



DISTRICT OF 100 MILE HOUSE

Request for Proposal RFP 2025 -001 Official Community Plan and Zoning Bylaw

Responses are to be submitted on or before **2:00 p.m. local time Feb. 18, 2025** to the attention of:

Joanne Doddridge, Director of Economic Development & Planning
Municipal Office
#1-385 Birch Avenue
100 Mile House, BC V0K 2E0
Phone: (250) 395-2434
Email: jdoddridge@100milehouse.com

Submission Details

- a) Two (2) copies of the responses are to be in sealed envelopes or packages marked with the Respondent's Name, Title and marked 100 Mile House Official Community Plan and Zoning Bylaw RFP 2025-001. **Emailed copies of the proposal will be accepted.**
- b) The District reserves the right to cancel this Request for Proposal for any reason without any liability to any proponent or to waive irregularities at their own discretion.
- c) The District reserves the right to reject any of all proposals and to accept the proposal deemed most favourable to the interest of the District.
- d) The District will not entertain any claims for costs related to the preparation and/or presentation of the proposals.
- e) The District is NOT contractually bound to any matters until such time as the District has negotiated a **separate contract** that is totally independent of the RFP process.
- f) The proposal must meet the requirements as stated in item 2 in the complete RFP document.

“PROPOSALS WILL NOT BE OPENED IN PUBLIC”

Queries should be submitted in writing to:

District of 100 Mile House
Attention: Joanne Doddridge, Director of Economic Development & Planning
#1-385 Birch Avenue, Box 340
100 Mile House, BC V0K 2E0
Fax: (250) 395-3625
E-Mail: jdoddridge@100milehouse.com

1. INTRODUCTION

Purpose

The District of 100 Mile House is requesting submission of proposals from qualified professional planning consultants to undertake the preparation of a new:

- District of 100 Mile House Official Community Plan (OCP)
- District of 100 Mile House Zoning Bylaw

Background

Provincial Legislation and Recent Changes

The Provincial legislative framework that guides municipal land management tools has changed significantly within the past year and these changes have informed the approaches for both the OCP and Zoning updates.

Municipalities are now required to prepare an Interim Housing Needs Report (HNR) to identify the 5-year and 20-year housing need in the community.

Municipalities must then update their OCPs by Dec. 31, 2025 to accommodate the number of housing units needed over the next 20 years. In addition, the Province also requires that Zoning Bylaws are updated to accommodate and facilitate at least the 20 year projected housing needs. This means land may need to be pre-zoned to meet the projected residential need.

Current OCP Context

The current OCP was adopted Mar. 22, 2016. It includes the following policy areas: growth management; residential areas; commercial; industrial;

public use & institutional; parks, recreation & open spaces; agriculture; natural environment; resource areas; servicing & infrastructure; health & social; climate change; and development permit areas.

Over the past 9 years, there have been a total of 13 OCP amendment bylaws adopted by Council. These amendments are reflective of some growth, some corrections in land use designations to match current uses, and some redesignation of development permit areas.

Overall, the OCP requires a thorough review, with some updates likely, along with incorporation of the housing legislative component. But generally, it serves the municipality well.

Current Zoning Bylaw Context

The District's Zoning Bylaw was also adopted Mar. 22, 2016. It represented a major update at that time. Since then, the Zoning Bylaw has been amended 44 times. Many of the amendments have been site-specific responses to development applications. Although site-specific zoning is a useful tool, it creates a level of uncertainty that is not immediately clear to readers of the bylaw.

Along with a need to incorporate the relevant new Provincial legislation relating to municipal planning and housing (Bills 44, 46, 47 as applicable), a number of 'housekeeping' updates are also required in the next Zoning Bylaw revision.

There are several problematic areas of regulation that require simplification, re-definition, and revision. All principle and accessory uses require review. In addition, the update should embody Council's strategic priorities, provide clarity, and be internally consistent.

Overall, the Zoning Bylaw will require a thorough review, incorporation of the new housing legislative requirements, and several updates, both minor and more significant, are anticipated.

2. SCOPE OF WORK

For full scope of services please see Schedule A – Services and Specifications.

3. PROPOSAL REQUIREMENTS

Only complete submissions will be accepted. Partial submissions will not be considered. Submissions may be revised by written amendment, delivered to the location set out for delivery of submissions, before the Closing Date.

The proposal should indicate that thought and consideration has been given to answering the goals of the project, highlighting any additional items or approaches for added value.

The proposal must include estimated hours and timeframe involved and a letter of introduction, including name and address of Respondent and details of potential partnerships and business agreements contemplated for the project.

4. EVALUATION AND SELECTION CRITERIA

The Request for Proposal is used to select a Proponent, who will have demonstrated a capability to commence and complete the work described within the time frame specified and according to the following criteria, provided that this list is not exhaustive, or set out in any particular order of priority.

Proposals shall be evaluated to determine the best value offered to the District using the following criteria:

- The Respondent's business and technical reputation and capabilities and the experience of its personnel.
- The Respondent's strategy to deliver the Project on schedule, and experience in delivering similar projects on or ahead of schedule.
- The Respondent's ability and experience meeting a tight time frame.
- Methodology and approach (understanding of service objectives and outcomes).
- Resources and pricing structure (staff, equipment).
- The Respondent's financial capability to undertake the Project.

- Proposal is clear and logical and shows value for the money to the District.
- Demonstrated capabilities that make the Respondent's services uniquely qualified to provide the requested services, including any innovative approaches successfully used with other clients.

The following criteria will be used to evaluate proposals.

Evaluation Criteria	Points
Experience & Qualifications	20
Approach & Engagement	40
Schedule & Workplan	20
References	10
Price & Value for Money	10
TOTAL	100

5. **NEGOTIATION DELAY**

If a written Contract cannot be negotiated within thirty days of notification of the successful Proponent, the District may, at its sole discretion at any time thereafter, terminate negotiations with that Proponent and either negotiate a Contract with the next qualified Proponent or choose to terminate the Request for Proposal process and not enter into a contract with any of the Proponents.

6. **BUDGET AND FIRM PRICING**

The total budget for this project is not to exceed **\$125,000**, including PST, expenses, disbursements and contingencies.

Proposals must be firm for at least 60 days after the closing date. Prices will be firm for the entire Contract period.

7. **CURRENCY AND TAXES**

Prices quoted are to be

- a) in Canadian dollars;
- b) inclusive of duty, where applicable;

- c) FOB destination, delivery charges included where applicable, and
- d) inclusive of Provincial Sales Tax
- e) Goods and Services Tax and Provincial Sales Tax to be itemized separately;
- f) inclusive of travel expenses and all other expenses.

8. CLARIFICATION OF THIS REQUEST FOR PROPOSAL

This is a request for proposal only and will not give rise to a Contract "A" (bid contract). The District is free to negotiate with any of the proponents and that as a result of the negotiation process, the District is not required to treat all proponents equally. This request for proposal process is NOT a tendering process. No legal relations are intended to arise from the RFP process. The District is NOT contractually bound to any matters until such time as the District has negotiated a separate contract that is totally independent of the RFP process.

If a Proponent has any questions about the contents of the RFP, or about any matters relating to it the question must be directed in writing, and not orally, to the District's Representative at the contact address set out below, before **Feb. 11, 2025**. The District's Representative will answer all questions in writing, will post answers on the District website, and will provide a copy of all questions and their answers to each of the Proponents no later than **Feb. 12, 2025**. E-mail responses will be accepted.

The RFP process forms complex legal obligations. Any information obtained from any source other than the District Representative is not official and should not be relied upon. Any uncertainty regarding the process, therefore, must be referred to the District Representative.

9. DISTRICT REPRESENTATIVE

The District's Representative on this project is Joanne Doddridge, and all inquiries related to this "Request for Proposal" are to be directed to:

Joanne Doddridge, Director of Economic Development & Planning
District of 100 Mile House
#1-385 Birch Avenue, Box 340
100 Mile House, BC V0K 2E0
Fax: (250) 395-3625
E-Mail: jdoddridge@100milehouse.com

10. NOTICE TO PROPONENTS

a. Liability

The proponents shall ensure that the District, its officers, employees and committee members, are save harmless from any liability whatsoever arising out of the proponent's performance or non-performance of the term of this Proposal.

b. Proponent Responsibilities in Submitting Proposals

Each Proponent is solely responsible for the risk and cost of preparing and submitting its proposal in response to this RFP and neither the District nor its officials, employees, committee members, or Proponents (including the District's representative") are liable for the cost of doing so or obliged to remunerate or reimburse any Proponent for that cost.

By submitting its proposal to the District, each Proponent represents and warrants to the District that the information in its proposal is accurate and complete. This RFP does not impose on the District any duty of fairness or natural justice to any or all respondents with respect to this RFP or the process it creates. Unless the District is expressly permitted or required by this RFP to "act reasonably" the District is entitled to act in its sole, absolute and unfettered discretion.

c. Confidentiality and Freedom of Information of Proposals

All submissions submitted to the District become the property of the District, and the information in Submissions will be disclosed as necessary to carry out the RFP process or as required by law, including the Freedom of Information and Protection of Privacy Act. That Act creates a right of access to records in the custody or under the control of the District, subject to the specific exceptions in the right set out in the Act. The District will receive all proposals submitted in response to this RFP in confidence, including for the purposes of s.21 of that Act. In light of the right of access to information created by that Act, the District does not guarantee that information contained in any proposals will remain confidential if a request for access in respect of any proposal is made under the Act. Any information the proponent considers 'personal information' because of its proprietary nature should be marked as "confidential" and will be subject to appropriate consideration as defined by the Act.

Proponents are required to keep their proposals confidential and must not disclose their proposals, or information contained in them, to anyone else without the prior written consent of the District.

11. WAIVER AND ALLOCATIONS OF RISK

The District accepts no responsibility or liability for the accuracy or completeness of this RFP (including any schedules or appendices to it) or of any recorded or oral information communicated or made available for inspection by the District (including through the District's Representative or any other individual) and no representation or warranty, either express or implied, is made or given by the District with respect to the accuracy or completeness of any of those things. The sole risk, responsibility and liability connected with reliance by any proponent or any other person on this RFP or any such information as is described in this paragraph is solely that of each Proponent. Each Proponent acknowledges and agrees that it is solely responsible for obtaining its own independent financial, legal, accounting, and other advice with respect to the contents of this RFP or any such information as is described in this paragraph. Each Proponent who submits a proposal to the District is deemed to have released the District from, and waived, any action, cause of action, claim, liability, demand, loss, damage, cost or expenses, of every kind, in any way connected with or arising out of the contents of this RFP or any such information as is described in this paragraph. Each Proponent who submits a proposal is deemed to have agreed that it is solely responsible and liable to ensure that it has obtained and considered all information necessary to enable it to understand the requirements of this RFP, and of the project, and to prepare and submit its proposal.

12. CLOSING DATE OF PROPOSALS

The closing date for proposals will be 2:00 p.m. on **Feb. 18, 2025**. All proposals must be clearly marked with the name and address of the Proponent and the "Request for Proposal" title. Proponents are responsible for ensuring that courier delivery occurs within the deadline. Late proposals will not be accepted and will be returned to the Proponent unopened. Email proposals will be accepted.

RECEIPT CONFIRMATION FORM

RFP – 2025-001 / Official Community Plan & Zoning Bylaw
REQUEST FOR PROPOSAL

To receive any further information about this Request for Proposal please return
this form immediately to:

Joanne Doddridge, Director of Economic Development & Planning
District of 100 Mile House
#1-385 Birch Avenue
100 Mile House, B.C. V0K 2E0
fax: (250) 395-3625

COMPANY:

STREET ADDRESS:

CITY: _____

POSTAL CODE:

MAILING ADDRESS IF DIFFERENT:

FAX NUMBER: () _____ PHONE NUMBER: ()

CONTACT PERSON:

E-MAIL ADDRESS:

Signature: _____ Title: _____

**District of 100 Mile House
Official Community Plan & Zoning Bylaw
RFP 2025-001**

Certification Document

Certification:

We have carefully read and examined the RFP document and have conducted such other investigations as were prudent and reasonable in preparing this response.

We certify that the statements made in this response are true and complete. These statements and prices as bid represent our response to the District of 100 Mile House. We agree to be bound by statements and representations made in this response and to any agreement resulting from this response.

We hereby agree that this RFP response may only be withdrawn by written notice delivered to the office of the District Representative prior to the time set for the opening of tenders. We agree that the RFP response attached hereto shall be irrevocable by us for a period of sixty (60) days after the date of the opening of the RFP.

Print Company Name and Address:

Print Name and Title of Authorized Signing Officers:

Signature of Authorized Signing Officer: _____

Telephone Number: _____ Fax Number: _____

E-mail address: _____

Acknowledgement of Addenda

We acknowledge receipt of the following addenda which become part of this RFP:

ADDENDUM # _____

ADDENDUM # _____

ADDENDUM # _____

Signed this _____ day of _____, 2025

SCHEDULE A – SERVICES AND SPECIFICATIONS

The Consultant will complete the following works:

General

The primary objective of this project is to complete a comprehensive re-write of the District's Official Community Plan (OCP) and Zoning Bylaw. Both documents must be technically consistent with each other on a policy basis, user friendly, and consistent with Provincial legislation.

The successful consultant will be expected to achieve the following:

- A public and stakeholder strategy that uses innovative techniques to explore the community and to shape its future through meaningful public participation;
- A new OCP that complies with all legislative requirements, sets clear objectives and policies for landowners, developers, Council and staff, and is aligned with other District of 100 Mile House strategies and plans;
- A new Zoning Bylaw that complies in all respects with the current legislative requirements, is internally consistent with the OCP, and is a highly practical and workable document for staff while being “clear” and “readable” to the general public.

OCP

The Consultant will conduct a full review and associated update of the OCP, including but not limited to:

- Predesignate sufficient lands to meet the 20-year housing needs as identified in the South Cariboo Housing Needs Assessment Report update from 2024.
- Identify areas for modification or update based on emerging trends and needs, including:
 - Review of overarching vision for the community
 - Consideration of industrial, commercial and residential land pressures
 - Integration of Council's strategic priorities, housing plans, airport master plan, active transportation plan, community tourism plan, and other relevant municipal plans
 - Consideration of short-term rental policies
 - Population projections and growth management policies
 - Review of development permit area policies and exemptions
 - Staff and Council 'housekeeping' items
 - Other areas as identified during the update process
- Robust public engagement that will gather input from a broad range of residents and businesses in 100 Mile House

- Council workshops / meetings to solicit input on the OCP development
- Complete agency referrals
- Updated mapping in ArcGIS format compatible with District mapping platform(s)
- Full graphic design of the OCP document
- Production of a fully editable document in multiple file formats

Zoning Bylaw

The Consultant will conduct a comprehensive review and associated update of the Zoning Bylaw, including but not limited to:

- Build-out analysis of OCP-compliant zoning and identification of options to meet housing needs
- Update to Zoning Bylaw to meet (or pre-zone) sufficient lands to meet the 20-year housing supply as identified in the South Cariboo Housing Needs Assessment Report update from 2024.
- Provide a detailed evaluation of current zoning regulations and corresponding general regulations, and recommend updates that reflect best practices in urban planning and development
- Incorporation of 'housekeeping' amendments as identified by staff and as identified during the update process, including a review of definitions and problematic regulations
- Recommendations to reduce the need for site-specific zoning amendments
- Updated mapping in ArcGIS format compatible with District mapping platform(s)
- Full graphic design of the Zoning document
- Production of a fully editable document in multiple file formats

Deliverables

- Public and Council Engagement Strategy
- Opportunities for staff to review draft documents
- Site visit methodology
- Detailed work plan
- Final OCP & Zoning Bylaw, inclusive of updated mapping and full graphic design
- Presentation of the bylaws at a Public Hearing
- Presentation of the bylaws at Council Meeting(s)

Note: the District may review the final documents with legal counsel.

The successful proposal will be expected to incorporate relevant new British Columbia provincial legislation relating to municipal planning and housing as applicable and deliver documents that will be compatible with this new legislation as applicable to the District of 100 Mile House.

As per the Provincial legislative requirements, the bylaw documents must be completed with adoption by Council **prior to the end of 2025.**

Ideal Project Timeline

Proposal intake deadline	Feb. 18, 2025
Proposal award	Feb. 25, 2025
Consultant work plan, site visit methodology and engagement strategy	Mar. 07, 2025
Research phase	Mar. 14–Apr. 14, 2025
Community engagement phase	Apr. 14–May 14, 2025
Technical review & issues identification phase	May 14–July 14, 2025
Community engagement feedback	by Aug. 14, 2025
Draft document production	by Sept. 30, 2025
Staff review and feedback incorporated	by Oct. 30, 2025
Public Hearing	Nov. 25, 2025
OCP & Zoning Bylaw consideration for adoption by Council	Dec. 09, 2025

~ end ~