



Beaver County

Request for Proposal

Municipal Development Plan & Land Use Bylaw

November 2021

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Key Dates:

The process to complete the project is expected to take approximately 6 months.

The project timetable is as follows:

November 8, 2021	Distribute RFP
November 26, 2021	Deadline for Written Questions
December 1, 2021	RFP Closing Date & Time
December 15, 2021	Notification of Selection Results
December, 2021	Contract Starts
June 30, 2022	Contract Completion

****Dates are subject to change***

1 SCOPE OF QUOTATION

Beaver County invites proposals through this RFP to undertake a comprehensive review and re-write of its Municipal Development Plan and Land Use Bylaw to reflect the needs of the County and community.

The County's existing Municipal Development Plan (MDP) and Land Use Bylaw (LUB) were approved in 1998. Both documents have had several amendments and consolidations but are in need of updating to reflect change to the community, keep up with changing development demands, modernize regulations, and minimize red tape for residents and stakeholders.

2 PROJECT BACKGROUND

Beaver County is a rural municipality located in central Alberta, approximately a 30-minute drive east of Edmonton. Beaver County starts in the Beaver Hills Cooking Lake Moraine and extends east for about 120 km. The center and east sections of the County are utilized primarily for agricultural purposes. The west end is predominantly country residential development as agricultural capability of land is limited.

Within the boundaries of Beaver County are the Hamlets of Bruce and Kinsella, the towns of Tofield and Viking, as well as the villages of Ryley and Holden. Other areas include the Beaver Hills Biosphere, Cooking Lake – Blackfoot Provincial Recreation area, Ministik Bird Sanctuary and Beaverhill Bird Observatory.

Since the adoption of the existing MDP and LUB there have been several amendments:

- The adoption of new statutory plans (IDP's, ICF's)
- Equity Industrial Park Area Structure Plan
- Regulations for multi-lot country residential subdivisions
- Regulations for Recreational Vehicle Uses
- Added discretionary uses, site specific redistricting and new definitions

3 RFP CONTACT

For the purposes of this process, the "RFP Contact" shall be:

Kim Vana, Development Officer

Direct Telephone: 825-385-0062, Main Office: 780-663-3730

Email: kvana@beaver.ab.ca

4 OBJECTIVE

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

Municipal Development Plan

- Review in context of the County's Municipal Sustainability Plan
- Review in context of the County's West End Growth Management Plan
- Beaver County Strategic Plan (2020 – 2030)

- Ensure alignment with existing Intermunicipal Development Plans and Area Structure Plans
- Any Issues raised by administration, council or the community as part of the engagement process

Land Use Bylaw

- Consider land use regulation best practices
- Align with existing County policies and Provincial requirements
- Improve readability and reduce misinterpretation of regulations
- Enhance the development permit application and decision process
- Remove unnecessary regulations
- Modernize regulations to reflect current development trends
- Minimize red tape for residents and stakeholders

Key Issues / Areas to be addressed beyond standard updating:

- Improve environmental perimeters in regards to development buffers/setbacks from waterbodies
- Create regulations for proximity to railway lines, lot grading and landscaping, and private driveways (which are not an accessory to a permitted or discretionary use)
- Create regulations for development such as event centers, temporary special event permits, campgrounds, natural resource extraction, shooting ranges and cannabis production facilities
- Adding definitions and uses for alternative housing like tiny homes, garden and secondary suites
- Re-evaluating home occupations/commercial business located within Country Residential areas and within close proximity.
- Improving the development permit application requirements to reflect current provincial regulations
- Enhance the Development Authorities decision process in regard to imposing conditions to the approval of a permitted use to ensure compliance with respect to issues like site grading plans, geotechnical reports, caveats, and development agreements.

Some relevant documents to consider:

- Municipal Development Plan – Bylaw 98-800 (as amended)
- Land Use Bylaw – Bylaw 98-801 (as amended)
- Beaver County Municipal Sustainability Plan - 2017
- Beaver County West End Growth Management Plan – 2013
- Surface Drainage Bylaw 21- 1110
- Beaver County Strategic Plan (2020 – 2030)
- Beaver County Council’s Vision, Goals, and Results - 2019

- Intermunicipal Development Plans - Town of Tofield, Town of Viking, Village of Ryley, Village of Holden and Strathcona County
- Highway 14 Corridor Plan
- Area Structure Plans – Equity Industrial Park

5 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.

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 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 Beaver County. The County will provide assistance with organizing meeting room/hall bookings.

6 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 June 30, 2022, and the Consultant must determine the key project components and schedules to meet this target.

7 PROJECT DELIVERABLES

- A written evaluation of the issues, along with an assessment of the existing bylaws
- A report of the key areas of the bylaws that need to be amended
- Public consultation event(s)
- Consultation with Council
- Public Hearing presentation
- Land Use Bylaw and Municipal Development Plan

8 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 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. 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.

9 **SUBMISSION GUIDELINES**

Proposals must be received no later than 4:00 pm MST, December 1, 2021. Interested Consultants will submit their proposal in PDF format via email to kvana@beaver.ab.ca clearly marked **RFP – MDP & LUB**.

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

Questions about the RFP must be directed in writing to Kim Vana, Development Officer at kvana@beaver.ab.ca no later than November 26, 2021.

*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. *

10 **PROJECT COMPLETION DATE**

Bylaw adoption for both the MDP and LUB should be completed by June 30, 2022.

11 **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.

During the evaluation process, Proposals will be evaluated based on submission and technical requirements as outlined above. Proposals will also be evaluated based on references,

experience, qualifications and expertise, understanding of the project, proposed work plan/ schedule, deliverables and project cost.

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.

12 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 select 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 Beaver 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.

13 BUDGET

The Consultant shall supply a detailed task list, itemized cost estimate, work plan, and a total proposed cost of the project, including all consulting fees, disbursements, contingencies and all other costs associated with implementing the scope of work. It is the responsibility of the respondent to anticipate and clearly identify all tasks required to satisfy the requirements of the RFP.

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.

14 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.

15 CONFIDENTIALITY OF INFORMATION

Information pertaining to the County obtained by the Consultant as a result of participation in the project is confidential and must not be disclosed, or used for any other project, without written authorization from the County.