



2009-PD-060

THE CORPORATION OF THE COUNTY OF PRINCE EDWARD

REVISED REQUEST FOR PROPOSAL (RFP)
FOR CONSULTING SERVICES

**Picton-Hallowell Urban Area Secondary Plan Update
and Wellington Secondary Plan Update**

In 2008, the County issued a Request for Pre-Qualification to undertake an updated or new Picton-Hallowell Secondary Plan, and 3 firms were subsequently asked to submit detailed proposals. Limited staffing resources delayed the start of the initial Picton-Hallowell Secondary Plan project. In the interim, the submission of a large development project in the Wellington Secondary Plan area has resulted in the need to also update or prepare a new Wellington Secondary Plan. **The purpose of this revised RFP is to add a new or updated Wellington Secondary Plan.**

The County of Prince Edward requires the services of a multi-disciplined professional consulting team to complete a new or updated Picton-Hallowell Secondary Plan and a new or updated Wellington Secondary Plan (policies and mapping). The County's interest is with qualified consultant teams that have extensive working experience with the Provincial Policy Statement, public consultation and policy development and have the necessary resources and team experience to fully commit to this project.

Submissions must be sent to:

The Corporation of the County of Prince Edward
Clerk's Department, Upper Level
332 Main Street

PICTON, ONTARIO K0K 2T0

ATTENTION: Patti White, Purchasing/Budget Clerk

Email: pwhite@pecounty.on.ca or
by fax: 613-476-7622

Closing date is November 9, 2009, at 12:00:00 p.m. local time

1. Background

- 1.1 The County of Prince Edward's Official Plan was adopted on November 25, 1993 and partially approved by the Minister of Municipal Affairs and Housing on January 23, 1998 and December 23, 1998.
- 1.2 The County Official Plan carries forward the Picton-Hallowell Urban Area Secondary Plan that was originally approved by Prince Edward County Council on November 20, 1979 and approved by the Minister of Housing as modified on April 9, 1980 as Amendment No. 19 to the original Prince Edward County Official Plan. The Plan also carries forward the Secondary Plan of the Village of Wellington Urban Area which was approved by the Village of Wellington on October 4, 1978, by the County of Prince Edward Planning Board on October 16, 1978, adopted by the Corporation of the County of Prince Edward on November 21, 1978, and as approved by the Minister of Housing, as modified, on April 9, 1980 as Amendment No. 15 to the Official Plan of the County of Prince Edward Planning Area.
- 1.3 The policy text and mapping of the Picton-Hallowell Urban Area Secondary Plan and the Wellington Secondary Plan requires comprehensive updating or replacement to reflect current and projected servicing status and needs, development pressures, public input and be consistent and/or current with the Prince Edward County Official Plan, Provincial Policy Statement (PPS) and Planning Act.
- 1.4 Official Plan Amendment No. 17 to the Prince Edward County Official Plan (June 2003) designated some lands located outside of the existing Picton-Hallowell Secondary Planning Area as *Urban Designation*. In Wellington, large tracts of land within the Settlement area boundary, located north of the Millennium Trail (former CN Rail way) remain largely undeveloped. The "new" Secondary Plans need to incorporate appropriate land use designations and policies regarding these lands that are not specifically addressed within the existing Secondary Plans.
- 1.5 The results of both Secondary Plan reviews may have implications on the provisions of County Comprehensive Zoning By-law No. 1816-2006 as amended. Any required textual or mapping changes to the By-law are part of the works required in this project.
- 1.6 The Provincial Policy Statement (PPS) encourages compact growth in communities such as Picton and Wellington that have both municipal water and sanitary sewer services. In light of the above and ever increasing development pressures, a new Secondary Plan that will identify criteria and direct growth in the next 20 year planning frame for these areas is critical to their continued health and prosperity.
- 1.7 In Picton, the Prince Edward Heights Complex and the Craig Complex formerly owned by the Province is now privately owned. These more remote lands need to be included and addressed in the update of the Picton-Hallowell Urban Area Secondary Plan.

1.8 The planning works will be in keeping with the Intent and purpose of the County Official Plan, including but not limited to the Vision Statement and the detailed policies found in Part VI, Sections 1.12 Support Studies, 1.13 Secondary Plans and 1.14 Public Participation and Amendment Procedure found therein. It may be appropriate or necessary to revisit or re-examine the vision statement in relation to the planning works being undertaken.

1.9 The resulting new Picton-Hallowell Urban Area Secondary Plan and Wellington Urban Area shall provide clear, reasonable and attainable land use policies to address provincial and local community interests and direct development to suitable areas.

2. Objectives and Components of Project

2.1 The purposes of the works are to provide a comprehensive update of the existing secondary plans for the Picton-Hallowell Urban Area and the Wellington Urban Area. The policies and mapping of the existing Secondary Plans are dated and it is anticipated that new Secondary Plans that replace the existing Plans would be the most appropriate approach to take. In conjunction with the update of the Secondary Plans, amendments to the Prince Edward County Official Plan and County Comprehensive Zoning By-law No. 1816-2006 as amended are anticipated to implement or co-ordinate with the new Secondary Plans.

2.2 The County wishes to retain the services of a consulting team to oversee and undertake all components of this comprehensive planning exercise including but not necessarily limited to the following components:

- **Public consultation program and record.**
- **Servicing/Infrastructure Report(s)**, with the goal of new development taking place that allows for the efficient, environmentally sound and coordinated use of land and existing and new infrastructure and public service facilities. More specifically, the reports shall address:
 - i. **Water distribution and sanitary sewage collection system plants and capacities;**
 - ii. **Traffic and public parking study/plans ;**
 - iii. **Master stormwater management plan(s).** Quinte Conservation is currently conducting a 'Master Drainage Plan' study for a portion of the Picton urban area (Hospital and Marsh/Waring Creek). The above mentioned 'Master Drainage Plan' will recommend the location and preliminary sizing of stormwater management facilities. Any mapping/policies produced for the Picton-Hallowell Secondary Plan should have regard for the recommendations of the master drainage report;
 - iv. **Phasing** of any or all aspects of infrastructure provision and estimates regarding the capital financing of same; and,
 - v. **Policies** regarding the effective management of municipal water and sanitary sewer capacity allocations.

As part of the examination and analysis of the municipal servicing infrastructure for the areas, the Consultants shall undertake this review wherever possible in such a manner that the data can be used as a background report to the Class EA process.

- **Urban design standards.** Policies and Initiatives will be required to provide the Official Plan/ Secondary Plan policy context to implement the recommendations of the George Robb Architects report dated October 2007 entitled *Design Guidelines for the Central Commercial Portion of Main Street in Picton* and dated November 2007. Policies and initiatives will also be required to implement more general urban design considerations in both Secondary Plan areas through the enhanced site plan control authority provided by Bill 51 and the Ontario Heritage Act.
- **Cultural heritage and archaeology strategy** that identifies and promotes the conservation of significant built heritage resources and significant cultural heritage landscapes located within the planning areas.
- **Comprehensive natural heritage and natural hazards strategies** that recognizes linkages between and among natural heritage features and areas, surface and ground water features and affects development away from areas of environmental sensitivity or natural/ human-made hazards. The strategy will include but not be limited to:
 - i. Detailed mapping of the existing natural features within the secondary plan areas completed to the 'ELC Community Series' utilizing the Ecological Land Classification System for Southern Ontario. Also, recommend policies and land use designations to ensure the protection of the ecological functions of the identified natural areas.
 - ii. In Picton, detailed mapping and policy review to identify and protect the sensitive environment of the Waring Creek watershed, including setbacks for adjacent future development, in full consultation with the affected owners and the Waring Creek Improvement Association (WCIA);
- **Picton and Wellington Harbour studies** including recommended policies to guide the nature and extent of future commercial, residential, institutional and/or recreational growth in and along the Picton Bay and Wellington shorelines, including providing opportunities for public access to and enjoyment of the shoreline.
- **Community improvement policies** require updating/ replacement to allow the Municipality to offer financial incentive programs to private property owners such as façade improvement on Main Street.
- **Employment area studies.**
- **Financial market impact analysis** that assesses the existing commercial store types and floor areas within the downtown districts relative to the commercial areas outside of the downtown districts and recommend policies that will ensure the long term continued vitality and viability of the downtown commercial districts.
- **Population/demographic review and 20 year projections.**
- **Other planning policy recommendations or initiatives pertaining to but not limited to:**
 - i. sustainable environmental planning and development;

- ii. desired land use patterns;
- iii. improving accessibility for persons with disabilities and the elderly;
- iv. housing policies including affordable housing targets/policies, encouraging a mixture of housing types, densities and land uses and development standards and/or minimum targets for intensification and redevelopment;
- v. other relevant planning matters consistent with the **Provincial Policy Statement (March 2005)**;
- vi. implement **planning tools** provided for in the **Planning Act** as amended by **Bill 51**, including but not limited to criteria for a complete application, enhanced urban design review and zoning with conditions; and,
- vii. recreation, tourism and creative rural economy opportunities.

2.3 **Concurrent Official Plan Amendments to Prince Edward County Official Plan** to amend the text and schedule(s) as necessary to implement the "new" Secondary Plans. While the boundaries of the Picton-Hallowell Secondary Planning Area and the Wellington Secondary Planning Area are denoted with an *Urban Designation* in Schedule 'E' to the *Prince Edward County Official Plan*, minor amendments to Schedule 'E' of the County Official Plan can be considered in conjunction with these updates if deemed appropriate and necessary as it relates to establishing logical future land use and development patterns.

2.4 **Concurrent Zoning By-law Amendment to County Comprehensive Zoning By-law No. 1816-2006** to amend the text and schedule(s) as necessary to implement the "new" Secondary Plans.

3. County of Prince Edward's Representatives

A member of the County of Prince Edward's Planning staff will be identified as the project contact.

4. SUBMISSION REQUIREMENTS

4.1 **SCHEDULE.** Response to this Request for Proposals will be received no later than the time and date specified on the first page of this document.

4.2 **FORMAT.** All submissions should be structured as outlined below in order to facilitate review and evaluation. Submissions should be limited to a maximum of ten (10) – twelve (12) pages; excluding organizational chart and curricula vitae. Text shall be "Arial" font in a font size of "10" or larger. With exception of the organizational chart, stock brochures and promotional literature, the submission should not include colour text, charts or images, etc. Material specific to this project should be submitted on white paper. Curricula vitae and promotional literature, including stock brochures, photographs, etc. may be included in appendices.

Attention is drawn to the evaluation criteria outlined in Section 5 of these submission requirements. Note that each submission will be evaluated solely on its content.

4.3 CORPORATE EXPERIENCE AND TEAM ORGANIZATION. Provide a brief synopsis of each participating firm's background and areas of expertise. Include the address and telephone number of each corporate head office and identify the regional/local office from which the work is to be directed. The scope of the work and responsibilities of each corporate entity and their relevant qualifications and expertise must be clearly identified and the *Prime Consultant* must be clearly identified.

Provide an organization chart identifying the key personnel and/or subconsultants for all major disciplines (i.e. land use planning and public consultation, natural heritage planning, engineering, financial impact and employment area analysis, etc.).

Also identify the name, title, address and telephone number of the *Principal* who will serve as the *Contact* for additional information if so requested by the County.

4.4 PROJECT EXPERIENCE. Provide brief descriptions of recently completed (i.e. within the last 5-7 years) projects which are comparable in scope and size to the subject project, and which demonstrates relevant expertise, experience and capabilities of the team members. Include the following information for each project.

- role played by each firm.
- key personnel together with degrees of involvement.
- project value including budget and actual figures.
- approximate project start and completion dates.
- name, title, address, telephone number of client contact for reference purposes.

4.5 PROJECT MANAGER. Identify the overall Project Manager and provide a brief outline of qualifications and experience for the person identified as the Project Manager. The Project Manager must be able to demonstrate recent and applicable experience (i.e. within the last 5 years) in Ontario by means a **minimum of three (3) projects** that are of comparable scope and size to the subject project.

4.6 PROJECT STAFF AND KEY PERSONNEL. Provide a description of the education, professional qualifications and experience of the top 4 key personnel that will be responsible for this project. Indicate their responsibilities in connection with the projects listed under Section 2.2, if any. Curricula vitae for all personnel who will play a significant role in the project may be provided in appendices. Include sub-consultant information in a similar fashion.

4.7 APPROACH AND METHODOLOGY. Include a brief discussion of the team's approach to the project and methodology for carrying out the assignment. Include an estimate of the time required to complete the project and/or components thereto identified in Section 2.

4.8 QUALITY ASSURANCE. Outline a "Quality Assurance Plan" for ensuring the County of Prince Edward's satisfaction with the work.

4.9 **CONFLICT OF INTEREST.** The firm(s) must declare in their submission any situation that may be a conflict of interest or that may appear as potentially a conflict of interest for this undertaking.

4.10 **SUBMISSION OF DOCUMENTS.** Three bound copies of your Proposal and Statement of Qualifications plus one compact disk containing the digital version of your submission in Adobe PDF are to be submitted in a sealed envelope by the specified time and date. Late, faxed or electronic submissions will not be accepted. The envelope must be clearly marked with "Request for Proposal - The Picton-Hallowell Secondary Plan and the Wellington Secondary Plan" and the name of the lead firm.

5. EVALUATION PROCESS

5.1 **CRITERIA.** The evaluation of the submissions will be based upon the following criteria:

- (1) demonstrated corporate ability and experience on comparable projects
- (2) qualifications and experience of Project Manager
- (3) qualifications and experience of key personnel for the various expertises/professions required
- (4) proposed methodology for carrying out the work
- (5) proposed quality assurance procedures
- (6) proposed project schedule

5.2 **ACCEPTANCE/REJECTION OF SUBMISSIONS.** A committee of staff from the County will be responsible for evaluating the submissions. The County of Prince Edward reserves the right to accept or reject any submission.