



Request for Proposals: Official Community Plan and Land Use Bylaw Review

RFP #: 2016-000

Closing Date and Time:

June 13, 2016 at 3:00 PM

Closing Location:

City of Colwood
3300 Wishart Road
Colwood, BC V9C 1R1

Table of Contents

- 1. Purpose 3
- 2. Submission Date, Time and Place 3
- 3. Enquiries 3
- 4. Community Background..... 4
- 5. Project Scope 4
 - 5.1 General..... 4
 - 5.2 Official Community Plan 5
 - 5.3 Land Use Bylaw 5
 - 5.4 Description of Work 5
- 6. Budget..... 7
- 7. Project Management 8
- 8. Project Submissions 8
- 9. Evaluation of Proposals..... 8
 - 11.1 General..... 8
 - 11.2 Technical Evaluation Criteria 9
- 10. Confidentiality..... 9
- 11. No Contractual Obligations or Claims for Compensation..... 9
- 12. Colwood – Consultant Agreement..... 10

1. Purpose

The City of Colwood is seeking the services of a consultant or team of consultants to undertake a comprehensive review of the City's 2008 Official Community Plan (OCP) Bylaw No. 999 and 1989 Land Use Bylaw (LUB) No. 151.

Colwood City Council has identified the review of the current OCP and LUB as a priority for 2016 with the goal to have the comprehensive update adopted in the Fall of 2017. The update of the OCP and the LUB will incorporate current land use controls to better carry out the City's goals of encouraging improved urban design, creating pedestrian friendly neighbourhood environments, and capacity building for achieving sustainability goals. The review will also result in a more efficient OCP and LUB through the application of easier to interpret text and illustrations and the deletion of unnecessary regulation.

Accordingly, we are requesting proposals from consultants with proven experience in master planning, community and stakeholder consultation, zoning regulations, and bylaw preparation to assist the City of Colwood in achieving a new OCP and LUB that is technically sound, consistent with the direction of supporting planning documents, and reflective of our community vision. This project will have a significant public consultation component that includes background exploration to self-identify the community and to shape a robust and inclusive direction for future growth for the City of Colwood.

Relevant documents including the current Official Community Plan and Land Use Bylaw and additional background information can be found on the City of Colwood website at www.colwood.ca/ocp.

2. Submission Date, Time and Place

One (1) signed hard copy, and one (1) copy in PDF format, of the proposal marked "**Attn: Iain Bourhill Re: City of Colwood OCP and LUB Bylaw Revision**" will be delivered, mailed, or e-mailed to the City of Colwood at the address given below:

City of Colwood
3300 Wishart Road
Colwood, BC V9C 1R1
Phone 250-478-5999
E-mail: ibourhill@colwood.ca

Proposals will be received at Colwood City Hall before 3:00 PM local time on **Monday, June 13, 2016**. It is the exclusive responsibility of the bidders to ensure that their proposal is received by the City of Colwood before this time and date. **Proposals will not be opened in the public.**

3. Enquiries

All enquiries should be directed to:

Iain Bourhill, Director of Planning
Telephone: 250-478-5999
E-mail: ibourhill@colwood.ca

Deadline for questions regarding this Request for Proposal is **Monday, May 23, 2016**. Responses to enquiries received by proponents will be posted at www.colwood.ca/ocp on **Monday, May 30, 2016**.

4. Community Background

The City of Colwood is located on the coast of Vancouver Island, in Beautiful British Columbia, Canada. Just 10km from BC's capital city of Victoria, Colwood is a fast growing, family-friendly waterfront community of just over 16,000 people that enjoys a rich heritage, a unique connection to nature and incredible potential.

Colwood attracts residents and visitors with its iconic landmarks such as Fisgard Lighthouse and Hatley Castle and its incredible natural waterfront, the *Esquimalt Lagoon National Migratory Bird Sanctuary*. Educational opportunities at Royal Roads University and sporting events and opportunities at venues throughout the community such as the annual Rock the Shores music event and Eats N Beats on the Beach also attract locals and visitors alike.

The City of Colwood is poised for significant growth and change with new developments in the heart of the City including the 12.5 acre City Centre development and a new wellness centre. Furthermore, the City is experiencing a rise in mixed-use development adjacent to Esquimalt Lagoon, as well as at the Royal Bay, Latoria Valley, and Wishart Neighbourhoods. The City faces a number of challenges in managing its growth and development, including protection of its natural areas, an ageing population, and economic development.

The review of the Official Community Plan and the Land Use Bylaw presents an opportunity to redirect key City policy and regulatory documents so that they reflect the City of Colwood as it exists in the eyes of its residents today and they shape the direction for future growth of the community desired by its residents for the next 30 years.

5. Project Scope

5.1 General

The primary objective of this project is to complete a comprehensive revision of the City's Official Community Plan and Land Use Bylaw that responds to the changing nature of development in Colwood, is technically sound, and is 'user friendly.' Secondary objectives include implementation of the sustainable policies related to land use and inclusion of regulations to address specific land use issues and consistency within the bylaws. The successful consultant will be expected to achieve the following:

- A public and stakeholder engagement strategy that uses innovative and technical techniques to explore the community and to shape its future via meaningful public participation;
- A complete revised Official Community Plan that complies with all legislative requirements, sets our clear objectives and policies for land owners, developers, Council and staff, and is aligned with other City strategies and plans; and
- A complete revised Land Use Bylaw that complies in all respects with current legislative requirements, is internally consistent, and is highly practical and workable document for staff and readable to the general public.

5.2 Official Community Plan

The City's Official Community Plan (OCP) was last updated in 2008. While there have been no major revisions of the OCP since its adoption, the local, regional, provincial, and national contexts have changed significantly. The OCP review will include a robust and inclusive public and stakeholder consultation component to capture how current residents self-identify their community with the intention to use the information gleaned to inform and shape the growth of the city for its current and future residents and visitors. It is anticipated this amendment will be a significant update with serious consideration given to the City's direction for growth and related land use and environmental protection objectives. The consultant will work with City staff to provide a **detailed review** of *Part I: OCP Overview* and *Part II: Community Objectives & Policies* of the OCP, **to update** *Part III: Background*, and to **provide minimal review** *Part IV: Development Permit Areas & Guidelines* with the exception of **significant updates** to the Environmental Development Permit Areas (Section 17.0 and 18.0 of the OCP) and to address small lot design guidelines within Section 23.0 of the OCP.

5.3 Land Use Bylaw

The City's current Land Use Bylaw was adopted in 1989. Several amendments to the bylaw have occurred since; however, it has not been comprehensively reviewed since adoption. The goal is to create an internally consistent bylaw, to update and simplify the definitions section, and to consider a number of areas of improvement identified by staff over the years. This Land Use Bylaw review is to ensure its consistency with the City's new Official Community Plan and to address several issues of interest, but not limited to the following:

- home based businesses
- secondary suites
- short-term vacation rentals
- community gardens
- farmers markets/makers fairs
- public spaces
- parking standards & loading requirements
- consistency of Land Use Bylaw definitions and regulations
- overall presentation and ease of use including the greater use of illustrations
- consideration for consolidation of some zoning designations and permitted uses
- integration of other current plans (current plans can be found at www.colwood.ca/ocp)
- coordination for new sign bylaw

5.4 Description of Work

The Official Community Plan (OCP) and Land Use Bylaw (LUB) review is organized into the six components outlined below. The following components of the project are identified as a guide to the tasks to be undertaken with associated deliverables to the City for the review of the OCP and the LUB. They are not exhaustive or limiting; the successful Proponent should expect to accommodate changing dynamics of the project.

- Project Initiation
- Community Exploration and City Shaping
- Technical Review and Issues Identification
- Community and Stakeholder Consultation
- Bylaw Preparation
- Approval

Project Initiation

- Establish key staff level contacts and consultant team introduction
- Develop, with staff, a detailed work plan for the overall project with key deliverables identified
- Develop a community and stakeholder consultation strategy to maximize local resources, existing events and identify opportunities for meaningful public participation in a practical context.
- **Deliverables: Detailed Work Plan and Community and Stakeholder Consultation Strategy**

Community Exploration and City Shaping

- Working with the City's Communications Manager, engage with community to explore how residents self-identify the city and how it may be shaped for current and future residents. Stakeholders will include local First Nations including the Songhees and Esquimalt Nations, youth, seniors, community groups, WestShore Chamber of Commerce, School District, etc.
- Create energy and excitement in the community to participate in OCP review. Use existing and planned City 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, visual preference surveys, and solution sprints, to create and sustain ongoing forums that encourage multi-way communication opportunities.
- Facilitate conversations with residents and visitors to self-identify the City of Colwood to determine "who we are?"
- Document and channel information to determine snapshots for "who Colwood wants to be?" and "what does Colwood want to be known for?"
- **Deliverables: Elevated community awareness and engagement in the OCP project and a report of stakeholder demographics, perceptions, and preferences.**

Technical Review and Issues Identification

- Review LUB including the following components: Definitions, General Provisions, Regulations for Specific Zones
- Review OCP including the following components: sustainability targets, development permit areas and associated guidelines, land use designations
- Review all relevant bylaws, policies, and plans
- Review OCP and LUB in relation to above bylaws, policies, and plans
- Update population projection, housing characteristics, and legislative requirements
- Consult with staff, Council, Committee, the public, and local First Nation communities to obtain local knowledge, identify known issues, assess priorities, identify local challenges and opportunities (issues identification)
- **Deliverables: Report on challenges and opportunities for the OCP, Report on recommendations to update the OCP and the LUB, including improvements to format and use of graphics**

Community and Stakeholder Consultation

- Conduct working or focus groups with draft recommendations OCP and LUB including key stakeholders including, but not limited to, City Committees, seniors and youth, development community, Chamber of Commerce, the School District, Songhees and Esquimalt First Nation.

- Working with the City’s communications manager, employ enjoyable and interactive consultation and engagement methods that encourage meaningful public participation
- Collection and analysis of community and stakeholder input
- **Deliverables: Report on community and stakeholder consultation, presentation of findings and technical review to the Planning Land Use Committee and to Council**

Bylaw Preparation

- Prepare Draft OCP and LUB bylaw following input from staff, Council, and community and stakeholder consultation
- Prepare Draft graphics and mapping; mapping support to revise OCP maps, as necessary will be required
- Attend meetings of the Planning & Land Use Committee and of Council
- Organize and Facilitate community and stakeholder consultation sessions, may include Open House formats and other engagement methods to review Draft Bylaw
- **Deliverables: Draft OCP and LUB Bylaw amendments, Open House, presentation to the Planning & Land Use Committee and to Council.** Note that staff will review the recommended wording and format with the City of Colwood legal Counsel.

Approval

- Formulate final products in consultation with key staff
- Prepare final OCP and LUB Bylaw amendments
- Present at a Public Hearing
- **Deliverables: OCP and LUB Amendment Bylaw and presentation at Public Hearing.** Note that the Planning Department will review the final Land Use Bylaw with the City of Colwood legal counsel and staff will undertake any necessary revisions to the Zoning Map.

6. Budget

The City of Colwood is requesting the proponent to provide a budget to complete the “City of Colwood OCP and LUB Bylaw Revision.” The budget breakdown shall include an upset fee for the OCP and LUB Bylaw revisions outlined in the table below:

PROJECT COMPONENT	PROPOSED BUDGET (BY CONSULTANT)
Official Community Plan Review	
Land Use Bylaw Review	
TOTAL:	

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 Proponent, 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 City 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 the City of Colwood. Costs associated with Bylaw review from the City of Colwood's Legal Counsel will be the responsibility of the City of Colwood.

7. Project Management

The consultant will report to the Director of Planning. The primary staff liaison will be a City of Colwood Planner. The Planner will provide information to the consultants as required, and will be available for meetings, discussion, and review of draft concepts.

8. Project Submissions

The 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) – include taxes, travel expenses and other disbursements.
5. Reference to three (3) projects of similar size and scope completed by individual/firm.
6. The Proponent will name two 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.

It is expected that Proponents will review and demonstrate an understanding of current city documents in their response to the City's request for proposals for the **"City of Colwood OCP and LUB Bylaw Revision."** Relevant City of Colwood documents and background information can be found on the City's website at www.colwood.ca/ocp.

9. Evaluation of Proposals

11.1 General

Proposals received will be evaluated by a committee that may include member(s) of City Council and City staff.

11.2 Technical Evaluation Criteria

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

- a) The Firm(s) including:
 - i. Experience with similar projects;
 - ii. General related experience; and
 - iii. Local office resources, experience, and operations.

- b) Personnel, Project Manager and Team Members including:
 - i. Experience on similar and related projects;
 - ii. Public and Stakeholder Engagement experience;
 - iii. Qualifications; and
 - iv. Local knowledge.

- c) Methodology including:
 - i. General approach;
 - ii. Team organization;
 - iii. Proposed activities;
 - iv. Project control and reporting;
 - v. Understanding of project objectives;
 - vi. Quality and presentation of the proposal;
 - vii. Proposed level of effort; and
 - viii. Attention to sustainability.

- d) Perceived overall value of services proposed.

Any sub-consultants will be evaluated using the same criteria.

10. Confidentiality

Each proposal and all information, materials and products included in a proposal submitted for this project shall be the sole property of the City of Colwood. Proponents should be aware that the City is subject to the provisions of the Freedom of Information and Protection of Privacy Act (FOIPPA). A Proponent may stipulate in their proposal that portions of the proposal contain confidential information and are supplied to the City in confidence. However, under FOIPPA the City may be obligated to disclose all or part of a proposal in response to a request made under that Act, even if the Proponent has stipulated that part of the Proposal is supplied in confidence. Proponents should review section 21 and other provisions of FOIPPA in order to gain a better understanding of the City's disclosure responsibilities under FOIPPA.

11. No Contractual Obligations or Claims for Compensation

The City intends to select a preferred Proponent based on its assessment of its best interests, and the City may select none of the proposals submitted.

By issuing this Request for Proposals, the City is not seeking binding offers and no contractual obligations whatsoever shall arise between the City and any Proponent, including as a result of the issuance of this RFP or the submission of a proposal, unless the City 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.

12. Colwood – Consultant Agreement

The successful Proponent will be invited to enter into a Consultant agreement with the City of Colwood for the provision of consulting 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.