

REQUEST FOR PROPOSALS

RFP-MCC-2301



Municipal Bylaw & Policy Review, Consolidation and Gap Analysis

Closing Time and Date: 2:00 pm ADT February 13, 2023

Municipality of the County of Cumberland
Upper Nappan Service Centre
1395 Blair Lake Road
Upper Nappan, NS B4H 3Y4

1. Background

In 2022, the MCC completed the Clear the Deck organizational review, with the vision of moving forward as “One Municipality” after the dissolution of Springhill and Parrsboro in 2015 and 2016 respectively. Part of the review involved assembling complete and accurate lists of all active by-laws and policies for Cumberland as well as both former towns of Springhill and Parrsboro. A list of by-laws and policies which remain active for Cumberland, Parrsboro, and Springhill was compiled, including recommendations on which ones to review, or repeal. In addition to this, there is an opportunity to identify bylaw and policy gap areas and, subsequently, proposing ways to address these.

2. The Opportunity

The Municipality of the County of Cumberland (MCC) is inviting qualified individuals and/or firms to submit a proposal to review and make recommendations on existing by-laws and policies, repealing of redundant by-laws and harmonization of other documents with existing MCC by-laws and policies where required. This will not include Human Resource policies.

3. Scope of Work

The goal of this work is to ensure the by-laws and policies are relevant, efficient, and meet the needs of the Municipality and community. To this end, the proponent will:

- I. Building on the Clear the Deck report, further assess the Municipality’s current inventory of by-laws and policies. Specifically:
 - a. Determine if the by-law or policy essential.
 - b. Ensure the intent of the by-law or policy clear.
 - c. Recommend edits to by-laws to make the goal of each easily understood.
 - d. Confirm redundancies among by-laws or policies.
 - e. Recommend which policies should be repealed and why.
- II. Identify the by-law and policy gaps of the municipality by considering current and future needs of the community.
- III. Ensure legislative requirements, including the Municipal Government Act, and other legislative and regulatory frameworks related to planning, building, finance, transportation, accessibility, and others are met.
- IV. Consult and collaborate with staff from various departments, and if applicable, review by-laws and policies of similar municipal units to inform recommendations.
- V. Find efficient solutions to by-law or policy deficiencies.
- VI. Draft new or amended/revised by-laws and policies.

- VII. Prepare a report to Council on the review and proposed new policy areas, including revised and new by-laws and policies to be considered.

Process

The Municipality will appoint a Point Person who will serve as the day-to-day contact for the Proponent. The Point Person will assist the Proponent to make connections with appropriate staff and will provide them with materials necessary for the by-law and policy review.

The Proponent and the Point Person will work closely to ensure the project schedule and deliverables are adhered to. A draft report and recommendations will be presented to the Management Team of MCC for consideration. A final report will be presented to Council.

Deliverables

The successful Proponent shall be responsible for providing consultation services in a collaborative manner that results in:

- An interim report to be presented to the Management Team. The report will outline key findings from the review of current by-laws and policies, interviews with Senior Staff and a comparative analysis of other jurisdictions (if warranted).
- A draft final report to be presented to the Management Team to include amendments to the content in the interim report, as well as recommendations that outline short, intermediate, and long-term actions to achieve one set of comprehensive by-laws and policies.
- A final report including a consolidation list of by-laws and policies and recommended areas for new by-laws and policies to be presented to Council, as well as new or rewritten by-laws and policies for consideration.

Project schedule

The schedule provided below is approximate and is provided primarily for guidance.

Closing time and date: 2:00 pm, ADT, February 13, 2023

Successful Proponent chosen: February 17, 2023

Initial meeting with Point Person and CAO: February 24, 2023

Interviews with Senior Staff: Week of March 6-10, 2023

Completion and presentation of interim report to CAO & Management Team: March 24, 2023

Completion and presentation of draft final report to Council: April 19, 2023

Completion and presentation of final report to Council: May 3, 2023

4. Terms and Conditions

Submission of Proposals

The following is to be used in the preparation and submission of a proposal:

- 4.1 Completed vendor proposals and other correspondence must be submitted to:

ATTENTION: Ms. Kellie Seaman, Procurement

MUNICIPALITY OF CUMBERLAND

UPPER NAPPAN SERVICE CENTRE

1395 BLAIR LAKE ROAD

UPPER NAPPAN, NS B4H 3Y4

Or

procurement@cumberlandcounty.ns.ca

Any proposals submitted by fax or telephone will not be accepted under any circumstances.

- 4.2 Proposals may be submitted as hard copy in a sealed envelope, or via email to the addresses above. All submissions must be clearly marked **“RFP-MCC-2301 Municipal By-Law & Policy Review, Consolidation and Gap Analysis”**.
- 4.3 If submitting in hard copy, please provide **three** hard copies of your proposal.
- 4.4 **Closing Time and Date:** Proposals are due by the closing time and date indicated on the cover page of this document.
- 4.5 Late proposals may not be accepted at the sole discretion of the Municipality.
- 4.6 Proposals must be submitted on firm letterhead duly signed by an authorized person.
- 4.7 There will be no public opening of the Proposals.
- 4.8 **Terms and Conditions:** The terms and conditions of Proposals submitted are to remain firm and irrevocable from the closing date for a period of 60 days, and will become part of the contract between the successful Proponent and the Municipality.
- 4.9 Submission of a Proposal indicates acceptance by the Proponent of all the conditions contained in this RFP, unless otherwise clearly and specifically noted in the Proposal.

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- 4.10 The Municipality reserves the right, without prejudice to:
- accept any Proposal,
 - reject any or all Proposals,
 - accept any Proposal that it considers to be in its best interests.
 - waive formality, informality, or technicality in any Proposal; and
 - to reject any Proposal from a Proponent that it feels may be incapable of providing the necessary resources to perform the work in a satisfactory manner.
- 4.11 Proponents may be required to demonstrate financial stability, authorization to provide the services being acquired, and/or regulatory agency approval or registration as needed or otherwise clarify the Proponent's capability to satisfy the invitation requirements.
- Acceptance may be subject to the approval of the Municipality of the County of Cumberland Council.
- 4.12 No adjustments will be allowed to any submitted Proposals. Proposals, may however, be withdrawn by written request prior to the proposal submission closing time and date.
- 4.13 The Proponent must be prepared to include in the contract for services any oral or written representations, undertakings or guarantees that are made prior to the final agreement, including the entire response to this RFP, or parts thereof.
- 4.14 The Municipality shall pay no fee to any firm for the preparation and delivery of its Proposal. The Municipality will not be responsible for any costs, expenses, losses, damages, or liability incurred by the Proponent as a result of, or arising out of data/information collection, the submission of any proposal, or due to the Municipality not accepting or rejecting any Proposal.
- 4.15 In case of any disputes over the completeness, accuracy and/or interpretation of this RFP, the versions of such documents held by the Municipality will be considered correct.
- 4.16 All inquiries regarding this request for proposals must be directed to:
- kseaman@cumberlandcounty.ns.ca

Information, offers, commitments or instruction obtained by any source other than in writing from: kseaman@cumberlandcounty.ns.ca will not be binding on the Municipality.

- 4.19 Enquiries and responses given may be recorded and may be posted on the Municipality's website as an Addendum or Information Release.
- 4.20 It is the responsibility of all respondents to check the Municipality of Cumberland website (www.cumberlandcounty.ns.ca) and the Nova Scotia provincial procurement website on a regular basis for any addendums or information releases for this RFP.
- 4.21 No addendums or other relevant information related to the RFP will be issued within 72 hours of the RFP closing time and date.
- 4.22 The successful Proponent will be informed of the acceptance of their Proposal by a scanned and emailed letter, duly signed by an authorized officer of the Municipality. This letter shall contain any adjustments to the Proposal that have been negotiated and agreed to by the parties, and together with this RFP and the Proposal shall form a contract between the parties. If either party requires, the letter of acceptance, RFP, and Proposal shall be incorporated into a contract to be executed by both parties in hard copy.
- 4.23 The Municipality reserves the right to clarify any Proposal after closing by seeking further information from that Proponent, without becoming obligated to clarify or seek further information from any or all other Proponents.
- 4.24 It is mandatory that all submitted proposals comply with Section 5 - PROPOSAL REQUIREMENTS.

5. PROPOSAL REQUIREMENTS

5.1 The Consulting Team and References

- Provide a general description of your firm.
- Indicate the consulting team to be assigned to the work including the names of any sub-contractors or partners that would be utilized, the proposed amount of time each team member, contractor or partner will spend on the project, and their hourly rate.
- Detail the extent of the team's relevant experience.
- List three municipal clients and references that would relate to this project.

5.2 **Work Plan and Schedule**

Provide a detailed plan for conducting the work including methodology and a schedule that will conform with the project completion deadline of May 3, 2023. Identify any key milestones including approximate meeting dates required.

5.3 **Project Fees**

The budget for the project is \$50,000 plus HST. The proposal must provide a breakdown of consulting fees and estimated expenses consistent with the work plan, and within the budget. Proposals exceeding the budget will be rejected.

5.4 **Contact**

The proposal must include contact information for the primary contact for the project.

6. OTHER

6.1 **Evaluation Criteria**

Each response to this Request for Proposals will be evaluated by the Municipality to determine the degree to which it responds to the requirements as set out. Because this is a Request for Proposals, other factors in addition to price will be considered when submissions are evaluated. Factors to be considered are as follows:

Criteria	Weighting
Experience with similar work; familiarity with Municipal Government	35%
Team qualifications; references	15%
Methodology and Approach; work plan and schedule	30%
Value for Money Spent	20%

6.2 **Termination**

If the Respondent fails to comply with any of the terms and conditions set forth in this document, the Respondent will be notified in writing and will be given fifteen days to comply with the violated sections. At the expiration of the stated period, if the Respondent has not complied with same, to the satisfaction of the Municipality, the Contract will be terminated. Any termination of the contract by the Municipality as

aforesaid shall be without prejudice to any other rights or remedies the Municipality may have.

6.3 General

Proponents may provide any other information and/or comments which are believed to be relevant for the Municipality to consider in making its decision.