

THE DISTRICT OF HOPE

REQUEST FOR PROPOSAL (RFP COMDEV-2024-01)

(OFFICIAL COMMUNITY PLAN AND ZONING BYLAW UPDATE)

Responses are to be submitted on or before **4:00 P.M., (Thursday, November 28, 2024)**, to the attention of:

Robin Beukens, Director of Community Development
District of Hope
325 Wallace Street
PO Box 609
Hope, BC, V0X 1L0
rbeukens@hope.ca

1. Submission Details

- a. Responses are to be submitted electronically as a pdf to rbeukens@hope.ca with the Respondent's Name and identified as "**Official Community Plan and Zoning Bylaw Update RFP COMDEV-2024-01**".
- b. The District reserves the right to cancel this Request for Proposal for any reason without any liability to any proponent or to waive irregularities at their own discretion.
- c. The District reserves the right to reject any or all proposals and to accept the proposal deemed most favourable to the interests of the District.
- d. The District will not entertain any claims for costs related to the preparation and/or presentation of the proposals.
- e. The District is NOT contractually bound to any matters until such time as the District has negotiated a **separate contract** that is totally independent of the RFP process.

*** PROPOSALS WILL NOT BE OPENED IN PUBLIC ***

Queries should be submitted in writing to:

District of Hope
Attention: Mr. Robin Beukens, Director of Community Development
325 Wallace Street, PO Box 609
Hope, BC, V0X 1L0
FAX: (604) 869-2383
E-Mail: rbeukens@hope.ca

2. Scope of Work

- The purpose of this RFP is to engage a qualified consultant for a full Official Community Plan (OCP) update and partial Zoning Bylaw review. The updates should align with the District's updated Housing Needs Report (currently being developed) to proactively ensure that the OCP and Zoning bylaws provide for the 20-year housing supply as identified in the Housing Needs Report update. The work will include:
- Full update of the OCP with the consultant completing:
 - Update the OCP to predesignate sufficient lands to meet the 20 years housing needs as identified in the Housing Needs Report update from 2024.
 - A comprehensive review of the OCP to identify areas for modification or update, based on emerging trends and needs.
 - This will include but not be limited to:
 - Review of the overarching vision for the community.
 - Consideration of industrial land pressures and identification of appropriate locations for industrial lands.
 - Integration of the in-progress Transportation Master Plan, and recently completed Sanitary Sewer Master Plan, Stormwater Master Plan, and Water Master Plan with the OCP.
 - Integration of the Hope Downtown Action Plan into the OCP.
 - Development of short-term rental policies for the community.
 - Given anticipated growth, identify what public services and facilities requiring municipal expenditures will be required.
 - Review of existing rural and Agricultural Land Reserve area policies.
 - Climate change mitigation and adaptation.
 - Consideration of best practices for EV charging areas given Hope's location at the junction of three major highways.
 - Review of form and character development permit areas.
 - Plan implementation recommendations.
 - Other areas as identified during the update process.
 - Robust public engagement that will gather input from a broad range of residents and businesses in the community.
 - Council workshops to solicit input on the development of the OCP.
 - Full graphic design of the OCP document.
 - The following will be completed by District of Hope staff and added to the OCP:
 - An introduction that recognizes the Indigenous peoples of the area.
 - Integration of a Regional Growth Strategy context statement.

- Update of the Flood and Erosion Hazard Development Permit Area.
 - Minor edits to the Geotechnical Hazard Development Permit Area.
 - Minor edits to the Streamside Protection Development Permit Area.
- Partial Zoning Bylaw Assessment/Update with the consultant completing:
 - Build out analysis of current / OCP compliant zoning and identification of options to meet housing needs.
 - Update the Zoning Bylaw to pre-zone sufficient lands to meet the 20-year housing supply as identified in the Housing Needs Report update from 2024.
 - Integration of the Hope Downtown Action Plan into the Zoning Bylaw.
 - Provide a detailed evaluation of current residential and mixed-use zoning regulations along with corresponding general regulations and recommend updates that reflect best practices in sustainable urban planning and development.
 - Draft of the bylaw for the update including a redline version.

The final OCP document is to be provided to the District in both pdf and InDesign format and will be fully owned by the District. Zoning Bylaw update is to be in Microsoft Word format.

Due to provincial legislative requirements, the updates must be completed with adoption by Council prior to the end of 2025.

3. Resources

The Official Community Plan, Zoning Bylaw, and maps can be found on the below webpage:

[District of Hope - Community Development](#)

The Hope Downtown Action Plan and Servicing Master Plans can be found here under Studies and Master Plans:

[District of Hope - Bylaws, Documents & Forms](#)

The 2024 Housing Needs Report appendix is currently in development.

4. Proposal Requirements

Only complete submissions will be accepted. Partial submissions will not be considered. Submissions may be revised by written amendment, delivered to the location set out for delivery of submissions, before the Closing Date.

Should the proponent consider additional services and materials appropriate, it should be recommended in their proposal. The Proponent is to cost these additional items separately.

All proposals must include:

- i. A Corporate Profile, which includes: conception of the company or firm, mission statement, primary clientele base (private, municipal or both) and expertise;
- ii. A curriculum vitae demonstrating qualifications, experience that put onus on projects of similar caliber and complexity. The specific project manager and team to be assigned to this potential project and their relevant experience & qualifications to such a project;
- iii. A detailed schedule or a work program will be included in the proposal that accounts for the legislated completion date of adoption by December 31, 2025. This schedule shall include a realistic time frame for all major tasks and identify milestones. Allowance for an adequate number of meetings with the District for all progressions of this project must be included;
- iv. Alongside this schedule or work program, include a fee summary complementing each task with an hourly cost, material costs, type of work being performed and number of staff proposed to be utilized for a specific task. All other forecasted costs should be included in the fee summary inclusively or separately. These rates shall be the basis for adjustments to the value of the potential contract in the event the scope of work varies from that proposed or on the basis of the District's limited funds. Any applicable taxes shall be included as a line item as it relates to the proposed pricing;
- v. A brief statement is required indicating how you would approach the assignment, particular methodologies or creative approaches you would use, and what particular skills you would bring to the tasks and issues identified. It should state how the tasks will be carried out and what services or interactions are required by the District. Identify any specialized or unique approaches or cost saving measures which the proponent may use that are relevant to the required work; and,
- vi. The District reserves the right to reject any proposal that may be perceived to be in a conflict of interest.

5. Budget and Fees

The District of Hope has budgeted \$200,000 for the completion of services.

The fee schedule for the work is to be submitted along with the work program. The rates and total fees for each consultant must be identified in the fee schedule.

Any anticipated expenses are to be identified in the proposal. The fee proposed will be considered the maximum upset fee by the District, and any expenditures beyond that amount will require approval by the District, and will only be considered for increases in the scope of work proposed by or agreed to in advance by the District.

6. Payments

6.1 Payment for Supplies

Payment for supplies, inclusive of taxes, duty, royalties, wharfage, freight, and delivery charges, will be made to the Contractor after the supplies have been delivered, inventoried, and approved by the Director of Community Development or his designate less a ten percent (10%) holdback for a period of 30 calendar days following final review of the contract work.

6.2 Payment for Work

Payment for work within the scope of this contract will be paid as follows:

- a) Billing will be completed monthly and be based on the amount of the project completed.

7. Evaluation and Selection Criteria

Proposals shall be evaluated to determine the best value offered to the District using the following criteria:

- Technical capability and experience of personnel (30%)
- Methodology and approach (30%)
- Public engagement plan (10%)
- History of past performance including the ability to complete projects under a tight timeline (10%)
- Unique qualifications to deliver the work or innovative approaches used in past projects (10%)
- Value for money (10%)

8. Clarification of this Request for Proposal

This is a request for proposals only and will not give rise to a Contract "A" (bid contract). The District is free to negotiate with any of the proponents and that as a result of the negotiation process, the District is not required to treat all proponents equally. This request for proposal process is NOT a tendering process. No legal relations are intended to arise from the RFP process. The District is NOT contractually bound to any matters until such time as the District has negotiated a **separate contract** that is totally independent of the RFP process.

If a Proponent has any questions about the contents of the RFP, or about any matters relating to it the question must be directed in writing, and not orally, to the District's representative at the contact address set out below, no later than **November 21, 2024**. The District's representative will answer all questions in writing, and will provide a copy of all questions and their answers to each of the Proponents no later than **November 25, 2024**. E-mail responses will be accepted.

Any information obtained from any source other than the District Representative is not official and should not be relied upon. Any uncertainty regarding the process, therefore, must be referred to the District Representative.

9. District Representative

The District's representative on this project is Robin Beukens, and all inquiries related to this 'Request for Proposal' are to be directed to:

Robin Beukens, Director of Community Development
District of Hope
325 Wallace Street
PO Box 609
Hope, BC, V0X 1L0
Email: rbeukens@hope.ca

10. Notice to Proponents

a. Liability

The proponents shall ensure that the District, its officers, employees and committee members, are saved harmless from any liability whatsoever arising out of proponent's performance or non-performance of the term of this Proposal.

b. Proponent Responsibilities in Submitting Proposals

Each Proponent is solely responsible for the risk and cost of preparing and submitting its proposal in response to this RFP and neither the District nor its officials, employees, committee members, or Proponents (including the District's representative) are liable for the cost of doing so or obliged to remunerate or reimburse any Proponent for that cost.

By submitting its proposal to the District, each Proponent represents and warrants to the District that the information in its proposal is accurate and complete. This RFP does not impose on the District any duty of fairness or natural justice to any or all respondents with respect to this RFP or the process it creates. Unless the District is expressly permitted or required by this RFP to "act reasonably", the District is entitled to act in its sole, absolute and unfettered discretion.

c. Confidentiality and Freedom of Information of Proposals

All submissions submitted to the District become the property of the District, and the information in Submissions will be disclosed as necessary to carry out the RFP process or as required by law, including the Freedom of Information and Protection of Privacy Act. That Act creates a right of access to records in the custody or under the control of the District, subject to the specific exceptions in that right set out in the Act. The District will receive all proposals submitted in response to this RFP in confidence, including for the purposes of s.21 of that Act. In light of the right of access to information created by that Act, the District does not guarantee that information contained in any proposals will remain confidential if a request for access in respect of any proposal is made under the Act. Any

information the proponent considers 'personal information' because of its proprietary nature should be marked as "confidential" and will be subject to appropriate consideration as defined by the act.

Proponents are required to keep their proposals confidential and must not disclose their proposals, or information contained in them, to anyone else without the prior written consent of the District.

d. Waiver and Allocations of Risk

The District accepts no responsibility or liability for the accuracy or completeness of this RFP (including any schedules or appendices to it) or of any recorded or oral information communicated or made available for inspection by the District (including through the District's representative or any other individual) and no representation or warranty, either express or implied, is made or given by the District with respect to the accuracy or completeness of any of those things. The sole risk, responsibility and liability connected with reliance by any Proponent or any other person on this RFP or any such information as is described in this paragraph is solely that of each Proponent. Each Proponent acknowledges and agrees that it is solely responsible for obtaining its own independent financial, legal, accounting, and other advice with respect to the contents of this RFP or any such information as is described in this paragraph. Each Proponent who submits a proposal to the District is deemed to have released the District from, and waived, any action, cause of action, claim, liability, demand, loss, damage, cost or expense, of every kind, in any way connected with or arising out of the contents of this RFP or any such information as is described in this paragraph. Each Proponent who submits a proposal is deemed to have agreed that it is solely responsible and liable to ensure that it has obtained and considered all information necessary to enable it to understand the requirements of this RFP, and of the project, and to prepare and submit its proposal.

e. Closing Date for Proposals

The closing date for proposals will be **4:00 p.m. on (Thursday, November 28, 2024)**. All proposals must be clearly marked with the name of the proponent and the 'Request for Proposal' title. Proponents are responsible for ensuring that digital delivery occurs within the deadline. Late proposals will not be accepted.