



**TOWN OF SMITHS FALLS
REQUEST FOR PROPOSAL
COMPREHENSIVE ZONING BY-LAW REVIEW
PROPOSAL # 21-CORP-02**

ADDENDUM #1

Sent by: Mary Remmig, Planning Coordinator
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ADDENDUM #1

Questions and Answers

Question #1

With the Provincial Stay-at-Home Order currently in effect, would the Town consider accepting digital proposal submissions by email instead of the required hard copy and USB submission?

Answer:

Upon request, staff are able to provide proponents a link to upload submission documents to Dropbox. Email submissions will not be accepted. Alternatively, proponents may provide submission documents in the format indicated within the RFP.

Question #2

Can the Town confirm that a copy of the existing Zoning By-law will be provided to the Consultant in Microsoft Word format?

Answer:

Yes, a Microsoft Word version of the document will be provided.

Question #3

Can the Town please confirm how many amendments to the Zoning By-law (both text and Schedules) will need to be consolidated as part of the Zoning By-law Review? Will the Consultant be responsible for completing the consolidation, or will the Town provide a consolidated Zoning By-law to the Consultant at the time of project initiation?

Answer:

The Town has an updated office consolidation of the Zoning By-law (both text and Schedules). Outstanding amendments which may take place before project initiation will be consolidated in the text by Town staff. Through the Zoning By-law review the chosen Consultant will need to determine how many of the existing "exception zones" are still relevant and would need to carry forward into the new Zoning By-law.

Question #4

Can the Town confirm whether the Consultant is required to make a Council presentation to introduce the project as part of Phase 1, or is the first presentation to Council to occur in Phase 2 to present the key themes for the Zoning By-law Review identified in Phase 1?

Answer:

The first presentation to Council would occur in Phase 2. The report in Phase 1 is intended for internal review.

Question #5

As referenced on page 7 and 8 of the RFP under Phase 2, can the Town confirm if a report document which summarizes the technical memorandum to be prepared in Phase 1 is required for the Council meeting, or is the report referenced to be in the form of a presentation to Council?

Answer:

Yes, the report will be in the form of a presentation to Council. This will be based in large part on the technical memorandum required in Phase 1.

Question #6

Under Phase 3, can the Town please confirm if the statutory public open house is expected to be held in the form of a Council meeting, as page 8 of the RFP references "comments from the public to be considered by Council"?

Answer:

The Planning Advisory Committee (PAC) hosts all statutory public meetings under the *Planning Act*. We expect we would schedule a special meeting with PAC for this purpose. Exact reporting format of these meetings to be determined in consultation with the Consultant.

Question #7

Under Phase 4, does the Town require the Consultant to present the Final Zoning By-law to Council for adoption, or would the document be brought forward by Town staff at that point in the project process?

Answer:

Staff would look for the Consultant to present the final Zoning By-law to Council for adoption.

Question #8

As referenced on page 9 of the RFP, can the Town please confirm that all public consultation meetings, as well as meetings with Town staff and Council, should be assumed to occur through virtual means throughout the project?

Answer:

Yes, we will have to assume that for now given the current circumstances.

Question #9

As referenced on page 9 of the RFP, should the Consultant assume that the Town will be responsible for preparing all draft and final statutory Notices required under the Planning Act (i.e. Notice of Statutory Public Open, Notice of Statutory Public Meeting and Notice of Adoption)?

Answer:

Correct. The Town will be responsible for preparing these statutory Notices.

Question #10

Page 9 of the RFP requires physical and electronic copies of all project deliverables to the Town upon conclusion of the project. Can the Town please confirm that only final deliverables will be required in hard copy? Can the Town also confirm how many hard copies of the final background reports and the Comprehensive Zoning By-law and Schedules will be required? Will the Town also require large-scale plots of the Schedules?

Answer:

Electronic versions (PDF and Word) will be required for all project deliverables. Hard copies will only be required for final deliverables. Three (3) hard copies of the final background reports and ten (10) hard copies of the final Zoning By-law and corresponding Schedules (large-scale) will be required for distribution purposes.

Question #11

Can the Town please confirm if a project webpage will be established by staff on the Town's website for use during the project?

Answer:

The Town uses "Speak Up Smiths Falls" for online engagement and would be happy to coordinate that, or alternative, with Consultants as necessary. For information – see the following link: <https://speakupsmithsfalls.com/>

Question #12

Does the Town have a budget for this project?

Answer:

Council has allotted \$50,000 in the 2021 budget for this project.

Question #13

Will the Consultant be required to work with staff or external agencies to update the mapping Schedules for the Zoning By-law? If so, please provide some direction on the scope of the mapping work.

Answer:

Yes, the chosen Consultant will be expected to work with the CGIS team as needed to update mapping Schedules for the Zoning By-law review. The Town currently has an updated office consolidation of the mapping Schedules. The Consultant will be required to review the mapping Schedules for error(s) and anomalies.

Question #14

Are there any other studies or reports that the Town will be able to provide that are relevant to the project?

Answer:

As per page 6 of the RFP, the Consultant will be required to implement applicable recommendations contained in recent municipal policy documents which included the Downtown Parking Management and Regulations Study (2019) and the Housing Task Force Report (2020). These documents will be provided to the Consultant. The Town is currently in the process of developing a Parks and Recreation Master Plan which may be applicable to the project once complete.

Please acknowledge receipt of Addendum.