

Trinity Municipal Plan and Development Regulations Review

**Terms of Reference
May 2022**

Purpose

The Municipal Council of the Town of Trinity is seeking proposals from qualified planning consultants to undertake a review of the Trinity Municipal Plan and Development Regulations.

Background

The historic Town of Trinity has had planning and development controls since the mid-1980's. As a significant tourism Town within the province, Trinity has experienced new business growth, and pressure for development of mainly seasonal dwellings. While much of the development is concentrated in the designated heritage area, there is demand for development for seasonal dwellings in other areas of the community as well.

With a strong historic preservation ethic, the Town has, over the years, evolved in its efforts to preserve historic buildings and landscapes while allowing new buildings into the fabric of its historic townscape. While the Town has done a relatively good job to ensure that new buildings are of a similar style and "look" of historic buildings in Trinity, there are challenges pertaining to the size, height and bulk of buildings, subdivision of land, site grading, access and visual impact of development. In recent years, signage has become an issue that requires greater attention.

A review of the Municipal Plan is needed to determine how the Town can sustainably manage growth and development over the next decade. A review of the Development Regulations is needed to strengthen and clarify heritage regulations to ensure that the historic townscape remains intact, and that standards and requirements for development here, and elsewhere in the Town are robust enough to encourage economic development, and support business investment and growth in the community.

Climate change impacts are being felt in Trinity. In previous storm events, the Town has experienced flooding and erosion along its coastline. A review of the Trinity Plan needs to identify where these impacts can be expected to intensify, and the ways the Town can safely manage development.

Beyond the Town itself, Trinity is part of a number of regional initiatives including trail development, tourism, recreation and economic development. Through the Plan Review, the Town wishes to identify ways to enhance its role within the region.

Scope of Work

It is not expected that a major overhaul of the Trinity Municipal Plan will be required. The emphasis of the Review should be on improving implementation of the Plan, through the standards and conditions set out in the Development Regulations. The current Municipal Plan, Development Regulations, amendments and maps can be found here: [Land Use Planning Registry for the Town of Trinity, Trinity Bay - Municipal and Provincial Affairs \(gov.nl.ca\)](#)

The Scope of work required for a Review of the Trinity Municipal Plan and Development Regulations includes:

1. An assessment of economic, social and environmental conditions, trends and issues pertinent to the Town of Trinity that should be addressed in the Plan Review and identify and new goals and objectives for the ten year plan in relation to these.
2. Consideration of the Town within the broader region, including the incorporation where appropriate, opportunities and initiatives for regional services, economic and tourism development and recreation for example, into the Municipal Plan.
3. Undertake a program of public consultation appropriate to the size and complexity of the Town. The purpose of the consultations should be to:
 - engage Council, residents, businesses, government agencies and other stakeholders in the review.
 - review and confirm the Plan's goals, objectives, policies and Future Land Use map within the context of 2022 and what might be expected over the next ten years.
 - obtain input on changes to regulations pertaining to the Heritage Area Zone.
 - obtain input on appropriate regulations specific to the Heritage Area on the Fort Point side of the harbour.
 - identify interest for development of land within the Town.
 - receive input on specific development issues.
 - receive input on the Draft Plan and Development Regulations.

It should be noted that the Town has a significant (and interested) proportion of the community that are seasonal residents. The consultation process should include a means of engaging these residents in the process. The Town maintains an electronic mailing list of seasonal residents.

Consultants should demonstrate creativity in their approach to consultation, in a manner that is appropriate to the size and complexity of the community. It is expected that some combination of virtual and in-person activities will be included in the engagement process.

4. Preparing a Draft Municipal Plan and Development Regulations and maps in accordance with the requirements of the *Urban and Rural Planning Act, 2000* and that will meet the standards for the submission of municipal plans and development regulations as required by the Province [Submission Standards for Municipal Plans and Development](#)

Regulations - Municipal and Provincial Affairs (gov.nl.ca) Amendments to the current Plan and Development Regulations should be incorporated into the Draft documents.

5. Preparing a Draft Development Regulations. These should be reviewed in detail to address need for new/revise definitions, general development and subdivision standards, and signage requirements. Particular emphasis should be given to the standards and requirements of the Heritage Area. The Town is seeking a high level of graphic quality in the Regulations to assist with navigation within the document and interpretation of definitions, standards and conditions to supplement the text. Proponents should demonstrate their capabilities in this regard in their submissions.
6. Reviewing and revising the Future Land Use and Land Use Zoning maps. Since the last review of the Municipal Plan, the Town has undertaken a program of property mapping. This data will be provided to the successful consultant and may assist in refining the Future Land Use and Zoning map layers. The base map should be updated to reflect current development. Proponents should demonstrate their capabilities to manage and present geographic data in a manner that meets the requirements of the Department of Municipal and Provincial Affairs.
7. Once adopted by Council, the consultant will be expected to present the Plan at the required statutory public hearing.

Deliverables

The project is considered complete upon submission of;

- Four (4) hard copies of the Municipal Plan and Development Regulations and maps in the required form, two (2) for submission to the Minister of Municipal and Provincial Affairs for Registration.
- Submission of the digital Future Land Use and Zoning maps in the required form, for submission to the Minister of Municipal and Provincial Affairs for Registration.
- A digital copy of the Plan, Development Regulations and maps suitable for posting to the Town's website.
- A digital copy of any report, maps, consultation materials, photos, drawings, surveys and their results prepared as part of the review.

Reporting

The Consultant will be required to meet with Council:

- At the outset of the project.
- Following initial public engagement to discuss input and next steps.
- Following submission of the Draft Plan and Development Regulations.
- Following public review of the Draft Plan and Development Regulations.

The Consultant will be expected to report to the Town Clerk/Manager, and provide progress reports, no less than monthly, in person or by email.

COVID-19 Public Health Restrictions

At the present time, public health restrictions are lifted in the province of Newfoundland and Labrador. During the pandemic, the province removed the requirement for in-person hearings, opting instead for objections to be submitted in writing and reviewed by a commissioner appointed by the Town. While this process has not been reversed, it is expected that in-person Hearings will be restored by the time the Trinity Plan review is completed. Consultants may propose to attend the public hearing in-person or virtually.

Project Schedule

The Town suggests the following schedule for the project:

Town issues Request for Proposals	May 20, 2022
Deadline for submission of questions	June 15
Deadline for submission of proposals	June 23
Contract award	July 14
Project startup	August 1
Draft Plan and Development Regulations	January 2023
Submission to MAPA for review	February
Final Plan and Regulations submitted for Approval	April
Public Hearing	June 30, 2023

Upon award of contract, the schedule will be reviewed and revised as may be necessary.

Proponents' Qualifications and References

The consultant team is expected to demonstrate knowledge and experience in the following areas:

- Preparation and review of Municipal Plans and implementing by laws/regulations;
- Administration of Municipal Plans and implementing regulations/bylaws;
- Understanding of the *Urban and Rural Planning Act, 2000*; including requirements for submission of Plans and Regulations prepared under the Act.
- Developing and conducting public engagement programs for municipal planning processes;
- Geographic information systems and land use analysis.

The principal planner responsible for the review, revisions, and drafting the Municipal Plan and Development Regulations is required to be a Member of the Canadian Institute of Planners.

Proposals should include 3 examples of recent (within the past 5 years) relevant projects. References for these projects is required, including the name and contact information for each.

Organization of the Proposal

To assist with the fair evaluation of submissions, proposals are to be organized to include sections on the following;

- Understanding of the Project
- Approach and methodology
- Timeline and Reporting – overall timeline, key dates including milestones and deliverables. Include reporting frequency and quality control measures for working with the Town.
- Experience and Qualifications – Proposals must clearly describe the role of each team member and the extent to which they will be involved in the Plan Review.
- A separate Cost Proposal (See Submission Requirement) to include a detailed budget, including the allocation of team resources, fees and expenses associated with described tasks, milestones and deliverables. Cost proposals must provide hourly rates for project team members, and time allocated to specific tasks.

Proposals should demonstrate how the project will be managed to ensure that the project is completed on time and on budget, including regular project status reporting.

Submission should be as clear and concise. Where possible, the use of tables and charts should be used to illustrate methods, proposed processes and organization described in the text. Appendices may be included to provide additional information on project personnel, corporate and project experience.

Cost Proposal

The Cost Proposal shall be included with the submission in a separate sealed envelope, clearly marked **Trinity Municipal Plan Review: Cost Proposal**. Cost proposals shall include the consultant's firm fixed price for this service as outlined in the RFP. The consultant shall include within the cost, a detailed listing of the varied tasks to be undertaken with this project and provide an estimate of total costs assigned to each described task.

The pricing information shall include the assigned hourly rate and estimated hours of work for all project team members including all travel, accommodation and other expenses and HST. In addition, the Cost Proposal shall include an invoicing schedule based on specific projects milestones and deliverables being achieved at an agreed upon date. The Cost Proposal shall represent the maximum payment for the Town to the Consultant for the Municipal Plan Review.

Costs Incurred by Proponents

All expenses incurred in the preparation and submission of proposals shall be borne by the Proponent. No payment will be made for any proposals received, or for any other effort

required of or made by the Proponent prior to the commencement of work defined by the proposal approved by the Municipality.

All proposals submitted shall be held in strict confidence.

Evaluation Criteria

Proposal will be evaluated on the following criteria:

Criteria	Weight
Understanding of Trinity and the work required	5%
Approach, Methodology and Schedule	40%
- Approach and creativity in proposed public engagement process	
- Approach to revising Municipal Plan policies	
- Approach to revising Development Regulations and maps	
Experience and Qualifications	30%
- Municipal Planning and Plan implementation	
- Urban design, particularly in heritage preservation	
- Experience of the project manager/principle planner	
Quality of relevant experience and projects	
Completeness and quality of the Submission	5%
Cost	20%
Total	100%

Evaluation Process

A two-stage evaluation process will be used to evaluate proposals. Technical proposals will be evaluated and scored using the criteria and weighting outlined above.

The second stage will consist of scoring of the submitted Cost proposal in accordance with the following price evaluation method:

Lowest price ÷ Proponent’s price x weighting = Proponent’s pricing points

For example:

Proponent Price: \$40,000.00

Lowest Price: \$25,000.00

Cost Allocations = 20 points

Proponent Cost Points – 20 x (\$25,000/\$40,000) = 20 x 0.625 = 12.5 points

Evaluation of the Cost proposals will be undertaken after the evaluation of the Technical proposal has been completed. Scores from each evaluation will be added to obtain a final score.

Submission Requirements

Proposals must be received before **4:00 p.m. on Thursday, June 23rd, 2022**

Price Proposals shall be included with the submission in a separate sealed envelope to be opened following consideration and scoring of the Technical Proposal. Envelopes shall be clearly labelled: Town of Trinity Municipal Plan Review - Cost Proposal. Four (4) copies of the proposal shall be submitted in a sealed envelope clearly marked "Request for Proposals – Trinity Municipal Plan Review". These shall be forwarded to:

Ms. Linda Sweet
Town Clerk/Manager
Town of Trinity

Mailing address:

1 Dock Lane
P.O. Box 42
Trinity, NL
A0C 2S0
Telephone (709) 464-3836
Fax: (709) 464-3836
E-mail: CouncilTrinity@netscape.net

Questions

Questions concerning the RFP shall be directed to the Town Clerk/ Manager by **June 15**. Questions received and the Town's response will be shared by email to all bidders.