

# **ADDENDUM #1**

(issued May 9, 2024)

# REQUEST FOR PROPOSAL

## ***PLANNING SERVICES***

**Request for Proposal (RFP) #:** RFP2024-14PD

**Issued:** April 23, 2024

**Submission Deadline:** May 24, 2024, at 12 Noon local time



In accordance with Section 2.2 - Proponent Questions, the following questions were submitted. The responses are organized as follows:

- Relevant section of the RFP
- *Question submitted (Q)*
- Response provided (R)

## RFP and Proponent Requirements

### **Insurance**

The following insurance coverage is required (proof of coverage will be requested once the Contract is awarded):

...

- a) Professional liability in the amount of at least \$5 million, not limited to fees;

*Q: Will Beaver County consider \$2,000,000 in Professional Liability insurance coverage rather than \$5,000,000?*

R: The County requires \$5 million insurance coverage to adequately protect itself against liability claims.

### **Insurance**

The following insurance coverage is required (proof of coverage will be requested once the Contract is awarded):

...

- e) Workers' Compensation coverage for all employees.

*Q: The consulting services that (redacted) provides are an "exempt industry" and we are not required to carry WCB coverage.*

*Q: Please confirm that Beaver County will not require WCB coverage for the respondent. Workers Compensation Board identifies "municipal planning" as a WCB exempt industry.*

R: Proponents must submit documentation regarding their exempt status in response to this proposal requirement.

### **Insurance**

The following insurance coverage is required (proof of coverage will be requested once the Contract is awarded):

...

The successful Proponent will be required to add the County as an Additional Insured on the insurance policies and provide the County with 30 days' notice of cancellation.

*Q: Will Beaver County be requiring that insurance coverage co-name Beaver County as additionally insured?*

R: Where applicable (whether proposal awarded to a company or a private consultant), the County may require that the County be named as an Additional Named Insured.

## **Health and Safety Plan/Training**

The Proponent will be required to demonstrate its ability to adhere to health and safety requirements inherent to the services to be provided. A Certificate of Recognition is preferred (if applicable).

Q: *Will Beaver County be requiring the successful Proponent to hold COR certification?*

R: The RFP indicates that a COR is preferred (if applicable). Lack of COR certification will not disqualify a Proponent from this opportunity. Proponents must indicate whether they hold COR certification.

## Schedule B - Services to be Provided

### Mandatory Services

#### **Development**

1. Defend decisions and attend SDAB hearings (and Court of Appeal, if required).

#### **Subdivision**

1. Defend decisions and attend SDAB hearings (and Court of Appeal, if required).

Q: *Is representation required at hearings? Or will the County accept written submissions? As well, are the hearings virtual?*

R: The County requires representation at hearings. The method of attendance will be at the discretion of the Board that hears the appeal. The Intermunicipal Subdivision and Development Appeal Board typically prefers in-person hearings. The Land and Property Rights Tribunal appears to accept virtual attendance.

### Additional Questions:

Q: *Will Beaver County consider remote/hybrid proposals which satisfactorily address Proposal Requirements (Schedule "A") for the Delivery of Services?*

R: The County will consider remote/hybrid proposals that satisfactorily address the Services to be Provided in Schedule B. Proponents should indicate the intended method of delivery and the Compensation section should clearly differentiate fees for remote vs in-person services.

Q: *Will the selected Proponent have full access to the County's MRF Geosystems online mapping tool?*

R: The County will provide the successful Proponent with the access it needs to provide the services required.

Q: *Are there any other geospatial tools the County uses?*

R: No

Q: *Are historical planning approvals digitized and accessible to the selected Proponent?*

R: The County has not digitized its historical planning files (although it has plans to initiate that project in the future). As needed, the County will digitize historical planning decisions and other planning information and make them accessible.

Q: *Are inquiries primarily handled by phone, e-mail, or a combination? Will the selected Proponent have access to a phone line/e-mail?*

R: The County receives a significant number of inquiries, both by phone and e-mail. The Proponent is expected to accept calls and e-mail inquiries directly from residents/developers and respond accordingly. The County's telephone system will be programmed to direct callers to the successful Proponent's phone number. The County's website will provide both the successful Proponent's phone number and email address.

Q: *Does the County have a levy bylaw?*

R: The County does not have a levy bylaw at this time.

Q: *Does the County have a template for Development Agreements and any other agreements the successful Proponent may have to draft?*

R: The County routinely requires development agreements for road approaches, and occasionally requires environmental reserve easement agreements. The County has templates for both these agreements.