



Request for Proposal – Planning Consultant

Village of Lytton – Official Community Plan

**Closing before 2:00:00 pm local time at Lytton, BC on July
20, 2022**

TABLE OF CONTENTS

1. DEFINITIONS 1

2. PROJECT Information 2

 2.1 Background..... 2

 2.2 General Project Scope..... 2

 2.3 Project Schedule..... 3

 2.4 Project Team 3

 2.5 Form of Contract..... 4

3. INSTRUCTIONS TO PROPONENTS..... 4

 3.1 Deadline and Address for Proposals 4

 3.1 Submission of Proposals 4

 3.2 No Faxed Proposals 5

 3.3 Amendments / Withdrawal of Proposals..... 5

 3.4 Time Open for Acceptance 5

 3.5 Enquiries..... 5

 3.6 Addenda 5

 3.7 Availability of Documents 6

 3.8 Site Visit or Information Session..... 6

 3.9 RFP Schedule..... 6

 3.10 Debriefing 6

 3.11 No Incorporation by Reference..... 6

4. SUBMISSION INSTRUCTIONS 6

 4.1 Response Format 6

 4.2 Proposal Content 7

5. EVALUATION 8

 5.1 Evaluation Stages..... 8

 5.2 Rejection of Unacceptable Proposals..... 8

 5.3 Evaluation Criteria and Weighting 9

 5.4 Additional Information 9

 5.5 Reference Checks 9

 5.6 Interviews..... 9

 5.7 Selection 10

6. GENERAL CONDITIONS 10

 6.1 Client’s Rights 10

 6.2 Proponent’s Expenses..... 10

 6.3 No Claims 10

 6.4 Accuracy of Information 10

 6.5 No Collusion 11

 6.6 Conflict of Interest..... 11

 6.7 Ownership of Submissions 11

 6.8 Confidentiality 11

 6.9 Insurance Coverage 11

SCHEDULE A – SCOPE OF SERVICES 1

Introduction..... 1

SCHEDULE B – CONTRACT TERMS AND CONDITIONS 1
SCHEDULE C1 – PROPOSAL SUBMISSION FORM..... 1
SCHEDULE C2 - REFERENCE PROJECT DETAILS 1

1. DEFINITIONS

Client	means the Village of Lytton
Closing Date and Time	the date and local time after which Proposals will not be accepted.
Contact Person	the primary individual named in this RFP to respond to enquiries posted by Proponents.
Discipline Leader	means the individual who acts as the Planner's principal representative for the discipline on the Project and is responsible for the discipline's services.
Planner	means the firm, individual, company or consortium that has been engaged by the Client to provide the community planning services on the Project.
Project Consultants	means additional consulting entities retained by the Client for various disciplines or specialty components of the Project.
Project Manager	means Colliers Project Leaders Inc., the project management firm retained by the Client
Proponent	means a company or firm intending to submit a Proposal and from whom a Proposal submission was received.
Successful Proponent	means the company or firm that has been identified as the company or firm with whom the Client will initially discuss the contract arrangements based upon acceptance of the Proponent's Proposal.
Terms and Conditions	means the Terms and Conditions to be appended to the Contract between the Successful Proponent and the Client.

2. PROJECT INFORMATION

This RFP is issued by Colliers Project Leaders Inc. acting on behalf of the Village of Lytton (the “Client”).

The Client is seeking proposals from qualified Planners experienced with best practices to promote a healthy built environment and progressive land development principles. The Proponents should have proven recent experience in Official Community Plan (OCP) and bylaw preparation, to create a new Village of Lytton OCP. To accomplish this, the Village has endorsed an approach that will utilize the services of a consultant or consulting team to assist with the preparation of the technical and required components of the Bylaw and to assist with developing and facilitating robust public participation as a priority.

2.1 Background

On June 30th, 2021 the Village of Lytton was devastated by a wildfire which moved through the main Village townsite and parts of Lytton First Nation and Thompson Nicola Regional District areas. This event immediately uprooted and displaced many of the residents and destroyed structures and local services for those residents that remained. The wildfire destroyed approximately 90%, or over 150 properties, within the Village, the majority of residents have been unable to return home in the short term.

Although this event was devastating it offers an opportunity to plan and design the community with best practices for creating a healthy, sustainable community for the future. As the Village and residents of Lytton get to the rebuilding stage the Client is seeking a Planner to develop an Official Community Plan (OCP) and by-law which enables the Village to plan, co-ordinate and manage the Village’s social, economic, environmental and land use interests, in both the short and long term.

2.2 General Project Scope

The required scope of work is to provide the services described in **Schedule A**.

Content overview:

The OCP must include certain plan statements and map designations consistent with requirements of the BC government Local Government Planning directives. These include, but are not limited to identifying residential development and anticipated housing needs for at least five years, present and proposed civic and other public infrastructure, phasing of support systems and any restrictions on land use. It is intended that the OCP be a twenty-year plan.

The OCP must also include housing planning policies and targets for the reduction of greenhouse gas emissions, and policies. The OCP should include strategies for both sustainability and resiliency for the community.

Equitable Engagement Plan:

The Planner must develop an equitable, inclusive and innovative community engagement plan for the project which would include identifying outreach and engagement activities. Following the Wildfire of June 2021, many of the residents of the Village of Lytton were displaced and are located in other jurisdictions outside of the Lytton area. The Planner shall identify all demographics of community members and stakeholders, where they are located, and the means by which they are able to participate.

The Planner, based on the means by which community members and can participate, shall consider a variety of innovative approaches to public participation beyond the open house and online models in order to actively engage all stakeholders. All online engagement must equitably consider the technology needs of all participants. The Planner is to monitor to determine which community demographics have not or minimally participated, and adjust approaches or make extra effort to ensure their participation.

The Planner shall consider, and make reference to how they would approach engagement with residents of the Thompson Nicola Regional District (Area I) and local First Nations and pathways for including indigenous perspectives and principles of reconciliation throughout all relevant aspects of the OCP output and the community engagement plan. Local First Nations include: Cook’s Ferry Indian Band, Skuppah Indian Band, Lytton First Nation, Nicomen Indian Band, Siska Indian Band, Kanaka Bar Indian Band and Nlaka’pamux Nation Tribal Council,.

The Planner shall report which community demographic groups and stakeholders were identified, their degree of participation, and what additional efforts were made to capture input of demographic groups/stakeholders with low participation.

Public engagement should include input into the plan, ‘what we heard’, opportunity for feedback on drafts, updates and post-approval dissemination.

2.3 Project Schedule

1. Adherence to the project schedule is essential. The Proponent will develop a detailed schedule for their scope of services / work, identifying project activities including required meetings with the Project Manager and the Client. That schedule should meet the requirements of the following high-level milestones:

Milestone	Date
Proponent Engaged	August 2022
Engagement	Fall 2022/Spring 2023
Draft OCP	Summer 2023
Final OCP	Fall 2023

2.4 Project Team

The Planner will be working primarily with the following team members.

Team Member	Representative
Client	Michael Baker - CAO
Owners Representative - Colliers Project Leaders	Matt Lane - PM
Project Working Group	To be identified by the Client, but may include: Village staff, Interior Health Authority, Emergency Management BC, First Nations representative.

2.5 Form of Contract

1. The parties will enter into a form of agreement utilizing the Terms and Conditions set out in Schedule B. The form of agreement may be a purchase order or a signed quotation.
2. By submitting a Proposal and participating in the process as outlined in this RFP, Proponents expressly agree that no consulting contract of any kind is formed under, or arises from, this RFP, prior to the signing of a formal written contract.
3. This RFP does not create a bidding contract between the Client and any Proponent who submits a valid Proposal, it sets out the terms and conditions of the bidding contract.

3. INSTRUCTIONS TO PROPONENTS

3.1 Deadline and Address for Proposals

- i) Proposals must be received on or before the Closing Date and Time:

2:00:00 PM, local time in Lytton, BC on July 20, 2022
(time as determined by Google.ca)

3.1 Submission of Proposals

1. Proposals shall be submitted as single file in PDF format including a title page clearly marked with the RFP title, closing time, Proponent's name and address.
2. Proposal documents must be sent by e-mail addressed and delivered to the Contact Person at the following e-mail address:
E-Mail: **Matt.Lane@colliersprojectleaders.com**
The subject line shall clearly read:
"Village of Lytton – Official Community Plan"
- a. The e-mail shall contain the PDF attachment of the Proposal. The body of the e-mail shall only indicate the name, e-mail address and phone number of the submitting firm. Other information in the body of the email will not be considered as part of the proposal.
3. Electronic submissions not clearly marked may not be accepted at the sole discretion of the Client and may be returned to the Proponent.
4. Proposals received after the time and/or date set out above will not be opened. An email reply indicating the invalidity of the proposal will be sent to the Proponent.
5. The following modes of contact are provided for verification of receipt only.
Phone: 250-317-1288
Email: Matt.Lane@colliersprojectleaders.com

6. All email communications with the Contact Person will be deemed as having been received by the Contact Person on the dates and times indicated on the Contact Person's electronic equipment.
7. The responsibility for delivering the Proposal to the Contact Person on or before the specified date and time will be solely and strictly the responsibility of the Proponent. The Client will in no way be responsible for delays caused by network failure or a delay caused by any other occurrence.

3.2 No Faxed Proposals

Proposals submitted by fax will not be accepted.

3.3 Amendments / Withdrawal of Proposals

Proposals may be amended or withdrawn by Proponents only by written request at any time prior to the Closing Date and Time. The Project Manager must receive all amendments or request for withdrawal prior to the Closing Date and Time.

3.4 Time Open for Acceptance

Proposals shall be irrevocable and open for acceptance by the Client for a period of 90 calendar days following the Submission Date.

3.5 Enquiries

1. It shall be the Proponent's responsibility to clarify any points in question prior to submitting the Proposal. All enquiries related to this RFP should be directed in writing (e-mail) before 2:00:00 pm local time on the Deadline for Proponent Questions indicated in Section 3.9 RFP Schedule to the Contact Person:

Attn. Matt Lane

Email: Matt.Lane@colliersprojectleaders.com

2. Information obtained from any source other than the Contact Person will not form part of this RFP and cannot be relied upon. The Client retains the right to decline to answer a given enquiry.
3. Enquiries and responses will be recorded and may, in the Client's discretion, be distributed to all Proponents, or the Client may keep either or both the enquiry and response confidential if in the judgement of the Client it is fair or appropriate to do so. If the query is pertinent to all Proponents, then all Proponents will be advised.
4. Responses to questions will be circulated in an Addendum.

3.6 Addenda

1. The Client may amend, supplement or otherwise modify this RFP at any time and from time to time, only by written addenda. For certainty, written or oral responses to any enquiry will not be deemed to amend, add to or alter the RFP in any way unless issued in the form of a formal written addendum. Addenda will be sent by e-mail only to parties that have registered their intent to propose.
2. By submitting a Proposal under this RFP, a Proponent will be deemed to have received all addenda, or to have elected to submit without regard for the addenda. No adjustment to a submission will be permitted after the Closing Date and Time

on account of any addenda not received, and the Client will have the authority to accept the submission of a Proponent that did not receive all addenda.

3.7 Availability of Documents

This RFP is available only by downloading at BC BID, which is the official and sole distributor of this RFP and any addenda. If you obtained this document by any other means, be advised that you are not entitled to submit a Proposal and any attempted submission will be discarded.

3.8 Site Visit or Information Session

No formal site visit will be arranged as the site is publicly accessible.

3.9 RFP Schedule

The Client estimates the schedule for the RFP process will be as follows:

Table 3.9 – RFP Schedule	
Milestone	Date
RFP issued	June 23, 2022
Deadline for Proponent questions	July 13, 2022
Closing Date and Time – Submission Due	July 20, 2022
Interview Short-listed Proponents (if required)	August 1 st week
Awarded Proponent	August 15 th week

3.10 Debriefing

A debriefing for unsuccessful Proponents will be provided on request only. Should a Proponent desire a debriefing, the Proponent should contact the Project Manager. The debriefing will include an outline of the high level reasons the submission was not successful, referring to the evaluation criteria. The confidentiality of information relating to other submissions will be protected. Pricing and ranking of Proponents will not be discussed.

3.11 No Incorporation by Reference

The entire content of the proponent's proposal should be submitted in a fixed form, and the content of websites or other external documents referred to in the proponent's proposal but not attached will not be considered to form part of its proposal.

4. SUBMISSION INSTRUCTIONS

4.1 Response Format

Proponents are requested to prepare their response as follows:

1. All elements of the Proposal response should appear in the same order as noted in the RFP with section labels matching the Section labels listed in the RFP.

2. Proposals are to be PDF formatted to 8 ½” x 11” page size. Note page limits in 4.2 Proposal Content.
3. Proposal text is to be displayed in minimum font size 11.
4. The entire content of the proponent’s proposal must be submitted in a fixed form. The content of websites or other external documents referred to in the proponent’s proposal but not attached will not be considered to form part of its proposal.

4.2 Proposal Content

Section A: Understanding of the Project (Max 3 pages)

1. Provide a letter of submission giving an executive summary of the Proposal and understanding of the project.
2. Indicate RFP title, closing date, legal company name and contact information.
3. Table of contents listing the sections and corresponding page numbers.

Section B: Approach and Methodology (Max 8 pages)

4. Describe or illustrate (in writing or graphics) the proposed approach to execution of the OCP and engagement and what methodologies will be used to guide the completion of the deliverables, including specific efforts and innovation to ensure the inclusion of harder to reach voices.
5. Describe or illustrate (in writing or graphics) the proposed engagement and inclusion of local First Nations in both process and output.
6. Proponents are encouraged to use methodologies and processes that have proven successful on projects of similar size, type, and complexity.

Section C: Proponent’s Team (Max 4 pages)

7. Provide a summary describing the capability and capacity of the team to provide the quality of services described in this RFP, the expected roles and responsibilities for the named team members and how the proposed team is ideally suited to the requirements of the project.
8. Provide a profile of the Proponent’s firm outlining the qualifications and experience with projects of a similar scope, size, complexity, and the depth of resources available to assist the Project Team.
9. Provide weblinks or pdf attachments of OCP’s completed for similar sized communities by the Proponent (PDF’s should be included as an appendix).
10. Provide resumes for all key project team members, including individuals who will serve as a back-up (resumes should be included as an appendix).

Section D: First Nations Engagement (Max 2 pages)

In this section, provide the following information:

11. Policies, Plans, Commitments: Describe your company’s commitments to the Principles of Reconciliation and the Declaration on the Rights of Indigenous Peoples Act (DRIPA).

12. Engagement between local governments and First Nations on activities that could impact Indigenous Interests provides a valuable forum for exploring opportunities for cooperation and collaboration. The dialogue between local governments and First Nations is better described as engagement, which is part of a neighbour-to-neighbour relationship. Describe your teams experience with First Nations engagement.

Section E: Diversity, Inclusion and Decolonization (Max 4 pages)

In this section, provide the following information:

13. Policies, Plans, Commitments: Describe your company's equity / diversity / allyship / anti-discrimination / inclusion policies, plans and/or commitments.
14. Past/Current Project Examples: Proponent to demonstrate how they have incorporated aspects of equity, diversity and inclusiveness into their projects.

5. EVALUATION

5.1 Evaluation Stages

Proposals will be evaluated in two stages by an Evaluation Committee appointed by the Client:

Stage 1: Evaluation of Technical Criteria (Sections A through E)

The Evaluation Committee will evaluate and score the Proposal information provided. For each criterion, each Proposal will be assessed and points will be awarded on the basis of the extent to which the requirements of the RFP documents are satisfied and the comparative merit of the individual Proposal as compared to other Proposals. The Client may shortlist the top scoring submissions to advance to the Evaluation of Financial Criteria at their sole discretion.

Stage 3 - Evaluation of Financial Criteria

Points will be awarded based on the percentage difference between the Proponent's financial offer and the lowest responsive financial offer. The lowest responsive financial offer will receive the full awarded points and other financial offers will be allocated points pro-rata to the extent they exceed the lowest responsive financial offer.

5.2 Rejection of Unacceptable Proposals

The Evaluation Committee may reject a proposal if the proposal does not score within 30% of the top score on the technical evaluation at any stage.

A proposal may be rejected at the sole discretion of the Evaluation Committee if the proposal price exceeds the available budget.

5.3 Evaluation Criteria and Weighting

The Evaluation Committee will use the following point distribution for scoring Proposals:

Criteria	Section Evaluated	Maximum Points
Understanding of the Project	A	10
Approach and Methodology	B	30
Proponent's Team	C	20
First Nations Engagement	D	10
Diversity, Inclusion and Decolonization	E	10
Proposed Fee	Proposal Form	20
Total score		100

5.4 Additional Information

The Evaluation Committee may, at its discretion, request clarifications or additional information with respect to any proposal. The Evaluation Committee may make such requests to only selected proposals without making the same requests for all proposals. The Evaluation Committee may consider such clarifications or additional information and may re-score a proposal.

5.5 Reference Checks

1. The Evaluation Committee may develop a short list of Proponents for completion of reference checks.
2. The Evaluation Committee may delegate members to consult with the references provided by the short-listed Proponents to assess any aspect of the Proposal.
3. The Evaluation Committee may ask questions of each Reference without asking the same questions to other References.
4. The Client reserves the right to conduct its own inquiries and consult with other references not listed in the Proposal, including references from within the Client's organization.
5. As a result of the reference checks, the Evaluation Committee may adjust the score of any criteria.

5.6 Interviews

1. The Evaluation Committee may develop a short list of Proponents to be invited to interviews.

2. Before the interview, the Proponent may be given direction on topics to present or respond to during the interview.
3. The Evaluation Committee may have specific questions for Proponents arising out of the review of the Proposal and the feedback from references and is not required to ask the same questions of each Proponent.
4. As a result of the interviews, the Evaluation Committee may adjust the score of any criteria.

5.7 Selection

1. The Evaluation Committee will rank the Proponents and will select the Preferred Proponent.
2. If two or more proponents have the same final score for the combined technical and financial scores, the proponent with the higher technical score will be selected as the preferred proponent.

6. GENERAL CONDITIONS

6.1 Client's Rights

The Client reserves the right to:

1. Reject any and all Proposals,
2. Accept any Proposal in whole or in part, including the lowest priced or any Proposal,
3. Waive any minor irregularities in any Proposal,
4. Reject a Proposal that the Client deems to be incomplete,
5. Negotiate for the modification of any single Proposal,
6. Cancel this RFP at any time and issue a new RFP for the same or similar work.

6.2 Proponent's Expenses

Proponents are solely responsible for their own expenses in preparing and submitting Proposals, and for any negotiations or discussions with the Client or its representatives and consultants, relating to or arising from this RFP.

6.3 No Claims

The Client and its representatives, agents, consultants and advisors will not be liable to any Proponent for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by the Proponent in preparing and submitting a Proposal, or participating in negotiations for a contract, or other activity related to or arising out of this RFP.

6.4 Accuracy of Information

1. The information contained in this Request for Proposal is supplied for selection of Proponents and is not guaranteed or warranted to reflect the final project.

2. While the Client has used considerable efforts to provide accurate information, it is not guaranteed or warranted to be accurate, comprehensive, or exhaustive. However, the same information is available to all Proponents.
3. Proponents will make an independent assessment of the accuracy and completeness of such information and will have no claim whatsoever against the Client or its representatives, agents, consultants and advisors, with respect to such information.

6.5 No Collusion

By submitting a Proposal the Proponent, and each firm, corporation or individual member of the Proponent, represents and confirms to the Client, with the knowledge and intention that the Client may rely on such representation and confirmation, that its Proposal has been prepared without collusion or fraud, and in fair competition with Proposals from other Proponents.

6.6 Conflict of Interest

Proponents shall disclose any potential conflicts of interest and existing business relationships they may have with the Client, or any known participants in the project.

6.7 Ownership of Submissions

All submissions submitted shall become the property of the Client.

6.8 Confidentiality

Proponents shall treat all information received through this RFP process and subsequent contract award as confidential and will not disclose such information to any person except with the prior written consent of the Client.

6.9 Insurance Coverage

Proponents will be responsible for the procurement and maintenance of insurance throughout the term of the agreement. Proponents will be responsible for determining its own insurance needs beyond the specified requirements. This insurance must protect the insurable interest of the Proponents, Client and its representatives and consultants, and any party that Proponents is required by law or contract to insure. Proponents shall be responsible to purchase and maintain in full force at all times with an insurer, acceptable to the Project Manager on behalf of the Client, licensed in the Province of BC:

Professional liability insurance with limits of not less than \$5,000,000, with a deductible of no more than \$25,000 per occurrence, covering all architects, engineers or professional consultants involved in the project, except those directly employed by the Project Manager.

Automobile liability insurance providing coverage for bodily injury and/or property damage associated with the Consultant's owned and/or leased automobiles on an occurrence basis with an inclusive limit of liability of not less than \$2,000,000 per occurrence from the date of commencement of the work until one year after the date of Substantial Performance.

Proponents is required to maintain insurance as noted above for at least one (1) year after completion of the project.

[END OF SECTION]

SCHEDULE A – SCOPE OF SERVICES

INTRODUCTION

The Village of Lytton seeks to retain the services of a qualified and experienced Planner to provide professional services related to the development of the Village of Lytton Official Community Plan (OCP) as part of the Village of Lytton Restoration project.

The intent of this Scope of Work is to retain consulting services that provide the planning services in a substantial, cost-effective, complete and professional manner. The Planner must, therefore, furnish everything necessary for undertaking such purpose and shall not omit any details necessary for the proper performance and completion of the work, even if specific mention of such details is not made in the Scope of Work.

The planning process for the OCP shall include public engagement, development of plans and policies, and an implementation strategy to restore or improve the fire impacted conditions of the Village. The OCP will serve as the guiding tool for the municipal, institutional, residential and commercial redevelopment activities. The OCP should focus on place-based economic development strategies customary to redevelopment plans as well as people-based strategies to improve business development, community involvement, health and wellness, access and other areas that help reestablish and progress the standard of living of the Village residents. Principles of Reconciliation and decolonization should be exhibited throughout all aspects of the OCP. In addition, the OCP also needs to exhibit sensitivity to diversity, equity, and inclusion.

The following lists the individual tasks that will be included in the scope of services:

Public Participation, Stakeholder and First Nations Engagement Plan:

Comprehensive outreach and engagement is critical to the success in the development of the OCP. The Planner should include a detailed Engagement Plan to maximize local resources, events and identify opportunities for meaningful participation using multiple platforms as necessary. Engagement with the Village of Lytton community shall be informative and participatory throughout all project phases and key milestones. Community outreach should encourage extensive areawide First Nations and Thompson-Nicola Regional District resident participation, provide various methods for interaction and seek to engage a diversity of stakeholders. Public engagement efforts should include the following:

- The Planner shall conduct a minimum of four (4) public workshops to obtain public input, provide project information, convey periodic findings, present design/programming alternatives, and receive public feedback. The Planner shall compile, assess, and summarize information gleaned from public participation. Village staff will assist with the public workshops, arrange notice, and schedule the venue, and the Planner will provide written meeting summaries.
- Following the Wildfire of June 2021, many of the residents of the Village of Lytton were displaced and are located in other jurisdictions outside of the Lytton area. The Planner shall identify appropriate methods for reaching community members and gathering feedback throughout the planning process. The Planner shall consider a variety of innovative approaches to engagement beyond the traditional open house model in order to actively

engage stakeholders. Creative outreach activities will move beyond diversity and inclusion in name only and provide equitable and accessible engagement opportunities for all who wish to participate. The Planner shall report which community demographic groups and stakeholders were identified, their degree of participation, and what additional efforts were made to capture input of demographic groups/stakeholders with low participation.

Technical Review and Issues Identification:

The Planner shall complete an analysis of existing layout and configurations within the Village of Lytton. This task shall include a review of any Village development historical information and additional relevant data to provide a deep understanding of the context and trends necessitating the creation of the OCP. The Planner shall at a minimum:

- Evaluate current land uses, future land use/zoning designations;
- review and analyze property value and real estate trends;
- identify and compile data on vacant and underutilized property within the Village;
- review relevant studies, plans, and reports that may impact the Village and its development; and
- provide quantitative and qualitative assessments of factors affecting the vitality of the Village redevelopment. Factors can include economic and workforce trends, housing stock and trends affecting local real estate, public safety, community health and wellbeing, and infrastructure.

Additionally, the Planner shall review and gain an understanding of any targeted areas of need identified by the Village of Lytton. These may include affordable housing, workforce development and vocational training, educational opportunities, business and economic development, health, childcare, parks and recreation, sensitive natural areas, technological access and others.

Vision and Goals:

The Planner shall use the analysis of the existing layout and configurations, data, and public input referenced above to develop a vision and set of goals to support the formation of the OCP. The vision and goals will be created with the principles of optimizing Village lifestyle and equitable and inclusive future growth. This component shall include a Strengths, Weaknesses, Opportunities, and Constraints analysis.

Policy and Plan Development :

The Planner shall develop a set of policies and plans with the vision and goals as directing principles. The policies and plans will serve to guide the advance of specific redevelopment projects and programs to be used in the Village.

Implementation Strategy:

The Planner shall create an implementation strategy, which includes an Adaptive Management Framework, for achieving the vision and goals of the program. This will include identification of metrics for assessment of success and progress towards goals. Metrics to identify and

measure for possible inequitable growth, displacement, and gentrification as a result of OCP actions shall also be included.

Official Community Plan:

The Planner shall create the draft OCP using the data, analysis, vision and goals, plans and policies, and the implementation strategy. The plan shall maintain strict accordance with any standards and requirements set forth in Provincial or Federal legislation. The draft OCP shall not solely address brick and mortar redevelopment efforts, but also identify a wholistic approach to neighborhood revitalization that combats the deficiencies identified by the Village and individual neighborhoods, and strengthens the community revitalizations through people-based approaches and actions. Such actions may focus on building financial strength and wealth, accessing and developing sustainable capital resources, accessing education and workforce training, supporting family structure, closing health gaps, creating opportunities for safe active transportation, protecting green and blue space, building climate and weather resiliency, etc.

The Planner shall present the final OCP deliverables for consideration at a public hearing(s) and work session(s). The team will assist Village staff in preparing for these hearings, making formal presentations, and providing responses. For the purpose of developing costs, the Planner should consider that four (4) individual hearings/work sessions will be conducted and will include separate meetings before the Village Council to provide a preview of the information prior to the public sessions.

Project Deliverables

At a minimum, the OCP deliverables shall include the following:

- An Engagement Plan and ultimately publishable summary of public outreach and input.
- A summary of existing configuration, data and analysis.
- An updated community vision and goals statement.
- Documented policy recommendations and land use plan strategies, in a file format to be agreed to with the Client.
- An action plan for the OCP and its components that lists priorities for action along with a timeframe for implementation (immediate/short/medium/long-term), monitoring and evaluation metrics.
- A draft OCP with supporting documents including maps and documentation.
- A technical summary demonstrating how the OCP document and process satisfies legislative requirements.
- After adoption, a final OCP ready for reproduction as well as electronic version in PDF format.

SCHEDULE B – CONTRACT TERMS AND CONDITIONS

Village of Lytton – Consulting Services Agreement

SCHEDULE C1 – PROPOSAL SUBMISSION FORM

Planner Services for Village of Lytton – Official Community Plan

Name of Proponent:	
Address:	
Phone:	
e-Mail:	

1. Confirmation of Project Team

We confirm that: _____ (name of Discipline Leader) will serve in the capacity of Discipline Leader for the duration of the project.

2. Fixed Fee

For the Proponent’s services as detailed in “Request for Proposal – Planner for Village of Lytton – Official Community Plan, the fee including all disbursements but excluding GST, shall be:

Total Fixed Fee (excluding all applicable taxes) \$ _____

3. Hourly Fees

The Hourly rate for each resource on the Proponent’s team will be:

Name of Personnel	Position	Rate \$/h

4. Disclosures

I/We have disclosed the following:

1. All personal relationships between any person in the Proponent organization with any employee of the Client who makes recommendation concerning the award of the Project contemplated within this RFP,
2. All personal relationships between any employee or immediate relative of an employee of the Client that has any direct, or indirect pecuniary interest, or directorship with respect to the Proponent,
3. Any matter involving a dispute with a claimed value in excess of \$100,000 which is subject of any current, pending or threatened mediation, arbitration or litigation proceeding,
4. Any particulars of any proceedings involving the Proponent under the Bankruptcy and Insolvency Act (Canada), the Companies Creditor Arrangement Act (Canada) or similar legislation; and

- 5. Any donations of any kind, with a dollar value in excess of \$25,000 directed to the Client.

5. Addenda

This proposal is based on the RFP and Addenda ____ to _____. By submitting a proposal under this RFP, I/we confirm I/we have received all addenda, or to have elected to submit without regard for the addenda. No adjustment to a submission will be permitted after the Closing Date and Time on account of any addenda not received, and the Client will have the right to accept the submission of a proponent that did not receive all addenda.

Signature Date

Name

Title

Witness Date

Name

SCHEDULE C2 - REFERENCE PROJECT DETAILS

Planner for Village of Lytton – Official Community Plan

Project Name / Client Located:	
Client Name:	
Client Phone No./ Email:	
Description of Services Provided relevant to this RFP:	
Year Completed:	
List Proponent Team Members assigned to this RFP:	