District of Squamish
Request for Proposals

Zoning Bylaw Review
Technical Services

TERMS OF REFERENCE
District of Squamish Zoning Bylaw Review
Technical Services

A. INTRODUCTION

The District of Squamish is seeking proposals from selected consulting firms with proven experience in zoning regulations and bylaw preparation as part of the Zoning Bylaw Review.

District of Squamish Council has identified the review the current Zoning Bylaw (No. 1342, 1995) as a priority for 2010. To accomplish this, they have endorse an approach that will utilized the services of two consulting teams – one focused on the technical components of the Bylaw and one focused on developing and facilitating a consultation program.

B. SCOPE OF WORK

1. Background

Squamish Council has identified that a review of Zoning Bylaw No. 1342, 1995 is a priority project for 2010. Funding has been included in the Planning Department budget for 2009 and 2010 to complete the review.

2. Description of Work - Consultation Services

The Zoning Bylaw Review is organized into the following four phases:

- Issue Identification
- Technical Review
- Bylaw Preparation
- Approval

The selected consulting team will be required to undertake the comprehensive review of all sections of the Zoning Bylaw and provide organizational options for review by the Planning Department. The selected consultant is also required to attend key workshop sessions held as part of the consultation program.

While the details and timeline for the Consultation Program will be finalized through discussions with the Planning Department, the following Review Phase descriptions are included as background information for the Review:

Phase 1 – Issue Identification

Phase 1 consists of a series of workshops with Council, staff and representatives of the development industry to identify the strengths and weaknesses of the Zoning Bylaw. These workshops will be organized and facilitated by the Consultation Services team.

The Technical consultant will be expected to attend each of the 3 workshops and will begin to research examples of zoning bylaw organization and structure for discussion with the Planning Department at the start of Phase 3.

Phase 2 – Technical Review

Phase 2 will begin with the Planning Department and Technical consultant reviewing the Issues Summary report to identify the key issues that need attention. The order in which the Zoning Bylaw will be reviewed will also be discussed with the Planning Department.

Parking Standards

A key part of Phase 2 will be a review and evaluation of the parking standards in the Bylaw. The Technical consultant will compare the current standards with municipalities that may include:

- Sea-to-Sky communities;
- Municipalities that have similar Flood Construction Level issues;
- BC municipalities of a similar area and population or that have similar geographic attributes.

The Technical consultant will be responsible for the preparation of a report to present to Council and to be used as the basis for workshops with municipal staff and representatives of the development industry.

Mapping

The Technical Consultant will also be responsible for updating the zoning maps to incorporate new changes or zones resulting from the discussions in Phases 1 and 2. The District will provide the consulting team with the necessary digital file format.

Phase 3 – Bylaw Preparation

The Technical consultant will undertake (or continue) to review and revise those sections of the Zoning Bylaw that have been identified as needing attention and any specific regulations that Council has identified as needing revisions.

In addition, the examples and evaluation of zoning bylaw organization and structure will be reviewed by the Planning Department to determine the final format of the draft Bylaw.

Following completion of the draft Zoning Bylaw, the Technical consultant will present the key changes to Council in partnership with the Planning Department.

Phase 4 – Adoption

The final Phase of the Review will follow the regular bylaw approval process. Staff will begin this process with a summary presentation to the Committee of the Whole on the process, consultation activities, parking discussion and key changes to the draft Bylaw.

The Technical Consultant will be required to participate with Planning Department staff,

in the presentation of the draft Zoning Bylaw to the Committee of the Whole prior to First Reading of the bylaw. Additional participation as part of the First and Second Reading presentation to Council and at the Public Hearing may also be required.

3. Requirements

The successful consultant will complete the tasks below:

- Develop a program for a comprehensive review of the Zoning Bylaw in co-operation with the Planning Department;
- Research and identify potential organizational frameworks for the Zoning Bylaw, including those that incorporate graphic or visually-based regulations;
- Review existing parking standards as outlined in the description of Phase 2 – Technical Review;
- Update the municipal Zoning maps (Schedule "A" to the Bylaw) with any changes resulting from the Bylaw Review in a digital format agreed upon by the District;
- Provide written evaluations or analysis of the contents of the Zoning Bylaw as outlined and any recommended changes, updates or additions;
- Prepare explanatory and/or illustrative diagrams as required;
- Participate in presentation(s) to Council throughout the Review process as required;
- Prepare a final draft version of the Zoning Bylaw.

4. Deliverables

The consultant is responsible for providing the District with the following items:

- An initial assessment of the strengths and weaknesses of the existing Zoning Bylaw and a written evaluation of the issues identified in the Phase 1 workshops;
- Zoning Bylaw organization and structure examples from other municipalities and a written evaluation of the strengths and weaknesses of each;
- Analysis of Parking Standards and recommendations for any changes from the existing regulations;
- Draft Zoning Bylaw, including updated & new definitions as required, Parking standards and explanatory and illustrative diagrams throughout the Bylaw as required.
- Updated Zoning Maps in an agreed-upon digital format (Schedule "A" to the Bylaw);
- Any supporting items as mutually agreed by the District and consulting team.

The consultant is required to submit 15 printed copies of the draft Zoning Bylaw and one digital copy at the end of Phase 3 of the Review.

All reports shall be prepared in MS Word 2000 format and any other format as mutually agreed. All graphs, base data or statistics shall be provided in MS Excel format.

5. Timelines

The District targets January 2010 as the start date for Phase 1 of the Zoning Bylaw Review. Proposals should identify milestones for each Phase or major task in the project, recognizing February 2010 as a month where no milestones or events are to be scheduled.

C. PROPOSAL REQUIREMENTS

The Proponents are asked to provide the following:

1. Project Implementation, Personnel and Related Experience

a. Description of the team's expertise and qualifications;
b. Which of the team's members will be responsible for specific tasks;
c. Resume of team members, and their experience with similar projects including client reference;
d. Subcontractors, if applicable;
e. Proposed study approach;
f. Proposed work program and schedule of key tasks;
g. Total fee for service (including total hours and budget for each team member) – include taxes, travel expenses and other disbursements.

2. Estimate of Costs for Proposal

In a spreadsheet format, provide a detailed breakdown of estimated costs to carry out each of the tasks, identifying staff, estimated hours per task, and hourly charge out rates. The total contract price shall be inclusive of all applicable taxes and contingency.

It is intended that the proposal indicate the complete cost of completing the project. Be sure to include the following estimated expenses (disbursements) as part of your overall estimate of costs:

- Travel, accommodation and meal expenses
- Long distance telephone, facsimile, postage and other identifiable communication expenses, at cost
- Secretarial and copying expenses
- Vehicles
- Databases, air photos, maps, film and film reproduction, photocopying, video camera

In addition, administrative costs should be shown as a percentage of the estimated cost of the work.

3. Budget

The budget for the Zoning Bylaw Technical Review is $85 000. Proposals must include a description of budget expenses including a rationale for a proposed budget in excess of the total project budget.

D. EVALUATION AND AWARD

1. Contract Award

Depending on the proposals submitted in response to this RFP, a contract would normally be

negotiated and executed with the leading proponent (the "front-runner") selected in accordance with the evaluation format contained in this RFP. The lowest price or any proposal will not necessarily be accepted.

The District reserves the right to:

- refuse award of the contract to a proponent the District judges to be fully or over committed on other projects;
- refuse award of the contract to a proponent where, in the District's sole opinion, the proposal does not represent fair value;
- refuse award of the contract to a proponent where, in District's sole opinion, the proposal price is considered too low to properly perform the contract; and
- in the case of a sole proposal being received, either:
    a. cancel the RFP, return the proposal unopened to the proponent, and re-solicit proposals for better response with or without any change being made to the RFP; or
    b. open the proposal without reference to the proponent, and, if such proposal does not merit contract award under the terms and conditions of this RFP, cancel the RFP and re-solicit proposals with or without any change being made to the RFP.

2. Clarification

Notwithstanding that a presentation/interview process has not been indicated in the Proposal Evaluation Form, at the District's sole discretion, one or more proponents may be asked to provide additional clarification respecting their proposals, or to address areas where the District clarifies its needs.

3. Suitability of the Front-runner

The front-runner may be interviewed and/or the District may conduct such independent reference checks or verifications as are deemed necessary by it, to clarify, test, or verify information contained in the proposal and to confirm the suitability of the front-runner. If the front-runner is deemed unsuitable by the District, or if the proposal is found to contain errors, omissions or misrepresentations of a serious nature, the originally selected front-runner may be rejected and another proponent selected as the front-runner according to the evaluation format, or the District may choose to terminate the RFP process and not enter into a contract with any of the proponents.

The District may interview key persons to assess their scientific, technical or managerial abilities and to determine if they would be adequate for the proper performance of the proposed contract.

4. Negotiation with the Front-runner

Negotiations may be held with the front-runner including, but not limited to, matters such as:

- price, insofar as a change in price is directly associated with a change in the proposal
- as a result of negotiations;
- changes in technical content;

- contract details;
- contract payment details; and
- expectations of the parties applicable to the service requirements.

If a written contract cannot be negotiated within fourteen work days of notification to the front-runner, the District may terminate negotiations with that proponent and negotiate a contract agreement with another proponent selected as the front-runner according to the evaluation procedure, or may choose to terminate the RFP process and not enter into a contract with any of the proponents.

The District shall not be obligated in any manner to any proponent whatsoever until a written contract has been duly executed relating to an approved proposal. The District reserves the right to modify the RFP at any time during the negotiation phase without notification to other proponents.

E. DISTRICT OF SQUAMISH PROJECT MANAGER

The consultant will report directly to the Director of Planning. The primary staff liaison will be a District of Squamish Planner. The Planner will provide information to the consultants as required, and will be available for meetings, discussion and review of draft concepts. Proposals should clearly identify the number, purpose and timing of meetings.

F. PAYMENT FOR SERVICES

Payment to the consultant would consist of two parts:

1. a fee based on hours worked times an all inclusive hourly rate (rate quoted would include the cost of the computer and any other equipment required to perform the work), and

2. expenses (i.e., travel costs to assess certain parts of the study reach or to present results at a meeting).

The fees plus expenses must not exceed the price quoted without the prior written approval of the Director of Planning. The contract price will be the price quoted. Billings would be monthly or for longer time periods.

G. CONSULTANT SERVICES AGREEMENT

The successful proponent will enter into an agreement (attached) for provision by the consultant of services on this assignment.

H. CLOSURE DATE

The closing date and time for submission of the Request for Proposal is Friday January 15, 2010 at 4:00 p.m. Submissions should be sent to:

Jim Charlebois, Planner
Planning Department
District of Squamish
37957-2nd Avenue
Squamish, BC
V8B 0A3

Five complete copies of the proposal must be received at the location and before the time specified in the Notice. Proposals must be submitted in sealed envelopes clearly marked with the name and address of the proponent and the words, "Proposal for District of Squamish Zoning Bylaw Review – Technical Services" on the envelope. All envelopes shall be sealed and marked "**Confidential**".

Proponents are solely responsible for timely delivery of their proposals to District of Squamish location specified.

I. ATTACHMENTS

'Annex A' – Consulting Services Proposal Evaluation Form

'Annex B'– Standard Form Consulting Services Agreement

Proposals will be evaluated and the consultant selected on the basis of:

- Quality of proposal and methodology, including any unique or innovative approaches to the project
- Demonstrated understanding of the scope of work and issues
- Previous experience of the project team members in completing similar projects
- Public consultation plan and previous experience
- References from other jurisdictions or clients
- Budget and timelines