

# *Rural Municipality of Belfast*

Mayor: Garth Gillis; Chief Administrative Officer: Bob Brooks; *Incorporated 1972*

## Request for Proposal

# *Rural Municipality of Belfast*

for the Completion of an Official Plan and  
Zoning and Subdivision Control (Development) Bylaw

Closing Date:

Thursday, July 8, 2021 at 12:00 Noon

Address:

Municipal Office  
Rural Municipality of Belfast  
13056 Shore Road - Unit 103  
Wood Islands, PE C0A 1R0

Attn: Bob Brooks, Chief Administrative Officer

## 1. General

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### 1.1 Introduction

The Rural Municipality of Belfast is requesting proposals from qualified planning consultants for the provision of planning services to complete the Municipality's first Official Plan, Zoning and Subdivision Control Bylaw (Development Bylaw), and to develop the associated Administrative Resources, including but not limited to the fee structure, permit applications, approval/denial letter templates, etc.

The Municipality completed a Municipal Strategic Plan in June 2019 and are now ready for the development of an Official Plan and Development Bylaw, as per *Municipal Government Act* requirements (section 14 on page 16, "municipal planning services, including an official plan and bylaws in accordance with the *Planning Act* R.S.P.E.I. 1988, Cap. P-8). The Municipality now requires a consultant to develop a draft Official Plan and Bylaw in accordance with the current vision of Council and the Municipality.

### 1.2 Background Information

The **Rural Municipality of Belfast** is a municipality that was incorporated in 1972 and holds rural municipality status in Prince Edward Island, Canada. It is located in southeastern Queens County situated on the island's south shore along the Northumberland Strait. Belfast is a rural municipality that is predominantly an agricultural area. Per the 2016 Census, the municipality is home to 1670 residents. A May 2021 Profile of the Rural Municipality of Belfast is located on the Municipal Website.

## 2. Scope of Work and Requirements

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The Official Plan will serve as the required visionary guide and land use policy framework for the Municipality's future planning purposes and the Development Bylaw will provide the regulatory framework by which the Municipality can accomplish the stated goals in the Official Plan. The Administrative Resources will support the delivery of land planning and development control services in the Municipality.

The Municipality is seeking a Certified Professional Planner with MCIP designation who will become familiar with the Rural Municipality and will engage municipal Council and residents to identify key issues, concerns, and objectives in order to complete a comprehensive Official Plan and Development Bylaw, and to develop associated Administrative Resources. These will be prepared in a concise, easy-to-understand language and format that is defensible should a challenge arise.

### 2.1 Official Plan

The Official Plan requires the formulation, articulation, and implementation of policies, goals, and aspirations of the Rural Municipality of Belfast. It should identify and promote best practices and sustainability of a rural lifestyle within the Municipality through public dialogue and engagement.

The goals of the Official Plan include, but are not limited to:

- Pursuing a strategy for orderly development
- Maintaining a strong community identity
- Preventing environmental problems
- Achieving balanced, sustainable development
- Encouraging a welcoming environment for all present and future residents and businesses

The Consultant will prepare a final document that is suitable for adoption by the Council. The Consultant will complete the Official Plan based on provincial standards, public input, and consultation with Council, and other members of the community as required.

## **2.2 Development Bylaw**

The Consultant will prepare a final document that is suitable for adoption by the Council. The Development Bylaw is a substantive regulatory framework that is closely linked to and based upon the Official Plan. It is a legal requirement to have a Development Bylaw that is consistent with the content of the Official Plan for adoption and implementation by the Municipality. The Development Bylaw will be comprehensive and clear, contain understandable text, and can be practically managed, interpreted, and implemented by Administration, Council, the development community, and residents of the Rural Municipality of Belfast.

## **2.3 Administrative Resources**

The Consultant will develop the appropriate administrative processes, procedures, forms, and templates for handling all types of applications (e.g., fee schedule, development applications and permits, approval/ denial letters, bylaw amendments including rezoning, official plan amendments, etc.) to support the implementation and administration of land planning and development services for the Rural Municipality of Belfast.

## **2.4 Background Resources**

To assist in the preparation of a proposal, proponents will have access to the following documents:

- Rural Municipality of Belfast Strategic Plan (June 2019)
- Rural Municipality of Belfast Profile (May 2021)
- Rural Municipality of Belfast Boundary Map (January 2019)

**To access these documents, please submit an email request to the CAO at [ruralmunicipalityofbelfast@gmail.com](mailto:ruralmunicipalityofbelfast@gmail.com) under subject header ‘RFP Background Document Request’.**

The successful Consultant will be expected to achieve the following:

- An engagement strategy that includes (a) consultation with Council, the community, and the Provincial Government to understand current rural community development initiatives and vision for the area and (b) innovative and technical techniques to explore the community and to shape its future via meaningful public participation;
- A complete Official Plan that complies with all 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 Development Bylaw that complies in all respects with current legislative requirements, is internally consistent, is a highly practical and workable document for staff, and is readable for the general public; and
- A complete set of Administrative Resources, including a fee schedule, development application and permit templates, etc. that are consistent with other municipalities and are easy for the public and administrative staff to understand and complete.

### 3. Description of Work

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#### 3.1 Official Plan

The Official Plan portion of this project is organized into the five components outlined below. These are a guide to the tasks to be undertaken with associated deliverables to the Municipality for the creation of the Official Plan; they are not exhaustive or limiting. The successful Proponent should expect to accommodate changing dynamics of the project.

1. Project Initiation
2. Community Exploration and Municipality Shaping
3. Technical Review and Issues Identification
4. Community and Stakeholder Consultation
5. Official Plan Preparation

##### 3.1.1. Project Initiation

- Establish key staff and Council contacts and consultant team introduction
- Meet with Council to provide an overview of the proposed Official Plan process and specifically identify when in the process Council will have the opportunity to provide input
- Develop, with staff and Council, a detailed work plan for the overall project with key deliverables identified
- Develop a community consultation strategy to maximize local resources and existing events and to identify opportunities for meaningful public participation in a practical context

**Deliverables: Detailed Work Plan and Community and Stakeholder Consultation Strategy**

##### 3.1.2 Community Exploration

- Working with the CAO, engage with the community to explore how residents self-identify the Municipality and how it may be shaped for current and future residents.
- Create energy and excitement in the community to participate in the completion of the Official Plan.
- Organize and facilitate events, sessions, and presentations such as speaker's series, community mapping activities, visual preference surveys, and solution sprints, to create and sustain ongoing forums that encourage multi-way communication opportunities.
- Facilitate conversations with residents and visitors to self-identify the Rural Municipality of Belfast to determine "who are we?"
- Document and channel information to determine snapshots for "what the Rural Municipality of Belfast wants to be" and "what does the Municipality want to be known for?"

**Deliverables: Elevated community awareness and engagement in the Official Plan project and a report of stakeholder demographics, perceptions, and preference.**

##### 3.1.3 Technical Review and Issues Identification

- Review any provincial plans that may exist for areas under their jurisdictions (including the unincorporated rural areas for population projections and land use designations) and how that may impact the municipality in future

- Review all relevant bylaws, policies, and related documentation
- Consult with staff, Council, the public, neighbouring communities/municipalities, and provincial agencies to obtain local knowledge, identify known issues, assess priorities, identify local challenges and opportunities
- Review population and demographic projections, housing demands (e.g., senior, family, accessible, etc.), and interest in alternative and sustainable land uses
- Review land use patterns (e.g., historical development patterns, in the rural municipality with the provincial government. Past 5 - 10 years)
- Identify important natural features (environmentally sensitive areas, coastal and waterfront resources, hazard lands, access (public and private roads and amenity accesses)
- Identify servicing options and needs (water, wastewater, stormwater)
- Review compliance with minimum provincial subdivision standards

**Deliverables: Report on challenges and opportunities for completing the Official Plan and create a current land use inventory.**

#### **3.1.4 Community and Stakeholder Consultation**

- Conduct working or focus groups with key stakeholders including, but not limited to, residents, Council, the business and development community, rural and farm interests, seniors, and youth. Working with the Municipality's CAO, employ interactive consultation and engagement methods that encourage meaningful public participation.
- Collect and analyze community and stakeholder input

**Deliverables: Report on community and stakeholder consultation, presentation of findings and technical review to the Municipality.**

#### **3.1.5 Official Plan Preparation**

- Prepare Draft Official Plan following input from staff, Council, and community and stakeholder consultation
- Prepare Draft graphics and current and future land use maps; mapping support to create Official Plan maps, as necessary
- Attend meetings of the Council, as necessary
- Organize and facilitate community and stakeholder consultation sessions; may include Open House formats and other engagement methods to review Draft Official Plan, along with an initial Draft Development Bylaw and Administrative Resources

**Deliverables: Draft Official Plan (with maps), organize and facilitate Open House, presentation to Council (concurrent with Development Bylaw/Administrative Resources presentation). Note that staff will review the recommended wording and format, possibly with its legal counsel.**

### **3.2 Development Bylaw**

The completion of the Development Bylaw will be based on, and align to, the outcomes of the Official Plan process. The following components are a guide to the tasks to be undertaken with associated deliverables to the Municipality for the creation of the Official Plan; they are not exhaustive or limiting. The successful Proponent should expect to accommodate changing dynamics of the project.

### 3.2.1 Bylaw Preparation

- Prepare Draft Bylaw in accordance with the new Draft Official Plan
- If required (further to Official Plan consultations), conduct working or focus groups with key stakeholders including, but not limited to, residents, Council, the business and development community, rural and farm interests, seniors, and youth.
- Identify land use development zones and land use development standards that guide land uses in accordance with the policies and objectives articulated in the Official Plan.
- Prepare graphics and zoning maps; mapping support to create Bylaw maps, as necessary
- Attend meetings of the Council, as necessary
- Organize and facilitate community and stakeholder consultation sessions; may include Open House formats and other engagement methods to review the initial Draft Development Bylaw, along with the Draft Official Plan and Administrative Resources

**Deliverables: Draft Development Bylaw (with maps), present at Open House, presentation to Council (concurrent with Official Plan/Administrative Resources presentation). Note that staff will review the recommended wording and format, possibly with its legal Counsel.**

### 3.3 Administrative Resources

The Administrative Resources will be based on, and align to, the Official Plan and Development Bylaw. The following is a guide to the tasks to be undertaken with associated deliverables to the Municipality for the creation of the Official Plan; they are not exhaustive or limiting. The successful Proponent should expect to accommodate changing dynamics of the project.

#### 3.3.1 Administrative Resources Preparation

- Prepare required resources as outlined in section 2.3, including but not limited to a fee structure, development application forms and permit templates, in accordance with the Draft Official Plan and Draft Development Bylaw
- Ready the Administrative Resources for presentation at community and stakeholder consultation sessions; may include Open House formats and other engagement methods to review the initial Administrative Resources, along with the Draft Official Plan and Draft Development Bylaw

**Deliverables: Draft the various required Administrative Resources, present at Open House, presentation to Council (concurrent with Official Plan/Bylaw presentation). Note that staff will review the recommended wording and format, possibly with its legal counsel.**

### 3.4 Approval

- Formulate final products (Official Plan, Development Bylaw, and Administrative Resources) in consultation with the CAO, based on public and legal input or other requirements
- Present at a Public Meeting
- Prepare final Official Plan and Development Bylaw for 1st reading and prepare the resolutions and other materials required for Council reading and approval

**Deliverables: Official Plan, Bylaw, and Resources and presentation at Public Hearing, resolutions and other materials for Council approval process. Note that the Municipality may review the draft and final products with its legal counsel. The Consultant will be responsible for all necessary changes to any maps associated with the Official Plan and Development Bylaw.**

#### 4. Budget

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Fees for the project will be charged on an hourly rate basis. A schedule of rates for each project personnel will be included with the proposal. An estimate of the time required for each task, the fee for the labour component and the expenses for each task of the Scope of Work, and others (if suggested by the Proponent), shall be included in the proposal.

The estimated fee for each task shall be regarded as an upset amount and shall not be exceeded without prior approval of the Municipality and such approval will only be considered for changes in the Scope of the Work required due to factors that could not have been anticipated with information available at the time of submitting the proposal. Costs related to public consultation, including meeting room rentals and advertising, will be the responsibility of the Rural Municipality of Belfast.

#### 5. Project Management

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The Consultant will report to the CAO. The CAO will provide information to the Consultant as required and will be available for meetings, discussion, and review of draft concepts.

#### 6. Project Submissions

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Proponents are required to provide the following information:

1. Description of the team's expertise and qualifications.
2. Description of the responsibility and tasks of each member of the team.
3. Proposed work program and schedule of key tasks, deliverables, and budget allotments corresponding with each task. Work plan will include an engagement plan outlining tasks associated with public and stakeholder consultation from project start up to completion.
4. Total fee for service (including total hours and budget for each team member), including taxes, travel expenses and other disbursements.
5. Reference to three (3) projects of similar size and scope completed by individual/firm.
6. Two references who may be contacted concerning the performance of the Proponent on recent similar projects.
7. Authorization: The proposal will be signed by a representative of the Proponent.
8. Submission Date, Time and Place Proponents shall submit five (5) copies of their proposal, sealed and clearly marked with the name of the project.

Proposals are to be submitted to:

Rural Municipality of Belfast  
13056 Shore Road - Unit 103  
Wood Islands, PE C0A 1R0  
Attn: Bob Brooks, Chief Administrative Officer

**No later than 12:00 Noon on July 8, 2021.**

Proposals shall be submitted, by mail, in a clearly marked envelope. Proposals post-marked prior to July 8, 2021 will be accepted, but only if it arrives prior to July 9, 2021 by 10:00 AM. Proposals transmitted by facsimile and or emailed proposals will not be accepted. Proposals will be accepted in person if prior arrangements (and in compliance with COVID-19 restrictions) are made with the CAO.

## 6.1 Other General Conditions

- The form of proposal must be completed with all requested information.
- All proposed pricing must include the Harmonized Sales Tax (HST) where applicable.
- This proposal submission is irrevocable and open for acceptance by the Municipality until sixty (60) days after the closing of this RFP.
- All expenses incurred the preparation of a response to this RFP, including travel, shall be at the sole expense of the Proponent and without cost to the Municipality.
- It is the Proponent's responsibility to clarify any details in question before submitting a proposal. The Municipality will assume no responsibility for oral instruction or suggestion.

## 7. Inquiries and Amendments

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All inquiries concerning this Request for Proposals must be submitted no more than seven (7) working days prior to the closing date. All inquiries are to be directed to:

Rural Municipality of Belfast  
13056 Shore Road - Unit 103  
Wood Islands, PE C0A 1R0  
Attn: Bob Brooks, Chief Administrative Officer  
Email: [ruralmunicipalityofbelfast@gmail.com](mailto:ruralmunicipalityofbelfast@gmail.com)

To ensure consistency and fairness to all Proponents, all firms who have expressed interest in the Request for Proposals will receive any information with respect to significant inquiries in the form of written amendments or clarifications which will be sent directly to each proponent no later than five (5) days prior to closing. Verbal explanations or instructions will not be considered valid.

It is expected that Proponents will review and demonstrate an understanding of current Municipality documents in their response to the Municipality's request for proposals for the "Rural Municipality of Belfast." Relevant Rural Municipality of Belfast documents and background information can be found on the Municipality's website at [www.rualmunicipalityofbelfast.com](http://www.rualmunicipalityofbelfast.com) and/or by email request (as per section 2.4) via [ruralmunicipalityofbelfast@gmail.com](mailto:ruralmunicipalityofbelfast@gmail.com).

## 8. Evaluation of Proposals

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Proposals received will be opened by the CAO and at least one member of Council at 10:00 AM on July 9, 2021.

Proposals will be evaluated by the CAO and at least one member of Council only. Ratings will be confidential, and no details will be released to any of the other Proponents except as required by law. The CAO and at least one member of Council will forward its recommendation to Council.

The Municipality intends to select a preferred Proponent based on its assessment of its best interests. **The lowest bid may not necessarily be accepted, and the Municipality may select none of the proposals submitted.**

### 8.1 Technical Evaluation Criteria

The technical merits of proposals will be evaluated in accordance with the following criteria:

- a) The Firm(s) including:
  - i. Experience with similar projects;
  - ii. General related experience;
- b) Personnel, Project Manager and Team Members including:
  - i. Experience on similar and related projects;
  - ii. Public and Stakeholder Engagement experience;
  - iii. Qualifications;
- c) Methodology including:
  - i. General approach;
  - ii. Team organization;
  - iii. Proposed activities;
  - iv. Project control and reporting;
  - v. Understanding of project objectives;
  - vi. Quality and presentation of the proposal;
  - vii. Proposed level of effort; and
  - viii. Attention to sustainability.
- d) Perceived overall value of services proposed.
- e) Proposed value-added projects will be considered on an individual basis. Any sub-consultants will be evaluated using the same criteria.

## 9. Confidentiality

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Each proposal and all information, materials and products included in a proposal submitted for this project shall be the sole property of the Rural Municipality of Belfast. The Municipality will not disseminate the submissions except for the award of the successful proposal.

## 10. No Contractual Obligations or Claims for Compensation

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By issuing this Request for Proposals (RFP), the Municipality is not seeking binding offers and no contractual obligations whatsoever shall arise between the Municipality and any Proponent, including as a result of the issuance of this RFP or the submission of a proposal, unless the Municipality and a Proponent execute and deliver a written contract for the provision of the services contemplated under this RFP.

Without in any way limiting the foregoing, no Proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in the Request for Proposal, and by submitting a proposal, each proponent shall be deemed to have agreed that it has no claim.

## 11. Rural Municipality of Belfast-Consultant Agreement

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The successful Proponent will be invited to enter into a Consultant Agreement with the Rural Municipality of Belfast for the provision of consulting services. The agreement will be based on this RFP, the proposal submitted including the tasks to be carried out, the personnel committed, and the fees to be charged and any negotiated changes to any of the foregoing.

**It should be noted that project initiation and processes may be delayed and/or influenced by COVID-19 restrictions; the successful Proponent must be flexible within these confines.**