



Contract 2648P – A (REVISED)

CITY OF RICHMOND ZONING BYLAW UPDATE

1. Introduction

The City of Richmond proposes to engage the services of a consultant to assist the City in updating its existing Richmond Zoning & Development Bylaw, No. 5300.

The objective of this request for proposal is to provide the City with qualified proponents capable of carrying out the work herein defined. The proponent submissions will form the basis for evaluation, interview and selection.

2. Submission Details

Five (5) copies of proposals marked “**Contract 2648P – A (Revised) – Richmond Zoning Bylaw Update**” – addressed to the Purchasing and Insurance Department, will be received at the Information Counter, Main Floor, Richmond City Hall, 6911 No. 3 Road, Richmond BC V6Y 2C1, until 4:00 pm, Local Time, on *Friday, January 28, 2005*.

Submissions received after this time will be returned to the sender.

The City 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.

Proposals shall be irrevocable until the City awards this Contract or cancels this Request for Proposals, whichever first occurs.

All proposals will remain confidential, subject to the Freedom of Information and Privacy Act.

Any interpretation of, additions to, deletions from, or any other corrections to the Proposal document, will be issued as written addenda by the City of Richmond. It is the sole responsibility of the potential Bidders to check BC Bid and/or the City of Richmond website to ensure that all available information has been received prior to submitting a bid.

3. Enquiries

Clarification of terms and conditions of the proposal process shall be directed to:

(1) Regarding Purchasing Matters

David Phipps – Supervisor, Purchasing Department
City of Richmond
Telephone – 604-276-4287
E-mail – purchasing@richmond.ca

(2) Regarding Coordination of the Zoning Bylaw Update

Wayne Craig – Program Coordinator – Development, Development Applications Department
City of Richmond
Telephone – 604-247-4625
E-mail – wcraig@richmond.ca

The City, its agents and employees shall not be responsible for any information given by way of verbal communication.

4. Project Description

See attached TERMS OF REFERENCE (Attachment 1)

5. Consultant Duties

See attached TERMS OF REFERENCE (Attachment 1)

6. City Provided Items

As determined by the City, including:

- Richmond Zoning & Development Bylaw, No. 5300;
- comments for improvement;
- background information; and
- other, as necessary.

7. Proposal Submissions

Proponents shall:

- provide a Corporate profile of their firm outlining its expertise, history, philosophy and target market;
- identify the specific staff to be assigned to this project and their relevant experience and qualifications to this project;
- provide a:
 - priced methodology complete with a time allotment for each task in the approach proposed to carry out the work program. This approach will form the basis for payments to the successful proponent;
 - schedule of fees for staff to be assigned to the project. These rates shall be the basis for adjustments to the value of the contract in the event the scope of work varies from that proposed; and
- specify the number of proposed meetings (e.g., city staff, UDI, GVHBA, public, other as necessary).

8. Working Agreement

The successful proponent will enter into a contract for services with the City based upon the information contained in this request for proposal and the successful proponent's submission and any modifications thereto.

Proponents may include their standard terms of engagement.

9. Evaluation Criteria

Proposals shall be evaluated to determine the best value offered to the City against conformance to the following criteria:

- previous experience of the applicant;
- the extent to which the proposal demonstrates an understanding of the scope of the work required to complete the project;
- qualifications, availability and experience of the team members;
- clarity/presentation of proposal;
- proposed work program and methodology(s);
- proposed costs;
- ability to meet the work program objectives and conform to the evaluation criteria;
- ability of the consultant to meet the project schedule;
- compliance with all Federal, Provincial and Municipal regulations;
- references; and
- interview(s) (if necessary).

Terms Of Reference
Zoning Bylaw Update
City Of Richmond

1. Purpose

The purpose of this document is to establish the Terms of Reference and a draft Work Program to prepare an updated Zoning Bylaw.

2. Goals

- (1) To ensure that the updated Zoning Bylaw implements the City of Richmond Official Community Plan, Area Plans, Sub Area Plans and Development Permit Guidelines;
- (2) To bring the Zoning Bylaw to modern standards, and ensure that it reflects the current and anticipated needs of the City in relation to legislative authority, legal requirements, and sound land use management.
- (3) To ensure the bylaw is legally enforceable and consistent with the authorities for established in the Local Government Act. An independent legal review process should be included in the proposed work program;
- (4) To integrate relevant sections of other Bylaws and guidelines into the revised Zoning Bylaw;
- (5) To implement the City's vision, current values (e.g., improved customer service, certainty) and priorities (e.g., economic development);
- (6) To address the City's community planning and zoning administrative issues; and
- (7) To reorganize the Zoning Bylaw to improve its, effectiveness, user friendliness, clarity, ease of interpretation by staff, developers and the public.

3. Objectives

- (1) To work with the City staff Zoning Review Team (ZRT) to address staff's comments;
- (2) To review a minimum of three (3) other Zoning Bylaws of comparable municipalities with respect to zoning issues, legal implications, needs, complexity and contents in order to set "bench marks" for updating the Zoning Bylaw;
- (3) To establish guidelines for an Implementation Strategy for the adoption of the updated Zoning Bylaw (including adoption procedures, repealing the current Richmond Zoning & Development Bylaw, No. 5300, transition strategies, and accommodating in-stream rezoning applications, etc.);
- (4) To assist in presenting the final product to Richmond Planning Committee and City Council; and
- (5) To conduct staff training session(s) to train staff on the final updated Zoning Bylaw.

4. Study Scope

- (1) The Zoning Bylaw will be fully updated including:
 - (a) the improvement of all sections of the existing Richmond Zoning & Development Bylaw, No. 5300 (e.g., table of contents, definitions, zones, zone standards, general provisions, parking);
 - (b) the consolidation of some existing zones, as possible;
 - (c) revising the parking and loading requirements to reflect modern use patterns and transportation needs;
 - (d) the creation of new standard zones, as needed, to minimize the need for inventing new Comprehensive Development (CD) zones;
 - (e) adding explanatory sketches where appropriate; and
 - (f) other, as may arise during the review.
- (2) Related Documents
In preparing the updated Zoning Bylaw, the consultant is to also review the following City policy documents for possible changes, which may be caused by the updated Zoning Bylaw:
 - (1) Official Community Plan (OCP);
 - (2) Area plans and Sub Area Plans;
 - (3) the City's Transportation Plan;
 - (4) certain City policies (City will identify these), and
 - (5) other, as necessary.

5. Format Of Zoning Bylaw Changes

(1) The changes to the zoning bylaw are to be presented according to the following matrix:

Issue Management Matrix Updated Zoning Bylaw						
	Existing Zoning Bylaw Section	Problem/ Opportunity	Proposal	Examples	Explanation	Benefit
(1)	single "family" dwellings	"family" is not to be used as it is difficult to define and zoning is not aimed at managing occupancy	single detached dwelling		legally preferred as "family" difficult to define	legal sound definition

(2) The consultant may propose changes to the above matrix or a similar alternative presentation format.

6. Public Consultation

Direct consultation, with City assistance, with the following stakeholders to identify problems and to review proposed solutions for practicality, will be required:

- Urban Development Institute (UDI);
- Greater Vancouver Home Builders' Association (GVHBA);
- Other developers; and
- the general public.

as specified by the City Staff Team (e.g., the method, frequency and format).

The purpose is to identify problems, propose solutions and assist in ensuring practicality.

7. Study Products and Results

The result will be:

- an updated City of Richmond Zoning Bylaw, including executive summary, with improved zoning standards
- implementation guidelines, including a transition strategy for the adoption of the updated Zoning Bylaw
- an information and orientation program for City staff on the updated Zoning Bylaw

8. Draft Work Program

The following is a Draft Work Program for the Zoning Bylaw update, which may be modified over time, as necessary.

DRAFT WORK PROGRAM ZONING BYLAW UPDATE		
Dates	Work	Consultant City Meetings
July 2004	<ul style="list-style-type: none"> • City Staff Zoning Review Team (ZRT) established 	
Ongoing	<ul style="list-style-type: none"> • ZRT to identify and prioritize needed Zoning Bylaw improvements 	
December 2004	<ul style="list-style-type: none"> • Terms of Reference finalized 	
Jan. 7, 2005	<ul style="list-style-type: none"> • Proposal Call 	
Jan. 28, 2005	<ul style="list-style-type: none"> • Deadline for consultant submissions 	
Feb. 11, 2005	<ul style="list-style-type: none"> • Select successful consultant proposal 	
Feb. 16, 2005	<ul style="list-style-type: none"> • Finalize contract with consultant • ZRT to notify stakeholders (e.g. UDI, GVHBA) of progress • Review Work Program • Brainstorm Zoning Bylaw structure and content • Review ZRT's identified proposed changes to date. 	1.
Feb. 16-March 4, 2005	<ul style="list-style-type: none"> • Consultant to conduct comparative review of three (3) other municipal zoning bylaws to identify possible zoning formats, 	

DRAFT WORK PROGRAM ZONING BYLAW UPDATE		
Dates	Work	Consultant City Meetings
	<p>concepts, standards and best practices that the City of Richmond may use.</p> <ul style="list-style-type: none"> • Consultant to: <ol style="list-style-type: none"> (1) identify possible zoning bylaw changes due to reviewing three other municipal zoning bylaws (2) prepare a revised Zoning Bylaw table of contents (3) prepare 1st draft bylaw (partial draft) 	
March 4, 2005	<ul style="list-style-type: none"> • Consultant to submit: <ul style="list-style-type: none"> - identified changes due to the review of three other municipal zoning bylaws - a proposed table of contents for the zoning bylaw. - proposed 1st draft bylaw (partial draft) 	
March 7-18, 2005	<ul style="list-style-type: none"> • Note: ZRT will need to review the 1st draft in detail and identify comments prior to meeting with the consultant. • City Production Centre to establish Zoning Bylaw format 	
March 23, 2005	<ul style="list-style-type: none"> • Collaboration session (Staff and Consultant) • Review work to date • Identify next work • Update stakeholders of progress 	2.
March 23-April 8, 2005	<ul style="list-style-type: none"> • Consultant to incorporate staff comments and submit 2nd draft bylaw (partially completed) 	
April 8-22, 2005	<ul style="list-style-type: none"> • Review work to date • Note: ZRT will need to review the 2nd draft in detail and identify comments prior to meeting with the consultant. 	
April 25, 2005	<ul style="list-style-type: none"> • Collaboration session (Staff and Consultant) • Review work to date • Identify next work • Update stakeholders of progress 	3.
April 25-May 6, 2005	<ul style="list-style-type: none"> • Consultant to incorporate staff comments and submit 3rd draft bylaw (partially completed) 	
May 6-20, 2005	<ul style="list-style-type: none"> • Review work to date • Note: ZRT will need to review the 3rd draft in detail and identify comments prior to meeting with the consultant. 	
May 25, 2005	<ul style="list-style-type: none"> • Collaboration session (Staff and Consultant) • Review work to date • Identify next work • Update stakeholders of progress 	4.
June 8, 2005	<ul style="list-style-type: none"> • Consultant to submit 4th draft Zoning Bylaw (full draft). 	
June 10, 2005	<ul style="list-style-type: none"> • ZRT to distribute draft to UDI and GVHBA. 	
June 15, 2005	<ul style="list-style-type: none"> • UDI & GVHBA consultation • Consultation to explain proposed changes and receive comments from: <ol style="list-style-type: none"> (1) UDI (staff participation to be determined) (2) GVHBA (staff participation to be determined) (3) the public (staff participation to be determined) 	5. 6.
June 16, 2005	<ul style="list-style-type: none"> • Public meeting held to explain proposed changes and receive comments (possible changes). 	7.

DRAFT WORK PROGRAM ZONING BYLAW UPDATE		
Dates	Work	Consultant City Meetings
June 20-July 4, 2005	<ul style="list-style-type: none"> • Consultant to: - analyze UDI, GVHBA and public consultation findings - summarizes comments from consultations - talk to some ZRT members - prepare 5th draft (full) - submit 5th draft 	
July 4-July 15, 2005	<ul style="list-style-type: none"> • Review of work to date • Note: ZRT will need to review the 5th draft in detail and identify comments prior to meeting with the consultant. 	
July 18, 2005	<ul style="list-style-type: none"> • Collaboration session (Staff and Consultant) • Finalize any changes as suggested by stakeholders 	8.
July 29, 2005	<ul style="list-style-type: none"> • Consultant submits 6th final Zoning Bylaw 	
August 2005	<ul style="list-style-type: none"> • Planning Committee (possible changes) • Council (possible changes) 	9.
		10.
September 2005	<ul style="list-style-type: none"> • Public Hearing & adoption of updated Zoning Bylaw • Implementation Plan initiated; staff orientation and training 	11.
September 2005	CONSULTANT WORK COMPLETED	
On-Going	<ul style="list-style-type: none"> • Implement and monitor Updated Zoning Bylaw • Introduce other policy changes 	

9. Study Roles

- (1) The **City** will manage the project, through the Project Manager (Wayne Craig, Development Applications Department) and the Zoning Review Team.
- (2) The **Consultant** will be responsible for completing the contract work and reporting to the Project Manager.
- (3) The **Zoning Review Team** will be comprised of staff from the:
 - Development Application Department (lead department, contract management);
 - Policy Planning Department;
 - Law Department;
 - Building Approvals Department;
 - Transportation;
 - City Clerk's Office;
 - City Production Centre
 - Customer Service Department; and
 - other, as necessary.
- (4) The **Zoning Review Team** will:
 - manage the consultant contract, work program and work;
 - provide limited copying/printing service;
 - assist in preparing maps/sketches as required;
 - provide a digital version of Richmond Zoning & Development Bylaw, No. 5300 and other documents;
 - provide technical assistance with the production of the revised Zoning Bylaw;
 - review and provide comments on drafts; and
 - other, as necessary.

(5) Key Stakeholders

During this update the City and/or the Consultant will consult with UDI, GVHBA and Richmond residents.

10. Consultant Fee Maximum

All Consultant costs (e.g., fees, expenses, GST, travel, etc.) shall not exceed \$70,000.

11. Draft Fee Payment Schedule

Draft Fee Payment Schedule		
Month	Activity	Amount (\$)
February 2005	<input type="checkbox"/> Brainstorm <input type="checkbox"/> Research	7,500
March 2005	<input type="checkbox"/> Comparative municipal review & findings <input type="checkbox"/> proposed Table of contents <input type="checkbox"/> 1 st draft (partial draft)	7,500
April 2005	<input type="checkbox"/> 2 nd draft (partial draft)	7,500
May 2005	<input type="checkbox"/> 3 rd draft (full draft)	7,500
June 2005	<input type="checkbox"/> 4 th draft (full draft)	7,500
July 2005	<input type="checkbox"/> 5 th draft (full draft)	5,000
July 2005	<input type="checkbox"/> 6 th Final Zoning Bylaw	5,000
August 2005	<input type="checkbox"/> Planning Committee <input type="checkbox"/> Council	5,000
September 2005	<input type="checkbox"/> Public hearing <input type="checkbox"/> Implementation Strategy <input type="checkbox"/> Consultant Work Completed	7,500
		10,000
Total		\$70,000 including GST



City of Richmond
Finance and Corporate Services Division

Notice of No Bid

Note: Receipt of this completed form will assist us in calling for future bids. Please complete and submit this form prior to the closing date and time as shown on the Request for Quotation/Proposal/Tender form.
 Please remember to include Quotation/Proposal/Tender No. at right.

Quotation/Proposal/Tender
 No. **2648P(A)**

A Quotation/Proposal/Tender is not being submitted for the following reason(s):

- | | |
|--|--|
| <input type="checkbox"/> We do not manufacture/supply the required goods/services | <input type="checkbox"/> Cannot obtain raw materials/goods in time to meet delivery requirements |
| <input type="checkbox"/> We do not manufacture/supply to stated specifications | <input type="checkbox"/> Cannot meet delivery requirements |
| <input type="checkbox"/> Specifications are not sufficiently defined | <input type="checkbox"/> Cannot quote/tender a firm price at this time |
| <input type="checkbox"/> Insufficient information to prepare quote/proposal/tender | <input type="checkbox"/> Insufficient time to prepare quote/tender. |
| <input type="checkbox"/> Quantity too small | <input type="checkbox"/> We are unable to competitively quote/tender at this time. |
| <input type="checkbox"/> Quantity too large | <input type="checkbox"/> We do not have facilities to handle this requirement |
| <input type="checkbox"/> Quantity beyond our production capacity | <input type="checkbox"/> Licensing restrictions (please explain) |
| <input type="checkbox"/> Cannot meet packaging requirements | <input type="checkbox"/> Agreements with distributors/dealers do not permit us to sell directly. |
| <input type="checkbox"/> Cannot handle due to present plant loading | <input type="checkbox"/> Other reasons or additional comments (please explain below) |

I / We wish to quote / tender on similar goods / services in future <input type="checkbox"/> Yes <input type="checkbox"/> No	Authorized Company Official – Signature and Title	Date
This space for City of Richmond Comments	Firm Name	
	Address	
	City	
	Province	Postal Code
	Telephone Number	