provincial government, Council and staff, to build consensus and support for the direction, priorities and actions included in the Plan.

4. Deliverables

As part of the Municipal Planning process, the successful consultant will be required to deliver and undertake the following:

- a) A public engagement program designed to provide information on the Municipal Plan;
- b) Presentation of the draft Municipal Plan and Development Regulations; and
- c) Presentation of the Municipal Plan and Development regulations at the statutory public hearing required under the URPA, 2000.

The Town will require the following printed deliverables from the Consultant:

- 10 copies of the Draft and Final Municipal Plan & Development Regulations documents
- 3 professionally produced copies of the Future Land Use and Zoning Maps that clearly pinpoint landmarks in the community for ease of use.

The Consultant will also be required to provide in electronic form, the final Municipal Plan & Development Regulations and maps suitable for posting on the Town website. Written and graphic materials prepared and used as part of the Project, including such items as documents for, and reports from meetings, consultation and engagement are required as part of the deliverables of the Project. The Consultant will also be required to submit geographic data layers created for the Municipal Plan and Zoning Maps in accordance Municipal and Provincial Affairs standards for submission of Plans and Development Regulations for review and registration

5. PROJECT OVERSIGHT AND REPORTING

The CAO and senior staff of the Town's Public Works and Planning team will be the key personnel assigned to the Project for the Town and will be responsible for providing reports to appropriate committees and Council and be key contacts for information related to the Municipal Plan process.

The project manager for the Consultant will be expected to report regularly to the CAO and/or Public Works senior staff. Reporting will include an initial meeting upon award of the contract, followed by required brief monthly written progress reports, and meetings (phone, virtual or in person as necessary) to review progress, budget, the status of project milestones, and to discuss any anticipated issues.

6. Proponents Qualifications and References

The consultant team is expected to demonstrate knowledge and experience, including but not limited to, in the following areas:

- Rural design and heritage
- Industrial Park management
- Preparation and review of Municipal Plans and implementing bylaws/regulations;
- Administration of Municipal Plans and implementing bylaws/regulations;
- Understanding of the *Urban and Rural Planning Act, 2000*, including requirements for submission of Plans and Regulations prepared under the Act.
- Developing and conducting effective public engagement programs for municipal planning processes;
- Geographic information systems and land use analysis.

The principal planner responsible for reviewing the current plan and drafting and any revisions to the new Municipal Plan & Development Regulations is required to be a member in good standing of the Canadian Institute of Planners.

7. ANTICIPATED PROJECT SCHEDULE

Background work on the Plan is expected to commence immediately following award of the contract, with initial consultation and engagement to begin at the start of the new year (2024) Consultations on a new Draft Plan can begin in early spring of 2024 with completion and approval of the Plan and mandatory Public Hearing taking place in the fall of 2024. The Town recognizes that the timeframe for Provincial review and release of the Draft Plan and Regulations is beyond the control of the consultant or the Town. However, to facilitate the Provincial Review, it is expected that the draft documents and maps will be substantially complete and meet all requirements for submission.

Proposals should include a proposed Project schedule designed to meet the parameters outlined above. The schedule, including dates for deliverables will be refined upon award of contract. The lowest bidder is not necessarily accepted.

8. AVAILABLE BUDGET AND COST PROPOSALS

The Town has a cost expectation for the completion of the plan review and preference will be given to any bidder meeting the anticipated range that presents strong knowledge of the requirements with experience in planning for communities of comparable size and community profile.

Proposals must include a cost proposal providing a detailed budget including the allocation of team resources, fees and expenses associated with described tasks, milestones, and deliverables.

Cost proposals must provide hourly rates for project team members, and time allocated to specific tasks.

The Town will provide to the Consultant as part of the project, access to Town facilities for the purposes of holding meetings and events related to the Plan Review.

Separate costs should be provided for any additional/optional tasks that may be recommended to add value to the project, but not included in the proposed budget. This may include costs for additional meetings, materials, events or activities that are recommended to enhance the review process.

9. ORGANIZATION OF PROPOSALS

To assist with the fair evaluation of proposals, the Town requires proposals to be organized to include sections on the following:

- Understanding of the Project.
- Approach and methodology.
- Timeline and Reporting – overall timeline, key dates including milestones and deliverables. Include reporting frequency and quality control measures for working with the Town.
- Experience and Qualifications – Prime and any subconsultant companies, project management and project personnel, relevant recent experience examples and references. The role and extent of each Team member’s involvement in the Plan review must be clearly stated. The role(s) of any proposed team members in the example projects (if any) should also be stated.
- Cost proposal
- Completed Proponent Submission Form (see Appendix B).
- Insurance certificate

Submissions should be as clear and concise as possible to be user friendly, include the use of tables and charts to illustrate methods, proposed processes and organization described briefly in the text. Excessive descriptions of individual team and corporate experience/expertise is not necessary and should be avoided. Appendices may be included to provide additional information on project personnel, corporate and project experience if necessary.

10. Evaluation Process

The process used to evaluate proposals will be in keeping with Town of Placentia’s process of appointing a review committee comprised of experienced staff members and appointed representative(s) from Council.

11. Evaluation Criteria

Consultant selection for the Plan Review will be based upon the considerations and requirements outlined throughout this RFP. The successful candidate will have demonstrated knowledge of the Town of Placentia including the Argentia Industrial Park and the objectives of the scope of this plan review.

The Proponent's team will be comprised of professionals having demonstrated creative and value-added approaches to engaging community participation.

The Proponent will have demonstrated leadership experience in municipal planning for communities of comparable size and profile as the Town of Placentia.

Close attention will be paid to the bidder's submission for clarity, this will help gauge the Proponent's attention to detail for demonstration of ability to provide a clear and concise document that is a visually attractive representation of the Town of Placentia goals, objectives, plans and regulations.

12. SUBMISSION

All proposals must be received by the specified deadline as set out in Section 1.5 of this RFP. Late Proposals will not be accepted and will remain unopened.

This RFP creates no obligation on the part of the Town to award the contract to any Proponent or to reimburse proponents for Proposal preparation expenses. The Town reserves the right to accept or reject any or all Proposals, in whole or in part, received as a result of this RFP, and to negotiate in any manner necessary to best serve the interest of the Town. The decision on which Proposal best satisfies the needs of the Town rests solely with the Town and any and all decisions made by the Town of Placentia are not open to appeal.

The Town's evaluation may include information provided by the Proponent's references and may also consider the Proponent's past performance on previous contracts with the Town or other institutions.

13. MANDATORY SUBMISSION REQUIREMENTS

Mandatory Submission requirements include:

- a) Completed Submission Form (Appendix B)
- b) Proof of Insurance - Consulting firms are required to provide their Professional and Commercial Insurance Certificates for the current year of practice as part of the submission.
- c) Proof of good standing with Workplace Health and Safety

APPENDIX B – SUBMISSION FORM

Proponents should provide all required information in accordance with the instructions provided in the bidding system.

1. Proponent Information

Please fill out the following form, naming one person to be the proponent's contact for the RFP process and for any clarifications or communication that might be necessary.	
Full Legal Name of Proponent:	
Any Other Relevant Name under which Proponent Carries on Business:	
Street Address:	
City, Province/State:	
Postal Code:	
Phone Number:	
Company Website (if any):	
Proponent Contact Name and Title:	
Proponent Contact Phone:	
Proponent Contact Email:	

2. Acknowledgment of Non-Binding Procurement Process

The proponent acknowledges that the RFP process will be governed by the terms and conditions of the RFP, and that, among other things, such terms and conditions confirm that this procurement process does not constitute a formal, legally binding bidding process (and for greater certainty, does not give rise to a bidding process contract), and that no legal relationship or obligation regarding the procurement of any goods or services will be created between the Town and the proponent unless and until the Town and the proponent execute a written agreement for the Deliverables.

3. Ability to Provide Deliverables

The proponent has carefully examined the RFP documents and has a clear and comprehensive knowledge of the Deliverables required. The proponent represents and warrants its ability to provide the Deliverables in accordance with the requirements of the RFP for the rates set out in its proposal.

4. Non-Binding Pricing

The proponent has submitted their pricing in accordance with the instructions in the RFP. The proponent confirms that the pricing information provided is accurate. The proponent acknowledges that any inaccurate, misleading, or incomplete information, including withdrawn or altered pricing, could adversely impact the acceptance of its proposal or its eligibility for future work.

5. Amendments

The proponent is deemed to have read and taken into account all amendments issued by the Town prior to the Deadline for Issuing Amendments.

6. Communication with Competitors

For the purposes of this RFP, the word "competitor" includes any individual or organization, other than the proponent, whether or not related to or affiliated with the proponent, who could potentially submit a response to this RFP.

Unless specifically disclosed below under Disclosure of Communications with Competitors, the proponent declares that:

- (a) it has prepared its proposal independently from, and without consultation, communication, agreement or arrangement with any competitor, including, but not limited to, consultation, communication, agreement or arrangement regarding:
 - (i) prices;
 - (ii) methods, factors or formulas used to calculate prices;
 - (iii) the quality, quantity, specifications or delivery particulars of the Deliverables;
 - (iv) the intention or decision to submit, or not to submit, a proposal; or
 - (v) the submission of a proposal which does not meet the mandatory technical requirements or specifications of the RFP; and
- (b) it has not disclosed details of its proposal to any competitor and it will not disclose details of its proposal to any competitor prior to the notification of the outcome of the procurement process.

6. Disclosure of Communications with Competitors

If the proponent has communicated or intends to communicate with one or more competitors about this RFP or its proposal, the proponent discloses below the names of those competitors and the nature of, and reasons for, such communications:

7. No Prohibited Conduct

It is understood by the Response to the RFP that the proponent declares that it has not engaged in any conduct prohibited by this RFP.

8. Conflict of Interest

The proponent must declare all potential Conflicts of Interest, as defined in section 3.4.1 of the RFP. This includes disclosing the names and all pertinent details of all individuals (employees, advisers, or individuals acting in any other capacity) who (a) participated in the preparation of the proposal; **AND** (b) were employees of the Owner within twelve (12) months prior to the Submission Deadline.

If the box below is left blank, the proponent will be deemed to declare that (a) there was no Conflict of Interest in preparing its proposal; and (b) there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the RFP.

Otherwise, if the statement below applies, check the box.

- The proponent declares that there is an actual or potential Conflict of Interest relating to the preparation of its proposal, and/or the proponent foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the RFP.
- If the proponent declares an actual or potential Conflict of Interest by marking the box above, the proponent must set out below details of the actual or potential Conflict of Interest:

9. Disclosure of Information

The proponent hereby agrees that any information provided in this proposal, even if it is identified as being supplied in confidence, may be disclosed where required by law or by order of a court or tribunal. The proponent hereby consents to the disclosure, on a confidential basis, of this proposal by the Town to the advisers retained by the Town to advise or assist with the RFP process, including with respect to the evaluation of this proposal.

Signature of Proponent Representative

Name of Proponent Representative

Title of Proponent Representative

Date

I have the authority to bind the proponent.

