

Scope of Work (WOL008 – 2017)

MPS Amendments Research and Administration



A cultivated experience for the mind, body, and soil

Date of Issue:

March 10th, 2017

Closing Date:

March 24th, 2017

Information Request:

Chrystal Fuller

902-698-8070

cfuller@wolfville.ca

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Introduction

The Town of Wolfville requires services to assist with the administration, consultation, and preliminary processing of two requests for Municipal Planning Strategy amendments.

Background – Town of Wolfville

The Town of Wolfville, with an area of approximately 6.42 square kilometres, is one of three Towns located within the Municipality of the County of Kings, Nova Scotia (**Fig 1**). The 2011 Census reported that Wolfville’s population was 4,269, an increase of 13.2% since 2006, making Wolfville the fastest growing municipality in Nova Scotia. With the presence of Acadia University, Wolfville’s population doubles to over 7,000 for eight months of the year.

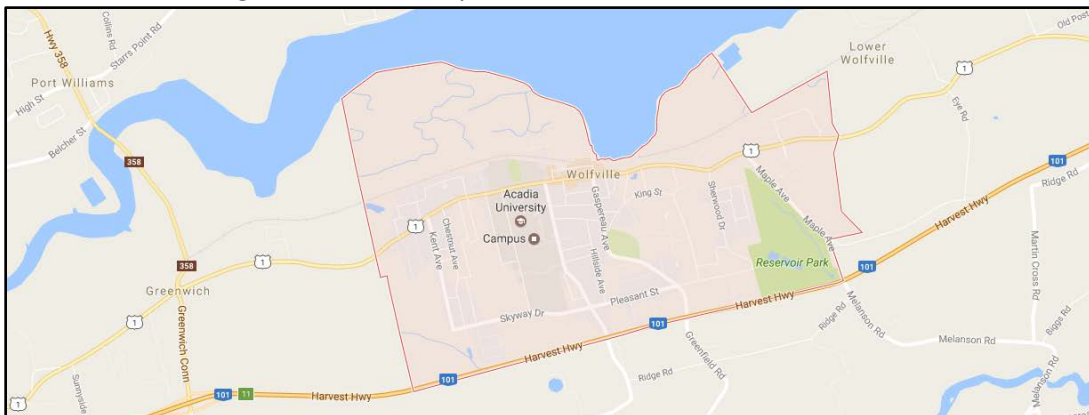


Figure 1: Wolfville, Nova Scotia

Background – Scope of Work

The Town of Wolfville is currently undertaking a review of its Municipal Planning Strategy (MPS), Land Use By-law (LUB) and Subdivision Bylaw (SUB). The Town completed Phase 1 of its review in March 2016 and is currently working through Phase 2, which is focused on refining the draft policy and proceeding through the bylaw adoption process.

On January 31st, 2017 Council approved additional funds and a strict timeline to support the remainder of the MPS Review process with an expected date of completion for July 2018. As Phase 2 of the Town’s Review has commenced over the past year, Staff have received MPS amendment requests. Staff has recommended that the two existing MPS amendment requests be dealt with as part of the MPS Review process due to limited capacity. However, after further consideration and feedback from both applicants, Council asked staff to explore additional possibilities to undertake this work.

The Town of Wolfville has received two separate requests to amend the MPS, one from Troy Restaurant and the other from a residence located at 185 Main Street. Each amendment request is focused on a specific topic and issue that requires further research, analysis and public consultation. Below is a submission from each applicant, which describes the present issue and request to amend the Town’s MPS:

i. 12 Elm Avenue - Troy Restaurant

Applicant: Wil Lang

Owner: SAINSTEAM DEVELOPMENT LTD.

Address: 12 Elm Avenue
Wolfville, Nova Scotia
B4P 1Z9

PID: 55279368

Issue: Lounge Seating – Restrictions on Restaurant Occupancy & Capacity

Description: In the Fall of 2015 the Owner and Operator of Troy Restaurant was granted a lounge licence by the Nova Scotia Liquor and Gaming Board, which would allow them to sell alcoholic beverages without having to sell food at their establishment located at 12 Elm Avenue, Wolfville Nova Scotia. The owner applied for this type of license with wishes to expand the space and level of service that they could provide to their customers. Wil Lang, the owner of Troy Restaurant and his business partner have indicated the desire to turn ‘Troy’ into a premier culinary destination in Wolfville.

In 2008 a Development Agreement was entered into between the Town and the current owner of 12 Elm Avenue, Wolfville. This Development Agreement sets capacity requirements for lounge seating on the premises. The Town of Wolfville also has a related policy within their MPS that sets a limit on lounge seating within an establishment. This limit restricts the restaurant to 50 lounge seats inside and 20 lounge seats outside (Policy 9.2.8(e)). This policy, which sets limits on the capacity of lounge seating, has been perceived to hinder business opportunities for the owner of Troy Restaurant, who eventually wishes to expand their services to include:

- Wedding celebrations, receptions and dances;
- Musical performances;
- Charity and fundraising events;
- Venue space for festivals; and
- Student-led events

In comparison to other establishments across the province, the provisions outlined in the current Development Agreement and MPS Policy has been reduced Troy Restaurant’s capacity to offer any of the aforementioned services to guests and visitors. Reducing potential capacity for this business has brought forward financial concerns for the owner and his business partner. Reviewing ‘Lounge Seating’ requirements set out within our MPS is warranted in order to better understand the impact and potential economic development opportunity.

Requirement: Municipal Planning Strategy Amendment

ii. 185 Main Street – Residential Conversion

Applicant: Michael Laceby

Owner: Michael Laceby & Janice Parker

Address: 185 Main Street
Wolfville, Nova Scotia
B4P 1C3

PID: 55726729/5527637

Issue: Conversion from Single-Unit Dwelling to a Three-Unit Dwelling

Description: In March of 2016, the owner and applicant of the Blomidon Inn purchased the neighbouring ‘Single-Unit Dwelling’ residence at 185 Main Street. The property at 185 Main Street is divided into two parcels of land – Lot A & Lot B (**Fig 2**). The property is currently designated ‘Low Density Residential’ within the Town’s MPS and zoned Low Density Residential (R-1A) in the Town’s LUB. Properties zoned R-1A allow for the addition of 1 accessory apartment to the existing single-unit dwelling.



The applicant wishes to take the existing single-unit dwelling and divide the building into three apartments for long-term rental purposes. However due to the zoning set within the Town’s LUB, a three-unit building is not a permitted use within this zone. The desire to create these additional units necessitates the rezoning of the property, which can be carried out through a LUB Amendment. In order to make this LUB Amendment, a MPS amendment will first need to take place in order to change the designation of the property from Low Density Residential to Medium Density Residential to allow for the appropriate zoning.

Requirement: Municipal Planning Strategy Amendment & Land Use Bylaw Amendment (rezoning)

We are seeking a consultant(s) to assist Staff with the administration, research, public consultation, and processing of these Amendments.

The Town has successfully secured funds to hire a consultant to provide research, analysis, public consultation, and report production support for issues related to lounge seating capacity requirements and the designation change of Lot A and Lot B – 185 Main Street - from Low Density Residential to Medium Density Residential.

Purpose

To provide timely, thorough and informed:

- i. Research and analysis of MPS Amendment issues;
- ii. Administration and correspondence of the file to Staff and residents;
- iii. Broad based consultation with residents and the general public; and
- iv. Report production, which will help Staff understand analysis and recommendations.

Objectives/Deliverables

This proposal contains a call for two pieces of planning work:

A) 12 Elm Avenue – Troy Restaurant

The objectives of this work are:

1. To research and analyze lounge seating policy and capacity requirements in neighbouring municipalities and similarly situated University Towns in Nova Scotia.
 - Policy Review & Best Practices
 - Review of Town's MPS
 - Review of Provincial Legislation
2. To research and draft lounge seating policy for inclusion in the Town's MPS.
3. To correspond and update Staff with a summary of findings and conclusions from research and analysis.*
4. To hold a various types/kinds of informal and formal public consultation to better identify issues and any public concerns
 - *Informal consultation* – Social Media, pop-up events, flyers, etc.
 - *Formal consultation* – A Public Participation Meeting is to be held in accordance with the Town's Public Participation Program.
5. To compile public feedback, concerns and results regarding the MPS Amendment proposal in an update report.
6. To produce a report outlining the MPS amendment proposal, research and policy recommendation to the Town's Planning Advisory Committee.

* Staff are expecting the consultant(s) to take full administration over this MPS amendment request and correspondence of all information and issues.

B) 185 Main Street – Residential Conversion

1. To research and analyze residential designation conversion policies in neighbouring municipalities and similarly situated University Towns in Nova Scotia.
 - Policy Review & Best Practices
 - Review Town’s MPS and LUB
 - Review Provincial Legislation (Municipal Government Act)
2. To research and draft policy for inclusion in the Town’s MPS and regulatory measures in the Town’s LUB.
3. To correspond and update Staff with a summary of findings and conclusions from research and analysis.*
4. To hold a various forms of informal and formal public consultation to better identify issues and any public concerns .
 - *Informal consultation* – Social Media, pop-up events, flyers, etc.
 - *Formal consultation* – A Public Participation Meeting is to be held in accordance with the Town’s Public Participation Program.
5. To compile public feedback, concerns, and results regarding the MPS Amendment proposal in an update report.
6. To produce a report outlining the MPS amendment proposal, research and policy recommendation to the Town’s Planning Advisory Committee.

* Staff are expecting the proponent(s) take full administration over this MPS amendment request and correspondence of all information and issues.

Information Available to the Successful Proponent

In order to achieve the objectives, set forth for the requested planning amendment - 12 Elm Avenue – Troy Restaurant - the following documents should be reviewed as part of the proponent(s) work:

- **What We have Heard Report** – February 2011
- **Current MPS, LUB** – Amended January 26, 2016
- **Draft MPS, LUB** – Draft Version June 2016
- Formal letter of MPS Amendment Request from Applicant
- MPS Issue Brief to Planning Advisory Committee: Lounge Seating – June 9th, 2016

In order to achieve the objectives, set forth for the requested planning amendment - 185 Main Street – Residential Conversion - the following documents should be reviewed as part of the proponent(s) work:

- **What We have Heard Report** – February 2011
- **Current MPS, LUB** – Amended January 26, 2016
- **Draft MPS, LUB** – Draft Version June 2016
- Formal letter of MPS Amendment Request from Applicant

Work Plan/Work Approach

The Proponent must detail the methodology for approaching each component of the work described below.

A) MPS Amendment – 12 Elm Avenue – Troy Restaurant

1. Policy Review & Best Practices: Commercial & Economic Development Policy

The successful Proponent will assist the Community Development department to research and draft policy contained within the Central Commercial section of the MPS related to Lounge Seating. The proponent is to engage with the public and any other approval authorities and report back the results to Staff. The proponent should demonstrate knowledge and experience dealing with economic development policy, lounge capacity issues in small university towns, and how these issues are regulated through the Town’s bylaws and planning processes. The proponent would also benefit from understanding the regional planning context in Kings County, Kings 2050 process and how this linked to economic development.

2. Local Context: Wolfville Context & Background

The proponent must demonstrate a strong understanding of current issues in Wolfville. Experience working with municipal planning strategies, planning research, strong writing and communication skills and a strong project management approach will be required. The proponent should, in the proposal, demonstrate a sensitivity to the Wolfville planning context and knowledge of the “sticky issues”.

3. Public Consultation and Engagement

The proponent must be able to demonstrate significant public engagement and consultation experience. We are looking for quality proposals that demonstrate innovative thinking.

4. Plan Amendment Report and Recommendation

The proponent will be required to draft a summary report, which will assist Town of Wolfville Staff in providing a recommendation to the Town’s Planning Advisory Committee regarding the MPS amendment request.

All work must be completed by July 10th, 2017.

The maximum budget coincides with the work approach component below, identified as MPS Amendment – 185 Main Street – Rental Conversion.

The maximum budget for both components shall be \$25,000.

B) MPS Amendment – 185 Main Street – Rental Conversion

1. Policy Review & Best Practices: Rental Conversions, local & regional planning issues.

The successful proponent will assist the Community Development department to research and analyze policy contained within the residential section of the MPS related to Medium Density Development. The proponent will conduct any necessary consultations and provide research and planning analysis results back to Town Staff. The proponent should demonstrate knowledge and experience dealing with rental conversion issues in small university towns, and how these issues are regulated through the Town's bylaws and planning processes.

2. Local Context: Wolfville Context & Background

The proponent must demonstrate a strong understanding of current issues in Wolfville. Experience working with municipal planning strategies, planning research, strong writing and communication skills and a strong project management approach will be required. Proponents should, in the proposal, demonstrate a sensitivity to the Wolfville planning context and knowledge of the "sticky issues".

3. Public Consultation and Engagement

The proponent must be able to demonstrate significant public engagement and consultation experience. We are looking for quality proposals that demonstrate innovative thinking.

4. Plan Amendment Report and Recommendation

The proponent will be required to draft a summary report, which will assist Town of Wolfville Staff in providing a recommendation to the Town's Planning Advisory Committee regarding the MPS amendment request.

All work must be completed by July 10th, 2017.

The maximum budget coincides with the work approach component above, identified as MPS Amendment – 12 Elm Avenue – Troy Restaurant.

The maximum budget for both components shall be \$25,000.

Proposal Requirements

The proposal submitted should include the following elements:

- The qualifications, ability and past experience of the company with similar projects. The projects included in this list should be projects that have been completed by the project team.
- A list of the key personnel who will be working on the project, their individual experiences and what their role will be.
- At least three references.
- A list of sub-consultants, including their company and staff experience specifically related to their role (if applicable).
- A schedule that includes the fee structure and the upper limits of the project cost. This fee structure must include an outline of fees for at least the following:
 - a. Sub-consultants;
 - b. All disbursements; and
 - c. Hourly rate schedule of personnel assigned to the project and man-hour requirements for each.
- A detailed budget and payment schedule, including additional project expenses for the entire project is required.
- Cost for the research, administration, consultation and processing for both of the MPS Amendment requests shall not exceed \$25,000. The proposal must provide break-out components for each Amendment and cost them separately.
- Any questions should be directed to Chrystal Fuller, Director of Community Development at 542-698-8070 or cfuller@wolfville.ca

Evaluation Criteria

All proposals will be evaluated first on technical and quality criteria, then price. Any proposal that does not receive at least an 85 % on the technical and quality criteria will be automatically disqualified.

Criteria	Weight
Understanding of planning issues in Wolfville	25
Knowledge and Experience of Municipal Planning Strategy Amendment Process	10
Public Consultation Experience	10
Experience with Economic Development Policy	10
Methodology/Timelines	25
Project Team Experience	15

If technical and quality threshold is met, the weighting of the costing/value will be applied:

Costing/Value	5
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Terms and Conditions

1. All proposals shall be irrevocable and remain open for acceptance for sixty (60) days after the closing date/time. Proposals become the property of Wolfville.
2. Proposals, which contain qualifying conditions or which otherwise fail to conform to the terms and conditions may be disqualified or rejected.
3. The laws of Nova Scotia apply to all aspects of this Request for Qualifications including, without limitation, the interpretation of this Request for Qualifications, the creation of any contractual rights and obligations under this Request for Qualifications, and entering into the contract as a result of the Request for Qualifications, and the Courts of Nova Scotia shall have exclusive jurisdiction in respect of the foregoing.
4. Prices are firm, based upon the work completed on location in the Wolfville / Annapolis Valley area and in the Proponents production house. HST should be quoted separately.
5. The successful proponent shall provide evidence that they are in good standing with the Worker's Compensation Board of Nova Scotia and must remain in good standing with WCB for the duration of the contract.
6. The successful Proponent must obtain, at its own expense, before commencing work on the services under this contract, professional liability insurance policy covering errors and omissions with coverage not less than \$2,000,000.
7. The successful Proponent must use a project management system called Mango during the completion of this work. The Town will provide access to this this system.
8. All proposals that exceed the maximum budget for each component shall be automatically disqualified.
9. Wolfville reserves the right to cancel the contract immediately upon written notice, if, in the opinion of Chief Administrative Officer, the successful Proponent is not fulfilling the terms, conditions and specifications of the contract. All fees will be paid up to the date the work terminates, based on the work plan submitted and actual work completed.
10. Wolfville reserves the right to award the entire scope of work or a part of it.
11. At the end of the project the consultant shall provide the following:
 - All reports and documents in Word and PDF formats,
 - All maps and datasets collected in ArcGIS platform, and
 - Any Graphics developed as part of this project shall be provided in an appropriate format.

Closing Date

Submissions must be received by **March 24th, 2017 at 4:30pm.**

The Proponent can submit their proposal by email only to:

James Collicutt

Phone: 902-599-3205

Email: jcollicutt@wolfville.ca

Fax: 902-542-5066

Mail: 359 Main Street, Wolfville, NS B4N1Y2

Proposals received after this time will not be considered.

Submission of a proposal indicates acceptance by the Proponent of the Terms and Conditions specified.

The Town of Wolfville reserves the right to reject any or all proposals and to determine in its own judgement the company best qualified to undertake the contract. Wolfville is not liable for any costs incurred by the Proponents in the preparation of their proposals.

Scope of Work – Summary

Introduction	The Town of Wolfville requires services to assist with the, administration, consultation, and preliminary processing of two requests for Municipal Planning Strategy amendments.
Background	<ul style="list-style-type: none">• MPS Amendment #1 – 12 Elm Avenue – Troy Restaurant• MPS Amendment #2 – 185 Main Street – Residential Conversion
Goal/Purpose	<ol style="list-style-type: none">i. Research and analysis of MPS Amendment issues;ii. Administration and correspondence of the file to Staff and residents;iii. Broad based consultation with residents and the general public; andiv. Report production, which will help Staff understand analysis and recommendations.
Objectives / Deliverables	<ul style="list-style-type: none">• See ‘Objectives/Deliverables’ for full list of required objectives
Desired Timelines and Milestones	2017/04/15 – Project Initiation 2017/05/15 – Research and Policy Analysis 2017/06/20 – Formal Public Consultation – Public Participation Meeting 2017/07/10 – Final Report Complete and presented to Towns Planning Advisory Committee 2017/07/18 - Report and recommendation forwarded to Council for Consideration and First Reading
Budget	\$25,000 – Administration, Research, Consultation and Report to Town’s Planning Advisory Committee for both MPS Amendments