

# Request for Proposal

## Rural Municipality of Eastern Kings



for the Completion of a Review of the  
2013 Official Plan and  
Subdivision and Development Control Bylaw  
and Zoning and Subdivision Control Bylaws

Closing Date:

**Tuesday, March 30, 2021 at 12 Noon**

Address:

Rural Municipality of Eastern Kings  
85 Munns Road, Rte. 301  
Kingsboro, PE C0A 2B0

Attn: Sonya Martin, Chief Administrative Officer  
902-357-2894

## 1. General

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### 1.1 Introduction

The Rural Municipality of Eastern Kings (RMEK) is inviting proposals from qualified planning consultants for the provision of planning services to complete a review of the Municipality's 2013 Official Plan (Plan), its Subdivision and Development Control Bylaw and Zoning and Subdivision Control Bylaws (Development Bylaw) and to review and/or develop the associated Administrative Resources, including but not limited to the fee structure, permit applications, approval/denial letter templates, process maps, etc.

### 1.2 Background Information

RMEK is the most eastern municipality in Prince Edward Island, located within the Points East Coastal Drive. The Municipality was incorporated in 1974 and has a population of approximately 700 permanent residents; in the summertime, it grows rapidly as summer residents flock to their cottages and homes. Within the area from Red Point, to East Point, down the North Side to Bull Creek Road and all points in between, one will find farmland, a fishing harbour, a lighthouse built in 1867, a railway station, fabulous beaches, campgrounds, churches and many businesses. Additional information about the community is available at [www.easternkings.ca](http://www.easternkings.ca).

## 2. Scope of Work and Requirements

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The Official Plan will serve as the required visionary guide and land use policy framework for the Municipality's future planning purposes and the Development Bylaw will provide the regulatory framework by which the Municipality can accomplish the goals stated in the Plan. The Administrative Resources will support the delivery of land planning and development control services in the Municipality.

The Municipality is seeking a qualified individual who is a professional planner with a full membership in the Canadian Institute of Planners; if the successful Consultant is a team, at least one member must hold such membership. The Consultant will become familiar with the community and will engage Municipal Council and residents to identify key issues, concerns, and objectives in order to complete a comprehensive Official Plan and Development Bylaw and to develop the associated Administrative Resources. These will be prepared in a concise, easy to understand language and format that is defensible should a challenge arise.

### 2.1 Official Plan

The Plan requires the formulation, articulation, and implementation of policies, goals, and aspirations of RMEK. It should identify and promote best practices and sustainability of a rural community through public dialogue and engagement. The goals of the Plan include, but are not limited to:

- Pursuing a strategy for orderly development;
- Maintaining a strong community identity;
- Preventing environmental problems;
- Achieving balanced, sustainable development; and

- Encouraging a welcoming environment for all present and future residents and businesses.

The Consultant will prepare a final document that is suitable for adoption by the Council. The Consultant will complete the Plan based on provincial standards, public input, and consultation with the Planning & Development Committee, Council, members of the community and other identified groups.

## **2.2 Development Bylaw**

The existing Development Bylaw will be updated and revised as required, and the Consultant will prepare a final document that is suitable for adoption by the Council. The Development Bylaw is a substantive regulatory framework that is closely linked to and based upon the Official Plan. It is a legal requirement to have a Development Bylaw that is consistent with the content of the Official Plan for adoption and implementation by the Rural Municipality. The Development Bylaw will be comprehensive and clear, contain understandable text, and can be practically managed, interpreted, and implemented by Administration, Council, the development community and residents of Eastern Kings.

## **2.3 Administrative Resources**

The Consultant will develop the appropriate administrative processes, procedures, forms, and templates for handling all types of applications (e.g. development applications and permits, approval/denial letters, bylaw amendments including rezoning, official plan amendments, etc.) to support the implementation and administration of land planning and development services for the RMEK; an updated fee schedule should also be included.

## **2.4 Background Resources**

To assist in the preparation of a proposal, proponents will have access to the following documents:

1. 2013 Official Plan (approved January 6, 2014);
2. 2013 Subdivision and Development Control Bylaw and Zoning and Subdivision Control Bylaws (approved January 6, 2014);
3. Associated Maps including Eastern Kings Land Use Zoning Map, Eastern Kings Existing Land Use Map and Eastern Kings Future Land Use Map;
4. Current Administrative Resources including applications forms and process maps (approved April 2020); and
5. List of development permits and subdivision applications for the last two calendar years.

**To access these documents, please submit an email request to the CAO at [CAO.RMEK@bellaliant.com](mailto:CAO.RMEK@bellaliant.com) under subject header 'RFP Background Document Request'.**

The successful Consultant will be expected to achieve the following:

- An engagement strategy that includes (a) consultation with Council, the Planning & Development Committee, the community, the Basin Head Marine Protected Area Advisory Committee, other identified organizations and the Provincial Government to understand current rural community development initiatives and vision for the area and (b) innovative and technical techniques to explore the community and to shape its future via meaningful public participation;
- A complete Plan that complies with all legislative requirements, sets out clear objectives and policies for landowners, developers, Council, and staff, and is aligned with other municipal strategies and plans;
- A complete Development Bylaw document which complies in all respects with current legislative requirements, is internally consistent, is a highly practical and workable document for staff and is readable for the general public; this should include a detailed process for Special Permits as currently outlined; and
- A complete set of Administrative Resources, including a fee schedule, development application and permit templates, etc. that are consistent with other municipalities and the Province's building permit documents and are easy for the public and administrative staff to understand and complete. (Note: The Province is adopting, fully, the National Building Code, effective 01 April 2021.)

### **3. Description of Work**

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#### **3.1 Official Plan**

The Plan portion of this project is organized into the five components outlined below. These are a guide to the tasks to be undertaken with associated deliverables to the Municipality for the creation of the Plan; they are not exhaustive or limiting. The successful Proponent should expect to accommodate changing dynamics of the project.

1. Project Initiation
2. Community Exploration and Municipality Shaping
3. Technical Review and Issues Identification
4. Community and Stakeholder Consultation
5. Official Plan Preparation

##### **3.1.1. Project Initiation**

- Establish key staff and Planning & Development Committee contacts and consultant team introduction.
- Meet with Council to provide an overview of the proposed Plan process and specifically identify when in the process Council will have the opportunity to provide input.

- Develop, with staff and the Planning & Development Committee, a detailed work plan for the overall project with key deliverables identified.
- Develop a community and stakeholder consultation strategy to maximize local resources and existing events and to identify opportunities for meaningful public participation in a practical context.

**Deliverables: Detailed Work Plan and Community and Stakeholder Consultation Strategy**

**3.1.2 Community Exploration and Municipality Shaping**

- Working with the CAO or designate, engage with the community to explore how residents self-identify the Municipality and how it may be shaped for current and future residents.
- Create energy and excitement in the community to participate in the review of the Plan. Use existing and planned Municipality events and activities to promote input and engage citizens.
- Organize and facilitate enjoyable informal and formal events, sessions, and presentations such as speaker’s series, community mapping activities, etc., to create and sustain ongoing forums that encourage multi-way communication opportunities.
- Facilitate conversations with residents and visitors to self-identify the RMEK to determine “who are we?”.
- Document and channel information to determine snapshots for “what Eastern Kings wants to be” and “what does Eastern Kings want to be known for?”.

**Deliverables: Elevated community awareness and engagement in the Plan project and a report of stakeholder demographics, perceptions, and preference.**

**3.1.3 Technical Review and Issues Identification**

- Review the existing Plan.
- Review any provincial plans that may exist for areas under their jurisdictions (including neighbouring unincorporated rural areas, crown lands, etc.) and how that may impact the municipality in future.
- Review all relevant bylaws, policies, and related documentation.
- Consult with staff, Council, the public, neighbouring communities/municipalities, provincial agencies and other identified groups (e.g. Basin Head Marine Protected Area Advisory Committee) to obtain local knowledge, identify known issues, assess priorities, identify local challenges and opportunities.
- Review population and demographic projections, housing demands (e.g. senior, family, accessible, etc.), and interest in alternative and sustainable land uses.
- Review land use patterns (e.g. historical development patterns, lot creation and development applications in the past 5 to 10 years, 10-year projections of need and land supply for different uses, etc.).

- Identify important natural features, environmentally sensitive areas, coastal and waterfront resources, hazard lands, access (public and private roads and amenity accesses).
- Review compliance with minimum provincial subdivision standards, as required.

**Deliverables: Report on challenges and opportunities for completing the Plan; create a current land use inventory; report on recommendations to update the Plan, including format and use of graphics.**

#### **3.1.4 Community and Stakeholder Consultation**

- Conduct working or focus groups with key stakeholders including, but not limited to, residents, Committees of Council, the business and development community, rural and farm interests, seniors, and youth; working with the Municipality's CAO or designate, employ enjoyable and interactive consultation and engagement methods that encourage meaningful public participation.
- Collect and analyze community and stakeholder input.

**Deliverables: Report on community and stakeholder consultation, presentation of findings and technical review to the Municipality.**

#### **3.1.5 Official Plan Preparation**

- Prepare Draft Plan following input from staff, Council, and community and stakeholder consultation.
- Prepare Draft graphics and current and future land use maps; mapping support to create said maps, as necessary.
- Attend meetings of the Council, as necessary.
- Organize and facilitate community and stakeholder consultation sessions; may include Open House formats and other engagement methods to review Draft Plan, along with an initial Draft Development Bylaw and Administrative Resources.
- Ten hard copies of the draft Plan and Development Bylaw should be provided; as well, digital copies should be provided.

**Deliverables: Draft Plan (with maps), organize and facilitate Open House, presentation to Council (concurrent with Development Bylaw/Administrative Resources presentation). Note that staff will review the recommended wording and format, possibly with the Municipality's legal counsel and the relevant provincial departments.**

### **3.2 Development Bylaw**

The completion of the Development Bylaw will be based on, and align to, the outcomes of the Plan process. The following components are a guide to the tasks to be undertaken with associated deliverables to the Municipality for the creation of the Development Bylaw; they are not exhaustive or limiting. The successful Proponent should expect to accommodate changing dynamics of the project.

### 3.2.1 Bylaw Preparation

- Prepare Draft Development Bylaw in accordance with outcomes from the Plan review, consultations, and updates.
- If required (further to Plan consultations), conduct working or focus groups with key stakeholders including, but not limited to, residents, Committees of Council, the business and development community, rural and farm interests, seniors and youth.
- Identify land use development zones and land use development standards that guide land uses in accordance with the policies and objectives articulated in the Plan.
- Prepare Draft graphics and zoning maps; mapping support to create Bylaw maps, as necessary.
- Attend meetings of the Council, as necessary.
- Organize and facilitate community and stakeholder consultation sessions; may include Open House formats and other engagement methods to review the initial Draft Development Bylaw, along with the Draft Plan and Administrative Resources.
- Ten hard copies of the draft Plan and Development Bylaw should be provided; as well, digital copies should be provided.

**Deliverables: Draft Development Bylaw (with maps), present at Open House, presentation to Council (concurrent with Plan/Administrative Resources presentation). Note that staff will review the recommended wording and format, possibly with the Municipality's legal Counsel and the relevant Provincial departments.**

### 3.3 Administrative Resources

The Administrative Resources will be based on, and align to, the Plan and Development Bylaw. The following is a guide to the tasks to be undertaken with associated deliverables to the Municipality for the creation of the Administrative Resources; they are not exhaustive or limiting. The successful Proponent should expect to accommodate changing dynamics of the project.

#### 3.3.1 Administrative Resources Preparation

- Review Administrative Resources that are currently in use in the RMEK, identifying what resources are missing.
- Prepare/revise required resources as outlined in section 2.3, including but not limited to a fee structure, development application forms and permit templates, in accordance with the Draft Plan and Draft Development Bylaw.
- Ready the Administrative Resources for presentation at community and stakeholder consultation sessions; may include Open House formats and other engagement methods to review the initial Administrative Resources, along with the Draft Plan and Draft Development Bylaw.

**Deliverables: Draft the various required Administrative Resources, present at Open House, presentation to Council (concurrent with Plan/Development Bylaw presentation). Note that staff will review the recommended wording and format, possibly with the Municipality's legal counsel and the relevant provincial departments.**

### **3.4 Approval**

- Formulate final products (Plan, Development Bylaw, and Administrative Resources) in consultation with key staff and including revisions to the text based on public and legal input or other requirements.
- Present at a Public Meeting.
- Prepare final Plan and Development Bylaw for first and second reading and prepare the resolutions and other materials required for Council reading and approval.
- Ten hard copies of the final Plan and Development Bylaw should be provided as well as a final hard copy of all maps; as well, digital copies should be provided.

**Deliverables: Plan, Bylaw, and Resources and presentation at Public Meeting, resolutions and other materials for Council approval process. Note that the Municipality of RMEK may review the draft and final products with the Municipality of RMEK legal counsel and the relevant provincial departments. The Consultant will be responsible for all necessary changes to any maps associated with the Plan and Development Bylaw.**

## **4. Budget**

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Fees for the project will be charged on an hourly rate basis. A schedule of rates for each project personnel will be included with the proposal. An estimate of the time required for each task, the fee for the labour component and the expenses for each task of the Scope of Work, and others (if suggested by the Consultant), shall be included in the proposal.

The estimated fee for each task shall be regarded as an upset amount and shall not be exceeded without prior approval of the Municipality and such approval will only be considered for changes in the Scope of the Work required due to factors that could not have been anticipated with information available at the time of submitting the proposal. Costs related to public consultation, including meeting room rentals and advertising, will be the responsibility of RMEK.

## **5. Project Management**

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The Consultant will report to the CAO or designate. The CAO or designate will provide information to the Consultant as required and will be available for meetings, discussion, and review of draft concepts.

## 6. Project Submissions

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Proponents are required to provide the following information:

1. Description of the team's expertise and qualifications.
2. Description of the responsibility and tasks of each member of the team.
3. Proposed work program and schedule of key tasks, deliverables, and budget allotments corresponding with each task. Work plan will include an engagement plan outlining tasks associated with public and stakeholder consultation from project start up to completion.
4. Total fee for service (including total hours and budget for each team member), including taxes, travel expenses and other disbursements.
5. Reference to three (3) projects of similar size and scope completed by individual/firm.
6. Three references who may be contacted concerning the performance of the Proponent on recent similar projects.
7. Authorization: The proposal will be signed by a representative of the Proponent who has the authority to bind the organization.
8. Submission Date, Time and Place Proponents shall submit five (5) hard copies of their proposal, sealed and clearly marked with the name of the project; an electronic copy should also be provided

Proposals are to be submitted, NO LATER THAN NOON ON TUESDAY, MARCH 30, 2021 to:

Rural Municipality of Eastern Kings  
85 Munns Road, Rte. 301  
Kingsboro, PE C0A 2B0  
Attn: Sonya Martin, Chief Administrative Officer

Proposals shall be submitted, by mail, in **two** clearly marked envelopes, one containing the details of the proposal and one containing the actual cost of the proposal. Proposals transmitted by facsimile and or emailed proposals will not be accepted. Proposals will be accepted in person if prior arrangements (in compliance with COVID-19 restrictions) are made with the CAO.

### 6.1 Other General Conditions

- The form of proposal must be completed with all requested information.
- All proposed pricing must include the Harmonized Sales Tax (HST) where applicable.
- This proposal submission is irrevocable and open for acceptance by the Municipality until sixty (60) days after the closing of this RFP.
- All expenses incurred the preparation of a response to this RFP, including travel, shall be at the sole expense of the Proponent and without cost to the Municipality.
- It is the Proponent's responsibility to clarify any details in question before submitting a proposal. The Municipality will assume no responsibility for oral instruction or suggestion and is not responsible for any misunderstanding of the RFP on the part of the Proponent.

## 7. Inquiries and Amendments

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All inquiries concerning this Request for Proposals must be submitted no more than ten (10) working days prior to the closing date. All inquiries are to be directed to:

Rural Municipality of Eastern Kings  
85 Munns Road, Rte. 301  
Kingsboro, PE C0A 2B0

Attn: Sonya Martin, Chief Administrative Officer  
Email: [CAO.RMEK@bellaliant.com](mailto:CAO.RMEK@bellaliant.com)  
Telephone: 902-357-2894

To ensure consistency and fairness to all Proponents, all firms who have expressed interest in the Request for Proposals will receive any information with respect to significant inquiries in the form of written amendments or clarifications which will be sent directly to each proponent no later than seven (7) days prior to closing. Verbal explanations or instructions will not be considered valid.

It is expected that Proponents will review and demonstrate an understanding of current Municipality documents in their response to the Municipality's Request for Proposals. Relevant RMEK documents and background information can be found on the Municipality's website at [www.easternkings.ca](http://www.easternkings.ca) and/or by email request (as per section 2.4) via [CAO.RMEK@bellaliant.com](mailto:CAO.RMEK@bellaliant.com).

## 8. Evaluation of Proposals

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Proposals received will be opened by the CAO and at least one member of the Planning & Development Committee at 10 AM on Thursday, April 1, 2021.

Proposals will be evaluated by the CAO and the Planning & Development Committee only. Ratings will be confidential, and no details will be released to any of the other Proponents except as required by law. The Planning & Development Committee will forward its recommendation to Council.

The Municipality intends to select a preferred Proponent based on its assessment of its best interests. **The lowest bid may not necessarily be accepted and the Municipality may select none of the proposals submitted.**

## 8.1 Technical Evaluation Criteria

The technical merits of proposals will be evaluated in accordance with the following criteria:

Rating Factor	Weight Factor
Resources and experience of the consulting firm/team in successfully completing similar work.	10
Experience, qualifications and availability of consulting team members, including communication skills.	20
Proven ability to meet timelines and budgets on past comparable projects.	5
Technical Merit of the proposal.	15
Understanding of the objectives as stated.	5
Project Organization, work plan, schedule and controls.	25
<b>Subtotal Technical Submission</b>	<b>80</b>
Fees quoted in the proposal.	20
<b>Maximum Point Total</b>	<b>100</b>

## 9. Confidentiality

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Each proposal and all information, materials and products included in a proposal submitted for this project shall be the sole property of the Rural Municipality of Eastern Kings. The Municipality will not disseminate the submissions except for the award of the successful tender. No announcements concerning the award of this Proposal will be made until the Municipal Council has approved the Proposal.

## 10. No Contractual Obligations or Claims for Compensation

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By issuing this Request for Proposals, the Municipality is not seeking binding offers and no contractual obligations whatsoever shall arise between the Municipality and any Proponent, including as a result of the issuance of this RFP or the submission of a proposal, unless the Municipality and a Proponent execute and deliver a written contract for the provision of the services contemplated under this RFP.

Without in any way limiting the foregoing, no Proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in the Request for Proposal, and by submitting a proposal, each proponent shall be deemed to have agreed that it has no claim.

## 11. Rural Municipality of Eastern Kings–Consultant Agreement

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The successful Proponent will be invited to enter into a Consultant Agreement with the Rural Municipality of Eastern Kings for the provision of planning services. The agreement will be based on this RFP, the proposal submitted including the tasks to be carried out, the personnel committed, and the fees to be charged and any negotiated changes to any of the foregoing.

In the event of any inconsistency between this Request for Proposals and the ensuing contract, the contract shall govern.

**It should be noted that project initiation and processes may be delayed and/or influenced by COVID-19 restrictions; the successful Proponent must be flexible within these confines.**

## **12. Proposed Schedule**

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Issuance of RFP	February 12, 2021
Deadline for Inquiries	March 19, 2021
Deadline for Issuing Addenda	March 23, 2021
Submission Date	March 30, 2021 at 12 Noon
Opening of Submissions for Evaluation	Thursday, April 1, 2021 at 10 AM
Approval of Contract by Council	April 13, 2021
Awarding of Contract	As soon as is practicable after Council Approval.

The Municipality will make every attempt to meet this Proposed Schedule but reserves the right to modify dates at its sole discretion.