



TOWN OF SHELBURNE

REQUEST FOR PROPOSALS

Public Engagement on Planning Documents and Town Projects

Town of Shelburne
P.O. Box 670
162 Mowatt St
Shelburne, NS B0T 1W0

Call for Proposals: June 12th, 2025
Closing Date: July 3rd, 2025 (3:00 pm)

INFORMATION TO BIDDERS

1. Scope of Proposals:

The Town of Shelburne is requesting proposals from experienced vendors to support public engagement efforts related to recently revised draft planning documents and ongoing Town projects.

2. Questions & Clarifications:

It is the Proponent's responsibility to clarify any details in question not mentioned in this document prior to submitting their Proposal.

Questions relating to this proposal must be received by June 26th, 2025 before 4:00 p.m. and can be e-mailed to the attention of Mike Kahn, Director of Planning & Development Services, Planning@shelburnens.ca.

Responses to all questions will be shared with all proponents via the website to ensure a level playing field for all proponents. Questions received after this date and time will not receive a response.

Questions will be answered within forty-eight (48) hours of receipt (weekends excepted). A clarification does not form part of the Proposal document.

Any modifications to the document will be in the form of an addendum which will be issued to all proponents and provided on the website at least twenty-four (24) prior to the closing date. No changes will be made during the final twenty-four (24) hours.

3. Delivery and Closing Date for Proposals:

Any change notices, appendices and addenda issued for this Request for Proposal shall be considered part of this proposal document.

The proposal is to be submitted in a sealed envelope clearly marked with the proposal name, number and directed to the attention of the appropriate contact on or before the closing date and time. Proponents must submit one hard copy of the submission and a suitable electronic copy for distribution. Your proposal must be written in ink or type-written. Erasure, overwriting or strike-outs must be initialed by the person signing on behalf of the proponent.

Proposals shall not be accepted after the closing date and time. Proponents may not make modifications to their proposals after the closing date and time.

All proposals shall become the property of the Town.

It is the responsibility of each proponent to submit all required documents as outlined in this Request for Proposal. Failure to quote on all options set out will disqualify your proposal.

Sealed proposals in an envelope, including the attached document (Schedule "A") should be clearly marked as to contents and will be received until 3:00 pm on June 20th, 2025.

Proposals will be opened immediately following the closing date detailed above and will be provided to the evaluation committee.

4. Town Contact Person:

Questions with respect to this process, or requests for further information or clarification should be directed to Mike Kahn, Director of Planning & Development Services, via email to Planning@shelburnens.ca.

5. Selection Process:

The Town will not necessarily accept the lowest price or any proposal. Any implication that the lowest price or any proposal will be accepted is hereby expressly negated.

6. Evaluation Criteria:

Each Request for Proposal will be evaluated by the Town to determine the degree to which it responds to the requirements as set out in this document.

a. Responsiveness

Adherence to the requirements of this RFP – completeness and thoroughness of proposal submitted.

b. References

Provide two (2) references – municipal clients preferred.

c. Work Plan

A detailed plan including but not limited to: an outline of the proposed work to be completed, including timelines; a proposed stakeholder and public engagement plan; proposed surveys and collection methods; outline of information needed; and any innovative approaches to approaching the work.

d. Cost

A breakdown of costs for each component proposed, for example the cost of new equipment with installation, cost of sidewalks, landscaping, etc.

e. Local Business

Provide address- local vendors 10% of total score.

Following the evaluation and development of a short list, the interview that may be requested will be considered in addition to previous scoring.

Proposal Bid	Responsiveness 5%	References 10%	Work Plan 30%	Cost 45%	Local Business 10%	Total Score %

7. Rejection of Proposals

The Town reserves the right to reject any and/or all proposals received. The Town is not under any obligation to award a contract and reserves the right to terminate the Request for Proposal at any time for any reason, and to withdraw from discussions with all or any of the proponents who have responded. The receipt and opening of a proposal do not constitute acceptance of any proposal.

8. Reservation of Right:

Bidders will not have the right to change conditions, terms, or prices of the proposal once the proposal has been submitted in writing to the Town, nor shall bidders have the right to withdraw a proposal once it has been processed through the official opening.

The Town reserves the right to consider, during the evaluation of Proposals:

- a) The Town’s past experience with the Bidder and/or its management;
- b) Information provided in response to enquiries of credit and industry references;
- c) Information received in response to enquiries made by the Town of third parties apart from those disclosed in the proposal in relation to the reputation, reliability, experience and capabilities of the Bidder;
- d) The manner in which the Bidder provides services to others; and,
- e) The experience and qualification of the Bidder’s senior management and project management.

The Town may, in its sole discretion, reject any proposal which does not fully satisfy the above consideration to its satisfaction.

9. Governing Law:

Any contract resulting from this Request for Proposal shall be governed by and interpreted in accordance with the laws of the Province of Nova Scotia.

10. Proposal Requirements

Bidders are required to provide the following in their proposals:

- A) Full cost information (including HST and expenses) as requested; an outline of the proposed engagement plan, highlighting any difference from the proposed schedule or current proposed approach.

- B) Proof of required insurance and WCB coverage.

TERMS OF REFERENCE

The Town of Shelburne is seeking a contractor or contractors to assist in public engagement on new planning documents and Town projects. The planning documents include draft amendments to: the Municipal Planning Strategy (MPS), the Land Use Bylaw (LUB) and the Subdivision Bylaw (SDB), collectively referred to as the planning documents. The Town is also looking to undertake certain capital projects and is looking for public feedback on those as well.

Below is a draft schedule:

June	Draft planning documents to Council for review and revisions
July	Retain Public Engagement consultant, confirm engagement plan (stakeholder list, advertisement plan), develop survey
July + August	Stakeholder and resident engagement, survey open
September	Engagement event, Survey closes, preparation of What We Heard report
October	Presentation of What We Heard report to Council

Survey/Questionnaire

Town staff will collaborate with the contractor to develop a survey aimed at engaging the public on the draft planning documents. The contractor will be responsible for administering the survey, which will be conducted primarily online, with a paper-based option available for those who require it. The survey will remain open to the public for a minimum of 60 days.

Advertisements

The contractor will provide guidance on effective strategies to promote the Engagement Event and survey. The Town may also request the contractor to create and/or place advertisements as part of this effort. All direct costs associated with advertising will be covered by the Town.

Engagement Event

The Town is looking to hold a multi-stakeholder engagement event in September. A few other organizations are expected to be at the event, which will focus on an engagement for a new parks plan. The contractor will assist Town staff in-person on at the Engagement Event. The logistics of the event will be planned by the consultant and Town staff will provide support. The contractor will be expected to collect information on the planning documents and provide assistance to the consultant who prepared the parks plan as needed.

Stakeholder and Resident Engagement

In addition to the public engagement event, the Town intends to schedule meetings with key stakeholders and potential residents to gather feedback on the draft planning documents. The contractor will be responsible for coordinating and attending these meetings—either virtually or in person—to assist in collecting input. Stakeholders will be identified by the Town in consultation with the contractor.

What We Heard report

The contractor will prepare a report summarizing the input received through the survey, engagement event, as well as stakeholder and resident discussions. The report will focus on the planning documents but may provide additional information on Town Projects. The report will also include advice for the Town on how best to advertise and conduct future engagement sessions. The report will be presented to Council, and the contractor will be available for questions.

The proponent shall comply with laws, ordinances, rules, and regulations relating to the work and follow the Occupational Health and Safety Act and associated regulations under the law in the Province of Nova Scotia throughout the duration of the contract.

The Town of Shelburne has the authority to make changes and order such extra work to the contract as in its opinion may be necessary. The Town reserves the right to add or remove services that in its opinion is in the best interest of the Town.

DELIVERABLES

The contractor will:

- Conduct a survey on the planning documents;

- Assist in the preparation of, and help conduct, a public engagement event on the planning documents and Town projects;
- Engage with stakeholders and residents on the planning documents and Town projects
- Prepare a What We Heard report and present that report to Council.

ASSUMPTIONS

- The Town will have retained professionals to prepare parks plans, who will be ready to participate in the engagement event
- The planning documents are complete and approved by Council for public engagement

PROJECT COMPLETION / ACCEPTANCE CRITERIA

The project will be complete when Council has reviewed the What We Heard report that achieves all the work outlined in this RFP.

COMPANY INFORMATION

The Town of Shelburne requires the following information and/or documentation about your company to assist in the review of your proposal. Please provide the following information and enclose any supporting documentation which you feel is relevant.

- Have you ever done the same or similar work for other Municipalities? If so, state where and when the work was performed.
- Could you provide two (2) references where you have successfully provided similar services? If possible, provide a reference to a contract similar in scope. The references must contain their business name, address, and contact person and telephone number.
- How long has your company been in business?
- Does your business have valid First Aid and WHMIS?

Tender Submission

Please submit your tender package by 3:00 pm on July 3rd, 2025, to Jessie Dyer, Executive Coordinator for the Town of Shelburne (contact details below).

Jessie Dyer
Executive Coordinator
Town of Shelburne
162 Water Street, PO Box 670

Shelburne, Nova Scotia BOT
1W0
jessie.dyer@shelburnens.ca
902-875-2991 Ext.4

SCHEDULE A

Schedule A to this document is relevant information that is required, and the form or replica must be completed and submitted with your proposal to be considered complete.

NOTE: If there is any confusion or omission regarding policy, please refer to the Town's Procurement Policy.

SCHEDULE A
COVER SHEET FOR PROPOSAL

Company Name: _____

Company Address: _____

Contact Information: _____

Key Contact for Proposal: Name: _____

Email: _____

Business Phone: _____

Cell Phone: _____

Name of Request for Proposal: _____

Number of Request for Proposal: _____

Documents Attached: _____
