

**Town of Norman Wells  
Agenda  
Committee of the Whole #20-01  
Wednesday, January 15<sup>th</sup>, 2020, 12:00 – 1:00pm  
Council Chambers, Town of Norman Wells**

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- 1. Call to Order**
- 2. Declaration of Conflict of Interest**
- 3. Review and Adoption of Agenda**
- 4. Delegation**
- 5. Topics**

**a) Community Plan Roll-out: January 15, 2020**

- Role definition for Council, Planning Committee and staff
- RFP formation
- Determination of what Council wants out of this process

**b) Gas Tax Allocation: January 29, 2020**

- What should we be spending our funds on, needs/wants and priorities

**c) Advocacy Efforts: February 5, 2020**

- All season road
- Cost of living in Norman Wells
- Cost of transportation and air
- Education/health
- Importance of the North to the rest of Canada

**d) Landfill and Solid Waste Management: February 19, 2020**

- Bylaw formation inclusive of tipping fees, defined hours of operation
- Remediation of existing landfill Goal: creation of landfill space
- Future landfill plan

**e) Reserve Fund Dedications: March 4, 2020**

- History of our reserves
- Asset Management Plan
- What reserves are a priority now and into the future
- What funding levels should we be aiming for short and long term
- Bylaw amendments, new and rescinding of those no longer relevant and creation of requisite policies i.e.: internal borrowing policy

**f) Town Clean-up/Beautification with Town as Example: March 18, 2020**

- Clean-up of Courtier lot
- Green spaces
- Roads maintenance standards
- Thorough ditching
- Utilidor brushing

**g) Economic Development: April 1, 2020**

- Business incubation
- Culture
- Marketing
- Tourism

**h) Recreation and Green Spaces: April 15, 2020**

- Jackfish expansion
- New recreation facilities i.e.: soccer pitch, basketball court, skateboard park
- Park and green space development
- Playground development

**i) Community Programming: May 6, 2020**

- Evaluation of existing programming, costs, capacity, effectiveness
- What role does Council feel the Town should play in community needs
  - Direct provision
  - Facilitation
  - Fund broker
  - Grants support and/or application
  - Networking
  - Subsidy

**j) Water: May 20, 2020**

- Public education campaign
- Water conservation options/audits/education

**k) Bylaw/Policy Updates: Ongoing**

- This will be ongoing

**6. Adjourn**

**Town of Norman Wells  
Working Agenda  
Committee of the Whole #20-01  
Wednesday, January 15<sup>th</sup>, 2020, 12:00 – 1:00pm  
Council Chambers, Town of Norman Wells**

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**Community Plan Roll-out – Working Agenda**

**1. Discussion of questions**

**15 Minutes**

- What is a good planner?
- What is a good community plan? Why is it necessary for the Town/town?
- What is a good zoning by-law? Why is it necessary for the Town/town?
- What are your concerns about this project?
- What do you expect your relationship with the planner to be?
- The way the work is currently described in the RFP, do you think that the deliverables will be workable for the Town/town?
- Will the evaluation grid permit to choose the right planner?

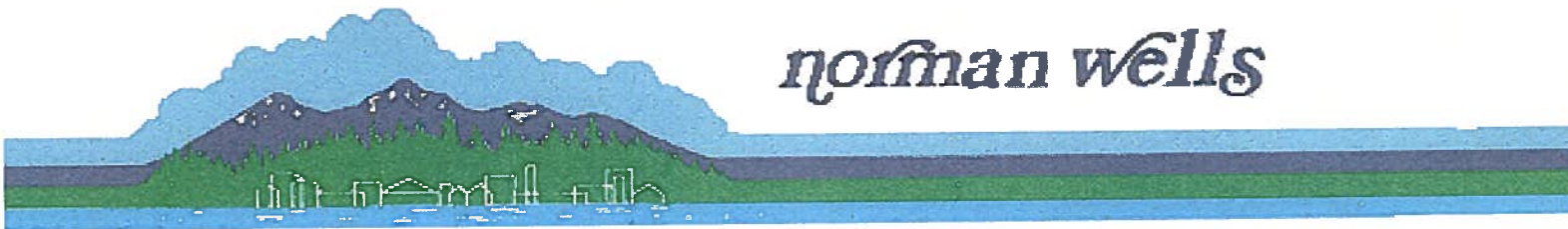
Looking at the schedule:

- Do you think that Council will have enough opportunities to provide its vision?
- Do you think that the community will have enough opportunities to provide its vision?
- Is there enough time allowed for every phase/step?

Is there anything missing in the RFP?

**2. Review and discussion of draft RFP**

**45 Minutes**



Date: January 20<sup>th</sup>, 2020

**REQUEST FOR PROPOSALS**

**COMMUNITY PLAN & ZONING BY-LAW RENEWAL**

**Closing Date & Time:**

**February 21, 2020 at 5:00PM**

**Submission Details:**

ATTN: Johannie Lapierre – Development Officer  
Town of Norman Wells  
3 Mackenzie Drive  
P.O. Box 5  
Norman Wells, NT  
X0E 0V0

**Contact:**

ATTN: Johannie Lapierre – Development Officer  
Town of Norman Wells  
PH: (867) 587-3700 Ext. 1003  
Email: [developmentofficer@normanwells.com](mailto:developmentofficer@normanwells.com)

## **Purpose**

The Town of Norman Wells is requesting submission of proposals from experienced Community Planners to undertake a comprehensive review and rewrite of the Town's Community Plan and Zoning By-law. The successful Planner(s) or team(s) will have proven experience in the development of sustainable land use strategies & ensuing regulations based on a complete examination and systematic understanding of the area and community's background, current state and vision for the future.

The Council and Administration staff of the Town of Norman Wells have identified the renewal of the Community Plan and Zoning By-law as a priority for 2020 with the objective of adoption no later than **November 30<sup>th</sup>, 2020**. This rewrite of the Community Plan and Zoning By-law will help the community to pursue improvements of the town which consider social, environmental and economic values as well as the safety and well-being of its residents and visitors. It will also result in a more efficient tool by stating the reasoning behind each policy, adjusting the obsolete data and adding a response to new needs and technologies.

## **INSTRUCTIONS FOR PROPONENTS**

### **Submissions of Proposals**

Proposals are to be submitted no later than **5:00PM local time** on February 21, 2020 to the Development Officer of the Town of Norman Wells. Proposals must be submitted via a **sealed & complete hard copy** marked "Request for Proposal: **Community Plan & Zoning By-law Renewal**" and mailed to:

ATTN: Johannie Lapierre – Development Officer  
Town of Norman Wells  
3 Mackenzie Drive  
P.O. Box 5  
Norman Wells, NT  
X0E 0V0.

Late submissions received will not be considered and will be returned to the sender.

### **Changes to Proposals**

By written submission, a Proponent may amend or withdraw their Proposal prior to the closing date indicated in this RFP (February 21, 2020 at 5:00PM). Upon Closing, all Proposals become irrevocable and will be evaluated. A Proponent may not change the content of their Proposal after Closing unless requested by the Town.

## **Enquiries**

Proponents should carefully and thoroughly examine the RFP document and fully inform themselves as to the content, intent, existing conditions, and/or limitations which may affect their Proposal submission. No consideration will be given after the closing date to any claim that there was any misunderstanding with respect to the terms and conditions outlined in this RFP document.

All enquiries regarding this Request for Proposal should be directed by email to Johannie Lapierre, Development Officer at [developmentofficer@normanwells.com](mailto:developmentofficer@normanwells.com) at least seventy-two (72) hours before the closing of the RFP.

Answers to all submitted enquiries will be responded to in a timely manner and may be in the form of an addendum which shall form part of the proposals submitted by the Proponent.

## **Site or Pre-Proposal Meeting Process**

Where operationally feasible, a representative of the Town of Norman Wells may be made available to meet with and discuss the RFP in more details with any proponents providing that the Proponent submits via email a request for such a meeting and a list of questions they may have at least seventy-two (72) hours prior to the scheduled meeting.

Verbal discussions with a representative, elected or otherwise, will not form part of the RFP and will not in any way modify the RFP unless such modification is made via a written addendum.

All costs incurred by the Proponent to attend and/or participate in such meeting described above will be expressly and exclusively borne by the Proponent. Such costs include and are not limited to travel expenses.

## **SCOPE OF WORK & SCHEDULE**

### **Statement of Understanding**

Proponents must in their own words demonstrate an understanding of what the work involves and what is required to complete the renewal of the Town of Norman Wells' Community Plan and Zoning By-law. It is the Proponent's responsibility to clearly demonstrate that they possess the required knowledge, understanding, and capacity to fully carry out the work outlined in this RFP.

## Scheduling

The Proposal should include a detailed project schedule taking into account critical path elements, tasks involved, sequences, and any assumptions made. The schedule should also identify the individual(s) assigned to perform the tasks and the estimated number of hours committed. Proposals should also discuss how each task will be carried out and what services or support will be required from the Town of Norman Wells.

The Town of Norman Wells has taken liberty to establish the following preliminary baseline schedule for the project.

Major Milestones		Project Phase	Est. Completion Date
1	Request for Proposal Issued	Phase 1	Jan 20 <sup>th</sup> , 2020
2	RFP Closes		Feb 21 <sup>st</sup> , 2020
3	Proposal Evaluation & Recommendation		Feb 21 <sup>st</sup> to Feb 28 <sup>th</sup> , 2020
4	Council Recommendation Review		Mar 4 <sup>th</sup> , 2020
5	Council Contract Awarded		Mar 4 <sup>th</sup> , 2020
6	Start-up Meeting with the Town		Mar 5 <sup>th</sup> to Mar 13 <sup>th</sup> , 2020
7	Research & Review of Documentation	Phase 2	Mar 14 <sup>th</sup> to Apr 4 <sup>th</sup> , 2020
8	Community Consultation & Focus Group		Apr 5 <sup>th</sup> to Apr 30 <sup>th</sup> , 2020
9	Background Report Submission		May 11 <sup>th</sup> , 2020
10	Background Report Analysis	Phase 3	May 12 <sup>th</sup> to May 22 <sup>nd</sup> , 2020
11	1 <sup>st</sup> Draft of C.P.		May 29 <sup>th</sup> , 2020
12	Council & Town Planning Committee Review		Jun 1 <sup>st</sup> to Jun 5 <sup>th</sup> , 2020
13	Public Consultation & Focus Group		Jun 8 <sup>th</sup> to Jun 19 <sup>th</sup> , 2020
14	2 <sup>nd</sup> Draft of C.P.		Jun 26 <sup>th</sup> , 2020
15	Council & Town Planning Committee Review		Jun 29 <sup>th</sup> to Jul 3 <sup>rd</sup> , 2020
16	Public Consultation & Focus Group		Jul 6 <sup>th</sup> to Jul 17 <sup>th</sup> , 2020
17	Final Draft of C.P.		Jul 24 <sup>th</sup> , 2020
18	Review of the Documentation & Implementation Schedule	Phase 4	Jul 27 <sup>th</sup> to Aug 7 <sup>th</sup> , 2020
19	1 <sup>st</sup> Draft Zoning By-law		Aug 14 <sup>th</sup> , 2020
20	Council & Town Planning Committee Review		Aug 17 <sup>th</sup> to Aug 21 <sup>st</sup> , 2020
21	Public Consultation & Focus Group		Aug 24 <sup>th</sup> to Sept 4 <sup>th</sup> , 2020
22	2 <sup>nd</sup> Draft Zoning By-law		Sept 18 <sup>th</sup> , 2020
23	Council & Town Planning Committee Review		Sept 21 <sup>st</sup> to Sept 25 <sup>th</sup> , 2020
24	Public Consultation & Focus Group		Sept 28 <sup>th</sup> to Oct 9 <sup>th</sup> , 2020
25	Final Draft of Zoning By-law & Maps		Oct 23 <sup>rd</sup> , 2020
26	Council Moves to Adopt		Nov 2 <sup>nd</sup> to Nov 6 <sup>th</sup> , 2020

## Scope of Work

The successful Proponent(s) will meet with the Town of Norman Wells to determine the finalized work plan. This will include a detailed review of the responsibilities, expectations, and



timelines for the various phases of the project. It should be noted that the successful Proponent(s) will be required to liaise with the Council and Administration on a continuing basis throughout the project.

The Town of Norman Wells strongly encourages Proponents to outline additional value-added innovative components and any other creative methods to enhance the Town's Community Plan and Zoning By-law review and resulting documents. Any value-added services outlined in the Proposal that is deemed by the Town to be beneficial to this project will be carefully examined and considered in the evaluation of Proposal.

Through substantive research, community consultation and engagement as well as direction from the Council and Administration, the Town of Norman Wells is requesting proposals from experienced planners to be conceptually reflective of the community's vision for the future and realistic on the tangible actions and effects of this vision. The significant research, community consultation and engagement component includes but is not limited to the following:

- Priorities and most important values to the community
- Comparison with similar areas and communities with similar values.
- Strategic vision for the Town for the next 1, 3, 5, 10, 15, 25 year(s):  
The Community Plan must be aligned with the actual Town's Strategic Plan and will serve to renew it. If, during this process, misalignment is discovered, Council and Administration will work to ensure total alignment and integration.
- Overall policy directions on the following within the Town:
  - Government to government relationship between the Norman Wells Land Corporation, the Town of Norman Wells, the Government of the Northwest Territories, the Government of Canada and other regional municipalities.
  - Government to industry/businesses relationship
  - Government to residents/non-residents relationship
  - Town of Norman Wells to other in-community service providers relationship
  - Population trends and future goals
  - Status of housing within the community and future goals
  - Status of local economy plus economic development opportunities
  - Status of current assets, infrastructure and future goals
  - Status of current land use
  - Security & emergency preparedness
  - Transportation and mobility
  - Services
  - Climate change and environmental conservancy
  - Waste management



- Art, culture and heritage
- Administration & communication
- etc.

- Implementation plan
- Evaluation process

This RFP document outlines the overall scope of the project, requirements of services and elements of the Proposal. It also provides the evaluation criteria by which all submissions will be evaluated.

### **Community Plan & Zoning By-law Review/Rewrite**

The Community Plan regroups the objectives in terms of land use strategies for the next 5 to 10 years. It explains the demands for the future of the community and describes the steps towards the different goals.

The Zoning By-law is a substantive regulatory framework that is closely linked to and should stem from the Community Plan. It is a legal requirement to have a Zoning By-law that is consistent with the content of the Community Plan and the Community Planning & Development Act, adopted, implemented and enforced by the Town. In continuity to the Community Plan which serves as the visionary guide for the Town's future planning purposes, the Zoning By-law provides the required land use and administration policy to accomplish the stated goals in the Community Plan.

The Community Plan and Zoning By-law review and rewrite will be supported by the Norman Wells' community. The successful Proponent will work closely with the Development Officer, the Governance and Community Engagement Officer and the Town Planning and Land Use Committee. The public will be made aware of the steps of this process through every communication channel at the Town's disposal.

### **Maps**

The successful Proponent will be required to create the maps during the writing of the Community Plan and the Zoning By-law in order to provide a visual of the planned changes.

The Community Plan includes mapping of the current and planned use of the land. It illustrates the progression of the changes triggered by the goals' realisation. The mapping is intended to be interactive for more clarity and efficiency. The successful Proponent will be expected to work closely with the Town in determining the specifics of the map requirements prior to commencement of this work.

## Research & Review of Documentation

The above list includes but is not limited to the following activities related to the research component of the requested work: review of existing plan, assessments, legislation, statistics, trends, past and current environmental, socio-economic situation.

Here is a list of relevant documents:

- Current Community Plan and Zoning By-laws:  
[https://www.normanwells.com/documents?field\\_category\\_doc\\_tid=66](https://www.normanwells.com/documents?field_category_doc_tid=66).
- *Cities, Towns and Villages Act*
- *Land Titles Act*
- *Northwest Territories Lands Act*
- *Area Development Act*
- *Area Development Act – Norman Wells Regulations*
- *Community Planning and Development Act*
- *Commissioner's Land Act*
- *Commissioner's Land Regulations*
- *Land Administration By-law (14-07)*
- *Property standards By-law (14-16)*
- *Disposal of Town Owned Lands' Policy*
- *Land Development Fund Policy*
- Sahtu Dene and Métis Comprehensive Land Claim Agreement:  
<https://www.eia.gov.nt.ca/en/priorities/concluding-and-implementing-land-claim-and-self-government-agreements/sahtu-dene-and-2>

## Community Survey

Community input is critical to the successful review and rewrite of the Community Plan and Zoning By-law. The Council and the Administration of the Town are committed to ensuring that the community will have adequate input into this process and will be given every opportunity to guide the work done as part of this project. The successful Proponent will ensure that a community first approach becomes a guiding principle in this project and within the context of engaging the community, ensure that the diverse demographics of the community is respected and represented. The Town's Council, and Administration may move to amend any project timeline to ensure the community is adequately engaged.

The successful Proponent will be expected to conduct a community survey through paper and electronic means including but not limited to: mail, in-person, Facebook, email etc.

## **Community Consultation**

The Council and Administration of the Town of Norman Wells are fully committed to ensuring that residents are given every opportunity possible to provide input into the process for reviewing and updating both the Community Plan and the Zoning By-law. The Town strongly recommends at least five (5) different meetings, four (4) hours each be held for public input. Equal time allotment should be given for the Community Plan review process and the Zoning By-law review process respectively. Please note, the timeline and duration of community consultation may change to accommodate the needs of the community if it is deemed necessary in order to achieve the stated goal.

## **Focus Group Consultation**

Additionally the general community consultation mentioned above, the Town will also like to see the Council committees (Town Planning and Land Use, Economic Development, Recreation) participating in a focus group to drill down into any items raised as of particular importance to the community. This will hopefully provide a depth of thought and help inform the review and rewrite process for both documents.

The Proponent shall outline in their proposal, their recommended approach to completing the focus group consultations, including a detailed description of the deliverable(s).

## **Background Report**

The Town of Norman Wells is experiencing a major transition from a one industry economic base to a regional service centre for the Sahtu region.

The background report will among other things, contain the results of the community survey, consultation and focus group findings. The background research should be a systematic analysis which highlight the existing resources as well as the issues by their causes and consequences. This report will serve as a general resource for the development phase of the Community Plan and Zoning By-law and must address issues that are important to the community.

## **Technical Reports**

The successful Proponent will be required to prepare technical reports on several topic areas which shall stem from the background report linking the community consultations and focus group. It is recommended that each report should include a detailed overview and analysis of the topic area, related best practices gained through comparative research, and a recommended policy approach to assist the Town of Norman Wells in reviewing the proposed

## Community Plan and Zoning By-law.

### **Documents Review**

Input and feedback provided by the community, the Town Planning Committee and Council be carefully reviewed and considered. The successful Proponent will be expected to incorporate those notes in the documentation to be reviewed as well as its recommended approach for responding to the collected input. Each version of the Community Plan and Zoning By-law will be made available for public review.

### **Implementation Schedule**

Upon the finalization of the Community Plan, the Zoning By-law and Implementation Schedule can then be developed which will outline a path for implementing the Community Plan in its entirety.

### **Final Deliverables Specifications**

The successful Proponent will be responsible for submitting three (3) hard copies and one (1) electronic copy of all final project documents, reports, spreadsheets, raw data and notes generated from community consultation and engagement, and maps to the Town of Norman Wells. A copy of draft documents may be submitted electronically preferably via email at [developmentofficer@normanwells.com](mailto:developmentofficer@normanwells.com).

The Town of Norman Wells requires all electronic copies to be editable, where applicable, meaning they must be in an unprotected or unencrypted format and compatible with software deployed at the Town such as Microsoft Word, Excel, PowerPoint, Adobe PDF. If said documents are submitted in protected or encrypted format, then the Proponent must also provide to the Town the password or encryption key to make the documents editable.

The Town will require the following zoning maps be produced and delivered as part of the final deliverable:

- Three (3) high quality image, hard copy maps of the Town, including all boundaries, scaled at 1: 10,000 clearly showing the various land use designations within the municipality.
- Three (3) high quality image, hard copy maps of the Town's core, scaled at 1: 3,000.

Please note, all maps provided to the Town should also be submitted in softcopy, preferably PDF format, the size of which could be determined at a later date.



## FEES AND DISBURSEMENTS

### Project Budget

Proponents must base their Proposal on furnishing all that is required to complete the project fully and this shall include all labour, materials, tools and equipment, advertising, displays, handouts, and all necessary supplies and/or incidental costs. Proposal pricing must be quoted in Canadian (CAD) dollars and the pricing must be firm for at least 60 days after the closing date indicated in the RFP. All pricing shall include as a separate line item the taxes applicable. For clarity, taxes will not be in addition to the total budget for the project and the total budget of the project will not be increased to account for applicable taxes. Pricing will also be firm for the entire life of the contract period unless or until amended contractually by signing authorities of this project.

Project Components	Maximum Budget
OCP & By-law Review & Update	\$30,000
Zoning By-law & Mapping Review & Update	\$30,000

### Disbursements Schedule

Project Component	Phase 1	Phase 2	Phase 3	Phase 4
Official Community Plan*	25%	25%	25%	25%
Zoning By-law & Mapping*	25%	25%	25%	25%

\*Disbursement is condition on completion of each phase of the project.

## PROPOSAL CONTENT

Each Proposal must contain the following as a minimum requirement:

### Consultant Information

The full name & address, an active email address, the telephone number of the submitting office of the Proponent and, where applicable, the name, address, active email address, and telephone number of any branch office, affiliate, sub-consultant(s), or any other team(s) that will be involved in the project.

### Project Manager

Each Proposal must identify the proposed project manager who will be the single point of contact responsible for interacting with and is authorized to negotiate on behalf of the

successful Proponent, if different, with the Town of Norman Wells. The designated project manager's position, professional discipline, qualifications, including any designation(s) or educational achievement, and substantive work experience directly related to the proposed work must be clearly stated in the Proposal.

### **Project Team**

Each Proposal must list key individual(s), including the project manager and any sub-consultant(s), who will have major responsibilities or input for the performance of the work within the Proposal. Additionally, the Proposal should describe the work to be performed by each listed individual and their qualifications, including professional discipline, any designation(s) or educational achievement, and substantive work experience directly related to the proposed work.

The Proposal should include the following endorsement: "Identified key project team members, including sub-consultants shall only be amended with a written request to and approval from the Town of Norman Wells."

### **Sub-Consultants**

The Proposal must include the company name of all sub-consultants proposed to be used in the performance of the work with a description of their involvement as it pertains to the work outlined in the Proposal. As noted in the project team section, the sub-consultant(s) list may not be changed without the written permission from the Town of Norman Wells.

### **Workers' Safety & Compensation Commission Board**

The successful Proponent must ensure that any and all personnel who will be working on this project are fully covered by the Workers' Safety & Compensation Commission Board. This includes but is not limited to ensuring that all required payments to said entity are made in accordance with their requirements and all paperwork is brought up to date prior to the commencement of work on behalf of the Town of Norman Wells. The successful proponent will also be required to provide a letter of good standing to the Town.

### **Methodology**

The Proposal must contain a comprehensive outline of strategies and skills that will be deployed to manage the project's expectations, scope, resources, budget, and to ensure adequate quality control is maintained. The Proposal should also discuss how all major tasks will be carried out and milestones achieved, and what services or support will be required from the Town of Norman Wells. Additionally, the Proposal will identify any specialized

equipment, unique approaches or concepts, or cost saving measures which the Proponent may use that are relevant to the required work.

### **Proposal Content & Innovation**

Proponents should pay careful attention when preparing and submitting Proposals to ensure all that requirements of the RFP are examined and addressed. Proponents are encouraged to include any innovative, alternative or unique solutions or ideas to the Proposal subject that may, along with other things, indicate cost benefit, improved environmental impacts, community benefits, better public relations for the municipality and/or project acceptance, reduced risk, and improved management and/or administrative efficiencies related to a traditional approach.

### **References**

Proponents are required to provide no less than 2-3 references that are relevant to the proposed work. The references should be from a third party who can provide information about the services, experience, and work performance of the Proponent in delivering the work and services required in the Proposal.

### **PROPOSAL CHECKLIST**

The proposal package should meet the following criteria:

- ✓ Proposals should be no more than 10 pages in length.
- ✓ Project samples
- ✓ Resumes of Proponent(s)
- ✓ 2-3 References

### **GENERAL TERMS OF THE PROPOSAL PROCESS**

#### **Proposal Preparation Cost**

All costs or expenses incurred by the Proponent in preparation and submission of a proposal to the Town of Norman Wells will be borne expressly and exclusively by the Proponent with the understanding that no claims for reimbursement against the Town will be accepted or processed.



## **Proposal Evaluation**

The Town of Norman Wells recognizes the importance of and is committed to procuring the “Best Value” for products and services on behalf of the residents of Norman Wells. In light of this, the Town of Norman Wells will evaluate proposals submitted on time, on a weighted system comparing the value and price in the interest of the Town as determined by the Town. This means that the Town may move forward with a proposal if it believes that it provides the best value, regardless of price within the budget provided for the project.

Appendix A provides additional information regarding the method and process by which the Town will evaluate all proposals submitted on time. The Town is committed to ensuring that the evaluation process is fair and equitable.

With this understanding, the Town of Norman Wells, at its sole discretion, reserves the rights to:

- Reject any or all Proposals whether complete or not.
- Reject any or all Proposals whether submitted on time or not.
- Waive any minor irregularities or insufficiencies in Proposals submitted.
- Not be liable for misunderstanding by the Proponents or errors in the Proposals submitted.
- Issue addenda to the RFP as necessary for clarification or project changes.
- Contact references provided by Proponents.
- Retain an independent person or contractor for assistance in evaluating Proposals.
- Request points of clarification from any Proponent to assist the Town in evaluating Proposals.
- Negotiate changes deemed necessary by the Town with the successful Proponent.
- Award separate contracts for separate components contained in the RFP.
- Withdraw the RFP altogether, at any time, for any reason.

## **Proposal Presentation**

The Town of Norman Wells reserves the right to request from one or more Proponents, whose submissions are of particular interest to the Town, to make oral presentations which will become part of the evaluation process for ultimately selecting the successful Proponent(s) for this RFP.

## **Proposal Confidentiality and Proprietary Information**

All submissions will become the exclusive property and all the rights this entails of the Town of Norman Wells and will not be returned to the Proponents. The Town will consider, as it deems appropriate, all Proposals submitted as confidential, but reserves the right to make

copies of all Proposals received for its internal review processes and for review by representatives of the Town as necessary.

### **Conflict of Interest**

Proponents are required to disclose, when submitting a Proposal, any actual or potential conflicts of interest and existing business relationship(s) they may have with the Town of Norman Wells, its elected or appointed officials, or employees. The Town reserves the right to rely on such disclosure during the evaluation process of Proposals.

### **Litigation**

The Town of Norman Wells reserves its rights to classify any Proposal as ineligible from a Proponent who, either directly or indirectly through another corporation or entity or who have served notice with intent to proceed with court action against the Town in connection with any contract for work or services. Receipt of Proposals from such Proponents may be disqualified from the evaluation processes undertaken by the Town in relation to this RFP.

### **No Contract**

This RFP document and any addendum as they may arise are not intended in any way to constitute, or be interpreted as a call for tender and the submission of a Proposal stemming from this RFP is not intended to create in any way any contractual, legal obligations, or duties whatsoever owed to any Proponent by the Town of Norman Wells. For further clarity, this RFP document or any addendum as they may arise does not create any obligation or duty to accept or reject a Proposal, or enter into negotiations or decline to enter into and/or continue negotiations or to award or not award between the Town and any Proponent participating in this process until an express written contract between the successful Proponent and the Town is established and/or executed.

### **Acceptance of Proposal**

The acceptance of a Proposal will be done in writing from the Town of Norman Wells and will be addressed to the successful Proponent at the address provided within the submitted Proposal. Following the acceptance and approval to proceed with the Proposal, the Proponent is expected to enter into discussions to enter a contract with the Town of Norman Wells to perform the work set out and agreed upon in the Proposal.

All proponents will be notified at the conclusion of the process.

# APPENDIX A

RFP Proposal Evaluation Matrix

Criteria	Weight	Evaluation		
		(9-10) High Proficiency	(6-8) Basic Proficiency	(3-5) Approaching Proficiency
Completeness & Timeliness	5%	<ul style="list-style-type: none"> <li>The project proposal includes all the minimums required as outlined in the RFP as well as additional elements above and beyond the minimums.</li> <li>The proposal was submitted on-time (i.e. prior to the deadline) stated in the RFP.</li> <li>The proposal's content was fully articulated in each section.</li> <li>The Town fully understands the overall proposal as presented.</li> </ul>	<ul style="list-style-type: none"> <li>The project proposal includes only the minimums required as outlined in the RFP.</li> <li>The proposal was submitted on-time (i.e. prior to the deadline) stated in the RFP.</li> <li>The proposal's content was adequately articulated in each section.</li> <li>The Town has a general understanding of the proposal as presented.</li> </ul>	<ul style="list-style-type: none"> <li>The project proposal includes most of the minimums required as outlined in the RFP.</li> <li>The proposal was submitted on-time (i.e. prior to the deadline) as stated in the RFP.</li> <li>The proposal's content was somewhat articulated in the various sections.</li> <li>The Town have some understanding of the proposals but also have some concerns.</li> </ul>
				<ul style="list-style-type: none"> <li>The project proposal does not include any or includes very little of the minimums required as outlined in the RFP.</li> <li>The proposal was submitted on-time (i.e. prior to the deadline) as stated in the RFP.</li> <li>The proposal's content was not in any way adequately articulated in various sections.</li> <li>The Town has significant concerns about the proposal in its entirety.</li> </ul>
Experience with similar projects	20%	<ul style="list-style-type: none"> <li>The Proponent has significant demonstrable experience with projects of similar scopes.</li> <li>The Proponent has significant demonstrable experience with sustainable development projects.</li> <li>The Proponent has significant demonstrable experience with sustainable development projects.</li> </ul>	<ul style="list-style-type: none"> <li>The Proponent has some experience with projects of similar scope.</li> <li>The Proponent has some experience with sustainable development projects.</li> <li>The Proponent has some experience on</li> </ul>	<ul style="list-style-type: none"> <li>The Proponent has very little to no experience with projects of similar scope.</li> <li>The Proponent has limited experience with sustainable development projects.</li> <li>The Proponent has limited experience on</li> </ul>
				<ul style="list-style-type: none"> <li>The Proponent has very little to no experience with projects of similar scope.</li> <li>The Proponent has very little to no experience with sustainable development projects.</li> <li>The Proponent has no experience on similar</li> </ul>



		experience on similar projects within communities with populations less than 5,000.	similar projects within communities with populations less than 5,000.	similar projects within communities with populations less than 5,000.	similar projects within communities with populations less than 5,000.	projects within communities with populations less than 5,000.
Experience with northern based communities	15%	<ul style="list-style-type: none"><li>The Proponent has significant demonstrable experience within northern based communities (i.e. over 10 years of experience).</li><li>The Proponent has significant demonstrable experience with appropriate northern issues (social, economy, environment).</li><li>The Proponent has extensive experience working with First Nations – particularly within the context of final agreements, businesses, and cultural dimensions.</li></ul>	<ul style="list-style-type: none"><li>The Proponent has some experience within northern based communities (i.e. between 5 to 7 years of experience).</li><li>The Proponent has some experience with appropriate northern issues (social, economy, environment).</li><li>The Proponent has some experience working with First Nations – particularly within the context of final agreements, businesses, and cultural dimensions.</li></ul>	<ul style="list-style-type: none"><li>The Proponent has limited experience within northern based communities (i.e. between 3 to 5 years of experience).</li><li>The Proponent has limited experience with appropriate northern issues (social, economy, environment).</li><li>The Proponent has limited experience working with First Nations – particularly within the context of final agreements, businesses, and cultural dimensions.</li></ul>	<ul style="list-style-type: none"><li>The Proponent has very little to no experience within northern based communities (i.e. between 0 to 3 years of experience).</li><li>The Proponent has very little to no experience with appropriate northern issues (social, economy, environment).</li><li>The Proponent has very little to no experience working with First Nations – particularly within the context of final agreements, businesses, and cultural dimensions.</li></ul>	<ul style="list-style-type: none"><li>The Proponent has not achieved any formal training specializing in Regional Planning, Geography, Sustainable Development, and does not have any equivalent designation or experience in lieu.</li><li>The Proponent has</li></ul>
Qualifications	15%	<ul style="list-style-type: none"><li>The Proponent has achieved a Masters or PhD degree specializing in Regional Planning, Geography, Sustainable Development or has attained equivalent designation or over 10 years of direct experience in lieu.</li><li>The Proponent has significant demonstrable</li></ul>	<ul style="list-style-type: none"><li>The Proponent has achieved a Bachelors or Masters degree specializing in Regional Planning, Geography, Sustainable Development, or has attained equivalent designation or 5 to 10</li></ul>	<ul style="list-style-type: none"><li>The Proponent has achieved a Diploma or Bachelors degree specializing in Regional Planning, Geography, Sustainable Development, or has attained equivalent designation or 2 to 5</li></ul>	<ul style="list-style-type: none"><li>The Proponent has not achieved any formal training specializing in Regional Planning, Geography, Sustainable Development, and does not have any equivalent designation or experience in lieu.</li><li>The Proponent has</li></ul>	<ul style="list-style-type: none"><li>The Proponent has not achieved any formal training specializing in Regional Planning, Geography, Sustainable Development, and does not have any equivalent designation or experience in lieu.</li><li>The Proponent has</li></ul>

		experience with appropriate land issues, associated plans and legislation.	years of direct experience in lieu. <ul style="list-style-type: none"><li>The Proponent has some experience with appropriate land issues, associated plans and legislation.</li></ul>	years direct experience in lieu. <ul style="list-style-type: none"><li>The Proponent has limited experience with appropriate land issues, associated plans and legislation.</li></ul>	very little to no experience with appropriate land issues, associated plans and legislation.
Methodology, Innovation & Value-Added Services	20%	<ul style="list-style-type: none"><li>The project proposal outlined a very detailed, well conceived work plan which clearly and concisely shows the methodology and approach to be used to accomplish the project.</li><li>The methodology was clearly done with a clear understanding of the Town's expectations and the scope of the project.</li><li>The overall construction and layout of the methodology to be used is creative and innovative.</li><li>The value-added services or elements included in the Proposal will provide tremendous benefit to the overall project outcome or process.</li></ul>	<ul style="list-style-type: none"><li>The project proposal outlined some details, was somewhat clear and shows the methodology and approach to be used to accomplish the project.</li><li>The methodology was done with some understanding of the Town's expectations and the scope of the project.</li><li>The overall construction and layout of the methodology to be used was somewhat creative or innovative.</li><li>The value-added services or elements will provide some benefits to the overall project outcome or process.</li></ul>	<ul style="list-style-type: none"><li>The project proposal outlined very few details and the methodology was unclear in some areas.</li><li>The methodology was done with a very basic understanding of the Town's expectations and the scope of the project.</li><li>The construction and layout of the methodology to be used was standard and typical for this project.</li><li>The project proposal failed to outline additional value-added services or elements.</li></ul>	<ul style="list-style-type: none"><li>The methodology was not clear at all.</li><li>The construction of the methodology to be used was done with no understanding of the Town's expectations and the scope of the project.</li><li>The project proposal did not include or reference any value-added service services or elements.</li><li>No additional benefits will be realized from the proposal.</li></ul>

Availability of resources	15%	<ul style="list-style-type: none"> <li>• The proposal outlined a great attention to be available for meetings &amp; questions.</li> <li>• The Proponent demonstrates a great capacity to provide useful tools for the project and the future use of the deliverables.</li> </ul>	<ul style="list-style-type: none"> <li>• The proposal outlined some attention to be available for meetings &amp; questions.</li> <li>• The Proponent demonstrates some capacity to provide useful tools for the project and the future use of the deliverables.</li> </ul>	<ul style="list-style-type: none"> <li>• The proposal outlined a limited attention to be available for meetings &amp; questions.</li> <li>• The Proponent demonstrates limited capacity to provide useful tools for the project and the future use of the deliverables.</li> </ul>	<ul style="list-style-type: none"> <li>• The proposal outlined very few to no attention to be available for meetings &amp; questions.</li> <li>• The Proponent demonstrates very few to no capacity to provide useful tools for the project and the future use of the deliverables.</li> </ul>
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Project Cost	5%	<ul style="list-style-type: none"> <li>Projected project costs are within the project budget.</li> <li>Cost includes all aspects of the project.</li> <li>Costs are done in Canadian currency</li> <li>Costs include any applicable taxes.</li> </ul>	<ul style="list-style-type: none"> <li>Projected project costs are within the project budget.</li> <li>Most costs are included in the project but, not all.</li> <li>Costs are done in Canadian currency.</li> <li>Costs include any applicable taxes.</li> </ul>	<ul style="list-style-type: none"> <li>Projected project costs are just above the project budget.</li> <li>Many aspects of the project are not accounted for in the cost estimates.</li> <li>Costs are quoted in a currency other than Canadian.</li> <li>Costs do not include applicable taxes.</li> </ul>	<ul style="list-style-type: none"> <li>Projected project costs are significantly beyond the project budget.</li> <li>Significant aspects of the project are not accounted for in the cost estimates.</li> <li>Costs are quoted in a currency other than Canadian.</li> <li>Costs do not include applicable taxes.</li> </ul>
References	5%	<ul style="list-style-type: none"> <li>The Proponent provided more than the required number of references (i.e. 3).</li> <li>The references contacted, provided extraordinary proof or exemplary feedback attesting to the quality of the work performed by the Proponent.</li> <li>The Town found the references to be credible and was able to independently verify the quality of the work performed by the Proponent.</li> </ul>	<ul style="list-style-type: none"> <li>The Proponent provided the required minimum number of references requested in the RFP (i.e. 2-3).</li> <li>The references contacted, provided adequate proof or satisfactory feedback attesting to the quality of the work performed by the Proponent.</li> <li>The Town found the references to be credible.</li> <li>The Town was unable to independently verify the quality of the work performed by the Proponent.</li> </ul>	<ul style="list-style-type: none"> <li>The Proponent provided less than the required minimum references requested in the RFP (i.e. 2-3).</li> <li>The references contacted did not provide satisfactory proof of work or feedback attesting to the quality of the work done by the Proponent.</li> <li>The Town did not find the references to be credible and was not able to independently verify the quality of the work performed by the Proponent.</li> </ul>	<ul style="list-style-type: none"> <li>No references were provided or very limited number of references were provided.</li> <li>The Town was unable to reach the references through the information provided.</li> <li>The references' feedback or proof fell short of the expectation of the Town.</li> <li>The references did not, in the opinion of the Town seem credible whatsoever.</li> </ul>