



REQUEST FOR PROPOSAL

RFP-2021-02
December 22, 2020

Official Community Plan Review and Update 2021

Proposals should be received on or before the submission deadline of:
January 28, 2021, 12:00 pm local time

Submissions will not be opened publicly

City Contact:

Michelle Geneau, Manager of Planning
250-746-6126 michelle@duncan.ca

The Proposal and their envelopes should be clearly marked with the name and address of the Proponent and the RFP program title. The sealed envelope should be addressed to the following:

Development Services Department
City of Duncan
200 Craig Street,
Duncan, BC, V9L 1W3

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REQUEST FOR PROPOSAL
RFP PROGRAM TITLE: Official Community Plan Review and Update
RFP-2021-02

DEFINITIONS

“**CONTRACTOR or CONSULTANT**” means the Proponent whose Proposal has been accepted by the City of Duncan and is awarded a contract by the City of Duncan to carry out the Work.

“**CoD**” means the City of Duncan.

“**PROPONENT**” means the responder to this RFP.

“**PROPOSAL**” means a proposal to carry out the Work submitted by a Proponent in response to this RFP.

“**RFP**” means this Request for Proposal.

“**WORK**” means and includes anything and everything required to be done for fulfillment and completion of the project in accordance with this RFP and Proposal.

1.0 - INTRODUCTION

1.1 PURPOSE

The City of Duncan is seeking professional services of a consulting firm for the completion of the Official Community Plan Review and Update and is requesting proposals. The purpose of this project is to undertake a comprehensive review of the City’s Official Community Plan Bylaw No. 2030, 2007 (OCP).

Amendments to the OCP have been made since its adoption, including the addition of Section 7.2 Climate Protection with greenhouse gas reduction targets in 2010, and Development Permit Area (DPA) updates to DPA-1 Multi-Family and DPA-2 Downtown Development Permit Area Guidelines in 2018.

While much of the vision and direction from the OCP are still valid, a comprehensive review of the OCP is due and is a priority action of the 2019-2022 Council Strategic Plan.,

The OCP review and update will capture the City’s developments over the past 13 years and will reflect the City’s desire to encourage sustainable and efficient growth in response to the 2017 declaration of a climate emergency. The OCP will guide the development of the City’s neighbourhoods and commercial areas over the next 20 years and will consider greenhouse gas emissions, housing needs and transportation goals. The OCP will contain clear community goals and objectives and provide a road map to achieving them. This Work includes the synthesizing and ranking of short, medium, and long-term actions, and the development of an OCP implementation strategy and monitoring tools.

The successful Proponent will carry out an inclusive consultation process that seeks input from the public, Council, staff, First Nations, and other stakeholders to confirm community values and prepare an effective OCP, which reflects stakeholders' voices in balance with good planning and engineering practices.

The successful Proponent is also strongly encouraged to respond to the Transportation and Mobility Strategy (TMS) RFP (RFP-2021-01) in order to lead a joint OCP and TMS development process. If this is not possible, the successful Proponent will commit to a cooperative development process with the TMS Proponent, for a harmonized OCP and TMS development process.

1.2 BACKGROUND

The City of Duncan is the heart of the Cowichan Valley, providing many important services and amenities to a growing population within the region, as well as an increasing number of motorists traveling along the Trans-Canada Highway and tourists that visit the area. To facilitate growth within the City and implement the 2007 OCP, the CoD adopted a new Zoning Bylaw in 2018 which allows for increased density and a greater number of residents living in, and using, the downtown area and portions of the surrounding neighbourhoods.

To meet new *Local Government Act* requirements, a Regional Housing Needs Assessment is under development in partnership with the Cowichan Valley Regional District and other municipal partners (Municipality of North Cowichan, Town of Ladysmith and Town of Lake Cowichan), for which public consultation was recently completed <https://www.cvrld.bc.ca/3291/Housing-Needs-Assessment>. The draft report is expected to be presented in January 2021 and the final report is expected to be completed in presented to the CVRD Board and municipal Councils in February 2021.

Since adoption of the current OCP, a number of *Plans* have been created that will inform the OCP review:

- *BC Climate Action Charter, 2007*
- *Urban Forest Strategy, 2010*
- *Integrated Community Sustainability Plan, 2013*
- *Trans-Canada Highway Corridor Plan, 2014*
- *Duncan Area Active Transportation Plan, 2014*
- *Community Energy and Emissions Plan, 2015*
- *University Village Local Area Plan, 2015*
- *Cairnsmore Neighbourhood Plan (draft, adoption to be considered Q1 2021)*
- *McAdam and Rotary Parks Master Plan (draft, adoption to be considered Q2 2021)*
- *Council Strategic Plan 2019-2022, 2019*

Bylaws

- *City of Duncan Floodplain Designation Bylaw No. 1975, 2004*
- *City of Duncan Official Community Plan Bylaw 2030, 2007*
- *City of Duncan Sign Bylaw No. 3095, 2013*
- *Boulevard Maintenance Bylaw No. 3055, 2013*
- *Tree Protection Bylaw No. 3135, 2014*
- *Development Cost Charges Bylaw No. 3147, 2015*
- *Development Cost Charge Reduction Bylaw No. 3148, 2015*

- Parks and Public Open Spaces Bylaw No. 3165, 2017
- Zoning Bylaw 3166, 2017

Regional documents (CVRD)

- Cowichan Valley Regional District Harmonized Official Community Plan Bylaw No. 4270, 2020 (under consideration by the CVRD Board)
- Climate Projections for the Cowichan Valley Regional District, 2017 (part of the multi-phase New Normal Cowichan project; Adaptation and Mitigation Strategy currently at draft phase and will be provided to the successful Proponent)
- Regional Airshed Protection Strategy, 2015
- Cowichan Valley Transit Future Plan, 2012
- Cowichan Valley Renewable Energy mapping and Modeling, 2012
- Cowichan 2050, 2018

2.0 - INSTRUCTIONS TO PROPONENTS

2.1 SUBMISSION OF PROPOSALS

The Proposal and their envelopes should be clearly marked with the name and address of the Proponent and the RFP program title. The sealed envelope should be addressed to the following:

Michelle Geneau, Manager of Planning
City of Duncan
200 Craig Street
Duncan, BC V9L 1W3

Office No. (250) 746-6126
Fax No. (250) 746-6129

Proposals should be received on or before the **Closing Time** of:

TIME: 12:00 pm local time
DATE: January 28, 2021

Proposals (3 hard copies) will be accepted until the Closing Time specified. It is the Proponent's sole responsibility to ensure its Proposal is received at the address set out above by the Closing Time.

Proponents wishing to make changes to their Proposals after submission but prior to the Closing Time may do so by submitting the revisions by fax, email or hard copy. It is the Proponent's sole responsibility to ensure the revisions are received by the CoD prior to the Closing Time.

2.2 INQUIRIES AND SOLICITATION OF COUNCIL MEMBERS AND STAFF

Proponents and their agents will not contact any member of the City Council or City Staff with respect to this RFP at any time other than the City Representative named in this document.

Proponents shall carefully examine the RFP documents and shall fully inform themselves as to the intent, existing conditions and limitations which may affect their Proposal submission. No consideration will be given after submission of a Proposal to any claim that there was any misunderstanding with respect to the conditions imposed.

Proponents finding discrepancies or omissions in the Contract or RFP, or having doubts as to the meaning or intent of any provision, should immediately notify the City Representative named in this document. If there are any changes, additions, or deletions to the Proposal scope, conditions, or closing date, Proponents will be advised by means of an Addendum issued by CoD. All Addenda are to become part of the Proposal Documents and receipt of Addenda should be acknowledged by the Proponent in the submission.

2.4 PROPONENT'S REPRESENTATIVE

Each proponent is requested to designate, within 3 days of receiving this RFP, one individual to whom any additional information deemed relevant to this RFP may be communicated. This information is to be emailed to the CoD's contact noted above.

3.0 - GENERAL TERMS OF PROPOSAL PROCESS

3.1 PROPOSAL PREPARATION COSTS

All expenses incurred by the Proponent in preparation and submission of this Proposal are to be borne by the Proponent, with the express understanding that no claims for reimbursements against CoD will be accepted. CoD shall not be responsible for any costs involved in or associated with any meetings, discussion or negotiation following submission that could lead to acceptance of the Proposal and award of a contract.

3.2 PROPOSAL EVALUATION

CoD recognizes that "Best Value" is the essential part of purchasing a product and/ or service and therefore CoD may prefer a Proposal with a higher price, if it offers greater value and better serves CoD's interests, as determined by CoD, over a Proposal with a lower price. Appendix "A" contains the information regarding how Proposals will be evaluated. The evaluation team will not be limited to the criteria listed in Appendix A, and the evaluation team may consider other criteria that the team identifies as relevant during the evaluation process. However, any criteria considered will be applied evenly and fairly to all Proposals.

CoD, at its sole discretion, reserves the right to:

- Reject any or all Proposals whether complete or not;
- Reject any Proposal it considers not in its best interests;
- Waive any minor irregularity or insufficiency in the Proposal submitted;
- Not be liable for misunderstandings or errors in the Request for Proposals;
- Issue addenda to the Request for Proposals;
- Contact references provided by the Proponents;
- Retain independent persons or contractors for assistance in evaluating Proposals;

- Request points of clarification to assist CoD in evaluating Proposals;
- Negotiate changes with the successful Proponent; and
- Withdraw the Request for Proposal.

Item	Evaluation Criteria
1.	Inclusion of specifically requested items such as, but not limited to; schedule, price quotation, reference list, WorkSafe BC information, etc
2.	Qualifications, experience, past performance, and references of proponent
3.	Specifications of the proposed methodology to be used to complete the Work
4.	Clarity and readability of the proposal itself
5.	Quoted price
6.	Project Management and Quality Assurance

Emphasis may be given by evaluators to the explanation of the methodology proposed and any innovative or alternate ideas or concepts for completing the work.

3.3 PROPOSAL PRESENTATION

CoD reserves the right to request one or more of the Proponents whose submissions are of particular interest to CoD, to make oral presentations to CoD.

3.4 PROPOSAL CONFIDENTIALITY AND PROPRIETARY INFORMATION

All submissions become the property of CoD and will not be returned to the Proponent. CoD will consider all Proposals submitted as confidential but reserves the right to make copies of all Proposals received for its internal review and for review by its financial, accounting, legal, and technical consultants.

Proponents should be aware that CoD is a “public body” as defined in and subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.

If the Proponent believes any of the information requested in this RFP and provided by them is confidential, then they should identify it as such and provide a rationale as to why it should not be released under “Freedom of Information” legislation.

The rationale for keeping information confidential under this legislation includes:

- a) Trade secrets of the Proponent;
- b) Financial, commercial, scientific or technical information, the disclosure of which could reasonably be expected to result in material financial loss or gain or could reasonably be expected to prejudice the competitive position of the Proponent; or
- c) Information the disclosure of which could be reasonably expected to interfere with

contractual or other negotiations of the Proponent.

3.5 CONFLICT OF INTEREST

A Proponent shall disclose in its Proposal any actual or potential conflicts of interest and existing business relationships it may have with CoD, its elected or appointed officials or employees, any property ownership direct or indirect in the jurisdiction. CoD may rely on such disclosure.

3.6 COLLUSION

Except as otherwise specified or as arising by reason of the provision of the contract documents, no person whether natural, or body corporate, other than the Proponent has or will have any interest or share in this Proposal or in the proposed contract which may be completed in respect thereof. There is no collusion or arrangement between the Proponent and any other actual or prospective Proponents in connection with Proposals submitted for this project and the Proponent has no knowledge of the contents of other Proposals and has made no comparison of figures or agreement or arrangement, express or implied, with any other party in connection with the making of the Proposal.

3.7 LITIGATION

Proponents who, either directly or indirectly through another corporation or entity, have been or are in litigation, or who have served notice with intent to proceed with court action against CoD in connection with any contract for works or services, may be considered ineligible Proponents. Receipt of Proposals from such Proponents may be disqualified from the evaluation process.

3.8 NO CONTRACT

This RFP is not a tender and does not commit CoD in any way to select a preferred Proponent. By submitting a Proposal and participating in the process as outlined in this RFP, Proponents expressly agree that no contractual, tort or other legal obligation of any kind is formed under or imposed on CoD by this RFP or submissions prior to the completed execution of a formal written Contract.

3.9 ACCEPTANCE OF PROPOSAL

The acceptance of a Proposal will be made in writing from CoD and will be addressed to the successful Proponent at the address given in the submitted Proposal. Following acceptance and approval to proceed with the Proposal, the Proponent is expected to enter into a contract with CoD to perform the works or services set out and agreed upon in the Proposal.

The agreement that the successful Proponent will be expected to execute with CoD will contain terms similar to those contained in the MMCD Standard Client Consultant Agreement provided in Appendix B. The agreement attachments will include the entire Request for Proposal, the Proponent's total Proposal submission and any mutually agreed upon modifications, changes or negotiated adjustments.

4.0 - PROPOSAL CONTENT

Content to be included in the Proposal, but are not limited to:

4.1 GENERAL

Full name, address and telephone number of the submitting office of the Proponent and where applicable, the name, address and telephone number of any branch office, affiliate or sub-consultant(s) that will be involved in the project.

4.2 PERSONNEL

4.2.1 Project Manager

The Proposal should identify the proposed project manager who will be the single point of contact, responsible for direct interaction with CoD. State their position and professional discipline. Describe the work to be performed by the project manager, their qualifications and substantive experience directly related to the proposed Work.

4.2.2 Proposed Project Team

The Proposal should list key individuals including the project manager who will have major responsibilities for the performance of the Work. Describe the work to be performed by each listed individual and their qualifications in terms of education and substantive experience directly related to the proposed project.

The Proposal should include the following endorsement:

“Identified Key Project Team members shall only be replaced with written approval of the CoD.”

4.3 CORPORATE EXPERIENCE

The proposals are to include a list of experience on similar projects and descriptions as to how the proponent would handle administration, supply and installation and overall project management.

4.4 METHODOLOGY

The Proposal shall contain an outline of strategies and skills that will be used to manage the project’s expectations, resources, budget, and quality control. Discuss how each task will be carried out and what services or interaction is required from/with CoD. Suggest alternatives, if appropriate. Identify any specialized equipment, unique approaches, or concepts or cost saving measures which your company may use relevant to the required services.

4.5 REFERENCES

The Proposal should provide no less than two (2) references that are relevant to the proposed Work. The references should be from a third party who can provide information about the performance of the Proponent in delivering services for the experience cited.

4.6 SUBCONTRACTORS

The Proposal shall include the company name of all sub-contractors and sub-consultants proposed to be used in the performance of the Work with a description of the work they would be performing.

The sub-contractors and sub-consultants listed in the Proposal may not be changed without the written consent of CoD. If CoD so requires, the Proponent shall be prepared to confirm to CoD the competence of sub-contractors and sub-consultants prior to acceptance of the Proposal.

4.7 PROPOSAL CONTENT & INNOVATION

The Proponent should address in the Proposal submission, all the information as requested in the RFP documentation. The Proponent is also encouraged to include innovative, alternative or unique solutions to the Proposal subject that may, along with other things, indicate cost initiatives, improved environmental impacts, better public relations and/ or project acceptance, reduced risk, improved management or administrative efficiencies, etc. Any alternative Proposals submitted should include all the requirements of the original RFP with costs identified for comparative purposes.

4.8 WORKERS COMPENSATION ACT

The Proponent, and any proposed sub-contractors and sub-consultants, should provide a Work Safe BC (Workers Compensation Board) Registration Number in the Proposal and shall at the time of signing a contract agreement, provide proof of payment of claims in good standing with Work Safe BC.

4.9 PROJECT SCHEDULE

It is the CoD’s intent to have all Work completed by early 2022. Specific related details would be negotiated upon award and signing of the project contract. The completion date is contingent upon receipt of the start work order and receipt of the customer account data as detailed in these specifications.

A work schedule should be provided with consideration to potential project delays.

The proposal should include a written commitment from the Proponent that this schedule will be maintained.

KEY DATES	
Issue date of RFP	December 21, 2020
Deadline for questions	January 14, (2 weeks before close date)
Deadline for issuing addenda	January 21, 2021 (1 week before close date)
Submission deadline	January 26, 2021
Rectification period	February 1, 2021
Anticipated ranking of proponents	February 5, 2021
Contract negotiation period	February 8 to 19, 2021
Anticipated execution of Agreement	February 19, 2021

The Work Plan will detail a schedule that adheres to a phased project timeline as below. City staff and City Council reserve the right to negotiate a timeline with the successful Proponent dependent on their submission and projected timeline feasibility.

PROJECT TIMELINE	
Phase	Completion Date
Phase I – Project Launch and Background Work	Spring 2021
Phase II – Community Information Gathering & Visioning	May 2021 – August 2021
Phase III – Plan Development	Fall 2021
Phase IV – OCP Adoption	Spring/Early Summer 2022

4.10 PRICES

The proposal should include a schedule of fee and disbursements as to adequately perform the Work and satisfy the General Specifications in section 5. In addition a schedule of hourly rates should be included to be used in the event of unforeseen extra work. It is suggested that this schedule should include, but not be limited to, the following:

- a) Hourly rates of all office staff.
- b) Hourly rates of all field staff etc.
- c) Hourly or unit rates of all equipment

All prices shall be in Canadian Funds and are to show taxes (if applicable) separately.

4.11 OTHER ITEMS

Proponents should ensure they provide confirmation that all materials and services conform with the requirements of the RFP, and that all requested data is included in the Proposal.

5.0 – GENERAL SPECIFICATIONS

5.1 PROJECT BUDGET

The City has allocated \$150,000 (plus GST) to the project and proposals should be tailored to fall below that funding level.

5.2 PROJECT MANAGEMENT

The Proponent shall provide project management services to deliver the project on time and on budget.

5.2.1 Meetings

Project management includes an in-person kick-off meeting with City of Duncan staff, intermediate teleconferences with City Staff, public presentations at each completion of each phase to accompany phase summary reports, a project completion meeting, and a final presentation meeting with City of Duncan Mayor and Council. This meeting will be coordinated with the existing Council Meeting Schedule, held twice per month on Mondays at 6:00pm.

5.2.2 Communication

The Proponent shall appoint a single contact person to represent the Proponent to the CoD and, likewise, the CoD will appoint a single contact person to represent the CoD to the Proponent. This will help ensure the lines of communication are simple and clearly apparent. Each party is responsible to indicate a replacement for their single contact should it be deemed necessary.

Email is to be the primary means of communication, followed by telephone conversations, and then personal meetings, with the exception of the requirements noted in Section 5.2.1.

5.3 DATA COLLECTION

The successful proponent will be responsible for coordinating all data and ensuring all necessary data is present and suitable.

5.3.1 Existing Information

The City of Duncan will make available to the successful proponent the plans and bylaws listed in Section 1.2, in addition to cadastral and infrastructure mapping.

Additional information may be available upon request

5.3.2 Required Information

The successful proponent will be required to inform the City of Duncan of any additional information that will be needed to complete the study, and arrangements will be made to acquire the information.

5.4 DELIVERABLES

In general, the scope of the Deliverables will be described below and within the Project Agreement.

The project goal is to undertake a comprehensive, community-based review and update of the current City of Duncan Official Community Plan Bylaw No. 2030, 2007, to modernize the plan and incorporate more recent local area/neighbourhood plans, policies and sustainability planning documents.

The primary product will be a revised Official Community Plan Bylaw that confirms current community values and needs related to development and housing, environment and climate change, business and economic growth, and other social issues.

5.4.1 Work Plan and Engagement Strategy

- A Work Plan for the project that includes a timeline spanning the 14-18 months of the project. The Work Plan should divide the work into phases, provide a task list, project milestones, engagement activities, presentations to an Advisory Committee, Council, and meeting with CoD Staff.
- An engagement strategy is required that will detail the methods and events used following the CoD Council Policy for Public Engagement and International Association for Public Participation (IAP2) process. The engagement strategy shall provide a plan that ensures a safe and inclusive public participation process with consideration of the COVID-19 pandemic.
- The Proponent will manage all public events, websites, and other means of hosting and distributing content the community. The City typically utilizes the PlaceSpeak platform for public engagement and review.

5.4.2 Summary Reports

- At the completion of Phase 3, a summary report shall be provided and made available for public review and Council consideration. This may also include recorded presentations made available for public viewing.

5.4.3 Review and Analysis of Relevant Reports

- Several reports have been produced since the adoption of the OCP in 2007 that address key issues like climate change, transportation, housing, and urban forestry. A review and analysis of these and more recent plans, developments and actions the City has undertaken will be conducted. The results of this process will inform how these documents can be integrated into the revised OCP.

5.4.4 Comprehensive OCP Review and Recommendation Update

- A complete review of the current OCP that identifies areas that can be expanded, updated, or removed. This includes consideration of updates to the structure and layout of the Final OCP.

5.4.5 Key Focus Areas

- The updated OCP will provide updated responses to the key challenges facing the CoD, and the focus areas will include the current OCP and Strategic Plan Goals:
 - Managed growth
 - A well-served community
 - A thriving economy and business community
 - Strong community connections and a safe, healthy community
 - Responsible stewardship of the environment

5.4.6 Cooperative Development Strategy with Transportation and Mobility Strategy

- In tandem with the OCP Review process, the CoD will also be developing a Transportation and Mobility Strategy. The successful Proponent will provide a cooperation plan to ensure these two key documents are harmonized throughout the development process.
- The Municipality of North Cowichan is also currently reviewing their OCP and the CVRD is undertaking a Harmonization and Modernization (update) of their current Electoral Area OCP's.

5.4.7 Updated Mapping

- Land Use Map - An update to the Land Use Map that incorporates the current Zoning Bylaw adopted in 2018, as well as the Cairnsmore Neighbourhood Plan. This update should also include considerations of the transportation network, environmental assets, and projected future land use changes.
- Hazard Areas and Natural Areas
 - Floodplain Mapping - The CVRD is currently conducting updates to the Lower Koksilah and Cowichan River Floodplain Study and floodplain hazard area mapping will need to be updated according to new modeling
 - Steep Slopes
 - Riparian Areas
- Development Permit areas
- Transportation
- Parks, Trails and Open Spaces
- Neighbourhoods

5.4.8 Review and Update of Development Permit Areas

- Using recent Local Area and Neighbourhood Plans, DPAs should be revised. Updates to the DPAs will focus on multi-family, downtown mixed-use, and highway corridor and other commercial areas. Revision of environmental and hazard lands should consider possible changes or updates to address new mapping and legislation.

5.4.9 Images and Graphics

- Develop a comprehensive and coherent design scheme for the document and provide all source files used in the final and supporting documents. Files shall be provided in a format that is project-ready for future editing.

5.4.10 Presentation of Documents to an Advisory Steering Committee

- To ensure a wholistic revision of the OCP, the Proponent will facilitate presentation and feedback opportunities with an Advisory Committee selected by the City. DPA updates and other relevant sections may also be reviewed by the existing Advisory Design Panel.

5.4.11 Implementation Strategy and Monitoring and Reporting Tools

- To support the implementation of the updated OCP, an implementation strategy shall be created that identifies and categorizes the OCP objectives. These objectives shall be divided into actions that will be ranked on short, medium, and long-term time frames. These actions will consist of tasks that consider the City's staff and budget capacity.
- Monitoring and reporting tools, should include, but are not limited to, a task tracking document, report and other supporting document templates.

5.4.12 Draft OCP and Final OCP Bylaw

- Reports will be written to summarize each Phase of the Work.
- A draft OCP will be written and presented to City Council with a final opportunity for public feedback.
- A final, adoption ready, OCP Bylaw will be created and presented to City Council by the Proponent. The Proponent shall compile all data, findings, recommendations, figures, tables, and maps in a clear, concise, and easy to read final document. 3 hard copies and 1 electronic PDF copy of the document shall be provided to the City. This document should include a table of contents, index, and glossary of terms.
- The Proponent will ensure appropriate resources are allocated to proof reading and editing the draft and final OCP drafts for formatting and errors.

Appendix A – Submission Form

By signing this Submission Form on behalf of the Proponent, the signee assumes responsibility as the appointed authority to do so on the Proponents behalf.

Legal name of Proponent:	
Other relevant name the Proponent carries for business:	
Proponents representative, (name, title):	
Address: Representative Name Company Name Street Address Province, Postal Code	
Office contact number:	
Contact email:	
Company Website:	

Respondent:

Signature:

Date:

Attention: Only the person authorized by the Proponent to make applications and statements on their behalf may sign and respond to this RFP

The appointed representative of the Proponent acknowledges that they:

- I. Understand and agree to the process described in this RFP;
- II. Verify information in their submitted application has been reviewed, is true and accurate, and responds to each specification of this RFP;
- III. Acknowledge the Proponents application is part of a non-binding procurement process;
- IV. Assume all costs, charges, and expenses related to the production and submission of their application to the CoD and that the CoD is not responsible for, or in agreement with the Proponent or their agents, to provide compensation for those costs incurred; and
- V. Do not have, or have declared, any conflict of interest.