



**TOWN OF OLIVER**

**REQUEST FOR PROPOSALS**

**OFFICIAL COMMUNITY PLAN UPDATE**

**MARCH 19, 2025**

**TOWN OF OLIVER**  
**REQUEST FOR PROPOSALS FOR AN OFFICIAL COMMUNITY PLAN UPDATE**

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## **REQUEST FOR PROPOSALS FOR AN OFFICIAL COMMUNITY PLAN UPDATE**

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### **DEFINITIONS**

**“CONTRACTOR”** means the Proponent whose Proposal has been accepted by the Town and enters into an agreement with the Town to carry out the Work.

**“PROPONENT”** means the responder to this RFP.

**“PROPOSAL”** means a proposal to carry out the Work submitted by a Proponent in response to this RFP.

**“TOWN”** means the Town of Oliver.

**“RFP”** means this Request for Proposals.

**“WORK”** means and includes anything and everything required to be done for fulfillment and completion of the project in accordance with this RFP and Proposal.

### **1. INTRODUCTION**

#### **1.1. PURPOSE**

The Town of Oliver is requesting submission of Proposals from contractors or consultants for the update to the Official Community Plan for the Town of Oliver.

#### **1.2. BACKGROUND**

Official Community Plans describe the long-term vision for communities and set objectives and policies that guide land use decisions on planning and land use management. Local governments must complete OCPs in accordance with Provincial legislation as outlined in the Local Government Act. Recent changes to the Local Government Act with Royal Assent of Bill 44 on November 30, 2023, require the Town to renew the OCP by December 31, 2025. The time limitation established by the new legislation together with the requirement for a comprehensive zoning bylaw review that aligns zoning with the OCP future land uses to also be adopted by the December 31, 2025, realistically provides the Town approximately 6 months to complete the bulk of the OCP renewal. The deadlines set by the Province is a key consideration when scoping the upcoming OCP renewal.

Given the delayed start of this proposed OCP renewal, meeting the Province’s December 31, 2025 deadline may be a challenge. The proposals should speak to this deadline and how it might be achieved. **The Town will consider proposals that include a multi-phase update with the legislative requirements covered in the first phase, to be completed before December 31, 2025, and additional updates in a second phase to be completed in 2026.**

In March of 2017, Council adopted the Town’s existing Official Community Plan, after extensive analysis and a public engagement that was initiated in 2016. The 2017 plan established a 20-year vision for the Town, establishing community objectives and broad policy statements to guide Council’s decisions about land use, zoning, and development. The new OCP must identify the location of residential housing to meet anticipated housing needs for the next 20 years and

adopt zoning bylaws to permit the anticipated residential housing needs.

Additional information and specifics are included in the appendices and through weblinks in Appendix A.

#### SUPPORTING DOCUMENTS

- Scope of Work (Appendix A)
- Weblinks embedded in Appendix A

## **2. INSTRUCTIONS TO PROPONENTS**

### **2.1. SUBMISSION OF PROPOSALS**

Proposals will be accepted in hardcopy and/or by email. If submitting by hardcopy please enclose two (2) copies.

Hardcopy Proposal submissions and their envelopes should be clearly marked with the name and address of the Proponent, the RFP program title, and be addressed as follows:

**Chief Administrative Officer  
Town of Oliver  
6150 Main Street  
Oliver, BC V0H 1T0**

Email Proposal submissions should include the RFP program title in the subject line, and be sent to the project contact:

**Chief Administrative Officer  
wanderson@oliver.ca**

Proposals must be received on or before the **Closing Time** of:

**TIME: 2:00 PM local time  
DATE: Thursday April 17, 2025**

The Proponent is responsible for ensuring their Proposal is received at the address or email set out above by the Closing Time.

Proponents wishing to revise their Proposals after submission, but prior to the Closing Time, may do so by submitting the revisions by email or hard copy as listed above.

Proposals received after the Closing Time will not be considered and will be returned.

### **2.2. PROPONENT'S BRIEFING MEETING**

There are no mandatory or optional Briefing Meetings proposed for this RFP.

### **2.3. ENQUIRIES**

Proponents must carefully examine the RFP documents and the project site to fully understand

existing conditions, site limitations, and any other factor that may affect the Work. No consideration will be given after submission of a Proposal to any claim that there was any misunderstanding with respect to undertaking of the Work.

Proponents finding discrepancies or omissions in this RFP or having doubts as to the meaning or intent of any provisions therein, should immediately notify the Town project contact. If there are any changes, additions, or deletions to the RFP, Proponents will be advised by means of an Addendum issued by the Town. All Addenda will become part of the RFP. Receipt of Addenda should be acknowledged by the Proponent in their submission.

Verbal discussions between the Proponent and the Town (including Town directors, management), shall not become a part of the RFP or modify the RFP unless confirmed by written Addendum.

All project enquiries must be submitted by **Friday April 11, 2025 at 2:00 PM local time by email to wanderson@oliver.ca.**

### **3. GENERAL TERMS OF PROPOSAL PROCESS**

#### **3.1. PROPOSAL PREPARATION COSTS**

All expenses incurred by the Proponent in preparation and submission of a Proposal are to be borne by the Proponent. The Town shall not be responsible for any costs involved in or associated with any meetings, discussion or negotiation following submission that may or may not result in acceptance of the Proposal and award of a contract.

#### **3.2. PROPOSAL EVALUATION**

Proposals evaluation criterion is included in Appendix B. The evaluation team may consider other criteria that, at their discretion, is relevant to the evaluation process. Any additional criteria considered will be used in the evaluation of all Proposals.

The Town, at its sole discretion, reserves the right to:

- reject any or all Proposals whether complete or not,
- reject any Proposal it considers not in its best interests,
- waive any minor irregularity or insufficiency in any Proposal submitted,
- not be liable for misunderstandings or errors in the Request for Proposals,
- issue addenda to the Request for Proposals,
- contact references provided by the Proponents,
- retain independent persons or contractors for assistance in evaluating Proposals,
- request points of clarification to assist the Town in evaluating Proposals,
- negotiate changes with the successful Proponent,
- select a Proposal with a higher price if it offers greater value,
- award separate contracts for separate work components, and
- withdraw the Request for Proposals.

#### **3.3. PROPOSAL CONFIDENTIALITY**

All Proposal submissions become the property of the Town and will not be returned. The Town

reserves the right to make copies of Proposals for its internal review and for review by its financial, accounting, legal, and technical consultants.

Proponents should be aware that the Town is a “public body” as defined in and subject to the provisions of the *Freedom of Information and Protection of Privacy Act*. **If the Proponent believes any of the information provided by them in their Proposal is confidential, then they should identify it as such and provide a rationale as to why it should not be released under “Freedom of Information” legislation.**

The rationale for keeping information confidential under this legislation includes:

- a) Trade secrets of the Proponent;
- b) Financial, commercial, scientific or technical information, the disclosure of which could reasonably be expected to result in material financial loss or gain or could reasonably be expected to prejudice the competitive position of the Proponent; or
- c) Information the disclosure of which could be reasonably expected to interfere with contractual or other negotiations of the Proponent.

### **3.4. CONFLICT OF INTEREST**

Proposals must disclose any actual or potential conflicts of interest and existing business relationships the Proponent may have with the Town, its elected or appointed officials or employees. The Town may rely on such disclosure.

### **3.5. NO COLLUSION**

Except as otherwise specified or as arising by reason of the provision of the contract documents, no person whether natural, or body corporate, other than the Proponent has or will have any interest or share in this Proposal or in the proposed contract which may be completed in respect thereof. By submission of a Proposal, the Proponent certifies that there is no collusion or arrangement between the Proponent and any other actual or prospective Proponents in connection with Proposals submitted for this project and the Proponent has no knowledge of the contents of other Proposals and has made no comparison of figures or agreement or arrangement, express or implied, with any other party in connection with the making of the Proposal.

### **3.6. LITIGATION**

Proponents who, either directly or indirectly through another corporation or entity, have been or are in litigation, or who have served notice with intent to proceed with court action against the Town in connection with any contract for works or services, may be considered ineligible Proponents. Receipt of Proposals from such Proponents may be disqualified from the evaluation process.

### **3.7. NO CONTRACT**

This RFP is not a tender and does not commit the Town in any way to select a preferred Proponent. By submitting a Proposal and participating in the process as outlined in this RFP, Proponents expressly agree that no contractual, tort or other legal obligation of any kind is formed under or imposed on the Town by this RFP or submissions prior to the acceptance of a Proposal and the execution of a formal written contract.

### **3.8. ACCEPTANCE OF PROPOSAL**

The acceptance of a Proposal will be made in writing from the Town and will be sent to the successful Proponent at the address given in the submitted Proposal. Following acceptance, the Proponent is expected to enter into a contract with the Town to perform the works or services set out in their Proposal.

### **3.9. PROPOSAL CONTENT**

The Proponent shall address all the information requested in this RFP. Content to be included in the Proposal:

- Proponent Information: Full name, address and telephone number of the submitting office of the Proponent.
- Proposed Project Team: The Proposal shall list key individuals/subcontractors who will have major responsibilities for the performance of the Work. Describe the task to be performed by each and their qualifications and substantive experience directly related to the proposed project.
  - Project Manager: Specifically for the Project Manager, the Proposal shall identify the proposed project manager who will be the single point of contact, responsible for direct interaction with the Town. State his/her/their position and professional discipline. Describe the work to be performed by the project manager, his/her/their qualifications and substantive experience directly related to the proposed Work.
- References: The Proposal shall provide no less than three (3) references that are relevant to the proposed Work. The references should be from a third party who can provide information about the performance of the Proponent in delivering services for the experience cited.
- Project Approach, Schedule and Work Plan: Provide your overall approach to completing the project's Scope. Additionally, provide a preliminary Work Plan, including preliminary schedule. See section 4 and Appendix A for further details.
- Fee: Including fees, travel, and all and any other costs. Please see Section 8 for project budget information.

### **3.10. NO SUBSTITUTIONS**

The project manager and sub-contractors listed in the Proposal may not be changed without the written consent of the Town.

### **3.11. SAFETY REQUIREMENTS**

N/A

### **3.12. WORKERS COMPENSATION ACT**

The Proponent, and any proposed sub-contractor(s), should provide a Workers Compensation Board Registration Number in the Proposal and shall at the time of signing a contract, provide

proof of having an account that is active and in good standing with Work Safe BC.

#### **4. SCOPE OF WORK AND SCHEDULE**

##### **4.1. SCOPE OF WORK**

The Contractor will provide all equipment, materials, travel, facilities, and services required to complete the work. See Scope of Work document in Appendix A.

##### **4.2. PRELIMINARY SCHEDULE**

The Work shall commence by May 1, 2025 and must meet the following milestones for legislative compliance:

- First and second reading by council on or before October 27, 2025;
- Official public hearing on or before November 17, 2025; and
- OCP Bylaw adopted by council on or before December 8, 2025.

**Note:** If the proponent is responding with a two-phased approach, a schedule for completion of the second phase OCP update is required.

##### **4.3. WORK PLAN**

Upon acceptance of a Proposal, the Proponent shall prepare a written plan outlining tasks, schedule and responsibilities from start to finish for the Work.

##### **4.4. SAFETY PLAN**

N/A

##### **4.5. INSURANCE AND BONDING REQUIREMENTS**

N/A

#### **5. COMMUNICATIONS AND REPORTING**

Weekly status updates to the Town project contact are required throughout the project. These may be in the form of a short email update.

The Consultant will provide the Town copies of all documents for applications, permits and reporting related to the project.

#### **6. MAINTENANCE PERIOD**

N/A

#### **7. CONTRACT TERM**

N/A



## **8. FEES AND DISBURSEMENTS**

The Proposal shall specify a maximum cost for all labour, materials, travel, services, fees, equipment, permits, and all other expenses necessary to complete the Work. Any costs incurred by the Consultant above the submitted maximum cost will be the sole responsibility of the Consultant unless pre-approved by the Town in writing. All prices quoted are to be in Canadian dollars and exclusive of GST.

## APPENDIX A – Scope of Work

A summary of direction provided on key decision points are outlined below:

### Vision and Values

- Amend the vision and values based on staff and Council input. Utilize community survey or similar engagement tactic to seek input and determine level of support of proposed amendments.

### Community Engagement

- Develop a consultation plan for meaningful public participation in a practical context using multiple platforms.
- Respect communities time and request input on areas that the public can influence.
- Incorporate community input from recently completed plans and Complete Communities engagement.

### Policy Review

- Update policy to reflect, implement, or refer to recently completed and draft bylaws, plans and studies including:
  - Zoning Bylaw 1423
  - Subdivision and Development Servicing Bylaw 1300
  - Parks Improvement Plan (2015)
  - Downtown Oliver Action Plan (2017)
  - Traffic Calming Study (2018)
  - DCC Bylaw Technical Appendix (2019)
  - Grow Oliver- Local Economic Development Strategy (2020)
  - Active Transportation Downtown Beautification & Wayfinding (2022)
  - Airport Master Plan (2024)
  - Food Secure Oliver Plan
  - Oliver Corporate Energy and Emissions Plan (2024)
  - Recreation Plan (2024)
  - Housing Needs Assessment (2024)

**See:** [Bylaws](#) and [Guiding Documents | Town of Oliver](#) for copies of the bylaws, plans and studies listed above

- Modernize policy to reflect current best practices and legislation.
- Keep OCP policy at high-level and develop more specific policy and action-oriented documents to implement Strategic Plans and OCP objectives.

### Land Use Designations

- Utilize findings and community feedback from plans and studies listed above and associated land use scenario development and engagements to inform the land use

designations.

- Provide updates to land use designations based on community engagement, best practices, planning studies, complete community assessments and legislative requirements.
- Identify opportunities to improve walkability, community completeness, and GHG reduction by identifying opportunities to permit residential into commercial areas.
- Utilize the OCP review to inform the community about Provincial legislative changes and associated opportunities for infill.

#### **Development Permit Areas (DPAs)**

- Comprehensive review and update of existing development permit areas including their application, justification, maps and guidelines.
- Reduce the number and complexity of DPAs as may be appropriate to improve accessibility and simplify language.
- Reflect recommendations in other plans and studies.
- Modernize based on best practices, current legislation, land use economics, and planned density.
- Pay specific attention to and prepare DP guidelines to accommodate recently-increased allowable zoning densities in former low density residential zones, in a manner that minimizes reduction of existing on-street parking, and respects the built form and character of these existing neighbourhoods.

## APPENDIX B – Proposal Evaluation Criteria

Proponent's Name: _____			
Project Title:      Official Community Plan Update			
Evaluation Date: _____			
Evaluator: _____			
Step 1:		YES	NO
Mandatories	Proposal received prior to closing		
	Project Manager identified		
	Proposed schedule included		
	Reference List		
	Complete proposal as requested		
Step 2:		Assigned Points	Points
Proponent (35 points)	Qualifications of firm and project team members	20	
	Past Performance/references	10	
Methodology (35 points)	Methodology, including a Schedule/Work Plan	35	
Price (30 points)	Points for Price = (average of proposals being evaluated divided by Proposal being evaluated) x (30% weight)	30	
Value Add Ons (5 points)	Value add ons	5	
Total Score	Proponent + Proposal + Price Scores	100	