



MUNICIPALITY OF THE DISTRICT OF WEST HANTS AND TOWN OF WINDSOR

REQUEST FOR PROPOSALS Electoral Boundary Review

1.0 INVITATION

The Municipality of West Hants and the Town of Windsor are seeking proposals from qualified consultants for the preparation of an Electoral Boundary Review Report.

Submissions will be accepted at the West Hants Planning and Development Department until a closing time of 2:00 p.m. local time, Thursday, November 29, 2018. Responses can be hand delivered or mailed to the address below. This is a two-part submission process. Each part must be in a separate sealed envelope and marked clearly as either Selection or Price:

Electoral Boundary Review Report

Two-Part Submission:

**RFP Region of Windsor and
West Hants Municipality
Electoral Boundary Review**
RFP# WHPL18-03

**RFP Region of Windsor and
West Hants Municipality
Electoral Boundary Review**
RFP# WHPL18-03

Selection Criteria, Part 1

Price Criteria, Part 2

Reporting Responsibility
& Contact Persons:

Madelyn LeMay
Director of Planning and Development
Municipality of the District of West Hants
mlemay@westhants.ca
902-798-6904

Delivery and Mailing
Address:

Municipality of the District of West Hants
P.O. Box 3000, 76 Morison Drive
Windsor West Hants Ind. Park
Windsor, Nova Scotia, B0N 2T0



2.0 BACKGROUND

The Municipality of Wests Hants is one of 12 rural district municipalities in Nova Scotia, surrounding the historic Town of Windsor and bordering on the Municipalities of East Hants to the east, Halifax to the south, Chester to the south-west and Kings County to the north-west. The former Town of Hantsport joined the Municipality of West Hants on July 1, 2015 and is an integrated community of West Hants. Legislation was enacted in October 2018 which will consolidate the Municipality of West Hants with the Town of Windsor, forming one Regional Municipality on April 1, 2020. Regional Municipality will mean "The Region of Windsor and West Hants Municipality" as defined in the Act. The anticipated Regional Municipality will be one of several municipalities whose history and present life style are affected by the highest tides in the Minas Basin, predominately by the Avon River system. With an average of 287 days with sunshine, it is the ideal place to enjoy outdoor activities such as hiking, golfing, biking, skiing and boating. The climate supports various agricultural activities which in turn support wineries, craft breweries, giant pumpkins, retail landscaping and plant operations, sheep farming, and commercially-grown land-based Atlantic salmon.

The anticipated Regional Municipality is a centrally located, thriving and growing collection of communities interspersed with rolling hills, treescapes and water views. With a travel time of only 35 minutes to the Provincial capital of Halifax, the Stanfield Airport and the centre of the Annapolis Valley it is an ideal location to live, work and grow. Its population of 19, 016 residents, residing on 1,253.11 square kilometers is dispersed among the Town of Windsor, the former Town of Hantsport, three Growth Centres, and rural expanses resulting in a population density of 15.18 persons per square kilometer. Growth Centres are served by central water and/or sewer and West Hants has embarked on a project to extend its own fibre optic cable to more rural areas to encourage independent service providers to provide or improve current services. Windsor's downtown and waterfront have free wifi access.

The Town of Windsor is one of the oldest communities in Nova Scotia. It is located at the confluence of the Avon and St. Croix Rivers on land that is acknowledged as Mi'kma'ki, the unceded traditional land of the Mi'kmaq. The French settled in the area in 1685 but were displaced by the English in 1749. In 1750, the English built the Fort Edward Blockhouse, which was a key point for the assembly of Acadians when they were expelled from Nova Scotia in 1755. The Blockhouse is still standing as the last of its kind in North America.

In the eighteenth and nineteenth centuries when the comfort of a community often depended on the productivity of the land immediately around it, Windsor could be considered blessed relative to much of Nova Scotia and prospered as a result. Windsor benefitted from good soils and valued mineral resources that supported an active community.



Following the integration of the former Town of Hantsport with West Hants in 2015, the Nova Scotia Utilities and Review Board established the present electoral districts. A review of the electoral districts is required by October 2019 in order to prepare for the required elections for the anticipated Region the first weekend of March 2020.

Windsor has had four councillors and a Mayor since 2008 and there are no electoral boundaries. The Mayor and Councillors are elected at large. The Town is entirely enveloped and bordered by West Hants Districts 2, 5, 6, 8 and 9.

2.1 Background Reference Material

The following documents should be reviewed as part of the consultant(s) preparation work to respond to this RFP. The documents are available from the West Hants Planning and Development Department:

- a. Nova Scotia Utility and Review Order M07207, which includes present West Hants District descriptions; and
- b. 2015-12-15 Kings Governance and Boundaries Report

2.2 Purpose

The intent of the Boundary Review is to determine the number and location of the electoral districts of the anticipated Region of Windsor and West Hants Municipality in accordance with the Nova Scotia Utility and Review Board requirements.

2.3 Objectives: Deliverables and Expectations

The following shall be used to develop proposals for the anticipated *Region of Windsor and West Hants Municipality* Electoral Boundary Review:

2.3.1 Process:

The following process shall be used as a basis for carrying out the Electoral Boundary Review:

- the Review is to be conducted between January and March 2019 with the final report completed in April 2019;
- the consultant will meet in a joint meeting with staff of both the Municipality of West Hants and Town of Windsor upon award of the contract to develop a better



understanding of the issues and objectives for the anticipated Region of Windsor and West Hants Municipality Electoral Boundary Review, confirm the proposed work plan and deliverables, and establish lines of communication and areas of responsibility between the Proponent, the Municipality of West Hants and the Town of Windsor. This meeting will help establish the Electoral Boundary Review's milestones and timelines. Additional meetings during the Electoral Boundary Review will be held at the joint discretion of West Hants and Windsor.

- the consultant will have one initial meeting with the Transition Committee and will briefly explain the project and its goals, and present the initial boundary proposal for polling districts and obtain feedback from the Transition Committee.
- the consultant will organize and hold a minimum of six (6) public consultation meetings:
 - each meeting shall be advertised at a minimum through the West Hants and Windsor websites and Facebook sites and the Valley Journal Advertiser;
 - each meeting shall include a presentation by consultant outlining the Review process, presenting the results of research, the reasons the provided options have been chosen, analysis of the research and seeking public reaction and comment on the information presented;
- following the public consultation, the consultant will organize and hold interviews with each municipal elected official from each Council individually;
- following the public consultation and meetings with individual members of the Councils, the consultant will have a second meeting with the Transition Committee and will explain each option and the rationale for the recommended option;
- the consultant will then prepare and submit the final Electoral Boundary Review Report to the Transition Committee

2.3.2 Content

At a minimum:

- the Boundary Review and Final Report will be carried out in accordance with Municipal Government Act Rules made under Section 12 of the Utility and Review Board Act and where applicable, will adhere to Section 29 of the Rules. The objective is to review the current governance structures in the Municipality of West Hants and Town of Windsor and provide options identifying the number of elected officials and the polling district boundaries for the anticipated Regional Municipality;
- the Boundary Review and Final Report will respect any requirements of Bill 55, the Bill creating the anticipated Region of Windsor and West Hants Municipality;



- the consultant must provide a minimum of three (3) options for the number of elected officials and district boundaries which would meet the NSUARB equity requirements (+-10% threshold) and take the following into consideration:
 - parity among districts
 - clearly identifiable boundaries
 - geographic size
 - existing population
 - distinct ethnic characteristics
 - communities or areas of interest, including the former Town of Hantsport and the present Town of Windsor
 - potential future growth or depopulation
 - elections at large
- the consultant will prepare mapping of each of the boundary options under consideration;
- all mapped information will be provided as shape files;
- deliverables shall include seven (7) copies of the Electoral Boundary Review Report plus digital copies.

3.0 RFP PROPONENT CHECKLIST

Please ensure the following points have been addressed and are checked off to confirm compliance to the requirements:

- [] Read and understand the scope of the RFP
- [] Proposals are clearly separated into two envelopes and marked with name and address of the proponent and RFP number.



Selection Criteria

- Work Plan (w/ Gantt Chart)
- Schedule
- Resumes & Qualifications
- Certifications
- References

Price Criteria

- Fee Structure
- Budget
- Payment Schedule

- [] A copy of the Proponent's Letter of Good Standing from the NSCSA, WCB Safety Certifying Partner, or CFCSA (as outlined in Section 5.0).
- [] A copy of the Proponent's Certificate of Good Standing from the Workers Compensation Board of Nova Scotia (as outlined in Section 5.0).
- [] A copy of the Proponents Insurance policy (as outlined in Section 5.0).
- [] A list of the key personnel who will be working on the project, their individual experience and what their role will be. A list of sub-consultants, including their company and staff experience specifically related to their role (if applicable).
- [] The qualifications, ability, and past experience of the company with similar projects, including references from other municipal units for whom the consultant(s) have completed similar projects within the last 5 years. References should relate to projects that have been completed by the consultant team identified in this proposal.
- [] At least three references with contact information (please include current phone numbers).
- [] A table or Gantt Chart showing the timeline of different components of the project (i.e. the sequence of completion and the amount of time for each component, meetings to present and review progress).
- [] A fee structure and the upper limits of the project cost. This fee structure must include an outline of fees for at least the following:
 - a. Sub-consultants, if any; and
 - b. All disbursements;
- [] A detailed budget and payment schedule including additional expenses for the entire project.
- [] For administrative purposes, all proposals are only to be received at the Municipality of the District of West Hants office, 76 Morison Dr., Windsor by 2:00 p.m. on the



closing date indicated in Section 1.0. Late proposals will not be accepted and may be returned unopened.

- [] Any questions should be directed to Madelyn LeMay, Director of Planning and Development at mlemay@westhants.ca or 902-798-6904.



4.0 PROPOSAL EVALUATION CRITERIA

This is a two part RFP. Each RFP proposal will be evaluated using the following evaluation criteria as noted in Part 1 (Selection Criteria). Only those proposals which receive a minimum pass rate of 80% will move to the price criteria evaluation component (Part 2).



Region of Windsor and West Hants Municipality Electoral Boundary Review Proposal Evaluation

Company Name: _____

Evaluator's Name: _____

	Criteria	Ranking	Total Available Points	Score	Comments
PART 1	Evidence of the proponent's general ability to fulfill the services required as outlined in this RFP.	15	Significant evidence of ability	15	
		10	Average evidence of ability		
		5	Little evidence of ability		
		0	No evidence/not addressed in proposal		
	Has provided and met the required certifications	5	All certifications are current and provided	5	
		2.5	Some certifications are current and present		
		0	Not addressed in proposal		
	Proposed methodology to initiate and complete the project	15	Extremely detailed and very realistic	15	
		10	Good detail and realistic		
		5	Little detail and somewhat realistic		
		0	Not realistic/not addressed in proposal		
	Demonstrated ability to provide a high quality, cost effective final Electoral Boundary Review Report within the proposed budget. Proponents are requested to provide examples of similar work within the proposed	15	Quality examples included and demonstrates clear ability to meet the West Hants needs	15	
		10	Examples provided and demonstrates an understanding of the needs of the anticipated Regional Municipality		



budget range. Each example must show the acceptability of the earlier reports to the municipality for which it was prepared and show the ability to meet community need and the opportunity for West Hants to gain the best value for expenditure.	5	Examples don't align with proposed project and have limited description of ability to meet the needs of the anticipated Regional Municipality			
	0	Not addressed in proposal			
Ability to provide alternatives, options, and flexibility should anticipated additional resources become available.	5	Alternatives provided	5		
	0	Not addressed in proposal			
Qualifications and positive experiences of the proponent's principle staff that will be assigned to this project. Evidence of corporate support and structure and description of associated consultants/companies if applicable.	5	Qualifications and evidence provided	5		
	0	Not addressed in proposal			
Proponents are requested to provide references from similar sized/types of projects completed within the previous five years.	5	Positive references provided	5		
	0	No references or unsatisfactory references provided			
Proposed timelines (including a Gantt Chart or table) with an anticipated completion date. Provide strategies and indication of how timelines will be met.	5	Realistic timeline and strategy	5		
	2.5	Timeline with unrealistic or no strategy			
	0	Not addressed in proposal			
Overall clarity and quality of the proposal.	5	Extremely clear, concise, and thorough	5		
	2.5	Somewhat clear descriptions			
	0	Vague and unclear descriptions			
Level of effort.			5		



	Locally-based (NS) firms may be given preference if selection criteria values of all proposals are within 5%.			
PART 2	COST/PRICE EVALUATION SHEET			
	$\left(\frac{\text{Lowest Bid}}{\text{Bidder's Price}} \right) \times \text{Price Weighting (\#points)}$		20	
	Total Score		100	



5.0 TERMS AND CONDITIONS

<u>Inquiries</u>	All inquiries to this RFP are to be directed to Madelyn LeMay (contact information in Section 1.0).
<u>Clarification and Addenda</u>	Notify Madelyn LeMay not less than four (4) working days before RFP closing of omissions, errors, questions or ambiguities found in the RFP# WHPL18-03 Documents. If correction, explanation or interpretation is necessary a written addendum will be issued. All addenda will form part of the RFP# WHPL18-03 Documents.
<u>H.S.T.</u>	Do not include applicable taxes in Proposal price.
<u>Proposal and Contract Security</u>	None Required
<u>Insurance</u>	The Proponent shall obtain and continuously maintain during the term of the Contract or any extension thereof a comprehensive general liability policy with limits of not less than five million dollars (\$5,000,000.00) with such coverage to be with such insurance company and contents acceptable to the Municipality of West Hants and the Town of Windsor. The Proponent shall name the Municipality of West Hants and the Town of Windsor as additionally insured on this coverage. A copy of the insurance certificate must be submitted with the proposal.
<u>Proponent's Indemnification</u>	The Proponent agrees to indemnify and save the Municipality of West Hants and Town of Windsor harmless against all claims, suits, demands, damages, expenses, disbursements and costs on a Solicitor and Client basis which the Municipality of West Hants and/or Town of Windsor may incur as a result of any act or omission by the Proponent. The Proponent acknowledges that it is not an employee of the Municipality of West Hants or Town of Windsor, but is an independent Contractor.
<u>Amendment or Withdrawal of Proposal</u>	Proposals must be amended or withdrawn by registered letter, postmarked prior to the date and time of closing. Notification



of amendment or withdrawal may also be sent to Madelyn LeMay by email or facsimile prior to the closing date for the RFP, but will not be considered until such time as the registered letter is received.

The only acceptable price amendment is the amendment of individual unit prices. Amendments shall not disclose either the original or revised total price and must be submitted separately from other amendment proposals in a sealed envelope.

Any amendment or withdrawal must be marked as follows: "Amendment/withdrawal of RFP for Region of Windsor and West Hants Municipality Boundary Review RFP# WHPL18-03", and must be signed and sealed as required for the RFP, and submitted to the address given for receipt of the RFP prior to time of RFP closing.

Informal or Un-Balanced Proposals

Proposals which, in the opinion of the Municipality of West Hants and the Town of Windsor, are considered to be informal or unbalanced may be rejected.

Certifications

Proponents with a Standard Industry Code¹ of 4001-4499 or 3551 must have a current and valid Letter of Good Standing issued by the Nova Scotia Construction Safety Association, or an approved WCB Safety Certifying partner, or from the Canadian Federation of Construction Safety Association (CFCSA), or from a recognized safety association which utilizes an external audit element. **A copy of this, if required, must be submitted with the proposal.**

The proponent must supply a Certificate of Good Standing from the Workers Compensation Board of Nova Scotia. **A copy of this, if required, must be submitted with the RFP.**

5.1 Privilege

This RFP neither expresses nor implies any obligation on the part of the Municipality of West Hants or Town of Windsor to enter into a contract with any party submitting a response or responses.

¹ As defined by the Government of Canada



A table of evaluation criteria is included within this RFP document to be used as a guideline for proposers (see Section 4.0). The Municipality of West Hants and Town of Windsor reserves the right to deviate from the evaluation criteria where it is in the best interests of the Municipality and Town.

The Municipality of West Hants and the Town of Windsor reserve the right to reject all or any proposals, and to not necessarily accept the lowest proposal. The Municipality of West Hants and the Town of Windsor may accept any proposal or any portion of any proposal that may be considered in the best interests of the anticipated Region of Windsor and West Hants Municipality. Municipality of West Hants and the Town of Windsor also reserve the right to waive formality, informality, or technicality in any proposal. This includes the right to accept a proposal that is not strictly compliant with the instructions in the RFP document.

The Municipality of West Hants and the Town of Windsor reserve the right to negotiate after the RFP Closing Date with any proposer to finalize service arrangements in the best interests of the Region of Windsor and West Hants Municipality.

The Municipality of West Hants and the Town of Windsor shall not be bound by trade or custom in dealing with and/or evaluating the responses to the RFP. The Municipality of West Hants and the Town of Windsor reserve the right to interpret any and all aspects of this RFP in a manner most favorable to the anticipated Region of Windsor and West Hants Municipality.

Proponents will be deemed to have familiarized themselves with existing site and working conditions and all other conditions which may affect performance of the contract. No plea of ignorance of such conditions as a result of failure to make all necessary examinations will be accepted as a basis for any claims for extra compensation or an extension of time.

In submitting a proposal, the proponent has accepted the reservation of rights as set out herein and agrees to be bound by the same.



6.0 REGION OF WINDSOR AND WEST HANTS MUNICIPALITY ELECTORAL BOUNDARY REVIEW TIMELINES

1. Invitational Call for Proposals – November 5, 2018.

Sealed Proposals (one hard copy required), in two separate envelopes:

Two-Part Submission:

**RFP Region of Windsor and
West Hants Municipality
Electoral Boundary Review
RFP# WHPL18-03
Selection Criteria, Part 1**

**RFP Region of Windsor and
West Hants Municipality
Electoral Boundary Review
RFP# WHPL18-03
Price Criteria, Part 2**

Titled "**RFP Region of Windsor and West Hants Municipality Electoral Boundary Review RFP# WHPL18-03**" must be received at:
Municipality of the District of West Hants
P.O. Box 3000, 76 Morison Drive
Windsor West Hants Ind. Park
Windsor, Nova Scotia, B0N 2T0
(902) 798-8391

Prior to: 2:00 pm, Thursday, November 29, 2018

Public opening of Part 1: Selection Criteria will occur at 2:15 pm, Thursday, November 29, 2018 at the above address.

Fax or E-mail submissions will not be accepted. Late submissions will remain unopened.

2. Review and selection of successful proponent December 3-7, 2018

Note: Proponents MAY be invited for a personal interview during this time.

Note: Final award will be subject to the Transition Committee's approval process, as required.

Commencement of Region of Windsor and West Hants Electoral Boundary Review will occur on or before January 7, 2019.



7.0 CLOSING INFORMATION

1. Neither the Municipality of West Hants nor the Town of Windsor are liable for any costs or expenses or to reimburse or compensate the Proponents in any manner whatsoever or under any circumstances including, without limitation, in the event of rejection of all proposals or cancellation of the project.
2. The Proponent must have the safety certification outlined in Section 5.0 and must ensure the public's safety at all times.
3. All work is to conform to the Occupational Health and Safety Act.
4. All work to be performed in a workmanlike manner according to standard procedures.
5. Invoices shall indicate H.S.T. with appropriate registration number, listed as a separate item.
6. The Contractor agrees to comply with all legislation in effect from time to time, including any Federal, Provincial and Municipal legislation, regulations or By-laws, which are applicable to the operations of the Contractor respecting this Contract.
7. Should there be any questions regarding the interpretation of this RFP, the Municipality and Town's interpretation shall govern.
8. The Proponent shall at his/her expense remedy all deficiencies performed or provided under this contract for a period of one (1) year after date of acceptance by the Municipality of West Hants and Town of Windsor.
9. The Proponent shall warranty all material and equipment installed by him/her, or incurred under this contract, for a period of one (1) year, after date of acceptance by the Municipality of West Hants and Town of Windsor.
10. The Municipality of West Hants and the Town of Windsor reserve the right to request that any or all proponents clarify and make revisions to their proposal. The Municipality of West Hants and the Town of Windsor may choose to meet with one, several, or all proponents to discuss aspects of their proposal. Neither the Municipality of West Hants nor the Town of Windsor are obligated to seek clarification from any proponent with regard to any aspect of its proposal.



11. The Municipality of West Hants and the Town of Windsor are not bound to accept any proposal. Further, the Municipality of West Hants and the Town of Windsor reserve the right to accept or reject any proposal in whole or in part, waive any irregularities in the proposal process, and to discuss different or additional items to those included in this RFP, at their discretion. The Municipality of West Hants and the Town of Windsor may invalidate this RFP and may issue a second RFP at their sole discretion.

Thank you for your anticipated response.