

WOL013-2024
Consultant Planning/Urban Design
Standing Offer Services
2024-2028

October 2024



A cultivated experience for the mind, body, and soil

Table of Contents

	Page
1.0 Invitation	3
2.0 Background	3
2.1 Municipal Operations	3
3.0 RFP Objective	
4.0 Scope of Work	3
4.1 Advisory and Specialist Services	
4.2 Design Services	
4.3 Construction Implementation Services	
4.4 Post Construction Services	
5.0 Deliverables	5
5.1 Certification of Compliance	5
5.2 Insurance & Liability Requirements	5
6.0 Pre-Qualification Timeline	6
7.0 Level of Effort and Municipal Support	6
8.0 Addenda	6
9.0 Submission and Evaluation	6
9.1 Submission of Proposal	6
9.2 Proposal Content	7
9.3 Evaluation Process	8
9.4 Evaluation Criteria	8
10.0 Terms and Conditions	8
10.1 Services to be Performed	8
10.1.1 Agreement	8
10.1.2 Pre-Qualification	8
10.1.3 Costs	9
10.2 Procurement of Services	9
10.3 Privilege	9
10.4 Confidentiality	9
10.5 Law	10
10.6 Proposal Submission and Evaluation	10
10.6.1 Proposal Preparation	10
10.6.2 Method of Submission	10
10.6.3 Completeness	10
10.6.4 Changes to Submission	10
10.6.5 Data and Documents	10
10.6.6 Conflict of Interest	11
10.7 Replacement of Firms from Pre-Qualified List	11
Appendix A -Recent Experience Summary Form	12

1.0 INVITATION

The Town of Wolfville is seeking proposals to pre-qualify one (1), and up to four (4), Planning /Urban Design consulting firms (Vendor) for the provision of architectural design, costing, analysis, demographic and population data, projections and analysis, scenario planning, housing needs assessments and projections, infrastructure analysis (social, green, municipal services, transportation and other), community engagement, planning document review and amendments, planning and urban design services (and other related services) to the Municipality. Varied projects that will always involve working very closely with Town Staff. Vendors will be pre-qualified based on the scope of services described in this Request for Proposals (RFP) for a four (4) year period with an option to extend for an additional four-year term if mutually agreeable to the town and the proponents. Firms may be chosen for selective services, or some may be able to offer multiple and/or partner with other firms who do offer required services.

2.0 BACKGROUND

General Planning Services

The Town may require planning or urban design services. These services may include urban design, architectural concepts, planning, landscape architecture, demographic or economic analysis and other services required to make sound planning decisions. Reviewing or processing development agreements or planning applications, preparing amendments or undertaking special projects may also be required— primarily where Staff capacity or skill set are lacking.

Housing Accelerator Fund Services

The Town may require planning or design services in relation to the Town’s Housing Accelerator Fund initiatives, including demographic and population data projections and analysis, scenario planning, infrastructure assessment and analysis, parking studies and analysis, and community engagement.

Planning Document Review

The Town is currently reviewing its Municipal Planning Strategy, Land Use By-law, Design/Architectural Guidelines and related documents as part of its commitments through the Housing Accelerator Fund. Various planning or design services may be required to complete these large initiatives and fill gaps where Staff capacity or skill set are lacking.

3.0 RFP OBJECTIVE

The objective of this RFP is to retain up to four planning/urban design and community engagement firms (or others), for a four-year period to provide professional services in support of the Town’s ongoing and future planning initiatives. The services to be provided are generally described in this RFP. The specific scope of services to be provided shall be determined on a “project to project” basis based on this RFP.

4.0 SCOPE OF WORK

The services to be provided during the pre-qualification period are summarized in the BACKGROUND – section 2.0 – of this document and will be further refined on a project-to-project basis.

5.0 DELIVERABLES

5.1 Certificate of Compliance

Successful proponents will be expected to supply other information, if requested, such as proof of good standing with the Workers' Compensation Board, applicable licensing, professional designations, etc.

5.2 Insurance & Liability Requirements

Successful Vendors may be required to enter into a Consultant/Client agreement as required on a project specific basis. The intention of the agreement will be to hold the consultant responsible for any damages incurred as the result of their errors or omissions or negligence.

6.0 PRE-QUALIFICATION TIMELINE

Pre-qualification of Vendors under this RFP shall be valid for four (4) years with an option to extend for an additional four (4) years effective upon final approval by the Town of Wolfville.

7.0 LEVEL OF EFFORT and MUNICIPAL SUPPORT

Vendors are advised that Town staff will try to be available for interviews throughout the proposal call as schedules permit. The proposal should be all-inclusive, and vendors should not rely on Town staff for any purpose other than reporting and direction.

8.0 ADDENDA

8.1 Any addenda issued by the Town will be made available via email to vendors who have requested a copy of this RFP.

8.2 The submission of a proposal shall be deemed to indicate that the proponent has read, understood and considered all addenda issued prior to the closing date and time.

9.0 SUBMISSION AND EVALUATION

9.1 Submission of Proposal

- i. The Town of Wolfville will receive hard copy proposals signed and dated before **4:00 pm local time on (November 8th, 2024)**.
- ii. Proposals must be signed by an authorized signatory of the consultant firm.

- iii. Three (3) bound hard copies and one electronic copy (pdf format) of the total proposal submittal shall be submitted in a sealed opaque envelope marked "Proposal – Wolfville Planning Services"
- iv. Proposals can be hand delivered or mail address to:
359 Main Street
Wolfville NS
B4P 1A1
Attention: Devin Lake, Director of Planning and Economic Development
- v. Proposals will be publicly opened (only for the purposes of identifying respondents to the RFP) at Town Hall, 359 Main Street Wolfville, NS, immediately following the proposal closing.
- vi. Late proposals shall be returned unopened.
- vii. All proposals shall be and remain irrevocable unless withdrawn prior to the designated closing time.
- viii. All communications and questions for clarification regarding the contents of this RFP shall be forwarded by e-mail, or fax to the individual noted below:

Devin Lake, Director of Planning and Economic Development
359 Main Street
Wolfville, NS
B4P 1A1
Fax (902) 542-5066
Email dlake@wolfville.ca

All requests for clarification must be received in writing by this individual at least four (4) working days prior to the closing date to allow written clarification to be issued to all respondents. Verbal responses are only binding when confirmed by written addenda.

9.2 Proposal Content

Proposals should be detailed enough to demonstrate how the Vendor's expertise, staff, and resources best meets the needs of the Municipality as described in this RFP.

The proposal may include the following information:

- Corporate background;
- Corporate procedures;
- Current total staffing and clients;
- Summary of related municipal experience (maximum 5 pages);
- Corporate Organizational Chart;
- Completed "Recent Experience Summary Form" (see Appendix A) or equivalent;
- CV of all principal staff or summary;

- CV of staff and resources that are proposed to have direct responsibility to principal staff (maximum one page per person).
- Schedule of fees for staff & resources identified.

9.3 Evaluation Process

All submissions received prior to closing will be evaluated according to the procedure outlined in this section.

A Review Panel consisting of Town of Wolfville staff will evaluate all proposals using the criteria set in 9.4

9.4 Evaluation Criteria

Proposals will be evaluated and ranked according to the following criteria:

Corporate - 10%

- managerial ability;
- corporate stability;
- professional integrity;
- quality control procedures;
- unique/innovative corporate features.

Technical Ability – 60%

- experience with similar projects;
- proven ability with similar projects;
- technical resources/in house services and/or partner services;

Project Team – 25%

Team experience with similar projects

- human resources and qualifications of key personnel, including back up personnel.
- Communications and reporting procedures and availability of key staff

Quality of Proposal – 5%

- level of effort, presentation, and thoroughness

10.0 TERMS AND CONDITIONS

10.1 Services to be Performed

10.1.1 Agreement

By submitting a proposal in response to this RFP, the Vendor agrees to abide by the terms and conditions outlined in this RFP. All proposals shall remain irrevocable unless withdrawn in writing prior to the designated closing time.

10.1.2 Pre-Qualification

The selection of any Vendor as a pre-qualified firm or individual, and/or the receipt of written notification of selection, shall not constitute a contract between the Vendor and the Town, but merely entitles the Vendor to submit proposals on future projects that are included in this RFP.

10.1.3 Costs

Pre-qualified firms will be retained on a project basis, and as such costs will not form part of the evaluation process for pre-qualification. However, fee scales submitted in accordance with this RFP will be used to assist in value judgments for a comparative analysis of similar resources.

10.2 Procurement of Services

Procurement of planning and design services will be through a system of pre-qualification. This RFP prescribes the criteria used to select pre-qualified Vendors. Up to four (4) firms will be pre-qualified for a range of services, and only these firms will be asked to submit proposals during the term of this RFP. Proposals from pre-qualified firms during the term of this RFP will generally consist of methodology and cost – other project-specific factors will always be present.

The town reserves the right to consider planning and design services from additional vendors if a project is deemed to be outside of the scope of services for which the four (4) firms have been pre-qualified as determined by the Director of Planning and Development.

The Town reserves the right to tender any services estimated by the Director of Planning and Development to be valued greater than \$30,000.

10.3 Privilege

The Town of Wolfville reserves the right to:

- i. Suspend or cancel the RFP at any time for any reason without penalty.
- ii. Reject any and all bids or accept any bid or part thereof and may award all or a portion of the work to one or more bidders.
- iii. Waive any informalities, formalities, technicalities or to reject any or all proposals based on the Bidder's lack of proven experience, performance on similar projects or the suitability of proceeding with the execution of the work.
- iv. In the event that a number of suppliers submits bids in substantially the same amount or score, the Town of Wolfville may, at its discretion, call upon those Bidders to submit further bids.
- v. No term or condition shall be implied, based upon any industry or trade practice or custom, any practice or policy of the Town of Wolfville or otherwise, which are inconsistent with the provisions contained herein.

10.4 Confidentiality

This document may not be used for any purpose other than the submission of a proposal.

By submitting a Proposal, the Bidder agrees to public disclosure of its contents subject to the provisions of the *Municipal Government Act* relating to Freedom of Information and Protection of Privacy. Anything submitted in the Form of Proposal that the proponent considers to be “personal information” or “confidential information” of a proprietary nature should be marked confidential and will be subject to appropriate consideration of the *Municipal Government Act* as noted above.

The work described in this RFP is being conducted with public funds, and the fees and expenses proposed in the bidder’s submission will be made public.

10.5 Law

The law applicable to this RFP and any subsequent agreements shall be the law in force in the Province of Nova Scotia.

In responding to this RFP, vendors warrant their compliance with all appropriate Municipal, Provincial and Federal regulations, laws, and orders. Respondents must agree to indemnify the Town of Wolfville and its employees if they fail to comply, and the Town of Wolfville reserves the right to cancel any agreement arising from this RFP if the proponent fails to comply with the above.

The selected vendors shall indemnify the Town of Wolfville, its officers and employees against any damage caused to the Town of Wolfville as a result of any negligence or unlawful acts of the successful proponent or its employees. Similarly, the successful proponents shall agree to indemnify the Town of Wolfville, its officers and employees against any claims or costs initiated by third parties as a result of any negligence or wrongful acts of the successful proponent or its employees.

10.6 Proposal Submission and Evaluation

10.6.1 Proposal Preparation

All expenses incurred in the preparation and presentation of the response to this RFP are entirely the responsibility of the bidder. This includes but is not limited to labour, materials, and the cost of site visits if applicable.

10.6.2 Method of Submission

Facsimile or telephone responses will not be considered.

10.6.3 Completeness

It is the bidder’s responsibility to ensure that their proposal is complete and is delivered to the Town of Wolfville by the date and time indicated. Proposals submitted after the above noted time will be returned unopened.

10.6.4 Changes to Submission

Changes in a submission will only be considered if submitted in writing in a sealed envelope, and providing such change is received by the Town of Wolfville prior to

the established closing date and time. Changes to a submission will not be accepted after the established closing date and time.

10.6.5 Data and Documents

All data and information collected and work products either directly for, or in support of the work outlined in this RFP, are the property of the Town of Wolfville.

10.6.6 Conflict of Interest

The Town of Wolfville reserves the right to disqualify bidders if there is an existing or recent business or personal relationship which can be perceived as causing a conflict of interest. Proposals shall contain a declaration of conflict of interest.

10.7 Replacement of Firms from Pre-Qualified List

The Town of Wolfville reserves the right to replace any of the pre-qualified firms during the pre-qualification period, for any of the following reasons:

- Unsatisfactory performance of work;
- Conduct detrimental to the Town of Wolfville;
- Lack of response to proposal calls.

Appendix A - Recent Experience Summary Form

Consultant:

Project Name & Location:	Year Completed	Consultant Fee Value	Construction Value if Applicable (thousands)	Category of Service
Owner/Client:				
Description:				

Project Name & Location:	Year Completed	Consultant Fee Value	Construction Value if Applicable (thousands)	Category of Service
Owner/Client:				
Description:				

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Project Name & Location:	Year Completed	Consultant Fee Value	Construction Value if Applicable (thousands)	Category of Service
Owner/Client:				
Description:				

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