

**MUNICIPALITY OF PICTOU COUNTY**



**REQUEST FOR PROPOSALS**

**Consulting Services  
MOPC Municipal Planning Strategy and Land Use Bylaw**

**RFP NUMBER:  
MOPC PWD 2023-01**

**DATE ISSUED:  
January 25, 2023**

**DEADLINE FOR PROPOSALS:  
February 15, 2023 (4:00 PM)**



## **1. Introduction:**

- 1.1. The Municipality of Pictou County (MOPC) is seeking proposals from qualified consultants to develop a comprehensive Municipal Planning Strategy (MPS) and Land Use By-Law (LUB) which will meet the conditions outlined in Nova Scotia's Minimum Planning Requirements Regulations. In addition to this, Proponents shall be required to provide recommendations for the updating of relevant related MOPC policies, bylaws, and other documents such as the Municipality's Subdivision Bylaw, Building Bylaw, Private Roads Policy, and design specifications, among other documents.
- 1.2. The purpose of this Request for Proposals (RFP) is to award the work to a successful Proponent based on the evaluation of relevant information from respondents with proven experience and knowledge in similar undertakings.
- 1.3. This RFP defines both the form and content required of the proposal. Proponents are urged to structure their responses in accordance with the terms of this RFP. These criteria will determine whether a Proposal is complete, appropriate, and competitive. **Proposals that do not confirm to these terms and conditions may be given lesser weight than others or may be rejected at MOPC's sole discretion.**
- 1.4. As noted elsewhere in this RFP, this document is not intended to limit the contents of Proposals, but rather to provide a common framework for MOPC to assess each Proposal in a professional and demonstrably fair process. Proponents may provide unsolicited information if they deem it relevant.
- 1.5. Proposals may be subject to disclosure under Part 5 of the Municipal Government Act Freedom of Information and Protection of Privacy legislation. By submitting a Proposal, the Proponent agrees to appropriate disclosure of the information supplied, subject to the provisions of the governing law. MOPC will respect the confidentiality of content the Proponent clearly identifies as proprietary or confidential.
- 1.6. MOPC requires a consulting team who will assist in its goal to develop and grow the population of MOPC, encourage sustainable business development, and build community through appropriate planning and development standards. We desire to provide residents, businesses, and other stakeholders with reasonable and predictable criteria for development approvals such that growth is not inhibited by development controls while appropriate protections for property investment can be established.
- 1.7. MOPC requires that the character of our communities be maintained or improved upon while allowing our region to thrive and grow. We look forward to evaluating bids that reflect our unique natural beauty, history, population, and strategic location.

## **2. Background:**



- 2.1. Located on the Northumberland Strait of Nova Scotia, the overall region of Pictou County includes a population of over 45,000, of which approximately 21,000 live in the Municipality of Pictou County (MOPC). MOPC includes the rural portions of Pictou County and borders the towns of New Glasgow, Pictou, Stellarton, Westville, and Trenton, as well as Pictou Landing First Nation, Colchester County, Antigonish County, Guysborough County, and Halifax County.
- 2.2. MOPC is home to many villages and rural communities and hosts world-class beaches, industrial and commercial facilities, entertainment venues, and trails, among other assets. MOPC's strategic location, both central to Nova Scotia and the maritime provinces as a whole, and as the mainland Nova Scotia link between Halifax, Prince Edward Island, and Cape Breton Island, make the Municipality an attractive place to live and invest.
- 2.3. After several decades of general population decline within the Municipality and region, MOPC has seen growth in recent years, both in overall population as well as in building and subdivision development. MOPC desires to develop planning documents that promote continued growth, sustainability, and a high standard of living.

### **3. Existing Planning Documents:**

- 3.1. All properties within MOPC are currently zoned as "General Development" for land use and development and has an established Land Use Bylaw for wind energy projects only. Likewise, MOPC does not have any current secondary planning areas, development processes (as-of-right, site plan approval, development agreement, etc.). Furthermore, the neighbouring towns within the Pictou County region have an established common land use bylaw; however, this document does not apply to MOPC.

### **4. Municipality Contact:**

- 4.1. For the purposes of this RFP, the Municipality Contact shall be:

Logan McDowell, P.Eng., PMP, Director of Public Works & Development  
[logan.mcdowell@munpict.ca](mailto:logan.mcdowell@munpict.ca)

### **5. Timetable:**

- |   |                               |
|---|-------------------------------|
| 5.1. <b>Issue Date:</b>                         | January 25, 2023              |
| 5.2. <b>Deadline for Questions:</b>             | February 10, 2023 – 4:00 p.m  |
| 5.3. <b>Submission Deadline:</b>                | February 15, 2023 – 4:00 p.m. |
| 5.4. <b>Anticipated Award Date:</b>             | March 7, 2023                 |
| 5.5. <b>Deadline for Deliverable Approvals:</b> | December 31, 2024             |

- 5.6. The RFP timetable outlined in Section 5.1-5.5 is tentative only and may be changed by the Municipality at any time.



5.7. Dates earlier than the anticipated deadline may be given preference if deemed to be in the Municipality's best interest which is at the Municipality's sole discretion regardless of cost, schedule, or other criteria not explicitly mentioned herein.

## **6. Project Scope:**

6.1. The Nova Scotia Department of Municipal Affairs and Housing (DMA) has mandated that municipalities within the province develop and implement minimum planning standards in accordance with its requirements.

6.2. The Consultant shall be required to meet the objectives of DMA's requirements. The following link provides information related to their general recommendations.

<https://beta.novascotia.ca/documents/municipal-land-use-planning-documents-and-guides>

6.3. MOPC encourages Proponents to include in their Proposal how they will meet all of DMA's requirements. Some specific requirements of this project are noted below:

6.3.1. Develop Land Use Bylaw for review, approval, and adoption by MOPC.

6.3.2. Develop Municipal Planning Strategy for approval and adoption by MOPC.

6.3.3. Develop and participate in a comprehensive public consultation process to ensure meaningful dialogue with our communities.

6.3.4. Participate with relevant MOPC advisory committees (Planning Advisory Committee, Climate Change Advisory Committee, Accessibility Advisory Committee, etc.) in the development of the deliverables. Engagement must be made easily and readily accessible to all members of the community through in-person and virtual methods.

6.3.5. Review and provide recommendations for revisions to existing MOPC bylaws, policies, and specifications, and for the development of new relevant documents.

6.3.6. Review existing properties to determine and record existing usage relevant to the development of the deliverables (residential, commercial, industrial, etc.).

6.3.7. Establish General Provisions for each land use designation including such as:

6.3.7.1. Building setbacks (front, side, and rear), including allowable projections.

6.3.7.2. Building heights.

6.3.7.3. Parking requirements and design standards (width, length, lighting, pedestrian walkways, etc.).

6.3.7.4. Drive-thru facilities such as storage lengths, setbacks from public roads, intersections, access locations, screening, order box noise, etc.

6.3.7.5. Fencing and screening.

6.3.7.6. Land density minimums and maximums.

6.3.7.7. Defined use provisions within each land use designation.

6.3.7.8. Corner lot requirements (property access location, access width, etc.).



- 6.3.7.9. Driveway and corner visibility triangles.
  - 6.3.7.10. Access widths.
  - 6.3.7.11. Green energy initiatives – EV charging minimums.
  - 6.3.7.12. Sign types (façade, pylon, projection, backlit, LED, video, or other).
  - 6.3.7.13. Minimum landscaping design standards.
  - 6.3.7.14. Minimum building design standards (materials).
  - 6.3.7.15. Minimum space for private balconies.
  - 6.3.7.16. Accessibility and inclusion.
  - 6.3.7.17. Construction management planning (CMP) requirements.
- 6.3.8. Provide recommendations for environmental considerations and policy development, including those related to coastal protection and sea level rise, among other factors.
- 6.3.9. Identify policies to assist in linking growth in development of all uses to the provision of necessary infrastructure to responsibly accommodate growth with regards to sustainability and asset management.
- 6.3.10. Identify strategies to encourage accelerated population growth and strategic advantages for growth and attraction of new residents and businesses.
- 6.3.11. Provide recommendations for anticipated levels of staffing and other resources for the execution of land use planning and municipal planning programs once developed.
- 6.3.12. Ensure conformity with all relevant related provincial and federal legislation and assist in consultations with relevant provincial and federal jurisdictions in relation to the deliverables (NS Department of Public Works, NS Department of Environment and Climate Change, NS Department of Natural Resources, etc.).
- 6.3.13. Periodic presentations to Municipal Council, staff, and other committees as required.
- 6.3.14. Maps and datasets must be provided to MOPC and must be consistent with MOPC's GIS systems (ESRI) and integrated into MOPC's GeoHUB.
- 6.3.15. Considerations for the promotion of the development of affordable housing within MOPC.
- 6.3.16. Considerations for the development planning and potential divestment of MOPC-owned properties.
- 6.3.17. Considerations for the promotion of active transportation between MOPC's various rural communities and neighbouring municipal units.



- 6.3.18. Considerations for emergency services delivery requirements as they relate to development in keeping with NFPA and other relevant standards.
- 6.3.19. Recommendations for subdivision and development fee schedules.
- 6.3.20. Development of a process for recreational/parkland transfer (or cash in lieu) in relation to the subdivision process and minimum site amenity requirements for site developments.
- 6.3.21. Recommendations for recreational processes as they related to planning and development.
- 6.3.22. Considerations for the promotion of connectivity and vehicular traffic planning for proposed new municipality-owned and private roads within MOPC.
- 6.3.23. All documents shall be provided in both source (Word, Excel, etc.) and PDF formats. Additional source information, if any, must also be provided to MOPC (.dwg files, shapefiles, .txt files, graphics, etc.).
- 6.3.24. All work shall be completed and adopted by **December 31, 2024** unless otherwise approved. MOPC is under an obligation to DMA to complete this planning exercise within the above-noted timeframe unless explicitly granted an extension which may allow adoption to be delayed to December 31, 2025.

## **7. Work Plan:**

- 7.1. The successful Proponent may alter and add to this Work Plan to ensure the best possible product and adequate public consultation.

## **8. Project Submissions:**

- 8.1. MOPC requires Proponents to provide submissions that will satisfy the objectives outlined herein while promoting a novel approach that meets the specific needs of the communities of MOPC.

## **9. Project Team:**

- 9.1. The project team is expected to be enthusiastic and talented. A team's previous work experience should demonstrate knowledge of rural municipalities, design and construction principles, environmental planning, and commitment to creativity and innovation, together with a solid understanding of municipal land use planning. Proponents should show experience and knowledge of conflict resolution, facilitation, and effective community engagement strategies.



9.2. Proponents must provide a full list and associated resumés for all staff who will form the project team. Should the project team change, Proponents must provide updated information related to any new or newly reassigned staff.

**10. Community Concerns:**

10.1. MOPC acknowledges that the imposition of planning requirements can cause a degree of stress and anxiety for some residents and businesses within our communities. As such, Proponents must demonstrate their ability to balance the concerns of the public with the development of the proposed deliverables.

**11. Questions:**

11.1. All questions related to this RFP must be requested of MOPC prior to the deadline noted herein. MOPC will provide responses to questions via the Nova Scotia Public Tenders website (via addenda, if any).

**12. Evaluation of Bids and Municipality Rights:**

12.1. The Municipality reserves the right to reject any or all proposals, not necessarily accept the lowest cost proposal, or to accept a proposal which it may consider to be in its best interests. The Municipality also reserves the right to waive formality, informality, or technicality in any bid.

12.2. All proposals will be evaluated based on both quality and cost criteria. MOPC will generally use the following rubric to assess proposals received:

Item				Available Points	Points Awarded
Work Plan				15	
Timeline				5	
Project Team / History				10	
Local Considerations				5	
Community Consultation Strategy				15	
Community Concerns				5	
Project Understanding				10	
Creativity and Innovation				10	
	Bid Price	Lowest Price	Multiplier (Lowest Price/ Proposal Price)	25	
Bid Price					
<b>Total</b>				<b>100</b>	





12.3. Please note, however, that MOPC reserves the right to select a Proposal in its best interests based on its own sole discretion.

**13. Submission Format:**

13.1. Proponents may provide proposals in whatever format they deem acceptable.

13.2. Proposals must include anticipated project schedules, costs, and hourly rates (if applicable).

**14. Submission of Bids:**

14.1. Proposals shall be submitted in digital format via email to the Municipality Contact noted above.

14.2. The Municipality Contact will provide an email to the Proponent to confirm that the emailed bid has been received.

14.3. Hard-copy bids will also be accepted in a sealed envelope if received prior to the above-noted Submission Deadline.

14.4. Please note that the Municipality Contact noted above, or their delegate, will create a scanned copy of the hard-copy bids and provide confirmation of receipt to the Proponent.

14.5. The mailing address for which to submit sealed bids shall be:

**P.O. Box 910**  
**46 Municipal Drive**  
**Pictou, Nova Scotia**  
**B0K 1H0**  
**C/O Logan McDowell, Director of Public Works & Development**

14.6. Please note that bids must include all taxes and any other fees.

**15. Agreement and Contracts:**

15.1. The terms and conditions of the Proposal are to remain firm and irrevocable from the proposed closing date for ninety (90) days thereafter. A Proponent that receives a letter of acceptance shall be deemed to have been entered into a contract with the Municipality.

**16. Dispute Resolution:**





16.1. If a dispute arises out of, or in connection with, this RFP or subsequent Contract, the parties agree to pursue resolution through negotiation or other appropriate dispute resolution processes before resorting to litigation.

16.2. All information exchanged during this dispute resolution process shall be regarded as “without prejudice” communications for the purpose of settlement negotiations and shall be treated as confidential by the parties and their representatives, unless otherwise required by law. However, evidence that is independently admissible or discoverable shall not be rendered inadmissible or non-discoverable by virtue of its use during the dispute resolution process.

**17. Closure:**

17.1. Should you have any questions or comments related to the items herein, please contact the undersigned.

Regards,

A handwritten signature in blue ink, appearing to read "Logan McDowell".

**Logan McDowell, P.Eng., PMP**  
Director of Public Works & Development  
Municipality of Pictou County