

RFP WOL014-2016

# Planning Research and Policy Development



A cultivated experience for the mind, body, and soil

Date of Issue:

**Wednesday, June 8th**

Closing Date:

**Wednesday, June 22<sup>nd</sup>, 2016**

**2.30 PM**

Information Request:

**Chrystal Fuller**

**902-698-8070**

**[cfuller@wolfville.ca](mailto:cfuller@wolfville.ca)**



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## Introduction

The Town requires services relating to policy development and research on housing issues and the establishment of service boundaries in our key planning documents.

## Background

The Town of Wolfville is under taking a review of its Municipal Planning Strategy, Land Use By-law and Subdivision Bylaw. Phase 1 of the review is complete and the Town has begun Phase 2, which is focused on refining the draft policy and proceeding through the bylaw adoption process. In the original RFP for Phase 1 we described our project this way:

*When planning for Wolfville we require a consulting team who will join us in our aspirations to maintain and grow our Town in a way that reflects our history, our values and our desire to live in a sustainable, just fashion. We believe our Town policies need to reflect who we are, so we are not looking for an off the shelf plan, but a plan that provides guidance to us on innovative land use policies that reflect environmental sustainability, longevity and fairness. Although we have much in common with our neighbours, we are also different and our land use planning framework needs to reflect this. We take the One Nova Scotia call to action seriously, and this review must help us move toward this brave new future envisioned by this report. All this needs to be done in a practical, manageable way.*

*The Town of Wolfville, with an area of approximately 6.42 square km, is one of three Town's located in the Municipality of the County of Kings, Nova Scotia. 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.*

We are continuing on our journey to create a great plan for Wolfville and continue to strive for these ideals in Phase 2 of our review.

During Phase 1, the main issue that arose on which there was not substantial community consensus relates to housing. During Phase 1 we identified the following housing issues:



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We are seeking a consultant to assist us with research and drafting policies related to housing.

The Town has successfully secured funds to hire a consultant to provide research and policy writing support related to the housing issues. Housing form, affordable housing, housing integration and other related issues were the key issues that arose from the Phase 1 consultations. Details regarding public feedback are detailed in a variety of reports that will be made available but the main source of information regarding the housing issues can be located in the [What We Have Heard Report](#).

The Town has also recently decided to review our servicing boundaries and wishes to understand the potential land use implications of extending our water and sewer service boundaries beyond the Town's boundary. The consultant will be tasked with providing a planning analysis on this issue.

***Purpose***

To provide timely, thorough and informed research and draft policies to staff in support of the MPS review process and the moratorium review.

***Objectives/Deliverables***

This proposal contains a call for two pieces of planning work

**A) Housing research and policy development** – The objectives of this work are:

1. To draft policies to support affordable, seniors oriented housing in the core that can be included in our new planning documents.
2. To research and draft policy that supports the social integration of seniors and students/youth and other demographic groups within our community.
3. To compile the research, draft policy and the results of the housing symposium in a best practices document that can be shared with other municipal units and the province.
4. To research and draft a Residential Rental Business Bylaw.
5. To develop policy white papers and draft policy to support a Housing Symposium.
6. To research and draft affordable housing policy for inclusion in the MPS and LUB.

**B) Planning analysis regarding expansion of servicing beyond the Town boundaries (Moratorium Review)**

1. To draft a discussion paper providing a planning analysis of the impacts and implications of extending services beyond the Town limits.

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### ***Information Available to the Successful Proponent***

For the work to achieve the Objectives for the scope regarding Housing research and policy development the following documents should be reviewed as part of the consultant(s) work:

- [What We have Heard Report](#) – February 2011
- [Draft MPS, LUB](#)
- Project Charter for Residential Rental Business Bylaw

For the Work to achieve the Objectives for the scope regarding Planning Analysis of Servicing Moratorium Policy the following documents should be reviewed as part of the consultant(s) work:

- Servicing Moratorium documents
- RFD to Council regarding request to extend service beyond boundaries.

### ***Work Plan/Work Approach***

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

#### **A) Housing research and policy development**

The successful proponent will work with the Community Development department to research and draft policy contained within the housing section of the MPS. Staff will engage with the public and any other approval authorities and report back the results to the consultant. The proponent should demonstrate knowledge of age friendly community approaches, housing issues in small university towns, and how these issues are regulated through land use bylaws.

The proponent must also demonstrate a strong understanding of affordable housing and how Municipal Planning Strategies and Land Use bylaws can support and encourage affordable housing in a practical way. 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”. We are looking for quality proposals that demonstrate innovative thinking.

The applicant will also be drafting most of the documents to support the Housing Symposium slated for October of 2016. The Symposium will have 4 streams:

1. Social Integration of Seniors and Students/Young People in Wolfville
2. Affordable Housing
3. Residential Rental Business Bylaw
4. Downtown redevelopment supporting age friendly community opportunities.

Each stream will involve experts in their fields who will review and discuss the draft policies and review the research prepared by the consultant. At least one member of the consultant team must attend the Housing Symposium. No other visits to Wolfville are required unless the consulting team feels it necessary and integral to the proposed methodology.

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All work must be completed by January of 2017.

The maximum budget for this component shall be \$45,000.

## **B) Moratorium Review**

The consultant must demonstrate an understanding of regional planning issues and experience with delineating service boundaries. Staff will conduct any necessary consultations and the consultant will provide research and planning analysis.

The work plan must demonstrate an understanding of planning issues in Wolfville. Although engineering experience is not required for this work, an understanding of servicing boundaries, development cost charges and familiarity with technical reports would be useful.

The proponent would also benefit from understanding the regional planning context in Kings County, Kings 2050 process and how this linked to economic development.

This work must be completed by September 15, 2016.

The maximum budget for this component shall be \$5,000.

### ***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 identified in the proposal.
- A list of the key personnel who will be working on the project, their individual experience 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;
  - 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.
- Cost for the Housing Policy support shall not exceed 45K. Cost for the Moratorium Review shall not exceed 5K. The proposal must provide break out each project and cost them separately.
- Any questions should be directed to Chrystal Fuller, Director of Community Development at 542-698-8070 or [cfuller@wolfville.ca](mailto:cfuller@wolfville.ca)

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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.

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**Closing Date**

Submissions must be received by **June 22<sup>nd</sup>, 2016 at 2.30**. The Proponent can submit their proposal by email only:

James Collicutt

**Phone:** 902-599-3205

**Email:** [jcollicutt@wolfville.ca](mailto: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 in this RFP.

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.

**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	30
Knowledge and Experience with Affordable Housing issues	10
Experience with Age Friend Community policy	10
Methodology/Timelines	25
Project Team Experience	20

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

Costing/Value	5
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## **Appendix A – Project Charter: Residential Rental Business Bylaw**

### **1. GOAL & DESCRIPTION**

#### **GOAL**

*To develop a Residential Rental Business Bylaw*

#### **DESCRIPTION**

*Phase 1 of the Municipal Planning Strategy identified significant community concern regarding rental housing and how it is planned for and regulated. The consultants for Phase 1 recommended the Town develop and implement a Residential Rental Business Bylaw as part of Phase 2 of the MPS review as planning regulations are not the most effective tool to deal with some of the issues relating to rental housing. The MPS will address the creation of new multi-unit rental housing units and the conversion of existing housing for rental accommodation, and the RRBB will regulate the operation and management of residential rental businesses.*

*Rental housing is often cited as a type of affordable housing, particularly aimed at low income individuals, seniors and students, though not exclusively for these segments of our community. In Wolfville, it is believed that students are the main group that takes advantage of multi-tenant rental housing. However, seniors are also another group that may take advantage of this kind of tenure. A RRBB would regulate multi-tenant rental situations to ensure the safety of shared rental accommodation and property maintenance standards.*

*One of the main issues regarding housing relates to the lifestyle differences between the people living in multi tenant rental units and owner occupied dwellings. Although this will not be directly addressed in the bylaw, the hope is that by having quality and safe rental housing stock, that landlords and occupants will better integrate into the surround neighbourhood and the owner occupied properties feel a sense of ease and acceptance when these types of tenured builds are located nearby.*

### **2. ALIGNMENT TO COUNCIL’S STRATEGIC PLAN & OTHER TOWN PLANS**

#### **COUNCIL’S STRATEGIC PLAN**

Council’s Strategic Plan establishes five (5) strategic goals. The Residential Rental Business Bylaw will meet the strategic goals of Council by:

#### *2. A Diverse, Prosperous, and Sustainable Local Economy*

- Create housing options and opportunity.

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3. *A Growing Population Encompassing all Ages and Stages who Live in Safe, Attractive, Cohesive, Neighbourhoods*

- Rental Housing is often an affordable housing choice
- Housing options need to be available for people at different stages of life.
- Create less conflict within the community
- Ensure that multi-tenant residential buildings are safe and meet all necessary Fire Regulations.

**OTHER TOWN PLANS**

- What We Have Heard Report – 2016
- Summary Report on Residential Rental Businesses – Fotenn Consulting 2016

**3. GUIDING PRINCIPLES:**

The guiding principles speak to how this project will proceed and our approach. Council, staff and others involved in this project will base actions on these principles:

- Affordable housing must be available in Wolfville.
- Students are a welcome addition to our community and must be accommodated within community.
- We will strive to hear, respect and learn from all points of view.
- Empirical data and evidence based decision making will guide our thinking.
- We will “name the problems” in order to develop solutions that make our community more inclusive, safer and welcoming.

**4. SCOPE**

**OBJECTIVES**

The objectives of the *Residential Rental Business Bylaw* are:

1. To create a bylaw that regulates residential rental businesses (RRBs), including a definition of RRBs
2. To adopt this bylaw at the same time or before the draft MPS is presented to Council.
3. To educate the public on multi-tenant rental housing options and impacts.

**DELIVERABLES**

The deliverables for the project are:

1. Draft Residential Rental Business Bylaw
2. Communication materials and a Standard Operating Procedures to guide administration.

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## 5. TIMELINES AND MILESTONES

2016/17 Q1 – Project Initiation

2016/17 Q2-Q3 – Research and bylaw development

2016/17 Q3 – Housing Symposium

2016/17 Q4 - Consultation

2017/18 Q1 - Begin Formal approval process

## 6. ASSUMPTIONS, CONSTRAINTS & RISKS

### ASSUMPTIONS

- The bylaw will be developed concurrently with the MPS
- Rental Housing is a valuable housing form in Wolfville
- The Town will receive funding through the Age Friendly Communities Grant and from the Department of Municipal Affairs which will assist in the development of the bylaw
- The bylaw, if adopted, will be within the capacity of the existing staff complement to administer.

### CONSTRAINTS

- Staff capacity

### RISKS

- The bylaw will be poorly received by landlords and residents
- Without this bylaw, the some of the housing policies contained within the draft MPS will need to be changed.

## 7. BUDGET, RESOURCES & PROCUREMENT

### BUDGET

*Grant – Age Friendly Community Grants (will assist with funding for the symposium)*

*Grant from Department of Municipal Affairs (will assist with research and provide support to project)*

### RESOURCES

*Project Lead – Director of Community Development*

*Others:*

- *Planner*
- *Building Inspector*
- *Development Officer*
- *Compliance Officer*

- 
- *Policy Analyst*

*Planning consultant*

## **PROCUREMENT**

*An RFP will be issued according to our procurement policies.*

## **8. ROLES & RESPONSIBILITIES**

*Staff will oversee the drafting the bylaw and lead public consultation.*

*PAC will provide input and guidance on planning related issues.*

*Town and Gown will provide input and guidance on university/student related issues.*

*COTW/Council will guide and ultimately approve/not approve the bylaw.*

*Consultant will research and draft bylaw*

## **9. COMMUNICATION & ENGAGEMENT**

Engagement will consist, at a minimum of:

- Housing Forum
- An open house with the public to review the draft bylaw
- Communities of interest meetings: seniors, landlords, students, core area residents, Acadia
- Public Hearing

## **10. APPROVAL**

Approved by Council on *(month, day, year)*.

*(insert motion with resolution number)*