



**Portugal Cove
St. Philip's**

REQUEST FOR PROPOSALS (RFP)

TERMS OF REFERENCE

for

**TOWN OF PORTUGAL COVE-ST. PHILIP'S
MUNICIPAL PLAN AND
DEVELOPMENT REGULATIONS UPDATE**

May 2022

PCSP-PD-2022-06

RFP Opening: May 14, 2022

RFP Closing: May 27, 2022, 2:30 pm Newfoundland Time

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SUMMARY OF KEY INFORMATION

RFP TITLE	<i>Municipal Plan and Development Regulations Update</i> Proponents should use this title on all correspondence.
CONTACT PERSON	The point of contact for this RFP is: <i>Charlie Hamlyn</i> <i>Director of Public Works, Planning and Development</i> <i>Town of Portugal Cove-St. Philip's</i> <i>Email: charlie.hamlyn@pcsp.ca</i> <i>Phone: 709-895-8000 ext. 232</i>
ENQUIRIES	Please direct all enquiries by email to the Contact Person. Enquiries received by any other means may not be answered. Proponents are encouraged to submit enquiries at an early date to permit consideration by the Owner. Enquiries should be submitted no later than 2:00 pm on the day that is five (5) business days before the Submission Time. The Owner may, in its sole and absolute discretion, decide to not respond to any enquiry.
SUBMISSION TIME	Submission time is 2:30 pm Newfoundland Time, Friday, May 27, 2022, or as indicated in the call for bids, or amended by addendum.
SUBMISSION LOCATION	Proposals are to be submitted to: Director of Public Works, Planning and Development Town of Portugal Cove-St. Philip's 1119 Thorburn Road Portugal Cove-St. Philip's, NL A1M 1T6 Or Via email to: procurement@pcsp.ca

TABLE OF CONTENTS

1.0	INTRODUCTION	1
1.1	Project Specific Background, Description, Scope of Work, and Timeline	1
1.2	Intellectual Property Rights	1
1.3	Other General Information	1
2.0	Mandatory Professional Requirements	1
3.0	Response Content	2
3.1	Table of Contents	2
3.2	Executive Summary (one page)	2
3.3	Project Approach (up to four pages).....	2
3.4	Delivery Schedule (one page)	2
3.5	Reference Projects (one page per project)	3
3.6	Organizational Chart (one page).....	3
3.7	Schedule of Rates and Fees	4
4.0	Evaluation Criteria.....	4
4.1	Evaluation Process	4
4.2	Financial Evaluation	6
4.3	Combined Score of Technical and Cost of Service Evaluation	6
5.0	Submission Requirements	6
5.1	Submission	6
5.2	Acknowledgement of Addenda.....	7
5.3	Amendment of Proposal	8
5.4	Submission Rejection	8
5.5	Costs for Submission	8
5.6	Owner's Property	8
5.7	Validity Period	8
5.8	Governing Laws	9
6.0	Provincial Supplier Allowance	9
7.0	Access to Information	9

8.0	Evaluation Process	9
9.0	reservation of rights.....	10
10.0	CONFLICT OF INTEREST AND RELATIONSHIP DISCLOSURE	10
11.0	No Collusion	11
12.0	Limitation of Damages	11
13.0	Reporting Structure	12
14.0	Enquiries	12
15.0	Electronic Communication.....	12
Appendix A – Project Background, Description and Reporting Details		1
1.0	Background	1
2.0	Project Description.....	1
3.0	Project Timeline	1
4.0	Reporting Structure	1
5.0	Enquiries	2
Appendix B – Project Objectives and Scope of Work		1
1.0	Summary:	1
2.0	Goal:	1
3.0	Scope of Work:.....	1
4.0	Financial Consideration:.....	3
5.0	Agreement for Services:.....	3
APPENDIX C – Project Reference and Personnel Reference Templates		1

1.0 INTRODUCTION

The Owner is currently seeking proposals for completion of a new Municipal Plan and Development Regulations to replace its current Municipal Plan and Development Regulations 2014-2024.

The Owner is requesting responses to the Request for Proposals (RFP) to select a Proponent who will undertake the scope of work identified herein. Through the RFP process, the Owner hopes to identify a Proponent with the appropriate skills, experience, and capacity to successfully carry out the scope of services detailed herein.

1.1 Project Specific Background, Description, Scope of Work, and Timeline

Refer to **Appendix A** and **Appendix B** for Project Specific Background, Description, Reporting Details, Timeline, and Scope of Work.

1.2 Intellectual Property Rights

1. The Owner will retain the intellectual property rights including patents, copyright, trademark, industrial design, and trade secrets in any deliverable product or product developed through this contract. Licensing and marketing rights to the developed product will not be granted in the contract.
2. Proposals regarding these rights should not be submitted to the Owner in response to this RFP and will not be considered in the evaluating responses.

1.3 Other General Information

1. The Owner reserves the right to directly hire/call RFP's for Prime Consultants for specific projects outside the scope of this RFP.
2. The Owner reserves the right to amend the RFP at any time by issuing a written addendum.
3. The Owner is accepting either physical or electronic submissions for this RFP. **Proposals are to be submitted in one medium only** (either physical or electronic – not both). Only one proposal will be accepted from a Proponent; submission of multiple proposals from a Proponent will mean automatic rejection of all submissions from that Proponent.
4. The Owner reserves the right to cancel solicitation at any time, and are not bound to accept the lowest cost, highest ranking, or any proposal.

2.0 MANDATORY PROFESSIONAL REQUIREMENTS

1. Municipal Planners must be a Member or Fellow of the Canadian Institute of Planners (CIP).
2. Consulting firms will be required to provide proof of requisite insurances prior to contract being awarded.

Also, see Section 5 for mandatory submission requirements.

3.0 RESPONSE CONTENT

It is highly advisable, but not strictly mandatory, for response content to be organized and presented in a similar manner to the Response Content outlined below for ease of review and consideration by the Evaluation Committee. It is not the responsibility of the Evaluation Committee to exhaustively search through response documents organized in other fashions to find and evaluate content. Response Content is to fit within the section page limits indicated; supplementary appendices related to Response Content will not be considered unless they are explicitly requested in the Response Content section.

3.1 Table of Contents

1. Proposals should include a table of contents properly indicating the section and page numbers of the information included.

3.2 Executive Summary (one page)

1. Responses shall include an abstract of no more than one (1) page on the information presented in the proposal and the Proponent's unique qualifications and services.
2. Note to Proponents: Content in the Executive Summary is for summary purposes only and **will not be evaluated** in the consideration of criteria outlined in the Evaluation Chart.
3. Affirmation that any specific materials deemed by the Proponent to be Confidential, as outlined in Section 6.0, have been identified.

3.3 Project Approach (up to four pages)

The Proponent, demonstrating clear understanding, shall identify the following:

1. Project Work Plan for organizing and executing the project scope and project objectives;
2. Project Management Plan, including Stakeholder (i.e. Owner, Department, others) engagement process throughout the project, and integration of the Proponent's Quality Management Process;
3. Project Risks, Constraints, and Limitations that may impact the project delivery and success, and how they will be mitigated; and
4. Value Added Information that the Proponent specifically brings to the project.

3.4 Delivery Schedule (one page)

1. The Proponent shall provide a work schedule, in the form of a Gantt chart, identifying start and finish dates for key project activities and dates for deliverables identified in the work plan. Completion dates for each project and work plan phase must be provided.
2. For documentation requiring review by the Owner, please allow three weeks from the time the information is provided to the Owner until a reply is received. For the purposes of the work schedule, refer to **Appendix A** for project start and completion dates, or the timeline in which the project must be completed from the award date.

For scheduling purposes only, please allow three weeks from the RFP closing date to the notification of the successful proponent.

3.5 Reference Projects (one page per project)

1. The Proponent must provide three (3) Reference Projects undertaken within the past five (5) years. Reference Project information must be documented in the “Project Reference Form” template format provided in **Appendix C** at the end of this document. If more than three reference projects are submitted, only the first three will be considered.
2. Reference project examples must demonstrate the Proponent’s expertise and practical experience in: project of similar or equal scope, value, complexity, and/or delivery method; overcoming challenges met throughout the project; and any actions or considerations taken in the design to address climate change. See the “Project Reference Form” template in **Appendix C** for the full outline of reference project information sought.
3. Reference project examples provided need not be limited to only those projects that are fully complete, but submission of ongoing projects as references must still demonstrate the Proponent’s expertise and practical experience in the areas outlined in 3.5.1 and 3.5.2 above. It will be up to the discretion of the Evaluation Committee to determine the suitability of an ongoing project as a reference project, and ongoing project examples provided will be evaluated correspondingly.
4. While reference projects may be from any province, preference will be given to projects completed within Newfoundland and Labrador.
5. Each reference shall consist of one project.
6. References from the Owner or other parties identified in the project will not be accepted.

3.6 Organizational Chart (one page)

1. An organizational chart is to be provided, indicating:
 - a. Names and organizations of Proponent team members, including all sub-consultants, involved in the project;
 - b. Specific Roles and Responsibilities of all team members; and
 - c. Project Lines of Responsibility and Reporting as they relate to the Owner, Proponent, and any other applicable organization.
2. The Proponent shall provide a completed “Key Personnel” form for each team member presented in the Organizational Chart as an Appendix to their submission. The “Key Personnel” form is presented in **Appendix C** at the end of this document. Key Personnel forms are to be limited to one (1) page per person identified. Pages in exceedance of this limit will not be considered.
3. The Organizational chart will be used in the negotiation of the Prime Consultant Agreement; any changes in the key personnel at that time must be approved by the Owner.

3.7 Schedule of Rates and Fees

1. All financial information regarding professional fees including hours used to calculate fees, travel time and expenses are to be provided in the Sealed Cost of Services envelope or a separate electronic file.
2. Requests for other fees such as optional site visits, meetings, etc. shall be presented on a separate sheet attached to the enclosed schedules.
3. The Proponent shall show Professional fees calculated, based on level of effort, for each of the tasks outlined in the work plan, and further outlined in **Appendix A** and **Appendix B**. This summary should include any services not itemized but deemed necessary by the Proponent.
4. This section of the proposal should also include:
 - a. Hourly rate of personnel;
 - b. Their relative participation (number of hours); and
 - c. Disbursements.

4.0 EVALUATION CRITERIA

4.1 Evaluation Process

1. Proposals will be evaluated using a two-step, two-envelope procurement bidding procedure whereby the Technical and Cost of Services responses will be submitted in two separately sealed envelopes or as two separate electronic files. Proponents will be evaluated on the Technical proposal prior to the opening and evaluation of the Cost of Services proposal.
2. Weighted Factor Table - The technical evaluation committee will use the following Weight Factor Descriptions and Evaluation Criteria and to evaluate the proposal submissions:

Weight Factor Description	Weight
Deficient – the Response fails to meet the requirements of the applicable RFP references and associated scoring criteria in a suitable and documented manner. The Response has little merit and fails to demonstrate that the work will be performed in an acceptable manner.	0%
Poor – The Response fails to meet the requirement of the RFP references and associated scoring criteria in a suitable and documented manner. The response has some merit, but there are significant weaknesses that could result in unacceptable shortcoming in the performance of the work.	10% - 30%
Fair – the Response barely meets the requirements of the applicable RFP references and associated scoring criteria in a suitable and documented manner. The response has substance but there are weaknesses that could result in tolerable or reasonably correctable shortcoming in performance of the work.	40% - 60%
Good - the Response reasonably demonstrates that the requirements of the applicable RFP references and associated scoring criteria are met in a documented and suitable manner. The response is comprehensive but there are minor weaknesses that should not significantly impact the performance of the work.	70% - 80%

Excellent - the Response fully demonstrates that the requirements of the applicable RFP references and associated scoring criteria are met in a documented and suitable manner. There are no apparent weaknesses.	90% - 100%
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EVALUATION CRITERIA	SUB SCORE	SECTION SCORE
Technical Evaluation		
1. Project Approach		30
1.1. Project Work Plan	10	
1.2. Project Management Plan	8	
1.3. Climate Change Integration Plan	4	
1.4. Project Risks, Constraints, Limitations	4	
1.5. Value Added Information	4	
2. Delivery Schedule		9
2.1. Work Plan Key Activities Outlined	3	
2.2. Work Plan Key Deliverables Outlined	3	
2.3. Delivery Timeline Reasonable and Achievable	3	
3. Reference Projects		24
3.1. Reference Project #1		
3.1.1. Similar to Scope of this Project	3	
3.1.2. Proponent Role Similar to this Project	2	
3.1.3. Challenges and Mitigation Strategies Outlined	2	
3.1.4. Climate Change Measures Outlined	1	
3.2. Reference Project #2		
3.2.1. Similar to Scope of this Project	3	
3.2.2. Proponent Role Similar to this Project	2	
3.2.3. Challenges and Mitigation Strategies Outlined	2	
3.2.4. Climate Change Measures Outlined	1	
3.3. Reference Project #3		
3.3.1. Similar to Scope of this Project	3	
3.3.2. Proponent Role Similar to this Project	2	
3.3.3. Challenges and Mitigation Strategies Outlined	2	
3.3.4. Climate Change Measures Outlined	1	
4. Organizational Chart		7
4.1. Project Team Identified	3	
4.2. Team Member Roles and Responsibilities Identified	3	
4.3. Project Reporting Structure Identified	1	
Sub-Total Technical Evaluation		70
5. Financial Evaluation		30
5.1. Cost of Service Evaluation (Provided in a separately sealed envelope or electronic file)		
5.1.1. Lowest Cost of Service	30	
Total of Technical Evaluation & Cost of Service Scores		100

3. The content (Evaluation Criteria 1.0, 2.0, 3.0, and 4.0) of proposals submitted must achieve from the evaluation panel a minimum score of 60% of the points overall.
4. The proponents whose proposals do not meet the evaluation scores required, as set out above, will have their “Cost of Services” sealed envelope returned or electronic file unopened.

4.2 Financial Evaluation

1. The Proponents whose proposals meet the required technical evaluation minimum score, will be given a score value relative to the lowest cost of services, which will be assigned a portion of the points available. The Cost Formula for Evaluation is:

$$\text{Points Awarded} = \frac{\text{Lowest Proposal Cost}}{\text{Proposal Cost Being Evaluated}} \times \text{Total Points Available for Cost}$$

2. All prices quoted in the proposal are to be in Canadian funds and are to show all applicable taxes.

4.3 Combined Score of Technical and Cost of Service Evaluation

1. The preferred Proponent will be selected based on the highest overall score achieved by totaling the Evaluation Criteria (1.0 Project Approach, 2.0 Delivery Schedule, 3.0 Reference Projects, 4.0 Organizational Chart, and 5.0 Financial Evaluation). In the event of a tie for the combined scores, the deciding factor will be the highest technical score. If a tie still exists, the deciding factor will be a coin toss, following the coin toss process outlined in the Public Procurement Agency’s Public Procurement Policy Guide.
2. The Owner reserves the right to cancel solicitation at any time, and are not bound to accept the lowest cost, highest ranking, or any proposal.

5.0 SUBMISSION REQUIREMENTS

Proposals, rather than tenders, have been requested in order to afford Proponents an opportunity to demonstrate their specific expertise and potential for an innovative approach in providing services. The proposed approach should satisfy the Owner’s needs in a cost-effective and timely manner.

5.1 Submission

1. Proposals must clearly show the complete company name, and name and telephone number of primary contact person(s).
2. After the closing time and date, all proposals received by the Owner become the property of the Owner.
3. For physical submissions, it is **mandatory to provide one (1) hard copy and one (1) hard copy of the financial proposal. These must be submitted in two separate sealed envelopes clearly marked “Proposal for Municipal Plan and Development Regulations Update”,** addressed to:

Mailing and Delivery Address

Director of Public Works, Planning and Development
Town of Portugal Cove-St. Philip's
1119 Thorburn Road
Portugal Cove-St. Philip's, NL
A1M 3T6

4. For electronic submissions, it is **mandatory to provide one (1) copy of the technical proposal and one (1) copy of the financial proposal, both in Adobe PDF format. These must be clearly marked "Proposal for Municipal Plan and Development Regulations Update",** and submitted to:

procurement@pcsp.ca

5. It is mandatory that proposals are submitted using a two-envelope procurement procedure whereby proponents must submit two sealed envelopes (or separate electronic files) simultaneously, one for the Technical Proposal and one for the Cost of Services Proposal. Both envelopes must be appropriately identified as to the contents of each, and with the name of the proponent.
 - a. For physical submissions, the following wording shall also be marked on the outside of the Cost of Service envelope: "Cost of Service to be opened by Technical Evaluation Committee Only". Any Cost of Services envelopes not appropriately identified with the aforementioned wording, and Name of the Proponent will be destroyed without opening.
 - b. For electronic submissions, the file name must begin with "COST OF SERVICE". Any Cost of Services files not appropriately identified with the aforementioned wording will not be opened.
6. Envelopes containing proposals must be opaque, non-transparent.
7. It is mandatory that proposals must be received at the address above no later than the time (Newfoundland Time) and date indicated in the proposal call advertisement or as amended.
8. Proposals must be based on these Instructions and Terms of Reference.
9. Proposals must be in English, written in suitably readable font (Arial or Calibri font, or similar, are recommended), size 10, 11, or 12, and black in colour, on a white background.
10. Pages in excess of the section page limits (noted in Section 3) will not be considered.

5.2 Acknowledgement of Addenda

Acknowledgement of addenda received shall be included in the cover letter of the submitted proposal. Acknowledgement must be made of each numbered addendum issued; a blanket statement of acknowledgement of "All Addenda" will not be accepted.

5.3 Amendment of Proposal

Properly documented amendments to the proposal submission will be permitted up to the proposal closing time at the address above. Amendments documented by facsimile will be accepted by Tendering and Contracts. If proponents decide to amend their cost of services, submit **only the incremental change** in the amendment; do not indicate the total price.

5.4 Submission Rejection

1. Proposals received and not conforming to Items 5.1.1 to 5.1.10, 5.2, and 5.3 above will be returned to Proponents(s), without consideration.
2. Proposals received via facsimile machine will not be accepted.
3. For further clarity; the following table highlights Rejection Criteria for submissions:

Submission Deficiencies Possibly Resulting in Proposal Rejection	YES	NO
Submission received prior to the closing time on the date indicated.		
Submission envelopes are opaque (for physical submissions only).		
Submission indicates which contents are the Technical Proposal.		
Technical Proposal submission is clearly marked with the NAME of the proponent.		
Cost of Service submission is appropriately identified as per Item 5.1.5.		
Cost of Service submission clearly marked with the NAME of the proponent.		
Submission contains one copy of Technical Proposal.		
Physical submission contains an electronic copy of Technical Proposal on CD in PDF format.		
Submission contains one copy of Cost Proposal.		
Cost Proposal Amendments, if submitted, DO NOT indicate Total Price.		
Proposal is in English, with appropriate text font and colour.		
Acknowledgement of each Addendum.		

If the answer to any of the above is "NO", the proposal can be rejected.

5.5 Costs for Submission

Proponents are solely responsible for any costs or expenses related to the preparation and submission of proposals.

5.6 Owner's Property

All hard copies of proposals should be on 8 ½ inch x 11-inch format paper printed on both sides. For the purpose of clarity, the delivery schedule Gantt chart is permitted to be submitted on a single 11-inch x 17-inch sheet under the same cover as the proposal. The PDF file must be provided in a format that is readable by Adobe Acrobat.

5.7 Validity Period

The Proponent's proposal must remain valid for a period of 90 days after the date of closing noted in Section 5.1.7 above.

5.8 Governing Laws

1. The laws of the Province of Newfoundland and Labrador shall govern this proposal and any subsequent contract resulting from this proposal.
2. Note that this procurement is subject to trade agreements, if applicable.

6.0 PROVINCIAL SUPPLIER ALLOWANCE

In the evaluation of submissions, the Town must apply a ten per cent (10%) reduction to the bid price of a provincial supplier prior to the evaluation based on the thresholds for the Canadian Free Trade Agreement (CFTA). The 10% reduction only needs to be applied when the evaluation includes suppliers that are not provincial suppliers.

The submission with the lowest price, following the application of the provincial supplier reduction allowance if required, and that meets all the requirements will ultimately be determined to be the preferred supplier and be awarded a contract if an award is made.

7.0 ACCESS TO INFORMATION

1. This procurement process is subject to the Access to Information and Protection of Privacy Act, 2015.
2. The financial value of a contract resulting from this procurement process will be publicly released as part of the award notification process.
3. **The bidder agrees that any specific information in its bid that may qualify for an exemption from disclosure under subsection 39(1) of the Access to Information and Protection of Privacy Act, 2015 has been identified. If no specific information has been identified it is assumed that, in the opinion of the bidder, there is no specific information that qualifies for an exemption under subsection 39(1) of the Access to Information and Protection of Privacy Act, 2015.**
4. By submitting a Proposal, the Proponent represents and warrants to the Owner that the Proponent has complied with applicable Laws, including by obtaining from each person any required consents and authorizations to the collection of information relating to such individual and to the submission of such information to the Owner, and the use, distribution and disclosure of such information as part of the Proposal for the purposes of, or in connection with, this RFP and the Competitive Selection Process.
5. For further clarification on Access to Information and Protection of Privacy disclosure requirements for Public Procurement, see the guidance document from the Office of the Information and Privacy Commissioner at the following link: <http://www.oipc.nl.ca/pdfs/PublicProcurementActAndATIPPA2015.pdf>

8.0 EVALUATION PROCESS

1. A Technical Evaluation Committee, made up of representatives the Owner and/or the Owner's representative, will review the proposal submissions. Based on the results of the review, the Committee will make a recommendation to the Owner on a Proponent. The Committee reserves the right to accept any or none of the proposals submitted and will evaluate proposals based on the best value and not necessarily the lowest cost of service.

Please refer to the Evaluation Criteria outlined in Section 4.0 of the Terms of Reference. Acceptance of the recommended Proponent is subject to the approval of the Owner.

2. The Technical Committee reserves the right to conduct pre-selection meetings with Proponents, which may include a run-through of the proposal submission.
3. The successful Proponent will be required to enter into a Standard Form of Agreement between the Owner and Prime Consultant for services related to the project. The Agreement must be reviewed and approved by the Owner prior to execution.

9.0 RESERVATION OF RIGHTS

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

1. Amend the scope of work of the RFP, and/or modify, cancel or suspend the RFP at any time for any reason.
2. Accept or reject any proposal based on the evaluation of the proposal based on the guidelines in this Terms of Reference. In particular, the Owner is not obliged to select the Proponent with the lowest cost.
3. Reject a proposal that fails to meet the Mandatory Requirements.
4. Waive a defect, irregularity, non-conformity, or non-compliance in or with respect to a proposal or failure to comply with the requirements of this RFP, except for Mandatory Requirements, and accept that proposal even if such a defect, irregularity, non-conformity or non-compliance or failure to comply with the requirements of this RFP would otherwise render the proposal null and void.
5. Reject, disqualify, or not accept any or all proposals without any obligation, compensation, or reimbursement to any Proponent or any of its team members.
6. Re-advertise for new proposals to this or a modified RFP, call for quotes, proposals, or tenders, or enter into negotiations for this work or for work of a similar nature.
7. Make any changes to the terms or the business opportunity described in this RFP.
8. Amend, from time to time, any date, time period or deadline provided in this RFP, upon written notice to all Proponents.

10.0 CONFLICT OF INTEREST AND RELATIONSHIP DISCLOSURE

1. Reservation of Rights to Disqualify
 - a. The Owner reserves the right to disqualify any Proponent that in the Owner's opinion has a conflict of interest or an unfair advantage (including access to any confidential information not available to all Proponents), whether real, perceived, existing now or likely to arise in the future, or may permit the Proponent to continue and impose such conditions as the Owner may consider to be in the public interest or otherwise required by the Owner.
2. Relationship and Conflict Disclosure
 - a. Each Proponent, including each member of the Proponent team, shall fully disclose all relationships it may have with the Owner, or any other person providing advice or Works to the Owner with respect to the Work or any other matter that gives rise, or might give rise, to a conflict of interest or an unfair advantage at any time during the RFP Process by written notice addressed to the Contact Person promptly after becoming aware of any such relationship.

- b. At the time of such disclosure, the Proponent will include sufficient information and documentation to demonstrate that appropriate measures have been, or will be, implemented to mitigate, minimize or eliminate the actual, perceived or potential conflict of interest or unfair advantage, as applicable. The Proponent will provide such additional information and documentation and implement such additional measures as the Owner may require in its sole and absolute discretion in connection with the consideration of the disclosed relationship and proposed measures.
3. The Owner May Make Advance Decisions
 - a. The Owner may make advance decisions, where the Owner identifies a potential conflict or an unfair advantage. The onus is on the Proponent to clear any potential conflict or unfair advantage, or to establish any conditions for continued participation.
4. Decisions Final and Binding
 - a. The decision of the Owner is final and binding on the persons requesting the ruling and all other parties including Proponents and Proponent team members. The Owner has discretion to establish the relevant processes from time to time, including any circumstances in which a decision may be amended or supplemented.
 - b. The Owner may provide any decision by the Owner regarding conflicts of interest to all Proponents if the Owner, in its sole and absolute discretion, determines that the decision is of general application.

11.0 NO COLLUSION

1. Proponents and Proponent team members, their employees and representatives involved with their proposal will not discuss or communicate, directly or indirectly, with any other Proponent or any director, officer, employee, consultant, advisor, agent or representative of any other Proponent (including any Proponent team member of such other Proponent) regarding the preparation, content or representation of their proposals. For subcontractors that are partnering or considering partnering with more than one Proponent, such subcontractors shall keep all pricing, strategy or other commercially confidential information discussed with one Proponent confidential in their discussion with another Proponent.
2. By submitting a proposal, a Proponent, on its own behalf and as authorized agent of each firm, corporation or individual member of the Proponent and Proponent team, represents and confirms to the Owner, with the knowledge and intention that the Owner may rely on such representation and confirmation, that its proposal has been prepared without collusion or fraud, and in fair competition with proposals from other Proponents.
3. In the event of any collusion in contravention of this Section, the Owner in its sole and absolute discretion may at any time, but will not be required to, reject any and all proposals submitted by that Proponent without further consideration or compensation.

12.0 LIMITATION OF DAMAGES

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

1. Agrees not to bring any claim against the Owner 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:

- a. If the Owner accepts a non-compliant proposal or otherwise breaches, or fundamentally breaches, the terms of this RFP; or
 - b. 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 Owner exercises any rights under this RFP; and
2. Waives any and all claims against the Owner, 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 Owner and the Proponent for any reason, including:
- a. If the Owner accepts a non-compliant proposal or otherwise breaches or fundamentally breaches the terms of this RFP or the RFP Process; or
 - b. 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 Owner exercises any rights under this RFP.

13.0 REPORTING STRUCTURE

1. The successful Proponent will report directly to the Owner, as outlined in **Appendix A**.
2. The successful Proponent shall maintain a communication structure that includes the Owner and other significant stakeholders.

14.0 ENQUIRIES

1. All enquiries regarding this RFP must be directed to the Owner, as outlined in **Appendix A**.
2. All questions should be submitted, in writing at least ten (10) days prior to the closing time and date. No amendments will be issued five (5) days prior to closing.
3. Any verbal representations, promises, statements or advice made by employees of the Owner other than written responses, should not be relied upon.

15.0 ELECTRONIC COMMUNICATION

1. The Owner does not assume any risk or responsibility or liability whatsoever to any Proponent:
 - a. for ensuring that any electronic email system being operated for the Owner is in good working order, able to receive transmissions, or not engaged in receiving other transmissions such that a Proponent's transmission cannot be received; or
 - b. if a permitted email communication or delivery is not received by the Owner, or received in less than its entirety, within any time limit specified by this RFP.
2. All permitted email communications with, or delivery of documents by email to, the Contact Person will be deemed as having been received by the Contact Person on the dates and times indicated on the Contact Person's electronic equipment.

APPENDIX A – PROJECT BACKGROUND, DESCRIPTION AND REPORTING DETAILS

1.0 BACKGROUND

The Town of Portugal Cove-St. Philip's is a municipality in the greater St. John's metropolitan area, in the Province of Newfoundland and Labrador consisting of approximately 5,970 ha (59.7 sq. kilometers). Data from Statistics Canada identified that the Town's population had grown approximately 3.3% between 2016 and 2021; from 8,147 local residents in 2016 to 8,415 local residents in 2021.

The Town's current Municipal Plan and Development Regulations came into effect in October 2014 and replaced the former Municipal Plan that was adopted and registered in 1996. The current Municipal Plan and Development Regulations establishes guidelines and policies for managing future growth and development of the Town by providing a land use strategy for the ten-year period from 2014 to 2024. The companion Development Regulations detail the regulatory approach and requirements for implementing the Municipal Plan policies with regard to land use, density and terms, conditions and development standards for land and building proposals.

A copy of the current Municipal Plan and Development Regulations can be found online at www.pcsp.ca/services/building-development-services/.

2.0 PROJECT DESCRIPTION

The Owner is seeking to have the Portugal Cove-St. Philip's Municipal Plan and Development Regulations updated to guide and manage future growth in accordance with the future vision of the community held by Council, residents, and other community stakeholders.

3.0 PROJECT TIMELINE

It is the goal of the Owner to have the project begin in Summer 2022 and it is anticipated for the purpose of analysis that the work will take place over 2022 and 2023.

4.0 REPORTING STRUCTURE

The successful Proponent will report directly to:

Charlie Hamlyn
Director of Public Works, Planning and Development
Town of Portugal Cove-St. Philip's
Email: Charlie.hamlyn@pcsp.ca
Phone: 709-895-8000 ext. 232

The successful Proponent shall maintain a communication structure that includes the Owner and other significant stakeholders.

5.0 ENQUIRIES

All enquiries regarding this RFP must be directed to:

Charlie Hamlyn
Director of Public Works, Planning and Development
Town of Portugal Cove-St. Philip's
Email: charlie.hamlyn@pcsp.ca
Phone: 709-895-8000 ext. 232

All questions should be submitted in writing at least ten (10) days prior to the closing time and date. No amendments will be issued five (5) days prior to closing. Any verbal representations, promises, statements or advice made by employees of the Owner other than written responses, should not be relied upon.

APPENDIX B – PROJECT OBJECTIVES AND SCOPE OF WORK

1.0 SUMMARY:

As outlined in **Appendix A**, the project will involve updating the Portugal Cove-St. Philip's Municipal Plan and Development Regulations to all requirements of the Urban and Rural Planning Act, 2000 and the goals and objectives of the Portugal Cove-St. Philip's Town Council, residents, and other community stakeholders.

2.0 GOAL:

Complete a cost effective, efficient, and timely update to the Portugal Cove-St. Philip's Municipal Plan and Development Regulations for registration with the Department of Municipal and Provincial Affairs.

3.0 SCOPE OF WORK:

The successful Proponent will be required to provide a range of services relating to the delivery of this project.

1. General Information

1. The successful Proponent must become familiar with issues regarding the current Municipal Plan and Development Regulations and development within Portugal Cove-St. Philip's
2. The Owner will supply the successful Proponent with all available materials including the following for use during this project:
 - i. Text and maps of the current Municipal Plan and Development Regulations (including amendments)
 - ii. Relevant reports and documents which have a bearing on the Municipal Plan and Development Regulations review
3. The successful Proponent must ensure that that work undertaken does not conflict with any Federal or Provincial Acts or Regulations
4. The successful Proponent must ensure that the new Municipal Plan and Development Regulations and associated mapping meets the submission standards of the Department of Municipal and Provincial Affairs
5. The successful Proponent must be able to stamp all documents and maps as a full member or fellow of the Canadian Institute of Planners
6. The project will not be closed until such time that the new Municipal Plan and Development Regulations are successfully registered with the Department of Municipal and Provincial Affairs. This shall include any revisions to be undertaken throughout the process
7. The new Municipal Plan and Development Regulations and any supporting documentation, including digital files, digital maps, photographs, plans, conceptual drawings, research documents, and so on, shall become the property of the Owner and shall be given to the Owner at the same time as the new Municipal Plan and Development Regulations are presented

2. Work Required

1. Assemble all relevant materials related to the Municipal Plan and Development Regulations review. The Owner will supply all available materials, but acquisition of other required materials will be the responsibility of the successful Proponent
2. Prepare a public consultation plan for review and approval by Council
3. The successful Proponent shall arrange, attend, and facilitate all public consultation meetings. This shall include, but not limited to:
 - i. Kick off meeting with the Owner **(assume one meeting is required)**
 - ii. Organize and advertise public meetings, and prepare materials/information for all meetings
 - iii. Present materials/information, facilitate discussion among meeting attendees, and take notes of the issues discussed **(assume four meetings are required; one public meeting in Portugal Cove, one public meeting in St. Philip's, one meeting with the Portugal Cove-St. Philip's Chamber of Commerce, and one meeting with the Town's Advisory Committees)**
 - iv. Submit a report summarizing the outcome of the meetings to the Owner for review
 - v. Meet with the Owner to discuss the outcome report and how the issues discussed fit into the context of the Municipal Plan and Development Regulations **(assume one meeting is required)**
 - vi. Attend other meetings with the Owner as may be required **(assume two meetings are required)**
 - vii. Arrange, attend, and facilitate public consultation meetings on the Municipal Plan and Development Regulations once the draft documents have been prepared **(assume three meetings are required; one in Portugal Cove, one in St. Philip's, and one with Council)**
 - viii. Attend Commissioner's Hearing **(assume one meeting is required)**
4. Prepare a Municipal Plan Background Report
5. Submit quarterly reports to the Owner on the progress of the new Municipal Plan and Development Regulations
6. Prepare draft and final versions of text and mapping for the new Municipal Plan and Development Regulations

3. Submission Requirements

1. The following shall be delivered to the Owner:
 - i. Two bound color copies of the Background Report
 - ii. Digital versions of the draft and final Municipal Plan and Development Regulations (including maps and data)
 - iii. Two bound color copies of the final Municipal Plan and Development Regulations, as registered (including full size printed maps)
 - a. Bound copies shall be submitted in three ring binders
 - b. All final copies submitted shall be certified by and bear the seal of the Member or Fellow of the Canadian Institute of Planners responsible for their content

- iv. Electronic version of all photos, graphics, presentations, and promotional materials created during the Municipal Plan and Development Regulations review process must be provided to the Owner
2. All text documents are to be provided in MS Word compatible version and a web compatible (PDF) version
3. Digital copies of all maps produced are to be provided in a web compatible (PDF) version
4. All mapping data is to be provided in AutoCAD digital format and a shapefile format (preferably ESRI as this is the software used by the Town)
5. All data to be collected in the MTM 1 map projection – based on provincial mapping standards
6. All layers must be separately coded and appropriately labeled

4.0 FINANCIAL CONSIDERATION:

1. Total approved funding, if available, is provided in **Appendix A**. This includes the project capital cost, professional service fees and expenses, reimbursable expenses and HST.
2. The consultant shall submit to the Owner all progress status reports, backup invoices, etc. The backup invoices must mirror the schedules in the consultant agreement for amounts payable to the consultant according to the scope of work and deliverables as required by the terms of an Agreement with the Owner.
 - a. Consultants to be aware that they will be required to provide a Final Status Report, marked as such, to the Owner to close out the project(s). Additionally, consultants will be required to provide a Final Status Report, marked as such, for their own invoicing.
3. The consultant shall submit updated schedules along with project status reports that reflect current status and revised forecasted completion.

5.0 AGREEMENT FOR SERVICES:

The Agreement for services will be adjusted for the scope of work undertaken if it differs from the statement herein. Fees should be estimated using “Level of Effort” methodology, expenses and reimbursable allowances are to be at cost per Government’s (i.e. Human Resource Secretariat’s) approved basic rates. These amounts are to be calculated less the HST and shown on the schedule included herein for the duration of the project.

APPENDIX C – PROJECT REFERENCE AND PERSONNEL REFERENCE TEMPLATES

PROJECT REFERENCE FORM

Project Location

Insert location here

Client

Name of client

Client Reference

Reference name

Reference contact info

Project Type

Insert project type

Services

Services proponent was responsible for providing

Duration

Start Date: *date*

End Date: *date*

Approved Funding

Total Approved Funding

Final Project Cost

Total Final Cost

Key Proponent Roles

The role the awarded proponent will play throughout duration of project

Key Project Staff Role

Include all significant persons involved and what their role was in reference project, and how it relates to proposed project

Project Description

Insert project description/scope of work here

Role of Proponent

Describe the role the awarded proponent played throughout the life of the project

Challenges

Describe the challenges involved with the project and give a detailed description of how they were overcome

Climate Change Adaptation/Mitigation Measures Incorporated

Describe how climate change adaptation/mitigation measures were incorporated into the project or provide a rationale for why they were not. If there were no climate change adaptation/mitigation measures included in the reference project, outline how they may be considered in retrospect.

KEY PERSONNEL FORM

Insert photo if applicable

Name

Insert name here

Title

Title and Professional designation

Experience

Detail years of experience relevant to the project

Contact

Provide contact information for personnel

Role for Proposed Project

Insert description of the involvement and role that this person will play throughout the life of the proposed project

Reference Project Role

Describe the primary role/level of involvement/main responsibilities of the individual throughout the life of the reference projects (where applicable), detailing the level of experience gained and how this relates to their proposed project position

Reference Project 1:

Name of Project, year completed and role of Personnel

Reference Project 2:

Name of Project, year completed and role of Personnel

Reference Project 3:

Name of Project, year completed and role of Personnel