

REQUEST FOR PROPOSAL

Planning Consultation for Housing Density
Increase, Zoning and Bylaw Review

Abstract

Create a robust framework for increasing housing supply through land use, local improvement and subdivision bylaw revisions.

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Request for Proposal (RFP): Planning Consultation for Housing Density Increase, Zoning and Bylaw Review

1. Introduction

The Town of Antigonish and the Municipality of the County of Antigonish are seeking qualified planning consultants to assist in increasing the availability of housing units by reviewing and revising various land use policies and bylaws. The primary objective is to explore opportunities to increase housing density and diversity while ensuring sustainable growth, affordability, and compatibility with the community's goals including the underrepresented community members. The scope will include reviewing existing Land Use Bylaws (LUB), Municipal Planning Strategies (MPS) accessory dwelling unit (ADU) zoning, local improvement bylaws, and specific components of subdivision bylaws.

2. Project Objectives

The key objectives of this project include:

- 2.1. Reviewing the current high-density zoning in the Town of Antigonish Land Use By-law (LUB) to identify opportunities for revisions that will encourage increased housing density in the LUB and associated Municipal Planning Strategy (MPS).
- 2.2. Evaluating existing accessory dwelling unit (ADU) zoning in the LUBs and MPSs for the Municipality of the County of Antigonish (listed in Appendix A) to identify barriers and propose revisions for increased usage in the LUBs and associated MPSs.
- 2.3. Reviewing existing municipal bylaws associated with local improvement identifying options and barriers to promote housing development for the Municipality of the County of Antigonish.
- 2.4. Subdivision bylaw review for the Municipality for the County of Antigonish to identify changes or new options to encourage housing development.
- 2.5. Engaging with stakeholders for each of the above to ensure that any proposed changes are aligned with community needs and housing goals.

3. Scope of Work

The selected consultant will be responsible for the following tasks with resources listed in Appendix A:

3.1 High-Density Zoning Review

- 3.1.1. Conduct a comprehensive review of the existing high-density zoning in the Town of Antigonish Land Use By-law (LUB) and Municipal Planning Strategy (MPS).
- 3.1.2. Analyze the feasibility of zoning amendments to encourage higher-density residential development, including ADUs.
- 3.1.3. Provide recommendations to streamline the approval process for high-density developments.

3.2 Accessory Dwelling Unit (ADU) Land Use Bylaws Review

- 3.2.1. Review current Land Use Bylaws (LUB) and associated MPSs for the Municipality of the County of Antigonish to identify zoning and procedural/ process barriers to implementation.
- 3.2.2. Recommend best practices for ADU zoning and approval from other municipal units.
- 3.2.3. Propose amendments to LUBs and MPSs, if required, to increase housing supply with ADUs.

3.3 Local Improvement Bylaw Options

- 3.3.1. Review existing local improvement bylaws for the Municipality of the County of Antigonish and appropriate sections of the Nova Scotia Municipal Government Act (MGA) aimed at enhancing housing availability.
- 3.3.2. Propose new or amended bylaws that could support and encourage higher-density and diverse residential development.
- 3.3.3. Assess the feasibility of a new bylaw and / or amendments to the existing bylaws.

3.4 Subdivision Bylaw Review

- 3.4.1. Review for the Municipality for the County of Antigonish to identify changes or new options to encourage housing development, specifically,
 - (1) paved surface requirements for public roads in rural areas,
 - (2) options for the reductions of public road construction standards for density and low volume traffic, and
 - (3) review of the lot limit on unconstructed private roads.

3.5 Stakeholder Engagement

- 3.5.1. Identify and conduct meaningful engagement with key stakeholders, including community members, developers (both for-profit and non-profit), municipal and planning commission staff.
- 3.5.2. Collect statistically relevant, disaggregated data from which strategic planning decisions can be supported.
- 3.5.3. Ensure that the recommendations consider community input and local needs.

4. Deliverables

The consultant shall provide the following deliverables:

- 4.1. A final comprehensive report summarizing all findings, recommendations, planning document amendments and stakeholder feedback including:
 - 4.1.1. The findings from the high-density zoning review, including proposed amendments to the LUB and MPS, if required.
 - 4.1.2. The findings for LUB review for ADU, with recommendations for changes to encourage more ADU development, including proposed amendments to the LUBs and MPSs, if required, and procedural/ process changes.

- 4.1.3. Recommendations for amendments to or addition of local improvement bylaws and the feasibility of proposed changes.
- 4.1.4. Findings from the subdivision bylaw review with recommendations for amendments and the feasibility of proposed changes.
- 4.1.5. Summarized stakeholder feedback for each of the above including non-identifying, disaggregated raw data in a separate file or an appendix.

5. Proposal Requirements

Interested firms must submit a proposal that includes:

- 5.1. A statement of qualifications, including:
 - 5.1.1. Team qualifications with resumes/ profiles of project team and relevant experience in the previous 5 years with:
 - (1) land use planning including zoning reviews and subdivision bylaws & policies
 - (2) local improvement bylaws, policies and solutions to increase housing units,
 - (3) housing policy analysis, and
 - (4) increasing housing density while promoting diverse housing types.
 - 5.1.2. Firm's areas of expertise including unique capabilities or strengths well suited to this project.
 - 5.1.3. Firm's experience in leading meaningful public consultation that includes historically underrepresented people and groups of people, facilitating stakeholder engagement with examples of successful strategies and innovative approaches.
 - 5.1.4. Familiarity and experience with planning authorities i.e. the Province of Nova Scotia and the Eastern District Planning Commission (EDPC); including recent changes to the Municipal Government Act and the Financial Measures Act of Nova Scotia that expand tools available to municipalities for the purpose of increasing housing units.
- 5.2. An outline of the proposed methodology to complete the scope of work.
- 5.3. A timeline for completing the project, including key milestones and risk mitigation for timeline adherence.
- 5.4. A fee proposal detailing costs for each component of the scope of work within the budget. All pricing and estimates shall include H.S.T. and be submitted in Canadian dollars.
- 5.5. Contact information for three references from similar projects with a municipal government, regional or provincial public authority.

6. Budget

The budget of this project is based on funding allocation from the Housing Accelerator Fund. The total project cost should not exceed \$40,000 +HST (\$46,000 including HST). Applicants are asked to outline the estimated cost per line item in the final proposal. The Town and County thank all those for their interest, however, only submissions from individuals and/or vendors based in Atlantic Canada will be accepted.

7. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

Team qualifications and experience with housing density, housing policy, municipal planning strategies, land use, zoning, subdivision and local improvement bylaw reviews and amendments.	35%
Demonstrated ability to identify, and meaningfully engage with, stakeholders and communities while collecting statistically relevant data with innovative approaches.	20%
Timeline effectiveness and risk mitigation for deadline adherence.	15%
Demonstrated lens of inclusivity in planning for people or groups of people who have been historically discriminated against or excluded from the decision-making process and how their perspective will be included in current stakeholder engagement.	10%
The comprehensiveness and clarity of the proposed methodology.	10%
Past performance on similar projects.	10%

8. Terms and Conditions

- 8.1. The Town of Antigonish and the Municipality of the County of Antigonish reserve the right to reject any or all proposals and to waive any minor informality or irregularity in proposals received.
- 8.2. All submitted proposals shall remain valid for a period of **30 days** after the submission deadline. All respondents will be notified when the contract is awarded.
- 8.3. Submissions must be amended or withdrawn by email and received prior to the date and time of closing.
- 8.4. This RFP neither expresses nor implies any obligations on the part of the Town or County of Antigonish to enter into a contract with any individual or firm submitted a response or responses. The award of any contract is subject to further negotiations.
- 8.5. The consultant agrees to indemnify the Town of Antigonish and the Municipality of the County of Antigonish and hold harmless against all claims, suits, demands, damages, expenses, disbursements, and costs on a solicitor-client basis that the Town of Antigonish and the Municipality of the County of Antigonish may incur as a result of any act or omission by the consultant.
- 8.6. The consultant acknowledges that it is not an employee of any of the municipal units but is an independent contractor.
- 8.7. All documents submitted for this project, including but not limited to final reports, budgets, forecasts, maps, analytical data, and working papers, shall become the property of the of the Town of Antigonish and the Municipality of the County of Antigonish, and the consultant shall assign copyright accordingly.
- 8.8. The Town of Antigonish and the Municipality of the County of Antigonish shall not be bound by trade or custom in dealing with and/or evaluating the responses to the RFP and reserve the right to interpret all aspects of this RFP in a manner most favorable to the project.

- 8.9. Consultants will be deemed to have familiarized themselves with existing site and working conditions and all other conditions that may affect the performance of the contract. No plea of ignorance of such conditions because of failure to make all necessary examinations will be accepted as a basis for any claims for extra compensation or an extension of time.
- 8.10. The Town of Antigonish and the Municipality of the County of Antigonish reserves the right to reject all or any proposal and to not necessarily accept the lowest or any quote or proposal submitted. The Town of Antigonish and the Municipality of the County of Antigonish may accept any quote or any portion of the proposal that may be considered to be in the best interests of either partner.
- 8.11. The Town of Antigonish and Municipality of the County of Antigonish reserves the right to cancel the RFP process at any time.
- 8.12. All proponents acknowledge that they are undertaking all expenses associated with the RFP at their own risk and shall have no claim against the Town or County for any matters related to this RFP.

9. Questions

Questions regarding this RFP must be submitted in writing via email by Monday, October 28, 2024, at 3:00pm ADT to the Primary Contact listed in 11.1. Responses to all questions will be shared with all potential bidders by Wednesday, October 30, 2024.

Any errors, omissions, or ambiguities found in this document may be brought to the attention of the Primary Contact by Monday, October 28, 2024, at 3:00pm ADT.

10. Anticipated Timeline

RFP Issued	Wednesday, October 16, 2024
Deadline for Questions	Monday, October 28, 2024 at 3:00pm ADT
Proposals Due	Friday, November 1, 2024, at 3:00pm ADT
Selection of Consultant	Wednesday, November 20, 2024
Project Commencement	Monday, November 25, 2024
Interim Report Submission	Monday, January 20, 2025
Final Report Submission	Monday, March 31, 2025

11. Submission Details

All proposals must be submitted by **November 1, 2024 at 3:00pm ADT**. Proposals must be submitted via email in pdf format with the subject line: "Antigonish HAF Planning", noting a 20 MB limit for attachments. Submissions should be sent to the Primary Contact listed in 11.1. Late submissions will not be considered.

11.1 Primary Contact Information

Denise Dunn

Housing Accelerator Fund Coordinator | denise.dunn@antigonishcounty.ca | 902-968-1227
285 Beech Hill Road & 247 Main Street, Antigonish, NS

12. Final Remarks

This RFP aims to create a robust framework for increasing housing supply through land use, local improvement and subdivision bylaw revisions with development incentives to follow. The selected consultant will play a critical role in helping the Town of Antigonish and the Municipality of the County of Antigonish meet its housing goals while ensuring community engagement is meaningful and accurately informs the changes required.

- END -

Appendix A

Resource List

Town of Antigonish

[Municipal Planning Strategy](#)

[Land Use Bylaw](#)

[Zone Map](#)

Municipality of the County of Antigonish

West River Antigonish Harbour (formerly known as the Fringe Plan Area):

[Municipal Planning Strategy](#)

[Land Use Bylaw](#)

[Zone Map](#)

Central Antigonish:

[Municipal Planning Strategy](#)

[Land Use Bylaw](#)

[Zone Map](#)

Eastern Antigonish:

[Municipal Planning Strategy](#)

[Land Use Bylaw](#)

[Zone Map](#)

Keppoch - Beaver Mountain:

[Municipal Planning Strategy](#)

[Land Use Bylaw](#)

[Zone Map](#)

Additional:

[Municipal Local Improvements Fees Policy](#)

[A By-Law Respecting Charge for Local Improvements](#)

[Subdivision By-Law](#)

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