

REQUEST FOR PROPOSALS

LAND USE BYLAW

Lac La Biche County

RFP Number: PD-61-2022-02

Proposal Closing Date and Time:

Proposal must be received by

Thursday, July 28, 2022,

at 4:00p.m. (local time)

Emailed to :

diane.cloutier@laclabichecounty.com



Lac La Biche County
welcoming by nature.

Lac La Biche County

P.O. Box 1679

13422 Hwy 881

Lac La Biche, AB, T0A 2C0

Phone: 780-623-1747 / Fax:780-623-2039

REQUEST FOR PROPOSALS

Selection of Planning and Development Consultant for

RFP No.: PD-61-2022-02

Responses will only be considered if received in the Lac La Biche County Centre office no later than the closing date: 4:00p.m. local time, Thursday, July 28, 2022

CONTENTS

- 1. DEFINITION 1
- 2. REQUEST FOR PROPOSAL..... 1
- 3. COUNTY BACKGROUND 1
- 4. RELEVANT DOCUMENTS TO CONSIDER 3
- 5. PROJECT OBJECTIVE 3
- 6. PUBLIC CONSULTATION PROCESS 5
- 8. LUB DELIVERABLES 6
- 9. BUDGET..... 7
- 10. CONTENT OF PROPOSAL..... 7
- 11. PROPOSAL FORMAT 8
- 12. PROPOSAL SUBMISSION 8
- 13. PROJECT INQUIRIES 9
- 14. PROPOSAL EVALUATION CRITERIA AND RATING 9
- 15. EVALUATION OF SUBMISSIONS 10
- 16. PROPOSAL ACCEPTANCE AND REJECTION 11
- 17. OWNERSHIP OF PROPOSALS 11
- 18. CONFIDENTIALITY OF INFORMATION 11
- 19. PROPONENT SAFETY 12
- 20. LIMITATIONS OF LIABILITY..... 12
- 21. PROJECT AGREEMENT 12
- 22. REQUEST FOR PROPOSAL SUBMISSION LAND USE BYLAW REVIEW 13
- 23. REQUIRED PROPOSAL DOCUMENTS 14

1. DEFINITION

“Contractor” means the proponent whose proposal has been accepted by Lac La Biche County and is awarded a contract to carry out the work.

“County” means Lac La Biche County.

“Proponent” means a responder to this RFP.

“Proposal” means a proposed plan to carry out the work, submitted by a proponent in response to the RFP.

“RFP” means Request for Proposals.

“Work” means and includes all tasks required to be done for the fulfillment and completion of the project, in accordance with this RFP.

2. REQUEST FOR PROPOSAL

Lac La Biche County invites proposals through this RFP to undertake a comprehensive review and rewrite of the County’s Land Use Bylaw.

Lac La Biche County’s existing Land Use Bylaw was approved in 2017. The document needs updating to reflect change to the community, keep up with changing development demands, and minimize red tape for residents and stakeholders.

3. COUNTY BACKGROUND

Lac La Biche County is a specialized municipality, located in northeastern Alberta at the junction of major highways (881,63,55,36).

The County's principal center of the Hamlet of Lac La Biche is situated approximately 200 km from Edmonton. It consists of a diverse landscape of agricultural lands, forests, and lakes. The County has a total area of 17,731 km², approximately 70% of which is sparsely populated and composed of Crown land. The population has increased at average of 0.4% annual between the 2001 federal census and the 2019 municipal census.

Economic activity in the Crown Land area is characterized by resource industries including forestry and oil and gas. Forecasted growth in the County is closely tied to the future of the oil and gas industry in the region and is expected to be significant over the next number of years.

Agriculture is a key component of the provincial and local economy. The County's Economic Development Strategy has identified opportunities for Agri-research and development initiatives, industrial hemp and flax expansions and vertical farming as targets to pull into expanding and strengthening the County's economy.

Since the adoption of the 2017 Land Use Bylaw, Administration has completed several amendments to help with interpretation, clarification and reduce red tape. The County has experienced significant growth in county residential and resort subdivisions, primarily in the proximity of the County's lakes and other environmental features. The five strategic goals (Economic Development, Recreation and Culture, Social Wellness, Tourism and Environment) make Council's vision more specific towards achieving them by 2024.

Lac La Biche County has two urban service areas. The Lac La Biche Urban Service Area includes the Hamlet of Lac La Biche and the

surrounding lands to the west, south and east. The Plamondon Urban Service Area includes the Hamlet of Plamondon and surrounding lands to the north and east. The County's rural area includes all lands outside of these two Urban Service Areas, and includes the Hamlets of Beaver Lake, Hylo, and Venice.

Relevant documents including the current Municipal Development Plan for additional background and information can be found on the Lac La Biche County website at <https://www.laclabichecounty.com>

4. RELEVANT DOCUMENTS TO CONSIDER

1. Lac La Biche County Strategic plan: 2019-2024
2. Lac La Biche County's Vision, Goals, and Yearly reports
3. Municipal Development Plan (2013)
4. Land Use Bylaw 17-004 (2017)
5. Intermunicipal Development Plans
6. Area Structure Plans
7. Lac La Biche County's Policies and Procedures
8. Lac La Biche County MuniSight Maps and Imagery

5. PROJECT OBJECTIVE

To secure a Proponent to provide Lac La Biche County with review and rewrite of the Land Use Bylaw (LUB). The new LUB should increase the clarity and usability of the document by incorporating explanatory and illustrative diagrams. These updates necessitate a LUB with a significant online component, created to produce a simplified use experience both for the general public and administration.

Land Use Bylaw should:

- Review existing Land Use Bylaw and consider land use regulation best practices
- Ensure compliance with the Municipal Development Plan, which is being currently reviewed and that proposed changes may be incorporated in this document
- Align with existing County Policies and Procedures
- Review existing Land Use Districts and consolidate where possible
- Review existing zoning purpose to ensure they align with current development practices
- Review enforcement components
- Review environmental regulations and setbacks
- Modernize regulations to reflect new development trends and remove unnecessary regulations
- Improve readability, intent, and ease of understanding of the LUB, incorporating illustrative diagrams to assist in interpretation
- Enhance the development permit application and decision process
- Address Recreational Vehicle Regulations
- Minimize red tape for residents and stakeholders
- Review the Planning and Development amendment tracking spreadsheet

The LUB must comply with the *Municipal Government Act* and the *Subdivision and Development Regulations*. The successful Proponent is expected to meet with the County's Planning and Development Department throughout the preparations for this project to ensure that the needs of the department is met. The final Land Use Bylaw will be presented to the Lac La Biche County Council.

6. PUBLIC CONSULTATION PROCESS

The Proponent shall design a formal community consultation process which outlines the method(s) and tools for engaging the community to maximize input in each stage of the project that aligns with the County's Community Engagement Practices Policy. This must include community consultation sessions with neighboring municipalities, First Nations and the Settlements, public open houses in both the Hamlet of Lac La Biche and the Hamlet of Plamondon, newsletters, surveys, notices, web materials, social media, mail, or hand-outs.

A written explanatory summary documentation shall be encouraged to assist members of the public in its understanding of the project.

The Proponent shall be responsible for scheduling of meetings, preparation of notices and agendas, presentation of materials, meeting notes and minutes.

The Proponent will be required to prepare and present materials for the community consultation. Then, based on community consultation and input, present the draft Land Use Bylaw for additional inputs. in the form of a public open house. The County's Council will convene the public hearing(s) once the draft Land Use Bylaw has been revised by the Proponent and Planning and Development. Additional consultation may be required throughout the project depending on the response from the public hearing(s).

Furthermore, the proponent must abide by all COVID-19 regulations and guidelines throughout the duration of the public consultation process. The County will provide assistance with booking the facilities and providing snacks for these meetings.

7. PROPOSED WORK PLAN AND TIMELINE

The Proponent is responsible for creating a work plan, strategy, and schedule for the project which will be reviewed by the Planning and Development department as part of the evaluation processes. It is expected that the project will commence no later than September 20, 2022. The project completion deadline is January 18, 2023, and it is the responsibility of the Proponent to determine the key project components and schedules to meet this target.

The timeline for the RFP process is as follows:

EVENT	DATE
Issue RFP	June 14, 2022
RFP Submission	July 28, 2022
RFP Evaluation Closing	August 15, 2022
Proponent Interviews	August 24, 2022
Proponent Award	August 30, 2022
Signing Project Agreement	September 8, 2022
Project Start	September 20, 2022
Submit First Draft	January 18, 2023
Submit Final Draft	March 02, 2023

**Dates are subject to change*

8. LUB DELIVERABLES

- An updated work plans
- A written evaluation of the issues, along with an assessment of the existing bylaws, best practice examples and process considerations for applications
- A report on key areas of the bylaw that need to be amended
- Report regarding Community and Council consultation feedback
- A how-to guide for using the Land Use Bylaw
- A Land Use Bylaw in PDF format

9. BUDGET

The budget for the project is \$75,000.00 CAD. It is the responsibility of the Proponent to anticipate and clearly identify all tasks required to satisfy the requirements of the RFP.

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

10. CONTENT OF PROPOSAL

Proposals must contain the following:

- The Proponent's understanding of the assignment, explanation of the approach and methodology used to achieve the objectives of the RFP
- An assessment of any anticipated difficulties in performing tasks and the proposed approach to overcome those
- Examples of recently completed Land Use Bylaw projects and a list of client references relating to the same
- A work plan and schedule, and a detailed description and costing of all tasks and sub-tasks, timelines, deliverables, meetings, printings, document reproduction, travel and accommodation and key dates proposed to meet the requirements of the RFP
- An estimated cost of any additional work and the nature of work that the Proponent may foresee during the proposal stage
- 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

- Previous work experience should demonstrate knowledge of both rural and urban municipalities and a strong understanding of municipal land use planning
- Disclosure of any potential conflict of interest if applicable

11. PROPOSAL FORMAT

Proposals must be received no later than 4.00pm MST, July 28, 2022. The proposal should be presented in a clear concise manner following the recommended Proposal Format. Interested Proponents will submit one (1) bound copy and one (1) complete digital copy of the proposal in PDF format. Font size shall be 12-point Times New Roman or equivalent.

Each Proponent is responsible for verifying that their Proposal is complete and meets the criteria of this RFP.

12. PROPOSAL SUBMISSION

Proposal submission must be in sealed envelopes marked with RFP for “**Lac La Biche County Land Use Bylaw**” with a cover letter and a return mailing address to.

Submission Location: Lac La Biche County Centre
13422 HWY 881
Lac La Biche, Alberta T0A 2C0
Attention: Diane Cloutier

A copy may be sent via email to diane.cloutier@laclabichecounty.com or other electronic media. Ambiguous or unreadable Proposals may be cause for rejection.

Proposals may be delivered by hand, courier, or mail. Proposals must be received at the front reception desk at the submission location before the closing time on the closing date, or they will not be accepted for this RFP. Proposals received late will not be considered and will be recycled.

13. PROJECT INQUIRIES

Questions about the RFP must be directed in writing to Diane Cloutier, Manager Planning and Development at:
diane.cloutier@laclabichecounty.com

14. PROPOSAL EVALUATION CRITERIA AND RATING

Proposals will be evaluated based on the inclusion of the following submissions:

- a) Estimated timeline for work to be completed including tentative meeting, open house, and public hearing dates
- b) Electronic capability of finalizing the project including graphic design or alternative
- c) Provision of Proponent(s) resumes including background and training and years of experience
- d) Provision of corporate references from previous work to the present project
- e) Proponent's proposal must specify cost estimates that may be incurred
- f) Quality of proposal and the methodology used to complete the project

Proposals that are responsive will be reviewed, evaluated, and rated by the evaluation committee on their:

Criterion	Weight	Total Score
Project Team qualification, Experience and References	30%	
Corporate Profile	20%	
Methodology	30%	
Proposal Quality	10%	
Schedule and Pricing	10%	
Total Score	100%	

15. EVALUATION OF SUBMISSIONS

Proposals will be evaluated by representatives of Lac La Biche County’s Planning and Development, who will make recommendation to County Council. The proposed winning submission must be endorsed by the County CAO.

Scores will be assigned for each applicable criterion based on the information provided in the submission response. Total scoring shall be awarded on a scale of 0 to 100 for evaluation rating as outlined below.

Total Score	Evaluation
76-100	Excellent - Fully exceeds expectations. Excellent probability of success
51-75	Good - Somewhat exceeds expectations. High probability of success
26-50	Fair - Fully meets expectations. Good probability of success
0-25	Poor - Partially meets expectations. Fair probability of success

The County reserves the right to contact any client to obtain information requires regarding the quality-of-service provision and to use this information in its sole discretion in the evaluation of the submissions.

16. PROPOSAL ACCEPTANCE AND REJECTION

The County reserves the right not to be liable for misunderstandings or errors in this RFP. Furthermore, the County, at its sole discretion, reserves the right to take any of the following actions:

- Accept any Proposals
- Reject any Proposal it considers not to be in its best interests
- Reject all or any part of a Proposal
- Waive any minor irregularity or insufficiency in a submitted proposal
- Issue addenda to the Request for Proposals
- Contact references provided by proponents
- Request points of clarification to assist the County in evaluating proposals
- Negotiate changes with the successful proponent

17. OWNERSHIP OF PROPOSALS

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

18. CONFIDENTIALITY OF INFORMATION

Any information obtained by the Proponent pertaining to the County as a result of processing this project is confidential and must not be disclosed, or used for any other project, without written authorization from the County.

19. PROPONENT SAFETY

Health and safety are paramount on all work undertaken for the County. The Proponent shall have a health and safety program in place for their workers.

20. LIMITATIONS OF LIABILITY

Before finalizing the successful Proponent will be asked to provide Lac La Biche County a proof of professional and general liability insurance in an amount not less than two million dollars (\$2,000,000.00).

21. PROJECT AGREEMENT

The Lac La Biche County will require the successful Proponent to enter into a Work Contract.

22. REQUEST FOR PROPOSAL SUBMISSION

LAND USE BYLAW REVIEW

Proponent's Name: _____

Address: _____

Mailing Address (if different from above)

Telephone: _____ Fax: _____

Key Contact Person: _____

Telephone (if different from above)

The undersigned Proponent, having carefully read and examined the RFP, including all sections, and having full knowledge of the requirements described herein, does offer to provide the services in accordance with the requirements, terms and conditions set out in the RFP and in accordance with the pricing as describes within.

Signature of Authorized Signatory

Date

Print Name and Title

23. REQUIRED PROPOSAL DOCUMENTS

By initializing each item, the Proponent confirm it has completed and enclosed the following documentation in this Proposal.

Initial

- _____ 1. The proponent confirms that it will comply with all occupational health and safety requirements, policies, and procedures of the County.
- _____ 2. Brief description of Proponents' company, purpose, and history of successes including information on size of organization, number of service providers, and staff employed.
- _____ 3. Information on relevant experience performed during the last five (50 years, including 3 references.
- _____ 4. Identification of key personnel to be assigned to this Agreement, setting out their names, responsibility, qualification, and relevant experience.
- _____ 5. Submission of a detailed price list of fees for all the services, including the total all-inclusive fee.
- _____ 6. Submission of a detailed list of any deviations and/or variations from the terms and conditions set out in this RFP and, if applicable, detail proposed amendments.