



COUNTY *of* ANNAPOLIS  
NATURALLY ROOTED

## REQUEST FOR PROPOSALS

# Development of Secondary Planning Strategies and Land Use Bylaws for Bridgetown and East End Planning Areas

Municipality of the County of Annapolis

Contact: Linda Bent  
Director of Planning and Inspection Services  
P.O. Box 100, 752 St. George St., Annapolis Royal, NS, B0S 1A0

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Release Date: May 13, 2024

## **Part 1 Introduction**

### **1.1 Overview**

Municipality of The County of Annapolis (hereafter referred to as “The County”), is seeking proposals from qualified Proponents to undertake a comprehensive review of the County's Secondary Planning Strategy and Land Use Bylaws for the Bridgetown and East End Planning Areas, and to draft new planning strategies and land use bylaws for each.

### **1.2 Project Review**

The County has recently completed a plan review which led to the adoption of the County-Wide Municipal Planning Strategy (MPS) and Land Use By-law (LUB) in April 2024. This county-wide plan provides a comprehensive scope for future development and meets the current provincial requirements for municipal planning. The County of Annapolis is reviewing their Secondary Planning Strategies (SPS) and Land Use Bylaws. These areas are special planned areas in the County and are separate from the County-Wide Plan. They include Cornwallis Park, Upper Clements Area, Habitation Community Area (proposed), Bridgetown & Area, and the East End Area. Work is currently underway to update the Cornwallis Park, Upper Clements, and Habitation community documents to align with the County-Wide plan and we require the Bridgetown and East End areas to follow a similar timely review. The review of Bridgetown and the East End Area secondary planning documents is the focus of the request for proposals.

### **1.3 Existing Planning**

1. For some areas of the County, the Municipality employs the use of secondary development focused area plans. These existing secondary or area plans govern the use and development of land with the East End Area, Upper Clements Area, Cornwallis Park Area, and the former Town of Bridgetown.
2. The identification and protection of water supply areas is a requirement of the Statements of Provincial Interest. As such, Annapolis County has provided for protection of several water supply areas in the County Wide Plan. The Town of Middleton water supply protection will be expanded under the East End Area SPS & LUB and will be part of the scope of this proposal.
3. The existing Bridgetown MPS and LUB came into effect on December 7, 1999. This plan was developed to govern land usage within the boundaries of the former Town of Bridgetown. The planning area for this portion of the project includes the area of the former Town of Bridgetown, the water supply wellfield areas as defined in the Bridgetown Source Water Protection Plan and those areas where municipal sewer and/or water services have been located such as along Inglewood Road, Church Street, and Carleton Corner.

## **1.4 Public Consultation**

Council Policy 113 - Public Participation Policy establishes the purpose and format required for public engagement during the creation of planning strategies and bylaws. The expectation is that a review of the Bridgetown and East End Planning Areas will be conducted with an effective level of public consultation and input.

The purpose of this is to establish a shared community vision, and to then identify goals, objectives, and guiding principles to achieve that vision. This request for proposals does require the identification of the number, type and theme of the community consultations that will be employed.

## **1.5 Background Materials Available**

Annapolis County has compiled a wide variety of background community planning research that will be made available to the successful consulting firm. Some of these documents relate to topics of:

1. Agricultural land, Marshland Protection Areas (under the Marshland Protection Act), cleared agricultural land (ALIP program), soil classification mapping and active orchards. Additional mapping may include types of farms, changes to agriculture lands (decline/increase) and the location of active licensed farm operations.
2. Ecological Land Classifications for the types of tree cover and the location. Additional would be cleared lands vs planted vs managed woodlots.
3. Areas serviced with municipal water/sewer.
4. Municipal land holdings, parks, trails and community centres.
5. Water features/watershed areas – lakes, rivers/brooks, swamp/wetland areas. Additionally, watercourse setbacks (if subject to applicable planning policy).
6. Transportation, arterial roads (Highway 101), collector roads (Hwy 1, 8, 201, & 10), local road and municipal roads. Additionally, K Class Road, J Class Roads and non-addressed roads (NAR).
7. Identification of Federal, Crown Lands & Wilderness Protection Areas, First Nation Lands, Nature Reserves, and Ecological Sensitive Areas
8. Existing Residential, Commercial, Industrial, and Institutional land locations.
9. Flood Prone Areas Map (2003 & 2008 Flood Areas), NS Power Flood Risk Areas, Known Flood Damaged Areas (2003 & 2008) roads & bridges and Wharf Damaged Areas 2000.
10. Population density distribution (2016 Census) and the 2021 Census information on population and dwelling counts (after February 2022 release date).
11. Current Municipal Planning documents and zoning maps.

## **1.6 Assessment of Existing Studies**

It is expected that the Proponent will review the existing Bridgetown and East End secondary plans in terms of their fit with the overall new Annapolis County MPS and LUB. Here the proponent will be expected to identify issues for amendment of the secondary plans. The protection of water supply areas is a requirement of the Statements of Provincial Interest. As such, the Proponent will be expected to review the existing secondary water supply protection area plans and make recommendations for amendments required to ensure their integration with the new Annapolis County planning documents.

## **1.7 Report Contents**

The Proponent shall at a minimum also include the following in their proposal:

1. An executive summary;
2. A list of additional background materials needed;
3. An indication of the level of support required from staff;
4. Timing for the anticipated level of staff support;
5. Detailed methodology of the public consultation process to be employed;
6. Timelines and milestones by date for completion of public consultation and final draft plan re-writing.

## **1.8 Areas of Special Interest**

1. Residential Land: there is a wide variety of residential types and forms of development within Annapolis County. Residential development is substantially located along the valley floor with other communities located along the area's collector roads. Also, there are several cottage areas along the upland areas of the North and South Mountain. These are considered new development areas. The protection and preservation of existing residential areas is one of the key factors to be considered within the Bridgetown and East End Municipal Planning Strategy and Land Use By-law reviews. Equally important is the identification of areas for future residential development along with the concept of respecting neighborhood and community character.
2. Forestry and Agricultural Land: the diverse nature of the communities will need to be addressed through the Bridgetown and East End Area Municipal Planning Strategy and Land Use By-law reviews, including considerations for planning approaches with specific attention to the identification of agricultural lands and their protection as envisioned by the Statements of Provincial Interest, the identification and economic development of the County's forested areas and the identification and management of resource lands within the secondary planning areas.
3. Commercial and Institutional Areas: due to the diverse and dispersed nature and location of the planning area's communities, special attention must be given to developing planning policies encouraging the development of

commercial and institutional zoning strategies for independent businesses, home occupations and institutional uses such as churches, schools, community centres, and cemeteries.

4. Areas with Municipal Services: those areas of the County where municipal services are located need to be viewed as special development places. These areas may be developed as more concentrated development areas due to the requirement of smaller lot sizes. Additional development may be channeled to these service areas to take advantage of the excess capacity that may be within the service systems.
5. Highway Interchanges: consideration should be given to highway interchanges within the secondary planning areas based on the opportunities these locations offer the travelling public and other such transportation-oriented businesses.
6. Transportation Links: there are many roads within the planning areas outside of the access restricted Highway 101. It would be anticipated that development areas should be considered to take advantage of existing underdeveloped collector roads such as Highway 1, 201, and 10. Future residential areas should be viewed considering the existing areas local J class roads and municipal roads.
7. Water Features/Flood Prone Areas: Bridgetown and East End planning areas have some water features such as lakes, rivers, and brooks. These areas should be considered in relation to their special visual attributes. Conversely, there are swamp areas and wetland areas that should be identified in planning documents where development should not be encouraged. The review must also look at planning topic requirements such as watercourse setbacks. Of special interest for applicable planning policy would be the flood prone areas in the County, the NS Power flood risk areas, and Annapolis River.

## **1.9 Project Support and Contact**

The development of the Secondary Planning Strategy and Land Use Bylaw for the Bridgetown and East End Planning Areas will be conducted with Municipal Council, Annapolis County Planning Advisory Committee, and each of the Bridgetown and East End Area Advisory Committees. The Area Advisory Committees, Council and PAC may broaden the topics of special interest in consultation with the successful consulting firm. Decisions on the scope of public consultation are fully within the purview of Council and PAC. The main County staff contact will be the Director of Planning & Inspection Services. Community meetings are required to be coordinated through the County's Planning Department to ensure consistency of messaging.

## Part 2 General Information

### 2.1 Delivery of Proposals

1. Proposals are to be submitted in a sealed opaque envelope plainly marked **"RFP – Annapolis County – Bridgetown and East End SPS and LUB Review."**
2. If delivered by mail, Proposals should be addressed to:  
*RFP – Annapolis County – Bridgetown and East End SPS & LUB Review*  
*Attn: Linda Bent*  
*PO Box 100, 752 St. George Street, Annapolis Royal, NS, B0S 1A0*
3. If delivered by hand, Proposals are to be delivered to the front door of the Annapolis Administration Building (see Part 2.1(2) – Delivery of Proposals)
4. Submissions by fax will not be accepted.
5. Submissions by email will be accepted but the proponent MUST ensure that the entire package has been received in advance of the closing date and time and are sent to [lbent@annapoliscounty.ca](mailto:lbent@annapoliscounty.ca).

### 2.2 Proposal Submission Guidelines

1. Proposals will be received until 2:00 p.m., local time, May 31, 2024.
2. Late proposals will not be accepted and shall be returned unopened.
3. Proposals will be opened at the County Offices and only the NAMES of those who have submitted proposals will be disclosed.
4. Submissions shall include four (4) bound copy (where submission is hand delivered or by mail / courier) and one (1) digital copy (Adobe .pdf format) of the proposal. Proposals must include all mandatory inclusions as outlined in **Part 3.8 Mandatory Inclusions**.
5. Proponents are permitted to contact the **County of Annapolis** to confirm receipt of their Proposal by contacting Linda Bent at 902.532.3135.
6. The County of Annapolis shall not be held liable for any costs or expenditures incurred by proponents during the submission of their Proposal or subsequent negotiations.
7. The final contract documents between the County of Annapolis and the successful proponent together with any attachments thereto, shall be the only documents which establish the contractual obligation of each party to the other independently.
8. The County requires that Proponents supply a detailed estimate of the total cost including all fees, expenses, and disbursements submitted under a separate envelope marked "RFP Financials – Company Name" and following the delivery options set out in **Part 2.1 Delivery of Proposals**.

## 2.3 Clarification and Addenda

1. All questions concerning this Proposal shall be directed via email to the:  
Director of Planning and Inspection Services, Linda Bent  
[lbent@annapoliscounty.ca](mailto:lbent@annapoliscounty.ca)
2. Proponents must notify the County not less than 5 working days before Proposal closing of omissions, errors or ambiguities found in the Request for Proposals. If the County considers that correction, explanation or interpretation is necessary; a written addendum will be posted in the procurement section of the Municipality's website located at the following address:  
<https://www.annapoliscounty.ca> Addenda will be posted no later than 72 hours before Proposal Closing.
3. The County will not maintain a distribution list; proponents shall be responsible to review the website for any addenda that have been issued. Exceptions will be made for those who have already submitted a proposal and they will be contacted with addenda changes.
4. The County reserves the right to amend the Request for Proposals at any time but no later than 5 days before the closing date and will issue an addendum in the event of a change.
5. All addenda will form part of the Request for Proposals.
6. Any changes to this Request for Proposals shall be stated in writing by Addenda. Verbal statements made by Municipal staff or their representatives shall not be binding.

## 2.4 Amendment or Withdrawal of Proposals

1. Proposals may be amended or withdrawn by mail, courier, hand delivery, or e-mail if the amendment or notice of withdrawal is received prior to the closing.
2. Amendments or withdrawals must be clearly labeled  
“**Amendment/Withdrawal of RFP – SPS & LUB Review**” and follow all submission guidelines outlined in **Part 2.2 – Proposal Submission Guidelines**.

## 2.5 Notification of Proposal Acceptance

Only the successful Proponent(s) will be notified by phone or e-mail. All other proponents will receive written notification by e-mail or mail within three (3) weeks of the closing date.

## 2.6 Freedom of Information & Protection of Privacy

By submitting a Proposal, the Proponent agrees to public disclosure of its contents subject to the provisions of **Part XX of the Municipal Government Act** relating to Freedom of Information and Protection of Privacy. Anything submitted

in the Proposal that the Proponent considers “personal information” or “confidential information” of a proprietary nature should be marked confidential and will be subject to appropriate consideration under the Municipal Government Act as noted above.

**2.7 Reservation of Rights/Privilege**

1. This document and Request for Proposal process does not constitute a call for tenders.
2. This Request for Proposals neither expresses nor implies any obligation on the part of the respective municipal unit to enter into a contract with any party submitting a response or responses.
3. The County reserves the right to suspend or cancel this Request for Proposals at any time for any reason without penalty.
4. The County has included evaluation criteria within this document to be used as a guideline for respondents.
5. Decisions to deviate from the evaluation criteria may be made based on budgetary and/or service delivery considerations.
6. The County reserves the right to reject all or any proposals, and to not necessarily accept the lowest bid proposal.
7. The County reserves the right to negotiate, after the Request for Proposals Closing Date, with any Vendor for additional services as they relate to the Request for Proposals.
8. In submitting a Proposal, the Proponent has accepted the reservation of rights/privilege as set out herein and agrees to be bound by the same.

**Part 3 General Conditions**

**3.1 Schedule**

1. If a contract is awarded, the successful Proponent shall begin providing the agreed upon services immediately upon the contract being signed and provide a final report at a date to be determined, unless otherwise agreed upon in writing by the Proponent and the County.
2. The successful proponent agrees to meet the following milestone dates unless otherwise mutually agreed upon in writing:
  - a) Contract issued and signed by successful Proponent June 19, 2024
  - b) Collect and review available information completed July 15, 2024
  - c) Complete all necessary research August 1, 2024
  - d) Present Research Findings to AAC September 16, 2024
  - e) Commence Public Consultation September 30, 2024
  - f) Policy Development with AAC November 1, 2024
  - g) Policy Development with PAC December 2024

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|--|---------------|
| h) Submit draft MPS/LUB for PAC review   | January 2025  |
| i) Commence Public Consultation on Draft | February 2025 |
| j) Provide Final SPS/LUB to Council      | March 2025    |

Note: the final MPS/LUB's shall be submitted in hard copy (10 copies) and in digital form (1 flash drive) in Microsoft Word. All digital mapping data and associated databases (all shapefiles with attribute information shall be in ArcMap 10.4.1/ArcPro. The projected Coordinate System used for all geographic data is NAD 1983 CSRS UTM Zone 20N.

### **3.2 Existing Conditions**

1. Each Proponent must satisfy itself as to the exact nature of the work to be performed. Failure to do so will not relieve the Proponent of their obligation to carry out the provisions of the contract if awarded.
2. No plea of ignorance as a result of failure to make all necessary examinations will be accepted as the basis for any claims for extra compensation or an extension of time.

### **3.3 Fees, Expenses & Disbursements**

The County wishes to firmly establish the total cost of the work to be performed prior to entering into a contract.

### **3.4 Worker's Compensation**

When a contract is awarded, the successful Proponent shall supply the County with a valid Worker's Compensation Board Letter of Good Standing or an acceptable equivalent.

### **3.5 Indemnity Requirements**

If a contract is awarded, the successful Proponent shall be required to indemnify and hold the Municipality of the County of Annapolis harmless against all liability and expenses, including solicitor's fees, howsoever arising or incurred, alleging damage to property, injury to, or death of, any person arising out of or attributable to the Proponents performance of the contract awarded.

### **3.6 Insurance Requirements**

If a contract is awarded, the successful Proponent shall be required to provide proof of Commercial Liability Insurance in a form acceptable to the County, with the respective municipal unit (Municipality of The County of Annapolis) named as an additional insured on the policy. The amount of coverage for Commercial Liability coverage shall not be less than \$2,000,000.

### **3.7 Proposal Format**

1. The Proposal shall be inclusive of all material intended to be considered and evaluated as part of The Proposal.
2. Proposals shall adhere to the proposal guidelines in **Part 2.2 - Proposal Guidelines**.
3. Proposals shall be clear and concise, foregoing any information not project related.
4. Proposals shall clearly identify the professional qualifications of The Proponent.
5. Proposals shall clearly identify all costs associated with the provision of the services outlined in **Part 2.2 - Proposal Guidelines**.
6. All prices shall be in Canadian dollars and will include hourly rates, required supplies or disbursements, and all applicable taxes/rates in force at the time of proposal.
7. Proposals shall clearly identify The Proponent's principal contact.
8. Proposals must provide enough detail to clearly demonstrate how the Proponent's resources, staff, and experience best serve to deliver on this MPS and LUB review.
9. Proposals shall not include hyperlinks to additional material intended to form part of the submission.
10. Proposals shall not include unnecessary or elaborate brochures or other presentations save those necessary to form a complete submission.

### **3.8 Mandatory Inclusions**

Each proposal must include at a minimum the following items. Proposals that fail to include any of the Mandatory Inclusions may not receive further consideration.

- a. Completed **Schedule A – Submission Cover Page & Checklist**
- b. Completed **Schedule B – Individual Service Provider/Contract Disclaimer**
- c. Completed copy of **Appendix A – Acknowledgement of Addenda**

### **3.9 Evaluation of Proposals**

1. Proposals will be reviewed based on, but not limited to, the following areas:
  - a. Breadth of professional expertise on the team.
  - b. Quality of submission and ability to deliver as per Part 2.2 Proposal Guidelines.
  - c. Proposed fees and structure.
  - d. Completeness of proposal as set out in Part 3.8 – Mandatory Inclusions.
2. The selected Proponent(s) will form a shortlist and be invited to interview with a panel of municipal officials. The panel will then recommend the proposed selection to Council and subsequently, if approved, will enter negotiations with its preferred candidate.

Evaluation Criteria	Weighting
1. Quality of Submission & Ability to Deliver the Required Draft MPS and LUB's on time	30%
2. Depth of Professional Expertise on the Team	25%
3. Proposed Fees and Structure	30 %
4. Ability to Meet Project Deadlines	10 %
5. Completeness of Proposal	5 %

### 3.10 Best & Final Proposals

After deliberations have concluded, the best and final proposals will be evaluated as per the criteria set out in **Part 3.9 - Evaluation of Proposals** and a proposal meeting the criteria established above will be recommended to Council.

## Schedule A – Submission Cover Page & Checklist

The undersigned hereby acknowledges that they, as an officer of the Proponent, have read and understand the specifications, requirements, and any proposed agreement set out in this document by the Municipality of the County of Annapolis (The County). They further acknowledge that the Proponent's proposed product, equipment, materials, and services fully meet or exceed those specified in the County's Request for Proposals. Additionally, the Proponent agrees that all its bid documents and responses to the aforementioned Request for Proposals will, at the option of The County, become a legally binding and essential portion of the final contract between the successful Proponent and The County.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Proponent's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

Website: \_\_\_\_\_

Contact Name (Please Print): \_\_\_\_\_

Title (Please Print): \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

HST Registration Number: \_\_\_\_\_

WCB Coverage

Minimum \$2,000,000 Liability

OH&S Disclaimer    
Yes No

**Schedule B – Individual Service Provider/Contract Disclaimer**

Municipality of the County of Annapolis' Purchasing and Tendering procurement practice is that all service providers/contractors are to carry and maintain in good standing Workers' Compensation coverage.

In the instance that the service provider does not carry Workers' Compensation, the Municipality will deduct from the service provider's/contractors invoice the cost of covering Workers' Compensation Insurance.

Municipality of the County of Annapolis adheres to the Nova Scotia Occupational Health and Safety Act to ensure a safe working environment. All service providers/contractors are required to make themselves aware of Municipality's Occupational Health and Safety Guidelines before performing any services on Municipal worksites or events. The Municipality's Guidelines can be found on the county website,

Please check below acknowledging the following:

We acknowledge that the service provider/contractor has read and are aware of the Municipality's Occupational Health and Safety Guidelines and will adhere to the guidelines, as well as any other person we may employ to provide the service.

Service Provider Information:

Mailing Address: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Contact Number: \_\_\_\_\_  
Contact email: \_\_\_\_\_

Service Date: As per proposal submitted for RFP

Service Provided: As per proposal submitted for RFP

Service Location: As per proposal submitted for RFP

Service Rate: As per proposal submitted for RFP

Signature of Service Provider: \_\_\_\_\_

**Appendix A – Acknowledgement of Addenda**

**Instructions:** Please acknowledge receipt of all addenda issued in relation to this solicitation by completing this Acknowledgement of Addenda Form. All fields must be completed and an authorized agent of the Proponent must sign and date this form. Failure to acknowledge addenda may result in disqualification.

**Acknowledgement:** I hereby acknowledge receipt and acceptance of all Addenda issued with relation to this solicitation and have made the necessary revisions to my proposal, plans, and/or specifications.

\_\_\_\_\_  
**(Name of Proponent)**

\_\_\_\_\_  
**(Printed Name)**

\_\_\_\_\_  
**(Signature)**

\_\_\_\_\_  
**(Title)**

\_\_\_\_\_  
**(Date)**