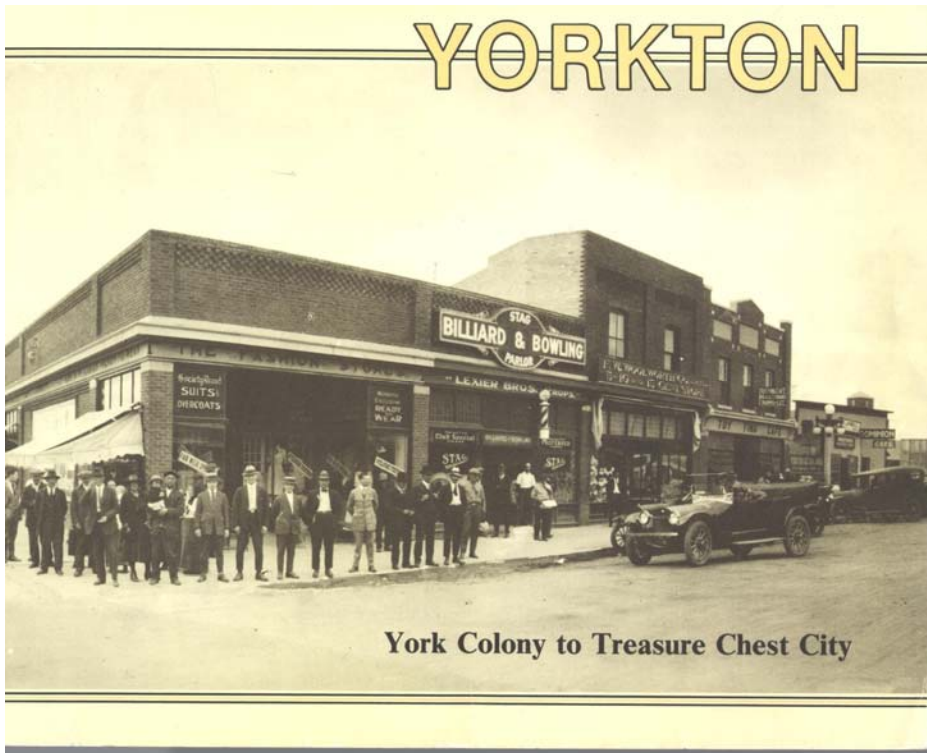


REQUEST FOR PROPOSALS

2010 Official Community Plan and Bylaw Update



2005 Book Cover Illustration

City of Yorkton
Box 400, 37 Third Avenue North
Planning & Engineering Department
Saskatchewan SK S3N 1C3

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1.0 Background Need and Objectives

The City of Yorkton is a community with historic roots that has evolved to become the urban service centre for east-central Saskatchewan. It is a community with its roots in Ontario with a frontier pioneer spirit that has lasted into this century.

The City of Yorkton is soliciting proposals for professional services to replace the existing statutory plan framework and implementation bylaws. The City desires a consultant to prepare an Official Community Plan as well as a new Zoning Bylaw and Sign Bylaw. The planning framework is in need of updating to ensure the community adequately addresses future development and subdivision proposals. The City desires that the new planning framework will encompass sustainability while emphasizing smart growth principles within the OCP and Zoning Bylaw.

The new planning framework will assist council and administration in the future to design policy and procedures that result in the preservation and enhancement of the quality of life and culture this community has experienced since 1892. The new planning framework will also guide council and administration in the performance of their duties in a manner that achieves sustainable growth well into the future.

The new planning framework will serve as a guide in considering policy changes, land use planning, budget preparation and capital improvement planning for the community. It is anticipated that work will begin in September 2010 and be finished by March 2012. It is anticipated that the planning framework will include changes to the Zoning Bylaw including new land use designations, programs and policies specific to the City of Yorkton. Preparation of new zoning standards are to be developed concurrently by the selected consultant. The Sign Bylaw will also be part of the work due to its age and difficulty in implementing many of the regulations within it.

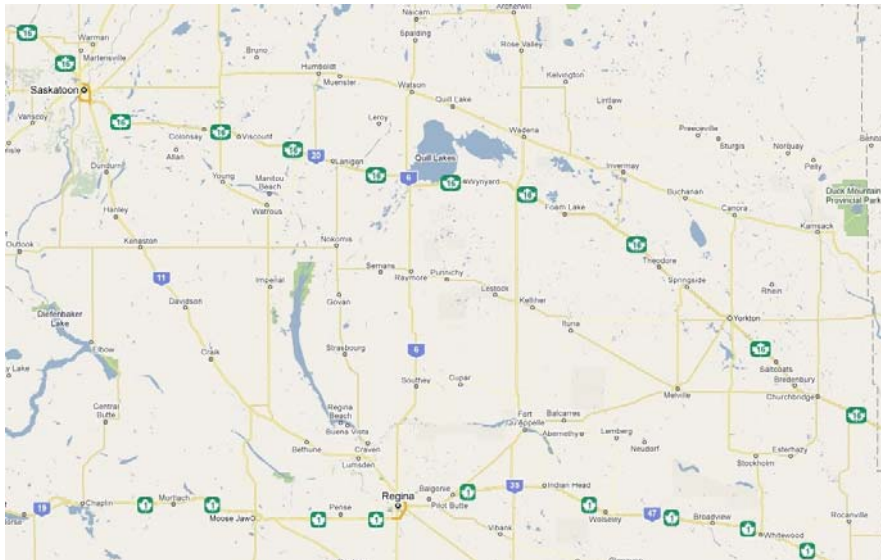
With the assistance of a professional consulting firm, the City wishes to have the following prepared:

- An Official Community Plan that embraces the principles of smart growth and sustainability for a community that may experience tremendous growth pressure if agri-industrial projects occur in the future.
- A Zoning Bylaw that incorporates the policies of the OCP and is current with the philosophies found within other Saskatchewan communities' zoning bylaws.
- A Sign Bylaw to replace the existing one that is written in plain and simple language and incorporates the philosophies found within other Saskatchewan communities' sign bylaws.

2.0 Community Context

The City of Yorkton enjoys a strategic location ideally suited for serving central and western Canada as well as the US market. Yorkton is the largest city on the TransCanada Yellowhead Highway (Hwy 16) between Winnipeg, Manitoba and Saskatoon, Saskatchewan. It is the largest city in east-central Saskatchewan and the largest city nearest to the port of Churchill, Manitoba. The City is linked to several highways and rail lines making it the hub for transportation throughout east-central Saskatchewan. It is a community adjacent to the RM of Orkney and the RM of Wallace. Figure One shows the City's location in relation to Regina and Saskatoon.

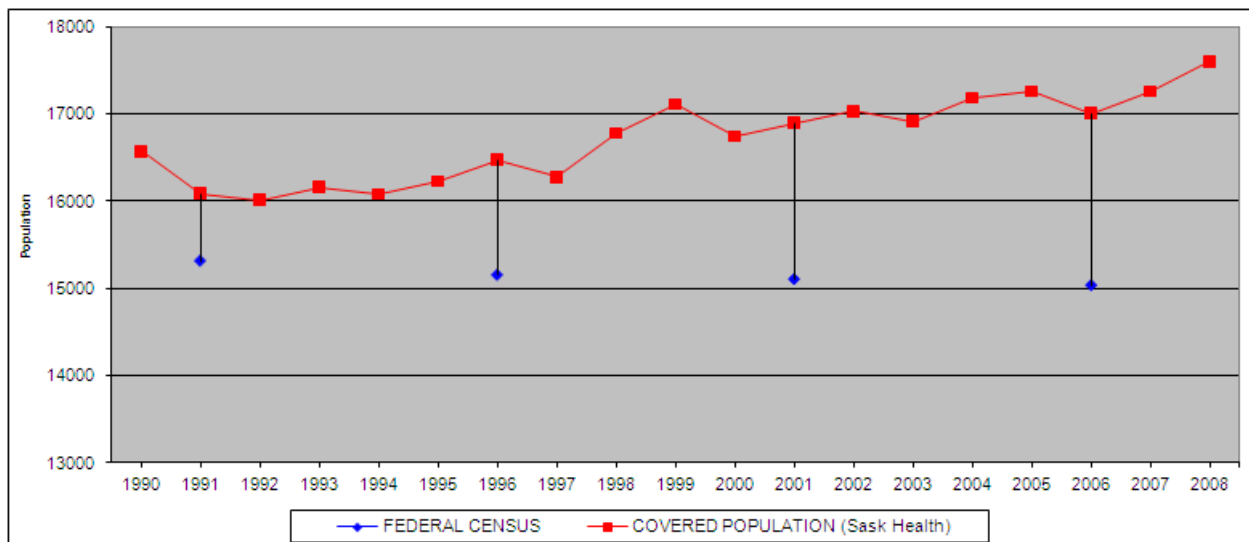
Figure One. Location of Yorkton.



Yorkton is the fifth largest city in the Province of Saskatchewan and is strategically located along the Saskatchewan/Manitoba border.

The City has grown substantially since the last reported Statistics Canada census in 2006 where the population was reported as 15,038. The 2010 estimated population is just under 18,000. The City has experienced an annual growth rate over the last three years of 1.99%. Figure Two illustrates the population increases experienced from 1990 to 2008. It is anticipated that this growth rate will continue for the next five years as agri-industrial activity continues around the community.

Figure Two. Population Trends.



The community has a sizable trading area population as illustrated by the following:

Population within 50 km radius	31,635
Population within 100 km radius	57,309
Population within 150 km radius	100,092

The City is known for its recent growth which can be attributed to the three main highways and CN and CP rail lines that pass through the City as well as a business friendly environment that offers incentives to new and expanding operations. Yorkton’s major industries include agriculture, potash mining, manufacturing, tourism, and health services. The City also boasts retail sales of \$576,840,000.

Table One identifies the building permit value from 2005 to 2010. A significant increase has occurred in the last three years as interest in resource development has ramped up in east-central Saskatchewan.

Table One. Building Permit Values from 2005 to 2010.¹

Building Type	2005	2006	2007	2008	2009	2010	Total
Residential	\$4,613,850.00	\$4,140,900.00	\$15,187,089	\$16,444,953.00	\$15,116,246.00	\$9,695,725.00	\$65,198,763.00
Commercial	\$710,656.00	\$2,200,900.00	\$23,831,289.00	\$8,408,143	\$27,766,550.00	\$937,000.00	\$63,854,538.00
Institutional	\$4,036,975.00	\$686,214.00	\$4,707,500.00	\$16,186,825.00	\$1,960,000.00	\$390,000.00	\$27,967,514.00
Industrial	\$0.00	\$0.00	\$0.00	\$25,056,204.00	\$2,379,130.00	\$0.00	\$27,435,334.00
Total	\$9,361,481.00	\$7,028,014.00	\$43,725,878.00	66,096,125.00	\$47,222,926.00	\$11,022,725.00	\$184,456,149.00

This community, like many in Saskatchewan, experienced significant growth over these years. Growth in residential development has been consistent throughout these five years while both commercial and industrial have been variable. Interest in Yorkton as an urban centre has grown with the announcement of resource development in proximity to it.

The City is home to a number of large city amenities while still providing the quality of life of a smaller community. Due to the significant population living in the trading areas identified above, the City is home to big box retailers such as Wal-Mart, Canadian Tire, Superstore, Staples and The Brick. Yorkton also offers outdoor amenities such as parks, pathways, trails, playgrounds, ball diamonds, soccer pitches, outdoor rinks, tennis courts and golf courses. The City is also home to the Painted Hand Casino.

There are a number of Provincial Parks surrounding the City which offer recreation during all four seasons. During winter, snowmobile enthusiasts converge on Yorkton due to the more than 500 kilometers of trails located in the area. During spring and summer, the Yorkton area hosts an abundance of festivals, band concerts, exhibitions and sporting events. The lakes surrounding the City located in Duck Mountain, Good Spirit Lake, and Greenwater Lake provincial parks boast some of the province’s best swimming, boating and fishing experiences.

¹ The period in 2010 covers until the end of April.

The City has warm summers and cold winters, with the average daily temperatures ranging between -17.9 C (-0.2 F) in January to 17.8 C (64.0 F) in July. Temperatures exceed 30 C (86 °F) on average in late July. Summer typically lasts from late June until late August, and the humidity is seldom uncomfortably high. Winter lasts from November to March, and varies greatly in length and severity. Spring and autumn are both short and highly variable.

3.0 Community Review Process

Community Participation

The City is keenly interested in ensuring that extensive community involvement forms the basis of the review process for all three documents. The consultant will ensure that stakeholders are apprised at different stages through a separate communication program.

The City expects that this involvement will form the baseline information for the creation of a new planning framework. The consultant will be expected to collaborate with the City, Federal and Provincial departments and agencies, RMS, affected first nations, Chamber of Commerce, Yorkton Business Improvement District among others as required to develop and implement a comprehensive community outreach program, and should have demonstrable experience in community outreach involving diverse groups. The community participation process will include open houses, workshops, meetings as well as stakeholder meetings. The consultant will be expected to organize, facilitate and provide presentations at open houses, meetings and other outreach events. Provisions for such activities shall be included in the work plan/scope of services.

The community outreach process will have the following goals:

1. Identify the community needs and assets that will maximize the effectiveness of outreach efforts; such as determining the type of written materials and verbal interactions.
2. Educate the community on the content of the existing planning framework, the proposed planning framework and the opportunities presented to the community by this new framework.
3. Develop an understanding of the community's needs and vision for the City and determine how the update of the planning framework can help achieve that vision.
4. Assess applicable federal and provincial interests and land use policies.
5. Assess acceptable alternatives to be evaluated in the planning process and determine the community's preferences, to be implemented in the statutory plan framework and bylaw implementation. The consultant, along with administration, Steering Committee, Planning Commission and Council input, will develop a public outreach program for involving community residents, local business owners, community groups and other interested parties. In developing this strategy, the City and the consultant will identify a range of methods that will be used to reach out to all community groups and ensure that they all will have equal opportunity to participate in the outreach efforts. In addition to public meetings and workshops, this shall include the potential use of the City's website, newsletters, public

service announcements, and other methods that will maximize opportunities for public participation.

The consultant will conduct a minimum of two (2) open houses and two (2) workshops in the community. The consultant is expected to attend several meetings with stakeholders that include presentations as the review process evolves and/or issues develop. It is unknown how many stakeholder meetings may be required in this review. The consultant should ensure, however, that sufficient time is allocated to stakeholders and their concerns about the planning framework. The consultant will be expected to attend monthly Steering Committee meetings, in addition to required Planning Commission and Council hearings.

The consultant will be responsible for attending, participating in, preparing and presenting materials for, and facilitating or co-facilitating all community meetings and workshops.

Bylaw Adoption

The consultant will be required to participate in and present at public hearings required for the adoption of bylaws for the Official Community Plan, Zoning Bylaw and Sign Bylaw before the Planning Commission and Council, as well as any other committee that Council feels should be consulted. Bylaw adoption is anticipated to require at a minimum two (2) Planning Commission hearings and two (2) Council hearings.

As part of the adoption process, it is anticipated that formal presentation of the draft bylaws will be required at a public meeting of the Planning Commission and Council. The consultant will be required to present graphics and other required materials for these hearings. The consultant will be required to present these materials at the hearings and respond to questions and comments on the draft bylaws.

The consultant, in consultation with the Steering Committee, will make revisions to the bylaws and supporting documentation, present the bylaws and documents at follow-up hearings of the Planning Commission and/or Council, if so directed, and prepare final versions for adoption. The consultant, in consultation with the Steering Committee, will prepare all necessary presentation graphics, and other materials required for final hearings of the bylaws and documents and will present these materials at the hearings. The consultant will be required to present materials and respond to questions on the adoption of the final bylaws and supporting documentation.

Steering Committee

The City will establish a Steering Committee consisting of representatives from administration, Council, Planning Commission, social agencies, regulatory agencies, economic development interests, the development and building industry as well as others prior to initiation of the project by the consultant. The Steering Committee will meet regularly throughout the review process. It is anticipated that there will be monthly meetings of this Committee but this may be subject to change. The consultant must be prepared to attend, participate in, and prepare and present materials for all Steering Committee meetings.

Timeline

The proposed time line for the scope of work to be completed is approximately March 2012. The Official Community Plan and Zoning Bylaw may be worked on concurrently by the consultant in order for the timely adoption of both documents. The target date for completion of the Official Community Plan and Zoning Bylaw is December 2011 and the Sign Bylaw by March 2012. The Scope of Work is anticipated to begin in October 2010. The consultant must demonstrate the ability to adhere to a strict deliverable schedule and complete the project within the time period outlined above or sooner, if possible.

Project Deliverables

The consultant will be responsible for preparation of circulation-ready copies of all draft and final versions of the statutory plan and implementation bylaws. Draft copies for presentation at public meetings, Planning Commission and Council hearings will include all necessary maps and other graphics, and be in a form ready and suitable for presentation at public meetings, Planning Commission and Council hearings.

After adoption of the statutory plan and implementation bylaws, the consultant will be responsible for preparation of final, full color, camera-ready copies of the final documents.

The consultant will provide to the City twenty (20) hard copies of the OCP in color as well as an electronic copy in a format suitable to the City and on CD.

The consultant will provide to the City twenty (20) hard copies of the Zoning Bylaw in color as well as an electronic copy in a format suitable to the City and on CD.

The consultant will provide to the City twenty (20) hard copies of the Sign Bylaw in color as well as an electronic copy in a format suitable to the City and on CD

The consultant will also establish procedures for the City to obtain further hard copies of all documents and will assist the City in making the final documents accessible from the City's website.

City Direction and Management

Administration will direct all consultants and their work products and the City will determine what constitutes satisfactory completion of each significant milestone in the statutory plan and implementation bylaws preparation. Administration will also attend all meetings, hearings and workshops. Administration will review and edit documents and any other work products of the consultant. The City has final editorial discretion on all consultant-produced documents related to the delivery of the statutory plan and implementation bylaws.

All products produced under this contract, including information and analysis, become the property of the City.

4.0 Scope of Work

It is anticipated that the preparation of the Official Community Plan and its implementation will require a new Zoning Bylaw. Preparation of new zoning standards are to be developed concurrently by the

selected consultant. The Sign Bylaw may proceed concurrently or subsequently to the preparation of the OCP and the Zoning Bylaw. The consultant may suggest alternative approaches in its proposal as to how to proceed with this work. The Sign Bylaw should incorporate approaches undertaken in other Saskatchewan communities to regulate the placement of signs, including portable.

The consultant is expected to provide all information required by the Planning and Development Act, 2007, Part IV, sub-sections 29 to 43 and Part V, sub-sections 45 to 79 and is expected to have the capacity to undertake all required research, analysis, drafting, mapping and production leading to draft and final versions of all three documents. This scope of work is not necessarily all-inclusive and the consultant shall include in the proposal any tasks and services deemed necessary to satisfactorily complete the project.

The scope of work encompasses three components:

- Part I. Preparation of an Official Community Plan.
- Part II Preparation of a Zoning Bylaw.
- Part III Preparation of a Sign Bylaw

Each part is elaborated on in the following sections.

PART I - The Official Community Plan

The OCP is intended to include, at minimum, the following content, although the specific elements listed here may be combined, distributed throughout the Plan, or presented in another form (such as background reports and appendices to the Plan:

- a. Introduction, describing the purpose and content of the OCP.
- b. An Existing Conditions Analysis, including existing land uses, demographic and economic conditions, housing conditions, transportation, transit, pedestrian and bicycle routes, parks and recreational opportunities, identification of vacant land, brown field development sites and green field development sites and a housing needs assessment.
- c. A land use section which will build upon the Existing Conditions Analysis. This section will be based on a study of population, economic activity, natural, historic and cultural resources, and will identify sustainable current and future land use and development in the City including the proposed location, extent, and identified neighborhoods. In addition, this section should identify key opportunities for adaptive reuse, intensification and redevelopment of existing areas where appropriate.
- d. A Market Demand Analysis for housing, commercial and industrial uses, to be used to determine a range of appropriate housing, commercial and industrial types and locations and anticipated time frames for build out of the land use concept identified above.
- e. A housing section which assesses local housing conditions and projects future housing needs of residents of all levels of income and ages in the municipality. This housing needs assessment should advance affordable housing solutions within the community and address the housing continuum to create a vibrant, healthy city. This section should examine the existing housing stock, potential housing sites, housing needs and supportable costs for all income levels and

changes to existing policies and regulations that provide incentives for the construction of affordable housing in Yorkton.

- f. A community design section to identify positive physical attributes in the City and provide for design goals and policies for planning in specific areas to guide private and public development. This will include pedestrian-friendly urban design elements that, among other things ensure public transit strategies can be implemented over time, general urban design concepts, building form and orientation, landscape principles, street frontages and signage goals and strategies that are consistent with a preferred land use plan. The principles of smart growth and sustainability should be incorporated into this section.
- g. An economic development section which proposes actions to suit the community's economic goals, given its economic strengths and weaknesses in the region. This section should address an economic strategy for the community and region.
- h. An infrastructure analysis to determine, at a planning level, the need for and showing the present and future general location of existing and anticipated public and private utilities necessary to support the land uses and improvements identified in other components of the plan. This analysis should include future infrastructure requirements for waste management, water and wastewater treatment, storm water management, airport maintenance and improvements, pavement management and transportation improvements.
- i. A natural resources section which identifies and inventories any critical or sensitive areas or resources. This section provides a factual basis for any land development regulations that may be enacted to protect natural areas and manage lands that are subject to natural hazards including areas of flooding or aquifer protection. A key element of this section is to identify any conflicts between other elements of the plan and natural resources, as well as conflicts with plans of abutting RMs. **The natural resources section of the master plan will also address source water protection.**
- j. A transportation section which considers all modes of transportation and provides a framework for both adequate local needs and for coordination with regional and provincial transportation plans. This section may utilize the findings from the Transportation Master Plan that will be worked on concurrently by another consultant. The consultant should include identification of significant traffic management principles related to development including site plan controls, bicycle routes and pedestrian paths. The consultant will be able to utilize existing studies related to transportation management as well as the work underway on the 2010 TMP.
- k. A community facilities section which identifies facilities to support the future land use pattern, meets the project needs of the community, and coordinates with other local governments' special districts and school districts, as well as with Provincial and Federal agencies that have multi-jurisdictional impacts. This facilities analysis will incorporate a recreation section which shows existing recreation areas, addresses appropriate use of dedicated land and addresses future recreation needs.
- l. A neighborhood plan section which focuses on a specific geographical area of the City that includes substantial residential development and which identifies specific goals and objectives for inclusion in concept plans to be adopted in the future.
- m. A section that identifies cultural, historic and heritage resources and protects them for rehabilitation or preservation from the impact of other land use tools such as land use regulations, housing or transportation.

- n. A growth management section that identifies specific areas in the RM of Orkney and the RM of Wallace that have strategic interest to the City as part of an annexation philosophy to be developed as part of this plan which ensures a sustainable future for this community and the RMs. The planning horizon for this component should be 25 years to ensure there is sufficient land available to the City for future growth. Items to be considered in this section include public facilities, natural resources, economic and housing potential, transportation, agriculture and open space. This section should help to promote a regional approach to managing growth while fulfilling the vision statements and goals of the plan. This section will provide for the co-ordination of land use and development, future growth patterns and public works with adjacent municipalities and identify key policy initiatives necessary for regional cooperation and management.
- o. A Provincial interests section that incorporates, insofar as practical, applicable provincial land use policies and statements of provincial interests.
- p. A community involvement strategy, establishing and outreach process, including public meetings, meetings with community groups, meetings with local business groups, consultations with City departments, coordination with and meetings with other stakeholders, both prior to creation of a draft plan and between the draft and final stages of the plan. The community involvement strategy and community and public outreach process will be described in the final Official Community Plan.
- q. An implementation section, which is a long range action program of specific actions, time frames, allocation of responsibility for actions, description of land development and zoning regulations to be adopted, and procedures which the municipality may use to monitor and measure the effectiveness of each section of the plan.
- r. This new plan will contain maps of existing conditions and land uses, maps of Land Use Alternatives, and other mapping required to adequately illustrate the goals, objectives and policy included in the plan.
- s. The new plan will contain a glossary of terms to ensure that the language in the document is plain to interpret. As part of the process of research and analysis, the consultant will be expected to become thoroughly familiar with the City's relevant existing plans and policies and with existing conditions and community character of the City and outlying region including its history of community input processes to date.

PART II - ZONING BYLAW PREPARATION

A component of this project includes the preparation of a new Zoning Bylaw that complements the Official Community Plan and serves as its implementation tool. The existing one is in need of update to ensure that interpretation of regulations is consistent throughout administration.

Goals of Zoning Bylaw Update

- a. To ensure that the Zoning Bylaw can effectively implement the Official Community Plan to be created in PART I of this project.
- b. To bring the Zoning Bylaw to a modern standard and ensure that it reflects the current and anticipated needs of the City in relation to legislative authority, legal requirements, and sound land use management.

- c. To ensure the bylaw is legally enforceable and consistent with the authorities established in the Planning and Development Act, 2007, and Cities Act where appropriate.
- d. To integrate relevant sections of other Bylaws and guidelines into the revised Zoning Bylaw.
- e. To implement the City's vision, current values and priorities.
- f. To address the City's community planning and zoning administrative issues.
- g. To reorganize the Zoning Bylaw to improve its effectiveness, user friendliness, clarity, ease of interpretation by staff, developers and the public.

Objectives of Zoning Bylaw Update

- a. To work with administration and the Steering Committee to address administration's comments.
- b. To review other Zoning Bylaws from comparable sized communities with respect to zoning issues, legal implications, needs, complexity and contents in order to set "bench marks" for updating the Zoning Bylaw.
- c. To establish guidelines for an Implementation Strategy for the adoption of the updated Zoning Bylaw (including adoption procedures, repealing the current Zoning Bylaw, transition strategies and accommodating in-stream rezoning applications, among others).
- d. To present the draft and final product to the Municipal Planning Commission as well as Council. The consultant will be required to participate in and present at public hearings required for bylaw adoption before the Planning Commission and Council, as well as other meetings as may be warranted as determined by the Steering Committee. Plan adoption is anticipated to require at least two (2) Planning Commission hearings and two (2) council hearings.
- e. To conduct staff training sessions to train staff on the updated Zoning Bylaw. Three training sessions are anticipated but this may be changed by administration.

Zoning Bylaw Study Scope

The Zoning Bylaw will be fully updated including:

- a. The improvement of all sections of the existing Zoning Bylaw (e.g., table of contents, definitions, use classifications, zones, development and design standards, landscape standards, lighting standards, parking and loading standards, discretionary use provisions, variance (major and minor), non-conforming uses and buildings, general provisions, administration, monitoring and review and zoning district map.).
- b. The consolidation of some existing zones, where necessary.
- c. Revising the parking and loading requirements to reflect modern use patterns and transportation needs.
- d. The creation of new standard zones and regulation, as required.
- e. The addition of explanatory sketches where appropriate.
- f. Other issues with the document that may be raised through the public consultation phase or as recommended by administration, the Planning Commission or the Council or through the review.

The consultant will ensure that the bylaw supports the goals, objectives and policies of the OCP and is to identify the need for change to existing policy and bylaws.

Zoning Bylaw Work Program

The following outline is offered to describe the general extent of services to be provided by the consultant. The consultant is expected to provide all information required by the Planning and Development Act 2007 and is expected to have the capacity to undertake all required research, analysis, drafting, mapping and production leading to a draft and final versions of the Zoning Bylaw. This outline is not necessarily all-inclusive and the consultant should include in the proposal any tasks and services deemed necessary to satisfactorily complete the project.

- Establish a comprehensive participation, communication and information strategy to ensure appropriate volunteer, community, business and staff involvement during the creation of the zoning ordinance.
- In cooperation with the Steering Committee and administration, the consultant will review the proposed work program, brainstorm zoning bylaw structure and content, review weaknesses identified by administration as well as others.
- The consultant will conduct comparative review of other municipal zoning bylaws to identify possible zoning formats, concepts, standards and best practices that the City should follow in the implementation of this bylaw and associated statutory plan framework.
- Prepare possible zoning bylaw changes identified during the bylaw review and prepare a revised zoning bylaw table of contents for review by the Steering Committee.
- Prepare a draft bylaw incorporating comments from open houses as well as comments from the Steering Committee and/or others for the review of the Steering Committee, the Planning Commission and City Council.
- Prepare revised drafts accordingly to the feedback received through Steering Committee, Planning Commission and City Council to create a final document that can be adopted by City Council.
- Attend readings of a bylaw to adopt the Zoning Bylaw as well as public hearing(s) of City Council to make presentations on the bylaw and to finalize changes as required from these readings and hearings.
- Implementation of bylaw by administration with a training session provided by the consultant to ensure interpretation of it is consistent by the Planning and Engineering Department personnel.

PART III – SIGN BYLAW PREPARATION

The existing sign bylaw was adopted in 2003 and is a weak regulatory instrument. As a result, there is a plethora of signs around the community that distract from its beauty. The original sign bylaw was intended to prevent or reduce traffic safety hazards but the amount of signs and their locations result in the opposite occurring. There is a need to update these regulations to reflect the trends found in other areas of Saskatchewan while retaining the community standards and values of Yorkton.

Goals of Sign Bylaw Update

- a. To ensure that the Sign Bylaw can effectively regulate the type of signs being experienced in this community and others throughout Saskatchewan.

- b. To bring the Sign Bylaw to a modern standard and ensure that it reflects the current and anticipated needs of the City in relation to legislative authority and legal requirements.
- c. To ensure the bylaw is legally enforceable and consistent with the authorities established in the Planning and Development Act, 2007, and Cities Act where appropriate.
- d. To integrate relevant sections of other Bylaws and guidelines into a revised Sign Bylaw.
- e. To implement the City's vision, current values and priorities.
- f. To address the City's concerns about the weak nature of the existing bylaw and the limited enforcement that has occurred over the years due to this nature.
- g. To reorganize the Sign Bylaw to improve its effectiveness, user friendliness, clarity, ease of interpretation by staff, developers and the public.

Objectives of the Sign Bylaw Update

- a. To work with administration and the Steering Committee to address administration's comments.
- b. To review other Sign Bylaws from comparable sized communities with respect to types of signs regulated and their approaches to the newer style of signs occurring in other communities.
- c. To establish guidelines for an Implementation Strategy for the adoption of the updated Sign Bylaw (including adoption procedures, repealing the current Sign Bylaw, transition strategies and accommodating applications, among others).
- d. To present the final product to the Municipal Planning Commission as well as Council. The consultant will be required to participate in and present at public hearings required for Bylaw adoption before the Planning Commission and Council, as well as other meetings as may be warranted as determined by the Steering Committee. Plan adoption is anticipated to require at least two (2) Planning Commission hearings and two (2) council hearings.
- e. To conduct staff training sessions to train staff on the final updated Sign Bylaw. One training session is anticipated but this may be changed by administration.

Sign Bylaw Study Scope

The Sign Bylaw will be fully updated including:

- a. The improvement of all sections of the existing bylaw (e.g., table of contents, definitions, types of signs, regulations, application procedures and illustrations of various signs commonly found in communities.).
- b. The elaboration of some regulations, particularly portable signs.
- c. The creation of new sign standards and regulation, as required.
- d. The addition of explanatory sketches where appropriate.
- e. Other issues with the document that may be raised through the public consultation phase or as recommended by administration, the Planning Commission or the Council or through the review.

The consultant will ensure that the bylaw can be implemented as a stand-alone document that complements the Zoning Bylaw and the Official Community Plan.

Sign Bylaw Work Program

The following outline is offered to describe the general extent of services to be provided by the consultant. The consultant is expected to have the capacity to undertake all required research, analysis, drafting, mapping and production leading to a draft and final versions of the Sign Bylaw. This outline is not necessarily all-inclusive and the consultant should include in the proposal any tasks and services deemed necessary to satisfactorily complete the project.

- Establish a comprehensive participation, communication and information strategy to ensure appropriate volunteer, community, business and staff involvement during the creation of the sign bylaw.
- In cooperation with the Steering Committee and administration, the consultant will review the proposed work program, brainstorm sign bylaw structure and content, review weaknesses identified by administration as well as others.
- The consultant will conduct comparative review of other municipal sign bylaws to identify possible formats, concepts, standards and best practices that the City should follow in the implementation of this bylaw.
- Prepare possible sign bylaw changes identified during the bylaw review and prepare a revised zoning bylaw table of contents for review by the Steering Committee.
- Prepare a draft bylaw incorporating comments from open houses as well as comments from the Steering Committee and/or others for the review of the Steering Committee, the Planning Commission and City Council.
- Prepare revised drafts accordingly to the feedback received through Steering Committee, Planning Commission and City Council to create a final document that can be adopted by City Council.
- Attend readings of a bylaw to adopt the Sign Bylaw as well as public hearing(s) of City Council to make presentations on the bylaw and to finalize changes as required from these readings and hearings.
- Implementation of a bylaw by administration with a training session provided by the consultant to ensure interpretation of it is consistent by the Planning and Engineering Department personnel.

5.0 PROPOSAL CALL

The City of Yorkton is accepting Proposals for the preparation of the 2010 update to the City's 2003 Municipal Development Plan, Zoning Bylaw and Sign Bylaw.

5.1 Submission of Proposals

The City of Yorkton will receive Proposals in a **sealed package clearly marked "RFP for 2010 Official Community Plan and Bylaw Update"** and addressed and received at:

Planning & Engineering Services Department
2nd Floor
City Hall

37 Third Avenue North
Yorkton SK S3N 1C3

Prior to 2:00:00 PM Local Time on Thursday, August 19th, 2010.

No faxed or electronic formatted document sent via email will be accepted as a form of submission by the City of Yorkton.

One unbound original and four copies of the Completed Proposal shall be submitted. All copies must be signed by an officer(s) of the company.

It is the Proponent's sole responsibility to ensure that the envelope is received at the correct place and on time. Any Proposal received after the stated closing time for receipt will be marked as to the date and time received and returned unopened.

The City will not be responsible for any cost incurred in the preparation or presentation of Proposals.

The Proposal and any supporting documentation submitted by a proponent will become the property of the City of Yorkton and will not be returned.

A Bidder who has made a submission may request, in writing, that their proposal be withdrawn, prior to the due date, by fax or via a PDF formatted letter sent electronically. All requests for withdrawal will be placed on record and the proposal package will be returned unopened to the Bidder on the day of the opening.

Any addenda that are issued by the City of Yorkton will be issued during the bid period. All addenda become part of the Proposal Documents. Any alteration, deletion or modification required will be issued to all proponents as a written addendum before it shall have any force or effect.

5.2 Proposal Content and Format

Proposals shall be clearly and concisely prepared to address each item below. Proposals should reference the following:

- a. Title Page – referencing the RFP title, the name and address of the firm, the name and number of the contact person, and the date of the Proposal.
- b. Transmittal Letter – a signed letter briefly stating the consultants understanding of the services required, the benefits they bring to the project and the commitment to perform the services requested, and confirmed receipt of all addenda, if applicable.
- c. An assumptions section that lists all assumptions the consultant has about information or arrangements to be provided by the City.
- d. A curriculum vitae showing work history, qualifications, and education must be submitted for each member of the project team.
- e. Examples of past projects of similar nature, successfully completed by the consultant or members of the team including references and project costs.

- f. Methodology the consultant plans to use during the assignment, in outline form, as well as any detail that may be helpful in the evaluation of the Proposal.
- g. Proposed total cost. A table showing an estimate of man-hours and the hourly charge out rate schedules for each team member for each phase as well as identify and estimate material, sub-consultants and other out of pocket expenses which will be invoiced to the City of Yorkton as direct project expenses.
 - When preparing the hourly rates, the Proposal must take into consideration rates up to December 31, 2012. Adjustments for rates for work beyond this date may be negotiated between the City and the successful consultant if the project schedule goes beyond the scheduled timeline.
 - The City will pay for services to a maximum upset price based on submitted time sheets and confirmed progress. The City may consider an alternate payment method proposed by the consultant as an option.
- h. A work schedule showing major activities to meet milestones. Work is anticipated to begin in October, 2010.

5.3 Professional Status of Study Team

The proposal shall clearly identify the prime consultant and the areas of responsibility for each member of the consultant's team including their expertise, overall capability, and other relevant information.

The submission must identify a Project Manager who will be actively engaged on the project, and who cannot be replaced throughout the duration of the work without the specific approval of the City. The Project Manager shall be the primary contact with the client for this project.

5.4 Schedule of Meetings

The City anticipates that the consultant will attend the City for the following meetings:

- (1) A project initiation meeting.
- (2) Interim meeting with administration before any open house or workshop to discuss issues and receive direction prior to proceeding.
- (3) A meeting with administration for clarification and discussion of alternatives prior to finalizing a draft document or final document.
- (4) The consultant will meet with administration prior to the presentation of and final plans and bylaws to the Municipal Planning Commission and City Council.
- (5) Meetings for stakeholder input and/or review of community by consultant. [Consultant will budget accordingly for these meetings].
- (6) Up to twelve meetings with the Steering Committee to go over draft documents or at key milestones of the project.

5.5 Legal & General Liability Responsibilities

The City reserves the right to accept or reject any or all proposals and to waive irregularities and informalities at its discretion. The City reserves the right to accept a proposal other than the lowest proposal without stating reasons. By the act of submitting its proposal, the respondent waives any right to contest in any legal proceeding or action the right of the City to award the work to whomever it chooses in its sole and unfettered discretion, and for whatever reasons the City deems appropriate. Without limiting the generality of the forgoing, the City may consider any other factor besides price and capability to perform the work that it deems in its sole discretion to be relevant to its decision.

The consultant must be prepared to include in the contract for services any oral or written representations that are made prior to the final agreement including the entire response to this RFP, or parts thereof.

The selection of a consultant by the City shall not constitute a contract between the City and the consultant. Any contractual relationship to be established between the parties will be governed by the provisions of an engagement letter.

The Consultant shall include in the Proposal Price all duties and taxes, other than the Goods and Services Tax, including Customs duties, Excise duties, brokerage charges and all other taxes and charges applicable with respect to the Proposal, unless otherwise specifically stipulated.

Prior to commencing this project, the successful consultant shall obtain all authorizations required by the law enabling it to carry on business and to complete the project required under the contract. Any failure to carry out these obligations shall entitle the City to terminate without compensation the consultant's right to perform the contract.

5.6 Proposal Execution

Proposals shall be properly executed in ink.

5.7 Evaluation of Proposals

Each proposal will be evaluated by the following criteria:

Criteria	Weighting
Ability of the firm to meet functional expectations	15%
Staff who are assigned to this project	15%
Reputation of service to previous clients	10%
Technical qualifications, i.e., local expertise and experience	10%
Level of Project Understanding	10%

Availability of personnel resources to manage the assignment	5%
Methodology	10%
Cost	25%
Total	100%

6.0 BUDGET

The budget for this project is approved by City Council for 2010 and is \$100,000.00. Budgets for 2011 and 2012 will be based on the successful consultant's budget for those years.

7.0 INFORMATION ON PROJECT

Questions regarding the Request for Proposals should be directed to:

Gord Shaw MCIP
Director of Planning & Engineering
City of Yorkton
37 – Third Avenue North
Yorkton SK S3N 1C3 ph: (306) 786-1727 or email: gshaw@yorkton.ca

The City reserves the right to make any or all questions and answers available to all other consultants at its discretion.

The City will respond to requests for clarification as soon, as is reasonably possible. The City will respond in writing or orally as deemed appropriate in the circumstances. Generally, only substantial questions and answers of a clarification nature will be distributed.

No oral or written response or clarification will be binding on the City.

8.0 ACCEPTANCE OF PROPOSAL

A response to this Request for Proposals will indicate a company's acceptance of the conditions as outlined in this document.

The City may waive minor non-compliance with the Proposal documents, specifications or any conditions, including the timing of delivery of anything required by this Proposal and may at its sole discretion elect to retain for consideration Proposals which are non-conforming because they do not contain the content or form required for submissions set out herein.

The City may elect at its sole discretion to accept any Proposal or part thereof and to waive any defect, irregularity, mistake or insufficiency in any Proposal and to accept any Proposal or alternative proposal, in whole or in part, which it deems to be most advantageous to its interests.

No implied obligation of any kind or on behalf of the City shall arise from anything in this Proposal Document.

The City reserves the right to waive any irregularities or any minor non-compliance. The City reserves the right to withdraw this RFP at any time prior to signing a contract for professional consulting services.

The City may, prior to and after contract award, negotiate changes to the scope of work, the type of materials, the specifications or any conditions with the lowest bidder or one or more of the bidders without having any duty or obligation to advise any other bidder or to allow them to vary their bid prices as a result of such changes and the City shall have no liability to any other bidder as a result of such negotiations or modifications.

The submission of a Proposal by a bidder creates an irrevocable right for the City to require the bidder, by written notification within 60 calendar days of the Closing Date (unless the Closing date is extended by agreement between the City and the bidder), to execute an agreement for professional services to perform the work as set out within that agreement. The City may exercise this irrevocable right with any bidder, and not necessarily the lowest bidder, or may accept the Proposal most favorable to the interest of the City, or may decide not to exercise this irrevocable right with any bidder.