



REQUEST FOR PROPOSAL
OFFICIAL COMMUNITY PLAN & ZONING BYLAW REVIEW & REWRITE

ISSUE DATE:

July 30th, 2019

CLOSING DATE & TIME:

August 30th, 2019

SUBMISSION DETAILS:

710 Adela Trail
Watson Lake, Yukon
Canada, Y0A 1C0
Attn: Cam Lockwood, CAO

PROJECT COMMENCEMENT

Within 10 days after award of contract

CONTACT:

Cam Lockwood, CAO
Town of Watson Lake
Email: cao@watsonlake.ca
Phone: (867) 536-8000

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INTRODUCTION

Purpose

The Town of Watson Lake is requesting submission of Proposals from qualified Consultants to undertake a comprehensive review and rewrite of the Town's Official Community Plan (OCP) and Zoning Bylaw. The successful Consultant(s) or team(s) will have proven experience in the development of policies in areas including land use planning, community engagement, community stewardship, and sustainable community development.

The Mayor, Council, and Administration of the Town have identified the comprehensive review and rewrite of the OCP and Zoning Bylaws as a priority for 2019 with the goal of adoption no later than **July 21st, 2020**. The comprehensive review and rewrite of the OCP and Zoning Bylaw will help the Town achieve its goals for continued sustainable community improvements. This review will also ensure commonality between the Town of Watson Lake's OCP, zoning bylaw, Watson Lake community development plan, and any other applicable community plans. This project will have a significant public consultation and engagement process that reaffirms community values, and determine community objectives.

The Town is requesting proposals from experienced consultants to be conceptually sound, thorough, and reflective of the community's strategic vision for the next 10 years.

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.

Background

Watson Lake is the first municipality in Yukon for those visiting the north via the Alaska Highway. Often branded as the Gateway to the Yukon, Watson Lake has a rich history of being a central hub in the southern Yukon for a number of economic activities. Watson Lake is also home to the Liard First Nation, one of the two Kaska First Nations in Yukon.

Today, in 2019, Watson Lake and area is home to approximately 1200 people. These inhabitants enjoy a prosperous community with such facilities as a Recreation Centre, RCMP Detachment, school, hospital, post office, motels, restaurants, and several retail stores.

10 years has elapsed and the OCP needs to be updated. The previous two OCP's have both covered a period of about 10 years. Relevant documents including a copy of the current Official Community Plan, the 10 year community development plan providing additional background information can be found on the Town of Watson Lake website at www.watsonlake.ca.

There is a desire on behalf of the Town of Watson Lake to develop a community plan which has input from many residents, and helps build the relationships between indigenous and non-indigenous residents, meaning it is critically important that all perspectives and values are reflected in this Official Community Plan. It is important for the proponent to know and understand the importance of this valued relationship.

INSTRUCTIONS FOR PROPONENTS

Submissions of Proposals

Proposals are to be submitted no later than **August 30th, 2019 at 4:00 p.m.** to the CAO at the Town of Watson Lake. Proposals may be submitted via email to cao@watsonlake.ca or a sealed envelope addressed to the:

Town of Watson Lake
CAO, Cam Lockwood,
710 Adela Trail, Box 590
Watson Lake, Yukon
Y0A 1C0

When submitting a Proposal, please include the following phrase in the subject line for emails or on regular mail "Request for Proposal: Official Community Plan and Zoning Bylaw Review & Rewrite". 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 (August 30th, 2019). Upon Closing, all Proposals become irrevocable and will be evaluated.

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 Closing to any claim that there was any misunderstanding with respect to the terms and conditions outlined in this RFP document.

All questions or enquiries regarding this Request for Proposal should be directed by email to Cam Lockwood, CAO at cao@watsonlake.ca or by phone at 867-536-8000.

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.

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 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 Watson Lake recognizes the importance of and is committed to procuring the "Best Value" for

products and services on behalf of the citizens of Watson Lake. In light of this, the Town 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.

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, at its sole discretion, reserves the rights to:

- 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.

Proposal Confidentiality and Proprietary Information

All submissions will become the exclusive property and all the rights this entails of the Town of Watson Lake and will not be returned to the Proponents. The Town of Watson Lake 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 of Watson Lake as necessary.

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 Watson Lake. 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 Watson Lake 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 Watson Lake to perform the work set out and agreed upon in the Proposal.

Proposal Content

Each Proposal must contain the following as a minimum requirement:

Consultant Information

The full name, address, an active email address, and 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, 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 Watson Lake. 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 should 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.

Methodology

The Proposal must contain a comprehensive outline of strategies and skills that will be deployed to manage the project's expectations, scope, resources, 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 Watson Lake. 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.

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.

Yukon Workers' Compensation Health and Safety Board

The successful Proponent must ensure that any and all personnel who will be working on this project are fully covered by the Yukon Workers' Compensation Health and Safety Board. This includes, but is not limited to ensuring that all required payments to said entity is 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. The successful proponent will also be required to provide a letter of good standing to the Town.

Insurance

The successful Proponent must carry not less than \$2,000,000.00 general liability insurance.

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 review of the Town's Official Community Plan and Zoning Bylaw. 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 or with the Town of Watson Lake.

Scope of Work

The successful Proponent(s) will meet with the Town of Watson Lake 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 Mayor, Council, and Administration on a continuing basis throughout the project.

It is expected that the successful Proponent(s) will provide the following list of work as a minimum of this project. The Town strongly encourages Proponents to outline additional value-added innovative components and any other creative methods to enhance the Town's new Official Community Plan and Zoning Bylaw review and resulting documents.

Zoning Bylaw & Mapping

The Zoning Bylaw is a substantive regulatory framework that is closely linked to and should stem from the OCP. It is a legal requirement to have a Zoning Bylaw that is consistent with the content of the OCP, adopted and implemented by the Town of Watson Lake. From a conceptual perspective, the OCP will serve as the visionary guide for the Town of Watson Lake's future planning purposes and the Zoning Bylaw will provide the required land use policy and framework by which the Town of Watson Lake can accomplish the stated goals in the OCP.

OCP & Zoning Review/Rewrite Launch

The launch of the OCP and Zoning Bylaw review and rewrite will mark the beginning of a comprehensive project to prepare the Town for the future. The successful Proponent will work with the Town's Mayor and Council and Administration to ensure the public is aware of the launch of this process through every communication channel at the Town of Watson Lake's disposal.

Community Consultation

Community consultation and input is critical to the successful review and rewrite of the OCP and Zoning Bylaw. The Mayor, Council, and the Administration of the Town of Watson Lake are committed to ensuring that the community will have adequate input into this process and will be given every opportunity possible to provide that input into the process and help 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.

Focus Group Consultation

Apart from the general community consultation mentioned above, the Town of Watson Lake will also like to see a diverse, and engaged representation of the community 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.

Background Report

The background report will among other things, contain the results of the community consultation and focus group findings. This report will also serve as a general resource for the development phase of the OCP and Zoning Bylaw and at a minimum shall address issues that are important to the community, including: economic development, social development, community values, housing, community infrastructure, climate change & energy, recreation, civic beautification, and joint planning with Liard First Nation.

First Draft - OCP

The successful Proponent will deliver the first draft of the OCP to the Town of Watson Lake for review and will then make the same available for public input.

In addition to the first draft of the aforementioned documents, the successful Proponent will be required to produce a report that thoroughly documents the information used and gathered to inform the development of the first draft OCP document.

Public Forum & Mayor/Council Review

Input and feedback provided by the Town of Watson Lake, and the community should be carefully reviewed and considered. Once the Town of Watson Lake, and the community provide input and feedback, the successful Proponent will be expected to incorporate those notes into the OCP in preparation for a second draft.

Second Draft - OCP

The successful Proponent will deliver the second draft of the OCP to the Town of Watson Lake for review and will then make the same available for community input. Similar to the process executed for the first draft, the Town of Watson Lake, and community will provide feedback and input which will be taken into consideration for the preparation of the final draft of the respective documents.

Public Forum & Mayor/Council Review

Input and feedback provided by the Town of Watson Lake, and the community should be carefully reviewed and considered. The successful Proponent will be expected to incorporate those notes provided into the OCP in preparation for the third and final draft copy.

Final Draft - OCP

The successful Proponent will be required to deliver a final draft of the OCP to the Town of Watson Lake for review then make the same available for the community.

First Draft – Zoning & Implementation Schedule

Upon the finalization of the OCP, the Zoning Bylaw and Implementation Schedule can then be developed which will outline a path for implementing the OCP in its entirety. The successful Proponent will deliver a first draft of the Zoning Bylaw and Implementation Schedule to the Town of Watson Lake for review who will then make the same available for public input.

Public Forum & Mayor/Council Review

Input and feedback provided by the Town of Watson Lake, and the community should be carefully reviewed and considered. The successful Proponent will be expected to incorporate those notes provided into the Zoning Bylaw and implementation schedule in preparation for the second draft.

Second Draft – Zoning & Implementation Schedule

The successful Proponent will deliver a second draft of the Zoning Bylaw and Implementation Schedule to the Town of Watson Lake for review and will then make the same available for community input. Similar to the process executed for the first draft, the Town of Watson Lake, and community will provide feedback and input which will be taken into consideration for the preparation of the third and final draft.

Public Forum & Mayor/Council Review

Input and feedback provided by the Town of Watson Lake, and the community should be carefully reviewed and considered. The successful Proponent will be expected to incorporate those notes provided into the Zoning Bylaw in preparation for the third and final draft.

Final Draft – Zoning & Implementation Schedule

The successful Proponent will be required to deliver a final draft of the Zoning Bylaw and

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implementation schedule which incorporates all notes from the Town of Watson Lake and the community. This document will be reviewed by the Town of Watson Lake and will then make the same available for the community.

Adoption Process/OCP & Zoning Bylaw & implementation schedule

The successful proponent will be required to present the final draft of the OCP and final zoning bylaw and implementation schedule for first readings; and

- advertise public hearings and hold in accordance with the municipal act, and;
- incorporate input from the public hearing into recommendations to Council prior to 2nd reading, and;
- submit OCP prior to 3rd reading to the Minister for review prior to Councils 3rd reading and adoption.

Maps

The successful Proponent will be expected to work closely with the Town of Watson Lake to determine the specifics of the map requirements prior to commencement of this work.

Final Deliverables Specifications

The successful Consultant(s) or Team(s) will be responsible for submitting three (3) hard copies and one (1) electronic copy of all final project documents, reports, spreadsheets, maps, raw data and notes generated from community consultation and engagement, and maps to the Town of Watson Lake.

The Town of Watson Lake 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 of Watson Lake such as Microsoft Word, Excel, PowerPoint, Adobe PDF. If said documents are submitted in protected or encrypted format, then the Consultant must also provide to the Town of Watson Lake the password or encryption key to make the documents editable.

FEES AND DISBURSEMENTS

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. Pricing will also be firm for the entire life of the contract period unless or until amended contractually by signing authorities of this project. Proponent will submit a payment schedule for the Town of Watson Lake's consideration.

APPENDIX A

RFP Proposal Evaluation Matrix

Criteria	Weight	Evaluation			
		(9-10) High Proficiency	(6-8) Basic Proficiency	(3-5) Approaching Proficiency	(0-2) Not Proficient
Completeness & Timeliness	5%	<ul style="list-style-type: none"> The project proposal includes all the minimums required as outlined in the RFP as well as additional elements above and beyond the minimums. The proposal was submitted on-time (i.e. prior to the deadline) stated in the RFP. The proposal’s content was fully articulated in each section. The Town fully understands the overall proposal as presented. 	<ul style="list-style-type: none"> The project proposal includes only the minimums required as outlined in the RFP. The proposal was submitted on-time (i.e. prior to the deadline) stated in the RFP. The proposal’s content was adequately articulated in each section. The Town has a general understanding of the proposal as presented. 	<ul style="list-style-type: none"> The project proposal includes most of the minimums required as outlined in the RFP. The proposal was submitted on-time (i.e. prior to the deadline) as stated in the RFP. The proposal’s content was somewhat articulated in the various sections. The Town have some understanding of the proposals but also have some concerns. 	<ul style="list-style-type: none"> The project proposal does not include any or includes very little of the minimums required as outlined in the RFP. The proposal was submitted on-time (i.e. prior to the deadline) as stated in the RFP. The proposal’s content was not in any way adequately articulated in various sections. The Town has significant concerns about the proposal in its entirety.
Innovation & Value-Added Services	25%	<ul style="list-style-type: none"> The project proposal outlines significant additional value-added services. The proposal went considerably above and beyond the required deliverables included in the RFP. The value-added services or elements included in the 	<ul style="list-style-type: none"> The project proposal outlines some additional value-added services. The value-added services or elements went just beyond the required deliverables included in the RFP. 	<ul style="list-style-type: none"> The project proposal failed to outline additional value-added services or elements. The proposal only provided for the minimum requirements included in the RFP. 	<ul style="list-style-type: none"> The project proposal did not include or reference any value-added service services or elements. The proposal did not meet the minimum requirements included in the RFP.

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		Proposal will provide tremendous benefit to the overall project outcome or process.	<ul style="list-style-type: none"> The value-added services or elements will provide some benefits to the project outcome or process. 	<ul style="list-style-type: none"> No additional benefits will be realized from the proposal. 	<ul style="list-style-type: none"> No additional benefits will be realized from the proposal.
Experience	25%	<ul style="list-style-type: none"> The Proponent has significant demonstrable experience with similar projects. The Proponent has significant demonstrable experience with projects of similar scopes. The Proponent has significant demonstrable experience on similar projects within northern based communities (i.e. over 10 years of experience). The Proponent has significant demonstrable experience on similar projects within communities with populations less than 5,000. The Proponent has extensive experience working with First Nations – particularly within the context of final agreements, businesses, and cultural dimensions. 	<ul style="list-style-type: none"> The Proponent has some experience on similar projects. The Proponent has some experience with projects of similar scope. The Proponent has some experience with similar projects within northern based communities (i.e. between 5 to 7 years of experience). The Proponent has some experience on similar projects within communities with populations less than 5,000. The Proponent has some experience working with First Nations – particularly within the context of final agreements, businesses, and cultural dimensions. 	<ul style="list-style-type: none"> The Proponent has limited experience with similar projects. The Proponent has limited experience with projects of similar scope. The Proponent has limited experience with similar projects within northern based communities (i.e. between 3 to 5 years of experience). The Proponent has limited experience on similar projects within communities with populations less than 5,000. The Proponent has limited experience working with First Nations – particularly within the context of final agreements, businesses, and cultural dimensions. 	<ul style="list-style-type: none"> The Proponent has very little to no experience with similar projects. The Proponent has very little to no experience with projects of similar scope. The Proponent has very little to no experience with similar projects within northern based communities (i.e. between 0 to 3 years of experience). The Proponent has no experience on similar projects within communities with populations less than 5,000. The Proponent has very little to no experience working with First Nations – particularly within the context of final agreements,

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					businesses, and cultural dimensions.
<i>While experience is an important part of the evaluation process, Proponents who do not necessarily have extensive experience but also presents uniquely innovative ideas that aligns with the direction and vision of the municipality will be taken into consideration.</i>					
Qualifications	15%	<ul style="list-style-type: none"> The Proponent has achieved a Masters or PhD degree specializing in Urban Planning, Regional Planning, Geography, Urban Design, or has attained equivalent designation or over 10 years of direct experience in lieu. 	<ul style="list-style-type: none"> The Proponent has achieved a Bachelors or Master’s degree specializing in Urban Planning, Regional Planning, Geography, Urban Design, or has attained equivalent designation or 5 to 10 years of direct experience in lieu. 	<ul style="list-style-type: none"> The Proponent has achieved a Diploma or Bachelor’s degree specializing in Urban Planning, Regional Planning, Geography, Urban Design, or has attained equivalent designation or 2 to 5 years direct experience in lieu. 	<ul style="list-style-type: none"> The Proponent has not achieved any formal training specializing in Urban Planning, Regional Planning, Geography, Urban Design, and does not have any equivalent designation or experience in lieu.
Methodology	15%	<ul style="list-style-type: none"> 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. The overall construction and layout of the methodology to be used is creative and innovative. The methodology was clearly done with a clear understanding of the scope and deliverables of the project. 	<ul style="list-style-type: none"> The project proposal outlined some details, was somewhat clear and shows the methodology and approach to be used to accomplish the project. The overall construction and layout of the methodology to be used was somewhat creative or innovative. The methodology was done with some understanding of the scope and deliverables of the project. 	<ul style="list-style-type: none"> The project proposal outlined very few details. The methodology was unclear in some areas. The construction and layout of the methodology to be used was standard and typical for this project. The methodology was done with a very basic understanding of the scope and deliverables of the project. 	<ul style="list-style-type: none"> The project proposal did not outline a methodology or the methodology contained very few details. The methodology was not clear at all. The construction of the methodology to be used was done with no understanding of the scope and deliverables of the project.
Project Schedule	5%	<ul style="list-style-type: none"> Project schedule clearly demonstrates how the project deliverables will be 	<ul style="list-style-type: none"> Project schedule provides a basic outline of how the 	<ul style="list-style-type: none"> Project schedule provides a limited outline of how the 	<ul style="list-style-type: none"> Project schedule was not provided or does not demonstrate in any

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		<p>completed without compromising quality of the project deliverables.</p> <ul style="list-style-type: none"> • Project schedule falls within the general guidelines provided in the RFP • The proposed project schedule is overall uniquely aligned with the Town's expectations. • Proposal has a risk management strategy 	<p>deliverables will be completed.</p> <ul style="list-style-type: none"> • There are some concerns that the quality of the project deliverables will be compromised. • The project schedule in some ways falls within the general guidelines provided within the RFP. • The proposed schedule aligns in some areas with the overall Town's expectations. 	<p>deliverables will be completed.</p> <ul style="list-style-type: none"> • There are major concerns that the quality of the project deliverables will be compromised. • The project schedule does not fall within the general guideline provided within the RFP. • The proposed schedule is negligibly aligned with the overall Town's expectations. 	<p>way how the deliverables will be completed.</p> <ul style="list-style-type: none"> • There are fundamental and critical concerns about the quality of the project deliverables being compromised. • The project schedule does not whatsoever fall within the general guideline provided within the RFP. • The project schedule as presented does not in any way align with the overall Town's expectation.
Project Cost	5%	<ul style="list-style-type: none"> • Projected project costs are within the project budget. • Cost includes all aspects of the project. • Costs are done in Canadian currency • Costs include any applicable taxes. 	<ul style="list-style-type: none"> • Projected project costs are over budget between 10 – 20 % • Most costs are included in the project but, not all. • Costs are done in Canadian currency. • Costs include any applicable taxes. 	<ul style="list-style-type: none"> • Projected project costs are over budget by more than 20%. • Many aspects of the project are not accounted for in the cost estimates. • Costs are quoted in a currency other than Canadian. • Costs do not include applicable taxes. 	<ul style="list-style-type: none"> • Projected project costs are over budget by more than 25%. • Significant aspects of the project are not accounted for in the cost estimates. • Costs are quoted in a currency other than Canadian. • Costs do not include applicable taxes.
References	5%	<ul style="list-style-type: none"> • The Proponent provided more than the required number of references (i.e. 3). 	<ul style="list-style-type: none"> • The Proponent provided the required minimum number of 	<ul style="list-style-type: none"> • The Proponent provided less than the required minimum 	<ul style="list-style-type: none"> • No references were provided or very limited number of

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		<ul style="list-style-type: none"> • The references contacted, provided extraordinary proof or exemplary feedback attesting to the quality of the work performed by the Proponent. • The Town found the references to be credible and was able to independently verify the quality of the work performed by the Proponent. 	<p>references requested in the RFP (i.e. 2-3).</p> <ul style="list-style-type: none"> • The references contacted, provided adequate proof or satisfactory feedback attesting to the quality of the work performed by the Proponent. • The Town found the references to be credible. • The Town was unable to independently verify the quality of the work performed by the Proponent. 	<p>references requested in the RFP (i.e. 2-3).</p> <ul style="list-style-type: none"> • The references contacted did not provide satisfactory proof of work or feedback attesting to the quality of the work done by the Proponent. • 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. 	<p>references were provided.</p> <ul style="list-style-type: none"> • The Town was unable to reach the references through the information provided. • The references' feedback or proof fell short of the expectation of the Town. • The references did not, in the opinion of the Town seem credible whatsoever.
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