

Request for Proposal (RFP) 2024-05

For Professional Community Planning Services for Review of the City of Dauphin Zoning Bylaw

City of Dauphin
100 Main Street South
Dauphin, MB R7N 1K3
204-622-3219
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TERMS OF REFERENCE

CONSULTING SERVICES FOR THE CITY OF DAUPHIN DETAILED ZONING BYLAW REVIEW

I. INTRODUCTION

The City of Dauphin has recently completed third reading of a new City of Dauphin Development Plan (City Plan) and adoption at Council's regular meeting of February 12, 2024. The City of Dauphin's current Zoning Bylaw 04/2015 is inconsistent with the new City Plan. As such, a new Zoning Bylaw is required.

The City of Dauphin is seeking to retain a planning consultant team to undertake the preparation of a new Zoning Bylaw for the municipality in accordance with the scope of services outlined in these Terms of Reference.

The provisions of the City of Dauphin Zoning Bylaw must conform with the policies of the recently updated Development Plan. The Development Plan sets out the vision for the future through policy statements that address physical, social, environmental, and economic objectives. Its maps illustrate how and where the community envisions land to be managed and developed, the character of the zone, the nature of the existing or proposed use of land and buildings in the zone, and the suitability of the zone for particular uses.

Zoning Bylaws designate zones for certain types of uses (e.g. residential, commercial, industrial). Permitted and conditional uses and development standards are prescribed for each zone. A Zoning Bylaw must generally conform to and support the City Plan. The objectives and policies in the City Plan provide guidance to a Council when preparing the Zoning Bylaw or considering an amendment to the Zoning Bylaw.

Sections 68 to 73 of *The Planning Act* outline the Provincial requirements for a Zoning Bylaw. Zoning Bylaws must set the general development requirements for each zone. Municipalities need to consider the objectives and policies in the Development Plan and any applicable Secondary Plan. Zoning Bylaws must divide the municipality into zones, listing the permitted and conditional uses for land and buildings in each zone, and set out the procedure for applying for and issuing development permits, nonconforming certificates, zoning memoranda, and other similar documents.

The purpose of these Terms of Reference is to set out requirements for the interested Planning Consultant to provide a full service review of the existing Zoning Bylaw and



prepare a new Zoning Bylaw, from its beginning stages up to the third and final reading and all related mapping.

The City of Dauphin anticipates numerous changes to the form and structure of the new Zoning Bylaw as a result of the new City Plan. In particular, the municipality is seeking greater clarification on, but not limited to:

- Operative and interpretive clauses
- Definitions of many uses
- General administrative clauses
- Development regulations and standards for a variety of uses, including special land use regulations such as secondary suites and Addition to Reserve areas
- Modernizing and clarifying uses in the Use and Bulk Tables
- Zones
- Use Regulations
- Development and Design Standards, including Illustrations and Tables
- Zone Area Mapping
 - Ensure Zones are applied appropriately to the Land Uses
- Floodway and Flood Risk hazard land mapping

Dauphin is a city located on Treaty 2 Territory, 300 kilometres northwest of Winnipeg, along the Vermillion River. It is the largest city and the regional centre for the Parkland region with combined city and regional service area population of about 13,700 with potential growth opportunities. It is a distribution and transportation centre due to the surrounding agricultural uses. Dauphin is also a tourism hub where visitors enjoy great natural assets, adventure opportunities, and cultural events and festivities. Besides agriculture and tourism, industries in Dauphin include manufacturing, healthcare, education, and retail.

Dauphin's location provides residents with numerous amenities, including beautiful parks and trails and abundant recreational activities. The community is home to major employment, educational, and regional destinations, including the Assiniboine Community College, Parkland Recreation Complex, and Vermillion Park Sportsplex. The city also has many outdoor local and regional tourism opportunities, including proximity to Dauphin Lake, Duck Mountain Provincial Park, and Riding Mountain National Park.

Serving as a regional hub for commerce, housing, industry, healthcare, and recreation, the City of Dauphin takes pride in its commitment to providing a high standard of municipal services to all residents.

City Council and Administration continue to adopt a forward-reaching strategic vision that establishes Dauphin as a model community for economic growth, active living, and sustainability. This commitment earned Dauphin the designation of "Sustainable



Community” in Manitoba by the Province’s Excellence in Sustainability Awards in 2017. The City has forged ahead with further initiatives in sustainability and active living with the installation of the Parkland’s first Electric Vehicle (EV3) Rapid Charger and the development of a network of protected bike lanes to promote active transportation and healthy living while reducing vehicle emissions in our community.

There are several significant issues that have initiated the new Zoning Bylaw review including:

- The City of Dauphin current Zoning Bylaw 04/2015 is inconsistent with the new City of Dauphin City Plan Bylaw 06/2023.
- The new City Plan is guided by newly created vision statement goals that are identified as pillars in the Plan and that serve as a foundation on which to build specific policy direction.
- The new Zoning Bylaw will need to identify and be consistent with the City Plan’s City Structure, made up of newly referenced areas and corridors.
- The new Zoning Bylaw needs to reflect development over the last decade in residential housing, commercial expansion, recreation venues, and the incorporation of green space and infrastructure to support active living and transportation.
- The need to consider current and innovative concepts in housing development, with higher density development in residential areas with lot sizing and building setbacks that will complement a higher density development with limited variance requirements.
- Recent expansion of the City’s sanitary and storm systems in the south area of the city improving drainage and access to the City’s sanitary system, while creating an opportunity for increased development.
- Manitoba Transportation and Infrastructure’s road improvements creating service roads and a signal-controlled intersection along PTH 5A and 10A within the City Limits and its impact on future development.
- Newly created Addition to Reserve area, which will impact Zoning areas.
- Limited off-street parking in the existing City Commercial Central Core area.

II. ROLE OF THE PLANNING CONSULTANT

In submission of this request for proposal, the planning consultant shall apply their professional expertise to define a process that is comprehensive and efficient in delivering a complete product. Generally, the municipality would provide the following process control; however, the planning consultants will have an opportunity to present their interpretations of the following:

1. Engage a start-up session with the City of Dauphin’s relevant Administration staff to discuss the objectives of the Zoning Bylaw update, the work plan, scheduling,



- and personnel assigned to the project, and provide background material and general information.
2. Review the existing policies, relevant documents, reports, studies, mapping, and existing Zoning and Development Plan regulation framework currently in place with the municipality with respect to land use and associated matters. A list of relevant materials that will be made available to the consultant is listed in Appendix “A”.
 3. Review and use the “Municipal Planning Guide for Zoning Bylaws in Manitoba” as a reference in drafting the new Zoning Bylaw.
 4. Meet with Council and municipal staff to confirm an understanding of the strategic direction of land use issues.
 5. Review the existing bylaw’s Permitted, Conditional, and Not Permitted Uses with municipal staff to ensure that the Uses are clearly defined and are supported in the Development Plan criteria for the creation of the Zoning Bylaw.
 6. Update and review of the Bulk Tables to be consistent with the intended Uses.
 7. Introduce best practices and innovation where analysis identifies opportunity for enhancement that matches Provincial policy and municipal strategy.
 8. Prepare drafts to proceed to a public consultation phase and review with Council and municipal staff.
 9. Undertake a community consultation process where affected stakeholders will be able to provide input prior to the completion of the Zoning Bylaw. Public participation is an essential component of good planning processes. Decisions made about the use of land will impact the lives of community members, with implications being felt over the long term. As a result, the public has an interest in what decisions are made and how these decisions are reached. Bringing diverse interests into the planning process is essential to building consensus and making the process more meaningful.
 10. Prepare and create a draft Zoning Bylaw, including all related mapping, and present it to Council, municipal staff, and the general public.
 11. Prepare and create a separate draft of the area maps included in the current Zoning Bylaw using existing Flood Risk Mapping that will highlight the Vermillion River Flood Risk and Conservation Area that are identified as Flood Way and Flood Risk flood hazard lands within the city of Dauphin.
 12. Revise the draft Zoning Bylaw and related mapping as advised by City Council and Administrative staff prior to first reading of the Bylaw. The planning consultant will be responsible for all changes to the Bylaw and related mapping required by the Province and the City before the Bylaw is given second reading. The contract with the planning consultant will be completed when City Council has given the Zoning Bylaw third and final reading.



13. Provide assistance through the process of adopting the Zoning Bylaw, including a presence at public hearings and/or Municipal Board hearings, if required for presentation and response to public inquiry at the hearings.
14. The planning consultant will prepare and provide Zoning Maps following the Map and Mapping Data Standards in Appendix “B”.
15. A final electronic version of the adopted Zoning Bylaw is to be provided to the municipality including maps compatible with ESRI ArcPro.

III. ROLE OF MANITOBA MUNICIPAL RELATIONS

1. Manitoba Municipal and Northern Relations (MMNR) may provide financial assistance to the City of Dauphin for hiring a planning and engineering consultant to aid in the establishment of local planning through the Building Sustainable Communities Program.
2. MMNR may assist the City of Dauphin by providing an advisory service during all phases of the development of the local Zoning Bylaw process, including review and comments on draft document submissions by the consultant to the City of Dauphin.
3. MMNR will also assist the City of Dauphin with the Provincial review and approval of the Zoning Bylaw as prescribed by *The Planning Act*.

IV. AWARDING THE CONTRACT

The contract for work will be awarded by the City of Dauphin based on the quality of the proposal, including but not limited to the qualifications and experience of the planning consultant and the proposed cost estimate submitted to the City of Dauphin for consideration. The contract award is not necessarily based solely on the lowest bid.

The City of Dauphin reserves the right to accept any proposal or reject any or all proposals and waive formalities, as the interests of the City of Dauphin may require. Proposals will be evaluated based on the following criteria:

- | | |
|--------------------------------|-----------|
| a) Understanding of needs | 25 points |
| b) Submission/Methodology | 20 points |
| c) Project Team | 20 points |
| d) Relevant Project Experience | 20 points |
| e) Cost | 15 points |



No total scores or prices will be provided to any Proponent upon selection of the successful Proponent.

In evaluating submissions, the City, at its discretion, may clarify any aspect of any proposal with one (1) or more of the bidders at any time. Any such clarification will not alter the proposal and will not constitute negotiations of the total price of the goods and services to be supplied or performed as set out in the proposal at the close of the call for an RFP.

Time shall be of the essence in completing the scope of work described herein, and consultants are strongly encouraged to submit timelines for the completion of the scope of work with the submission of their proposal.

It is the intent of the organization to ensure the City has the flexibility it needs to arrive at a mutually satisfactory final contract. Negotiations may be held with the potential Proponent, including but not limited to matters such as price adjustments and/or changes to the requirements.

The bidder's proposal shall remain open for acceptance and revocable for the period ending on the anticipated award date noted below.

Anticipated award date is June 24, 2024.

Payment by the City of Dauphin will be 30 days after the receipt of the invoice for work that has been completed to the satisfaction of the City of Dauphin.

V. DELIVERABLES

The planning consultant shall supply all necessary copies of the draft and final Zoning Bylaw, and related Zoning Maps in accordance with the following:

1) City of Dauphin

- One (1) electronic copy in Word and PDF format
- One (1) bound paper copy in a conventional 8 ½ x 11- inch page format.

Maps shall be provided using:

- a) ESRI ArcPro; and be a reproducible system for the production of paper copies in a bound map booklet similar to the reference document provided in Appendix "A" form 11 x 17 – inch page format.
- b) Cartographic products (i.e. maps) submitted by the consultant will be provided in a PDF format.



2) Manitoba Municipal and Northern Relations

- One (1) electronic copy in Word and PDF format
- One (1) bound paper copy in a conventional 8 ½ x 11- inch page format.

Maps shall be provided using:

- a) ESRI ArcPro; and be a reproducible system for the production of paper copies in a bound map booklet similar to the reference document provided in Appendix “A” form 11 x 17 – inch page format.
- b) Cartographic products (i.e. maps) submitted by the consultant will be provided in a PDF format.

These deliverables shall be provided within **12 months** of the date of commencement of the consultant contract, or on such other date as may be mutually agreed upon by the City of Dauphin and the consultant.

All text material shall be provided using Microsoft Word software stored electronically on a USB drive or sent by email or a public file sharing service.

GIS Data, produced as part of map creation for the project shall be provided according to the attached Data Creation Standards (see Appendix “B”).

The deliverables and all related materials shall be deemed to be the property of the City of Dauphin and MMNR. The planning consultant, in accepting this project, waives any copyright privileges.

At its discretion, the City of Dauphin may further modify the text and maps and may make additional copies of the modified material. Further duplication and distribution by the consultant of the deliverables and related materials shall be prohibited without the expressed written permission from the City of Dauphin.

VI. CONSULTANT’S PROPOSAL SUBMISSION

The consultant shall provide a proposal submission to the City of Dauphin for review, consisting of the following:

1. Identification of the consultant project team, their roles in the project, examples of relevant experience, references, and charge-out rates.
2. A time flow chart indicating the start-up and completion dates of the various stages of the project.



3. Identify the ability to create and modify the City's existing electronic base mapping with high level of drafting standards and accuracy and clearly defined Zones.
4. Provide a cost breakdown for each component of the Bylaw preparation, public consultation, and electronic mapping, plus meeting, advertising, travel, and incidental costs.
5. The consultant may submit additional detailed information and cost estimates for any work that falls outside the scope of work set out herein that they may wish to recommend in their proposal as optional additional work.

The consultant's submitted proposal shall include one (1) electronic copy marked "Zoning Bylaw Review Proposal" to:

City of Dauphin
c/o Dave Derkach, CET, CBCO, Building Inspector
100 Main Street South
Dauphin, MB R7N 1K3
submissions@dauphin.ca

On or before 4:00 p.m. CDT time on Monday, June 3, 2024

If you require any further information or clarification about this Request for Proposals, please contact Dave Derkach, City of Dauphin Building Inspector, at 204-622-3219 or daved@dauphin.ca.

APPENDIX "A"

REFERENCE DOCUMENTS

CITY OF DAUPHIN

Bylaws and Guideline Documents:

1. City of Dauphin Development Plan “City Plan” Bylaw 06/2023
2. City of Dauphin Zoning Bylaw 04/2015
3. City of Dauphin Zoning Bylaw 04/2015 Mapping
4. City of Dauphin Zoning Bylaw 13/2015 Amendment
5. City of Dauphin Zoning Bylaw 21/2015 Amendment
6. City of Dauphin Zoning Bylaw 01/2016 Amendment
7. City of Dauphin Zoning Bylaw 02/2016 Amendment
8. City of Dauphin Zoning Bylaw 03/2016 Amendment
9. City of Dauphin Zoning Bylaw 03/2017 Amendment
10. City of Dauphin Zoning Bylaw 04/2018 Amendment
11. City of Dauphin Zoning Bylaw 04/2020 Amendment
12. City of Dauphin Zoning Bylaw 13/2020 Amendment
13. City of Dauphin Zoning Bylaw 14/2020 Amendment
14. City of Dauphin Zoning Bylaw 18/2020 Amendments
15. City of Dauphin Zoning Bylaw 03/2021 Amendment
16. City of Dauphin Zoning Bylaw 07/2021 Amendment
17. City of Dauphin Zoning Bylaw 01/2022 Amendment
18. City of Dauphin Zoning Bylaw 06/2022 Amendment
19. City of Dauphin Base Plan Mapping Shapefiles
20. City of Dauphin Zoning, Roll Number & Civic Address Map Booklet 2023
21. Flood Damage Reduction Floodway and Floodway Fringe Area Mapping



Dauphin

City Hall

22. Municipal Planning Guide to Zoning Bylaws in Manitoba_ Introduction
23. Municipal Planning Guide to Zoning Bylaws in Manitoba_ Reference Binder

APPENDIX “B”

TERMS OF REFERENCE

DATA CREATION STANDARDS

Consultants should be aware of, and agree to, the following:

The completed digital data and/or database and the information contained therein are the property of the municipality that is issuing the contract. All final mapping and associated spatial data are to be shared without restriction with Manitoba Municipal and Northern Relations (MMNR).

The following standards refer to the creation and provision of digital data used in a GIS (geographic information system) and/or to create 'maps'. For the purposes of this document, a 'map' is the illustration of features as depicted by different thematic layers of a geographic region, and has a title, north arrow, scale, and legend explaining the layers of which the map is comprised. This document refers to the creation of data to be used as the individual layers.

I. STANDARDS FOR MAP DATA CREATION

All maps should conform to the following specifications as appropriate:

The maps should reflect cartographic standards normally used for planning maps including standard features such as being line drawn, and having a legend, scale, north arrow, border, and date of preparation plus any date of amendment. The essential complete identification information on each map sheet shall appear in the lower right corner.

The map scale should be appropriate for interpretative circumstances. Mapping may be best provided at larger scales and bound in a separate "atlas". 11" X 17" is a common and useful size.

Use of colours on maps is welcome. The existing City of Dauphin colour scheme will be provided as a reference document in Appendix "A".

Base maps will show, for example, municipal boundaries, all open roads, highways, road allowances, railway tracks, rivers, and lots created by plans of survey.

Zoning Bylaw maps will show land use districts/classifications overlain on a property map.

- 1) The data shall be projected in the UTM NAD 83 Zone 14N coordinate system.

Other methods of geographical referencing may be discussed with City staff.

II. DELIVERY OF DIGITAL DATA

Several data formats and media for delivery of data include (in order of preference):

1. ESRI File Geodatabase
2. ESRI Shape File (SHP)



3. AutoCAD Drawing (DWG) – note use of any version of AutoCAD prior to 'MAP3D' requires:
 - all information ('Attribute Tags') corresponding to the Attribute Field information listed in Section III to be inserted as 'AutoCAD Blocks';
 - Attribute Tag content and formatting must be the same as the Attribute Field information listed in Section III; and that
 - the consultant should contact MMNR staff to ensure compliance with additional CAD line and layer standards.