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## Request for Proposal

# Official Plan and Zoning and Subdivision Control (Development) Bylaw

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RFP Reference Number: RFP-2023-01

Closing Date: Friday, May 12, 2023 at 4:00 PM (AST)

Hard Copy Submissions Only

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## **1 - General Information**

The following is a request for proposals for creating an Official Plan and Zoning & Subdivision Control (Development) Bylaw for the Town of North Rustico. The requirements of the submission are outlined in this Request for Proposal.

### **1.1 - Introduction**

The Town of North Rustico is requesting proposals from qualified planning consultants to undertake the review and update of the Town's Official Plan (OP) and Zoning & Subdivision Control (Development) Bylaw (ZDB).

### **1.2 - Background information**

North Rustico was formally incorporated on June 12, 1954, as the Village of North Rustico. In 2013 it became a Town by Executive Order. Our Municipal Bylaws were adopted from April 1985 to present. In 2014, the current *Official Plan & Zoning and Subdivision Bylaws* were adopted by the Town of North Rustico Council.

Located on the North Shore of Queen's County approximately 40 kilometers north of Charlottetown, the Town carries deep roots in the fishing industry. Commonly known as the 'Community by the Sea', the North Rustico Harbour is the central hub of the community and ties generations together. Fishing and tourism make up a large part of the local businesses and the Council has worked hard to increase growth of business and residents. The Town has an estimated population of 600 year round residents a small increase from 2011 at 583, but still are considered a retirement town.

The Town has many amenities including Gulfshore Consolidated School. Credit Union bank, Clover Farm grocery store, Post Office, Murphy's Pharmacy and a PEILCC. With the opening of the new Eliyahu Wellness Centre Canada Games Place-Place des Jeux Canada, North Rustico was host to the figureskating and speedskating events for the Canada Games in February 2023 and is now the home of The Mount Academy education centre.

### **1.3 – Available Information**

The following information will be made available:

- Any relevant maps and plans (Image /JEPG File)
- 2014 Town of North Rustico Official Plan (Document/ Word File)
- Town of North Rustico Zoning and Subdivision Control (Development) Bylaw (Document/ Word File)

If any relevant maps and plans are available from provincial authorities, written permission for obtaining them will be issued at the proponent's sole expense and without cost to the Town.

#### **1.4 - Preparation expenses**

All expenses incurred in preparing a response to this Request for Proposal, including travel and enforcement of safety measures required by PEI Chief Public Health Office, shall be the proponent's sole expense and without cost to the Town.

## **2 – Project Objectives**

The Town of North Rustico seeks to review and update the OP and ZDB, consistent with Provincial Policies, the PEI Planning Act, and any other regulatory requirements. A review is required every 5 years, however with staff turnover, Covid 19, and the large arena project, the Town is now behind in getting the review completed.

The primary objective will be to create an Official Plan that includes the vision of the Town for the next 15 years and includes implementing sustainable policies related to land use and responds to the changing nature of development in the town/ province. The Zoning and Subdivision Control (Development) Bylaw will include technically sound and user-friendly regulations to address specific land use issues.

### **2.1 - Achievements**

The successful consultant will be expected to achieve the following:

- A public and stakeholder engagement strategy that uses innovative and technical techniques to explore the town's diversity and inclusion and shape its future via meaningful public participation; and,
- Complete an Official Plan that complies with all legislative requirements sets out clear objectives and policies for landowners, developers, Council and Staff; and,
- Complete a Zoning and Subdivision Control (Development) Bylaw that complies, in all respects, with current legislative requirements, is internally consistent, and is an efficient and workable document for Staff and comprehensible to the general public.

### **3 - Deliverables:**

The project includes Benchmark deliverables through six phases:

#### **3.1 - Initiation Phase**

- Detailed Work Plan and Community and Stakeholder Consultation Strategy.

#### **3.2 - Community Scan Phase**

- Elevated community awareness and engagement in the Official Plan project
- A report of stakeholder demographics, perceptions, and preferences

#### **3.3 - Technical, legislative, strategic plan and policy reviews & crafting OP & ZDB Phase**

- Report on challenges and opportunities for the OP.
- Report on recommendations to update the OP and update the ZDB, including necessary improvements to format and graphics use.

#### **3.4 - Consultation Phase**

- Report on community and stakeholder consultation
- Presentation of findings and technical review to Planning Board and Council
- Preparation of Plan & Bylaws Phase

#### **3.5 - Draft OP and ZDB**

- Public Consultation
- Presentation to Planning Board and Council

#### **3.6 - Approval Phase**

- Adoption of OP & ZDB and presentation at Council Meeting(s)
- Submission to Dept. of Agriculture and Land of final OP and ZDB for formal approval. Any necessary revisions to the OP & ZDB are included in this Phase.

### **3.7 - Final Product**

- An official plan amendment- including documents (Word & Pdf format) and general land use map (Map features be contained in Shapefile(s) or geodatabase compatible with ArcGIS).
- Zoning and Subdivision (Development Bylaw) – Plan - including documents (Word & Pdf format) and zoning and subdivision land Use maps (Map features be contained in Shapefile(s) or geodatabase compatible with ArcGIS).
- All the related application forms for development permits, re-development, rezoning., subdivision

### **4 – Project Deadline**

It is anticipated that the Official Plan and Zoning and Subdivision Control (Development) By-law will be completed by December 31, 2023.

### **5 - Project Management**

The consultant will report to the Chief Administrative Officer (CAO). The CAO or their designate will provide information (subject to 1.3) to the consultants as required and will be available for meetings, discussion, and review of draft concepts.

### **6 – Project Fee**

Fees for the project will be charged on an hourly rate basis and other expenses. The estimated fee for each task shall be regarded as an upset amount. It shall not be exceeded without prior approval of the Town, 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.

The consultant is responsible for preparing material and posting it on the Town of North Rustico website (<https://northrustico.com/>) during the public consultation process.

The cost of the consultation will be the responsibility of the municipality Costs related to public consultation, including meeting room rentals, advertising, handouts, and equipment rentals (such as a PA system, projectors, display posters, and tripods to hold them), will be the responsibility of the Town of North Rustico.

## **7 - Response Guidelines**

To ensure a proposal is considered for evaluation, it should include all the information requested and be presented in the order described below.

### **7.1 – Project Authorization**

The proposal shall be dated and signed by a representative of the proponent who is authorized to negotiate, make commitments, and provide any clarifications with respect to the proposal on behalf of the bidding consultant or firm.

### **7.2 – Project Resources**

The Proponents are required to provide the following information:

- Description of the team's expertise and qualifications (including Professional Planners)
- Description of the responsibility and tasks of each member of the team
- Reference to two (2) projects of similar size and scope completed by the proponent
- The proponent will name two (2) professional references who may be contacted concerning the performance of the proponent.

### **7.3 – Project Cost and Charges**

The Proponents must include the following information:

- A schedule of rates for each project personnel with an estimate of the time required for each task, the fee for the labor component, the expenses for each task of the Scope of Work, and others, if suggested by the proponent.
- A proposed work program and schedule of key tasks, deliverables, and budget allotments corresponding with each task
- The work plan will include an engagement plan outlining public and stakeholder consultation tasks from project start-up to completion.
- Total fee for service (including total hours and budget for each team member) –includes taxes, travel expenses, and other disbursements.

#### **7.4 – Project Preparation Expenses**

- All expenses incurred in preparing the official plan and zoning and subdivision control (development) bylaw, including travel shall be the proponent's sole expense and without cost to the Town.

#### **8 - Submission**

Proponents shall submit three (3) copies of their proposal, sealed, and clearly marked with the project's name and RFP Reference number.

The proposals may be mailed or dropped off to:

***Town of North Rustico***

***PO Box 38***

***106 Riverside Drive***

***North Rustico, PE***

***COA 1X0***

The closing date is May 12, 2023, at 4:00 PM (AST).

Submissions will not be accepted by the Town and returned to the submitter unopened if:

- Submissions are not clearly marked,
- Submissions are sent by Electronic and facsimile transmitted proposals and/or emailed proposals
- Proposals are received after the closing time

#### **9 - Inquiries and Amendments**

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:

***Chief Administrative Officer***

***Town of North Rustico***

***PO Box 38***

***106 Riverside Drive***

***North Rustico, PE***

***COA 1X0***

Or at ***bschieck@northrustico.com***



To ensure consistency and fairness to all proponents, all firms who have received 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) working days prior to closing. Verbal explanations or instructions will not be considered valid.

Responses will be posted on the town's website at (<https://northrustico.com/>)

## **10 - Review schedule**

- RFP Release Date: April 17, 2023
- Last Day for Written Proponents Questions: May 9, 2023
- Responses expected from Town on or before: May 7, 2023
- Closing Date: May 12, 2023, at 4:00 PM (AST)
- Tentative Award: May 26, 2023

## **11 - Evaluation of Proposals**

### **11.1 – Evaluation Criteria**

Proposals received will be evaluated by the Town of North Rustico using the following criteria:

- Experience, qualifications, and availability of team members.
- Resources and experience of the firm in successfully completing similar work
- Proven ability to meet project timelines and budgets
- Demonstrated understanding of the project
- Project organization, work plan, schedule, and controls
- Fees

### **11.2 – Weighed Criteria**

- 15% Experience, qualifications, and availability of team members
- 20% Resources and experience of the firm in successfully completing similar work

- 15% Proven ability to meet project timelines and budgets
  - 15% Demonstrated understanding of the project.
  - 15% Project organization, work plan, schedule, and controls
  - 20% Fees
- \* Knowledge of community history and diversity is considered an asset.

## **12 – Confidentiality**

Each proposal and all information, materials, and products included in a proposal submitted for this project Submissions shall become the property of the Town of North Rustico and:

- Are irrevocable and open for acceptance by the Town until sixty (60) days after the RFP closing.

## **13 - No Contractual Obligations or Claims for Compensation**

The Town of North Rustico reserves the right to select any proposal in the best interests of and best value for the Town. The Town also reserves the right to reject any or all proposals. Also, the Town reserves the right to amend or supplement this Request for Proposal, giving equal information and corporation to all vendors as a result of such amendments.

## **14 - Town of North Rustico–Consultant Agreement**

The successful proponent will be invited to enter into a Consultant agreement with the Town of North Rustico to provide 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.