



Camrose County

Request for Proposal

Municipal Development Plan  
& Land Use Bylaw

RFP Contract Manager:  
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### **Key Dates:**

The process to complete the project is expected to take approximately 11 months.

The project timetable is as follows:

March 1, 2022                      Distribute RFP

March 15, 2022	Deadline for Written Questions
March 22, 2022	Final Addenda, if required, circulated to RFP respondents
April 5, 2022	RFP Closing Date & Time
April 12, 2022	Notification of Selection Results
April 19, 2022	Contract Starts
January 31, 2023	Contract Completion

**1. *Scope of Quotation***

Camrose County invites proposal through this RFP to undertake a comprehensive review and rewrite of its Municipal Development Plan and Land Use Bylaw to reflect the needs of the County and the community.

The County’s existing Municipal Development Plan and Land Use Bylaw were approved in 2016. The Land Use Bylaw has had several amendments since that time but both documents are in need of updating to reflect change to the community, keep us with changing development demands, align with amendments to provincial legislative changes, and address emergent development trends.

**2. *Community Information***

Camrose County is located in the East Central region of Alberta. Alberta’s capital City, Edmonton is 30 minutes from the northern County boundary, and Calgary is 3 hours to the southwest. The Edmonton International Airport is less than 30 minutes from the northern County boundary. The County covers an area approximately 130 km long and 50 km wide, for a total area of 3,320 square kilometers.

Camrose County has 8 hamlets, 5 villages, 1 town and 1 city within its boundaries. At the north end, Miquelon Provincial Park is within the County and the south end of the County is bounded by Buffalo Lake, where the County has an Intermunicipal Development Plan with the 4 other municipalities that border the lake.

Most of the County is agriculturally based, but there are several industrial parks and multi-lot subdivisions that support the community as well.

### **3. *MDP & LUB development since 2016***

Since the adoption of the existing MDP and LUB there have been several amendments and areas that have been discussed for amendment:

- Adoption of new IDPs, ICFs and ASPs.
- Regulations on cannabis and other new industries
- Inclusion of new Hamlet of Ferintosh into the LUB

### **4. *Objective***

To secure a Consultant to provide Camrose County with a review and update of the Municipal Development Plan and Land Use Bylaw. To specifically create a clear and concise MDP & LUB that reflect the needs of the community and provide a solid framework for future land use decisions.

Through the years administration has made notes of areas that should be reviewed to ensure the documents remain relevant for planning review in the community. A copy of the MDP and LUB with suggested administration changes will be made available to interested consultants. Below is some of the major areas that must be addressed. This is not a comprehensive list and additional topics may be added or removed as the project develops and public consultation establishes new or different needs.

- Legislative changes (MGA, etc.)
- RVs and camping in agricultural areas & Lake Resort districts
- Agri-tourism
- Accessory buildings
- Emergent industries (crypto currency, etc.)
- CFOs adjacent to recreational lakes
- Alternative energy (bio-fuels, etc.)
- Signage



**6. Preparation of the Proposal**

This Request for Proposal (RFP) is issued by Camrose County for the services described in the “Objective” section in this document. This competitive procurement has been set up in accordance with County policies to maximize the benefit to the County, while offering Consultants with a fair and equitable opportunity to participate through submission of proposals.

The purpose for collecting the information for this RFP is to enable the County to ensure the accuracy and reliability of submitted proposals, as well as to enable the County to evaluate those proposals. The Contract Manager can be contacted regarding any questions about the collection of information pursuant to this RFP.

March 1, 2022	Distribute RFP
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**7. Relevant Documents to Consider**

Statutory and non-statutory plans are available for download here: <https://county.camrose.ab.ca/building-planning/planning-bylaws-policies/> or on the County Website under building & planning > planning notices & documentation > planning bylaws & policies.

It is up to the consultant to determine the relevancy of these documents and how they should be incorporated into the project.

**8. Scope of Work**

- a) Review Municipal Development Plan Bylaw 1372 and Land Use Bylaw 1373, as amended
- b) Review sections provided by administration as areas of concern
- c) Ensure the MDP and LUB align with all other statutory and legislative documents
- d) Provide an outline of suggested changes and reasoning to Administration and Municipal Planning Commission to review

- e) Public engagement. The County will be able to provide limited staffing and material preparation as well as facilities for the engagement sessions
- f) Revised mapping and images as required, note that County staff will assist with any mapping updates
- g) Partner in a joint presentation with County Staff to Council
- h) Partner in jointly developing with County Staff reports to Council

## **9. *Public Consultation Process***

Public and other stakeholder involvement is key to the success of this project. The Consultant shall design a formal community consultation process which outlines the method(s) and tools for engaging the community and maximizing input in each stage of the project, which may include: community consultation sessions, public open houses, newsletters, surveys, notices, web materials, social media, mail/hand-outs. A written explanatory brief and other summary documentation shall be encouraged to assist members of the public in its understanding of the project. The engagement process should consider the farming nature of the community when timing engagement as well as the seasonal nature of our cottage residents on issues affecting lake development. The community consultation process must be approved by the County.

Regular meetings are expected with the Planning and Development Department through the course of this project and may include other municipal staff.

Additionally, the Consultant will be required to present draft Bylaws in the form of a public open house. County Council will convene the public hearing(s), once the draft Bylaws have been revised by the Consultant based on community consultation and input. Additional consultation and facilitation may be required throughout the project depending on the response from the community consultations and public hearing(s).

The Consultant shall be responsible for scheduling of meetings, preparation of notices and agendas, presentation materials and meeting notes and minutes. Furthermore, the Consultant must abide by all COVID-19 regulations and guidelines throughout the duration of the public consultation process, this includes health and safety guidelines established by Camrose County.

The County will provide assistance with organizing meeting rooms and provide meeting support as available and will provide a page on our website to maintain project information.

## **10. *Proposed Work Plan & Schedule***

The Consultant is responsible for creating a work plan, consultation strategy, and schedule for this project which will be reviewed by the Planning and

Development Department as part of the evaluation process. The project completion deadline is January 31, 2023, and the Consultant must determine the key project components and schedules to meet this target.

**11. *Project Deliverables***

- A report of the key areas of the bylaws that need to be amended
- Public consultation event(s)
- Consultation with Council
- Report on findings from public consultations
- Public Hearing presentation
- Land Use Bylaw and Municipal Development Plan in a Microsoft Word document for future County use and editing purposes

**12. *Content of Proposals***

Proposals must contain the following:

- The Consultant's understanding of the assignment, including an explanation of the approach and methodology to be used to achieve the objectives of the RFP, and an assessment of any anticipated difficulties in performing tasks and the proposed approach for overcoming these.
- Examples of recently completed Municipal Development Plan and or Land Use Bylaw projects and a list of client references relating to the same.
- A work plan and schedule, including a detailed description and costing of all tasks and sub-tasks, timelines, deliverables, meetings, and key dates proposed to meet the requirements of the RFP. Furthermore, an estimated cost of any additional work and the nature of work that the Consultant may foresee during the proposal stage.
- A total cost breakdown for the project. Cost estimates should also include the cost of additional public meetings, printing, document reproduction, travel and accommodation, etc. and any other costs of anticipated Consultant work.
- List of employees who will be involved in the project, their role in the process, their relevant recent experience, qualifications, and level of involvement on the project. Replacement of proposed employees will not be permitted unless mutually agreed upon.
- Previous work experience should demonstrate knowledge of rural municipalities and a strong understanding of municipal land use planning.
- Disclosure of any potential conflict of interest if applicable.

**13. *Submission Guidelines & RFP Contact***

Proposals must be received no later than 4:00 pm MST, April 5, 2022. Interested Consultants will submit their proposal in PDF format via email to [ahoward@county.camrose.ab.ca](mailto:ahoward@county.camrose.ab.ca) clearly marked RFP – MDP & LUB.

Proposals will not be considered if received after the submission deadline or if lacking any predetermined requirements.

\*any cost or expense incurred by the Consultant that is associated with the preparation of the Proposal, or during any phase of the selection process, shall be borne solely by the Consultant.\*

**14. *RFP Contact & Potential Proposal Questions***

Questions about the RFP must be directed in writing to Anjah Howard, Manager of Planning & Development at [ahoward@county.camrose.ab.ca](mailto:ahoward@county.camrose.ab.ca) no later than March 15, 2022.

All questions shall be in writing and directed to the Contract Manager. Inquiries and responses will be recorded and may, in the Contract Manager's discretion, be distributed to all Consultants. The Consultant has the responsibility to notify the Contract Manager in writing of any ambiguity, divergence, error, omission, oversight, contradiction, or item subject to more than one interpretation in this RFP, as it is discovered, and to request any instruction, decision, or direction required to prepare the Proposal. For the County to deal effectively with any Consultant's concern about any term or condition of this RFP, such concern must be communicated to the Contract Manager by the date(s) specified in this RFP. Questions received after the stated date(s) will not be answered. Verbal responses to any inquiry are not binding on either party.

**15. *Project Completion Date***

Bylaw adoption for both the MDP and LUB should be completed by January 31, 2023.

**16. *Confidentiality and Security of Information***

The Consultant and its resources shall keep all information strictly confidential concerning the County or third parties, or any of the business or activities of the County or third parties acquired as a result of participation in this RFP. The Consultant shall only use, copy or disclose such information as necessary for the purpose of submitting a proposal to the County. The Consultant shall maintain security standards, including control of access to data and other information, consistent with the highest standards of business practice in the industry.

**17. *Freedom of Information and Protection of Privacy***

The Consultant acknowledges that the Freedom of Information and Protection of Privacy Act of Alberta (FOIP) applies to all information and records relating to, or obtained, generated, created, collected or provided under, this RFP or the Contract and which are in the custody or control of the County. FOIP imposes an obligation on the County, and through this RFP and the contract on the Consultant, to protect the privacy of individuals to whom information relates. The

Consultant shall protect the confidentiality and privacy of any individual's personal information (as defined in FOIP) accessible to the Consultant or collected by the Consultant pursuant to this RFP or the Contract. For the records and information obtained or possessed by the Consultant in connection with or pursuant to this RFP or the Contract, and which are in the custody or control of the County, the Consultant must conduct itself to a standard consistent with FOIP requirements when providing the services or carrying out the duties or other obligations of the Consultant under this RFP or the Contract.

**18. *Conflict of Interest***

Consultants must fully disclose, in writing, to the Contract Manager on or before the closing date of this RFP, the circumstances of any possible conflict of interest or what could be perceived as a possible conflict of interest if the Consultant were to become the successful Consultant pursuant to this RFP. The County shall review any submissions by the Consultants under this provision and may reject any Proposals where, in the opinion of the County, the Consultant could be in a conflict of interest or could be perceived to be in a possible conflict of interest position if the Consultant were to become the successful Consultant pursuant to this RFP.

**19. *Contract Finalization***

A Contract shall be entered into between the successful Consultant and the County. If, in the opinion of the County, it appears that contract finalization discussions will not result in a contract with the preferred Consultant within fourteen (14) business days of notification of selection, contract finalization discussions with other Consultants submitting responsive proposals may be undertaken.

Prior to contract finalization, the successful Consultant will be asked to provide evidence of professional liability in the amount of \$2,000,000 and general liability insurance in the amount of \$2,000,000 per occurrence. The County is to be named as an additional named insured on the general liability insurance with respect to work conducted by the successful Consultant or his resources for this project.

**20. *Order of Precedence***

The RFP (including Supplementary Information) and the Proposal shall form part of the Contract. In the case of conflicts, discrepancies, errors or omissions among the RFP, the Proposal, and the main body of the Contract, the documents and amendments to them shall take precedence and govern in the following order: Main body of the Contract and Schedules thereto; and RFP (including the Supplementary Information); and Proposal.

**21. Evaluation of Submissions**

The intent of the evaluation process is to select the Consultant best suited to provide the requirements as detailed. It is essential that the team proposed for the project have significant experience with projects of this nature. Failure to adequately demonstrate sufficient team experience and qualifications may result in the disqualification of your submission without evaluation.

Submissions for the RFP will be evaluated based on criteria within the following categories. Weighting percentages are as follows:

*RFP Evaluation, Criteria and Weightings*

Understanding of Project Scope	10%
Company Profile, Suitability for the Project, Previous Relevant Experience and References	40%
Proposed Work Methodology	25%
Schedule	10%
Fees	15%

The County will utilize specific evaluation criteria listed above to rate various requirements for evaluation purposes. However, subject to the requirements of FOIP, such ratings shall be confidential, and no totals or scores of such ratings shall be released to any party.

The County reserves the right to contact any current or previous client, whether referenced or not, to obtain information required regarding the quality of service provision and to use this information in its sole discretion in the evaluation of the submissions.

**22. Acceptance of Proposals**

The review and selection of the proposals will be conducted by the Planning and Development Department, who will make a recommendation to County Council. The proposed winning submission must be endorsed by County Council.

The County reserves the right to prioritize and weigh the importance of each criterion confidentially and to make any selection it deems prudent. Responding firms or individual participants acknowledge by their participation that such selection is not subject to protest or contest.

The successful Consultant will perform a variety of duties as agreed upon in the final negotiated Work Plan. If the County and the Consultant are unable to agree on the terms and conditions at this point, the County may exercise its right to negotiate with other Consultants.

Furthermore, the successful Consultant must abide by all national, provincial and municipal COVID-19 regulations and guidelines throughout the duration of the project. This includes health and safety guidelines established by Camrose County.

The County reserves the right to reject any and all proposals received in response to this request for proposal and is in no way bound to accept any proposal in relation to this RFP.

### **23. *Opening of Proposals***

Proposals submitted in response to this RFP will be opened by Camrose County after submission. Consultants and members from the public will not be permitted to attend the proposal opening for the RFP. The expected time for evaluation of the tenders is approximately 5 working days, this may be extended if there arises any clarifications required or in the event of two or more proposals found to be effectively equivalent.

### **24. *Budget***

Proposed budget and fee basis, clearly separating cost per person hour. Costs should include as applicable:

- Professional fees
- Equipment fees
- All necessary presentation material
- Disbursements, including the cost of printing and delivering reports, drawings, tender documents and related items
- Expected third party work that may be required outside of the Consultant's fee structure
- A matrix should be included identifying the commitment of each key member of the project team, and the associated fees for each major task
- Fees for optional services which add value to the Scope of Work should be identified as separate items

Pricing is to be submitted in the form of a lump sum for the overall project. Rates shall be in Canadian funds, and all-inclusive for the resources(s) to perform the services specified in the Scope of Work section of this document. The proposal of any options and/or optional services (as applicable) shall be clearly identified in lump sum or hourly rates. GST shall be noted separately of any unit or lump sum rates.

The successful Consultant will be responsible for submitting detailed invoices which describe the work undertaken within each invoice time period, the

personnel employed, and hours expended by the hourly rate, disbursements, total fee for each invoice, and total budget expended/remaining on the project. The Consultant shall advise the County if this target cannot be met at any time prior to or during the project work and should not undertake any work that would cause the budget to be exceeded without written permission from the County.

**25. *Ownership of Proposals***

All documents, including proposals, submitted to the County become the property of the County. They will be received and held in confidence by the County, subject to the provisions of FOIP.

**26. *Closing Comments and Supplementary Information***

The information contained in this RFP is supplied solely as a guideline for the Consultants. While every reasonable attempt has been made to ensure its accuracy, the County does not guarantee or warrant its accuracy, nor is it necessarily comprehensive.