



COUNTY *of* ANNAPOLIS  
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## **REQUEST FOR PROPOSALS**

# **Municipal Planning Strategy And Land Use By-law Review**

**Municipality of the County of Annapolis**

Contact: Albert Dunphy, MCIP, LPP  
Director of Community Development  
P.O. Box 9, 396 Main Street, Lawrencetown, NS, B0S 1M0

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Release Date: August 24, 2021

File Number: ANNACO082321

## **Part 1 – Introduction**



### **COUNTY of ANNAPOLIS**

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#### **1.1 Overview**

The Municipality of The County of Annapolis (hereafter referred to as “The County”), is seeking proposals from qualified proponents to undertake a comprehensive review of the County’s Municipal Planning Strategy and Land Use By-law.

#### **1.2 Project Review**

- i. The County of Annapolis is considered a community of communities with 108 named communities and one village. Each community has its own unique features, characteristics, challenges and opportunities, being relatively small in population, within a large geographic area.
- ii. The existing Annapolis County (countywide) Municipal Planning Strategy (MPS) and Land Use By-law (LUB) was adopted in 2011. This county wide plan is limited in scope being the framework for land use policies related to the regulation of wind turbines in Annapolis County. It also addresses locational policies related to the development of new municipal roads that are created through the subdivision process. The review of this planning document is the focus of the request for proposals.

#### **1.3 Existing Planning**

- i. For some areas of the County, the Municipality employs the use of secondary development focused area plans. These existing secondary or area plans govern the use and development of land with the East End Area, Upper Clements Area, Cornwallis Park Area and the former Town of Bridgetown. The Municipality is currently working on the development of a new secondary area plan for the Habitation Area of the County. The review and updating of these secondary development focused area plans are not subject to this request for proposals, the review of these documents will be done in-house.
- ii. The identification and protection of water supply areas is a requirement of the Provincial Statement of Interests. As such Annapolis County has adopted several secondary water supply protection area plans. These stand-alone water supply protection planning documents govern the use and development of land within the Lake Cady and Lawrencetown water supply areas. The Municipality is presently working on a Margaretsville water supply area plan and by-law. The Town of Middleton water supply protection is covered within the East End Area MPS & LUB. The review and updating of these secondary water supply protection area plans also are not the focus of this request for proposals and also will be conducted by in-house staff.



#### 1.4 Public Consultation

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The overlying general intent of the Annapolis County MPS and LUB review is that it must be done with substantial public consultation and input.

The purpose of this is to firstly establish a shared community vision, and to then identify goals, objectives and guiding principles to achieve that vision. For this purpose the Municipality has compiled a list of community halls and alternate community meeting spaces that will be made available to the successful consulting firm.

This request for proposals does require the identification of the number, type and theme of the community consultations that will be employed.

#### 1.5 Background Materials Available

- i. Annapolis County has compiled a wide variety of background community planning research that will be made available to the successful consulting firm. Some of these documents relate to topics of:
  - a. Agricultural land, Marshland Protection Areas (under the Marshland Protection Act), cleared agricultural land (ALIP program), soil classification mapping and active orchards. Additional mapping may include types of farms, changes to agriculture lands (decline/increase) and the location of active licensed farm operations.
  - b. Ecological Land Classifications for the types of tree cover and the location. Additional would be cleared lands vs planted vs managed woodlots.
  - c. Areas serviced with municipal water/sewer.
  - d. Municipal land holdings, parks, trails and community centres.
  - e. Water features/watershed areas – lakes, rivers/brooks, swamp/wetland areas. Additional would be watercourse setbacks (if subject to applicable planning policy).
  - f. Transportation, arterial roads (Highway 101), collector roads (Hwy 1, 201, 8 & 10), local road and municipal roads. Additional would be K Class Road, J Class Roads and non-addressed roads (NAR).
  - g. Identification of Federal, Crown Lands & Wilderness Protection Areas, First Nations Lands, Nature Reserves, Wildlife Management Areas (Belleisle Marsh), Natural Sites (Margaretsville nature site (Triassic – Jurassic) and Ecological Sensitive Areas
  - h. Existing Residential, Lake Cottage areas, Commercial, Industrial and Institutional land locations.



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- i. Flood Prone Areas Map (2003 & 2008 Flood Areas), NS Power Flood Risk Areas, Known Flood Damaged Areas (2003 & 2008) roads & bridges and Wharf Damaged Areas 2000. Additional would be the new Coastal Protection Zone (draft setback zone).
- j. Population density distribution (2016 Census) and the 2021 Census information on population and dwelling counts (after February 2022 release date).
- k. Current Municipal Planning documents and zoning maps.

### 1.6 Project Scope

The recent adoption of Bill 58 requires every municipality to develop and adopt municipal planning documents to govern planning throughout the municipality and fulfill the minimum and mandatory planning requirements for land use planning. The intent of the review of the Annapolis County MPS and its companion LUB is to create a land use policy and regulatory framework to guide, influence and manage positive change and development within the County over the next ten years.

### 1.7 Areas of Special Interest

- i. Residential Land: there is a wide variety of residential types and forms of development within Annapolis County. Residential development is substantially located along the valley floor with other communities located along the area's collector roads. Also there are several cottage areas along the upland areas of the North and South Mountain. These are considered up and coming areas. The protection and preservation of existing residential areas is one of the key factors to be considered within the Annapolis County Municipal Planning Strategy and Land Use By-law Review. Equally important is the identification of areas for future residential development along with the concept of respecting neighborhood and community character.
- ii. Coastal Zones, Forestry and Agricultural Land: the diverse nature of the communities will need to be addressed through the Annapolis County Municipal Planning Strategy and Land Use By-law Review, highlighting considerations for planning approaches for a large rural municipality with specific attention to development of coastal areas and the provincial new coastal zone protection regulations currently under development, the identification of agricultural lands and their protection as envisioned by the Provincial Statement of Interest, the identification and economic development of the County's forested areas and the identification and management of resource lands within the County.



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- iii. Commercial and Institutional Areas: also due to the diverse and disperse nature and location of the County's communities, special attention has to be given to developing planning policies encouraging the development of commercial and institutional zoning strategies for independent businesses, home occupations and institutional uses such as churches, schools, community centres, and cemeteries.
- iv. Areas with Municipal Services: those areas of the County where municipal services are located need to be viewed as special development places. These areas may be developed as more concentrated development areas due to the requirement of smaller lot sizes. Additional development may be channeled to these service areas to take advantage of the excess capacity that may be within the service systems.
- v. Highway Interchanges: consideration should be given to the several highway interchanges within the County based on the opportunities these locations offer the travelling public and other such transportation oriented businesses.
- vi. Transportation Links: there are many roads within the County outside of the access restricted Highway 101. It would be anticipated that development areas should be considered to take advantage of existing under developed collector roads such as the Hwy 1, 201, 8 and the 10. Future residential areas should be viewed in light of the existing area local J class roads and municipal roads.
- vii. Water Features/Flood Prone Areas: Annapolis County has many water features such as lakes, rivers and brooks. These areas should be considered in relation to their special visual attributes. Conversely, there are swamp areas and wetland areas that should be identified in planning documents where development should not be encouraged. The review should also look at planning topic requirements such as watercourse setbacks. Of special interest for applicable planning policy would be the flood prone areas in the County, the NS Power flood risk areas and wharf damaged coastal areas. It is anticipated that special planning policy considered will be included related to the new provincial Coastal Protection Zone initiative.

### 1.8 Project Support and Contact

The development of the Annapolis County MPS and LUB Review project will be conducted with Municipal Council and the Annapolis County Planning Advisory Committee. Council and PAC may broaden the topics of special interest in consultation with the successful consulting firm. Decisions on the scope of public consultation are fully within the prevue of the Council and PAC. The main County staff contact will be the Director of Community Development. Community meetings are required to be coordinated through the County's Planning Services Department to ensure consistency of messaging.



## **Part 2 – General Information**

### **2.1 Delivery of Proposals**



- i. Proposals are to be submitted in a sealed opaque envelope plainly marked  
**"RFP – Annapolis County MPS and LUB Review."**
- ii. If delivered by mail, Proposals should be addressed to:  
*RFP – Annapolis County MPS & LUB Review*  
*Attn: Municipal Council*  
*752 St. George Street, PO Box 100, Annapolis Royal, NS, B0S 1A0*
- iii. If delivered by hand, Proposals should be delivered to the front door of the  
Annapolis Administration Building (see Part 2.1 – Delivery of Proposals, Section ii).
- iv. Submissions by fax will not be accepted.
- v. Submissions by email will be accepted but the proponent **MUST** assure that the entire package has been received at least 8 hours in advance of the closing date and time and sent to [adunphy@annapoliscountry.ca](mailto:adunphy@annapoliscountry.ca). Please note we cannot receive emails larger than 10MB. If your submission is larger than 10mb please contact us at least 2 full business days before the due date and we will assist you with electronic file delivery support.

### **2.2 Proposal Submission Guidelines**

- i. Proposals will be received until 2:00 p.m., local time, 20 September 2021.
- ii. Late proposals will not be accepted and shall be returned unopened.
- iii. Proposals will be opened at the County Offices and only the NAMES of those who have submitted proposals will be disclosed.
- iv. Submissions shall include one (1) bound copy and one (1) digital copy (Adobe .pdf format) of the proposal. Proposals must include all mandatory inclusions as outlined in **Part 3.9 Mandatory Inclusions**.
- v. Proponents are permitted to contact the **County of Annapolis** to confirm receipt of their Proposal by contacting Albert Dunphy at 902.584-2255.
- vi. The County of Annapolis shall not be held liable for any costs or expenditures incurred by proponents during the submission of their Proposal or subsequent negotiations.
- vii. The final contract documents between The County of Annapolis and the successful proponent together with any attachments thereto, shall be the only documents which establish the contractual obligation of each party to the other independently.
- viii. The County requires that Proponents supply a detailed estimate of the total cost including all fees, expenses, and disbursements submitted under a separate envelope marked "RFP Financials – Company Name" and following the delivery options set out in **Part 2.1 Delivery of Proposals**.



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### 2.3 Clarification and Addenda

- i. All questions concerning this Proposal shall be directed via email to the:  
Director of Community Development, Albert Dunphy  
[adunphy@annapoliscounty.ca](mailto:adunphy@annapoliscounty.ca)
- ii. Proponents must notify the County not less than 5 working days before Proposal closing of omissions, errors or ambiguities found in the Request for Proposals. If the County considers that correction, explanation or interpretation is necessary; a written addendum will be posted in the procurement section of the Municipality's website located at the following address:  
<https://www.annapoliscounty.ca/municipal-operations/tenders-contracts-and-rfps>  
Addenda will be posted no later than 72 hours before Proposal Closing.
- iii. The County will not maintain a distribution list; proponents shall be responsible to review the website for any addenda that have been issued. Exceptions will be made for those who have already submitted a proposal and they will be contacted with addenda changes.
- iv. The County reserves the right to amend the Request for Proposals at any time but no later than 5 days before the closing date and will issue an addendum in the event of a change.
- v. All addenda will form part of the Request for Proposals.
- vi. Any changes to this Request for Proposals shall be stated in writing by Addenda. Verbal statements made by Municipal staff or their representatives shall not be binding.

### 2.4 Amendment or Withdrawal of Proposals

- i. Proposals may be amended or withdrawn by post, courier, or hand delivery if the amendment or notice of withdrawal is received prior to the closing.
- ii. Amendments or withdrawals must be clearly labeled "**Amendment/Withdrawal of RFP – Annapolis County MPS & LUB Review**" and follow all submission guidelines outlined in **Part 2.2 – Proposal Submission Guidelines**.

### 2.5 Notification of Proposal Acceptance

Only the successful Proponent(s) will be notified by phone. All other proponents will receive written notification by email or post within three (3) weeks of the closing date.





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2.6 Freedom of Information & Protection of Privacy

By submitting a Proposal the Proponent agrees to public disclosure of its contents subject to the provisions of **Part XX of the Municipal Government Act** relating to Freedom of Information and Protection of Privacy. Anything submitted in the Proposal that the Proponent considers “personal information” or “confidential information” of a proprietary nature should be marked confidential and will be subject to appropriate consideration under the Municipal Government Act as noted above.

2.7 Reservation of Rights/Privilege

- i. This document and Request for Proposal process does not constitute a call for tenders.
- ii. This Request for Proposals neither expresses nor implies any obligation on the part of the respective municipal unit to enter into a contract with any party submitting a response or responses.
- iii. The County reserves the right to suspend or cancel this Request for Proposals at any time for any reason without penalty.
- iv. The County has included evaluation criteria within this document to be used as a guideline for respondents.
- v. Decisions to deviate from the evaluation criteria may be made based on budgetary and/or service delivery considerations.
- vi. The County reserves the right to reject all or any proposals, and to not necessarily accept the lowest bid proposal.
- vii. The County reserves the right to negotiate, after the Request for Proposals Closing Date, with any Vendor for additional services as they relate to the Request for Proposals.
- viii. In submitting a Proposal, the Proponent has accepted the reservation of rights/privilege as set out herein and agrees to be bound by the same.





## **Part 3 – General Conditions**

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#### **3.1 Schedule**

- i. If a contract is awarded, the successful Proponent shall begin providing the agreed upon services immediately upon the contract being signed and provide a final report at a date to be determined, unless otherwise agreed upon in writing by the Proponent and The County.
- ii. The successful proponent agrees to meet the following milestone dates unless otherwise mutually agreed upon in writing:

a) RFP issued to successful proponent	October 1, 2021
b) Collect and review available information	November 1, 2021
c) Complete all necessary research	February 1, 2022
d) Present Research Findings to PAC	March 1, 2022
e) Commence Public Consultation	April 4, 2022
f) Policy Development with PAC	September 1, 2022
g) Submit draft MPS/LUB for PAC review	TBD (25 hard copies)
h) Commence Public Consultation on Draft	TBD
i) Provide Final MPS/LUB to Council	TBD

Note: the final MPS/LUB shall be submitted in hard copy (50 copies) and in digital form (5 flash drives) in Microsoft Word. All digital mapping data and associated databases (all shapefiles with attribute information shall be in ArcMap 10.4.1/ArcPro. The projected Coordinate System used for all geographic data is NAD 1983 CSRS UTM Zone 20N.

#### **3.2 Existing Conditions**

- i. Each Proponent must satisfy itself as to the exact nature of the work to be performed. Failure to do so will not relieve the Proponent of their obligation to carry out the provisions of the contract if awarded.
- ii. No plea of ignorance as a result of failure to make all necessary examinations will be accepted as the basis for any claims for extra compensation or an extension of time.

#### **3.3 County Tour**

The County will coordinate with the successful proponent when and if a site visit is required in the assessment of this review.

#### **3.4 Fees, Expenses, & Disbursements**

The County wishes to firmly establish the total cost of the work to be performed prior to entering into a contract.



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### 3.5 Worker's Compensation

When a contract is awarded the successful Proponent shall supply the County with a valid Worker's Compensation Board Letter of Good Standing or an acceptable equivalent in the event of a site tour.

### 3.6 Indemnity Requirements

If a contract is awarded, the successful Proponent shall be required to indemnify and hold the Municipality of the County of Annapolis harmless against all liability and expenses, including solicitor's fees, howsoever arising or incurred, alleging damage to property, injury to, or death of, any person arising out of or attributable to the Proponents performance of the contract awarded.

### 3.7 Insurance Requirements

If a contract is awarded, the successful Proponent shall be required to provide proof of Commercial Liability Insurance in a form acceptable to the County, with the respective municipal unit (The Municipality of The County of Annapolis) named as an additional insured on the policy. The amount of coverage for Commercial Liability coverage shall not be less than \$2,000,000.

### 3.8 Proposal Format

- i. The Proposal shall be inclusive of all material intended to be considered and evaluated as part of The Proposal.
- ii. Proposals shall adhere to the proposal guidelines in **Part 4 – Proposal Guidelines**.
- iii. Proposals shall be clear & concise, foregoing any information not project related.
- iv. Proposals shall clearly identify the professional qualifications of The Proponent.
- v. Proposals shall clearly identify all costs associated with the provision of the services outlined in **Part 4 – Proposal Guidelines**.
- vi. All prices shall be in Canadian dollars and will include hourly rates, required supplies or disbursements, and all applicable taxes/rates in force at the time of proposal.
- vii. Proposals shall clearly identify The Proponent's principal contact.
- viii. Proposals must provide enough detail to clearly demonstrate how The Proponent's resources, staff, and experience best serve to deliver on this MPS & LUB review.
- ix. Proposals shall not include hyperlinks to additional material intended to form part of the submission.
- x. Proposals shall not include unnecessary or elaborate brochures or other presentations save those necessary to form a complete submission.



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### 3.9 Mandatory Inclusions

Each proposal must include at a minimum the following items. Proposals that fail to include any of the Mandatory Inclusions may not receive further consideration.

- a) Completed **Schedule A – Submission Cover Page & Checklist**
- b) Completed **Schedule B – Individual Service Provider/Contract Disclaimer**
- c) Completed copy of **Appendix A – Acknowledgement of Addenda**

### 3.10 Evaluation of Proposals

- i. Proposals will be reviewed based on, but not limited to, the following areas:
  - a) Breadth of professional expertise on the team.
  - b) Quality of submission and ability to deliver as per Part 4 Proposal Guideline.
  - c) Proposed fees and structure.
  - d) Completeness of proposal as set out in Part 3.9 – Mandatory Inclusions.
- ii. The selected Proponent(s) will form a shortlist and be invited to interview with a panel of minimum three people including one elected official. The panel will then recommend the proposed selection to the Council and subsequently, if approved, staff will enter into negotiations with its preferred candidate.

Evaluation Criteria	Weighting
1. Quality of Submission & Ability to Deliver the Review Part 4 Proposal Guidelines	40%
2. Depth of professional expertise on the team	35%
3. Proposed Fees and Structure	10 %
4. Ability to Meet Project Deadlines	10 %
5. Completeness of Proposal	5 %

### 3.11 Best & Final Proposals

After deliberations have concluded the best and final proposals will be evaluated as per the criteria set out in **Part 3.10 – Evaluation of Proposals** and a proposal meeting the criteria established above will be recommended to Council.

## **Part 4 – Proposal Guidelines**



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### **4.1 Scope of Work**

The Municipality of The County of Annapolis is seeking proposals from qualified consultants to undertake a comprehensive review of the County's Municipal Planning Strategy and Land Use By-law in light of Bill 58 where every municipality is to develop and adopt planning documents that fulfil minimum and mandatory requirements. The intent of the review of the Annapolis County MPS and its companion LUB is to create a land use policy and regulatory framework to guide, influence and manage positive change and development within the County over the next ten year. Inherent within this review are special areas identified that will need to be addressed by the proponent and reflected in the new MPS and LUB. While this is not intended to be a comprehensive list, Council may add additional topics of concern. Additionally, public consultation may also identify other concern areas that will need to be addressed. It is expected that the proponent will be flexible enough to address any such additional area of concern in the draft and final documents. Some of these special areas of concern include:

- i. *Residential Land*: there is a wide variety of residential types and forms of development within Annapolis County. Residential development is substantially located along the valley floor with other communities located along the area's collector roads. There are also several up and coming cottage areas along the upland areas of the North and South Mountain. The protection and preservation of existing residential areas is one of the key factors to be considered within the Annapolis County Municipal Planning Strategy and Land Use By-law Review. Equally important is the identification of areas for future residential development along with the concept of respecting neighborhood and community character.
- ii. *Coastal Zones, Forestry and Agricultural Land*: the diverse nature of the communities will need to be addressed through the Annapolis County Municipal Planning Strategy and Land Use By-law Review, highlighting considerations for planning approaches for a large rural municipality with specific attention to development of coastal areas and the provincial new coastal zone protection regulations currently under development, the identification of agricultural lands and their protection as envisioned by the Provincial Statement of Interest, the identification and economic development of the County's forested areas and the identification and management of resource lands within the County.
- iii. *Commercial and Institutional Areas*: also due to the diverse and disperse nature and location of the County's communities, special attention has to be given to developing planning policies encouraging the development of commercial and institutional zoning strategies for independent businesses, home occupations and institutional uses such as churches, schools, community centres, and cemeteries.
- iv. *Areas with Municipal Services*: those areas of the County where municipal services are located need to be viewed as special development places. These are may be developed as more concentrated development areas due to the requirement of smaller lot sizes. Additional development may be channeled to these service areas to take advantage of the excess capacity that may be within the service systems.



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- v. Highway Interchanges: consideration should be given to the several highway interchanges within the County based on the opportunities these locations offer the travelling public and other such transportation oriented businesses.
- vi. Transportation Links: there are many roads within the County outside of the access restricted Highway 101. It would be anticipated that development areas should be considered to take advantage of existing under developed collector roads such as the Hwy 1, 201, 8 and the 10. Future residential areas should be viewed in light of the existing area local J class roads and municipal roads.
- vii. Water Features/Flood Prone Areas: Annapolis County has many water features such as lakes, rivers and brooks. These areas should be considered in relation to their special visual attributes. Conversely, there are swamp areas and wetland areas that should be identified in planning documents where development should not be encouraged. The review should also look at planning topic requirements such as watercourse setbacks. Of special interest for applicable planning policy would be the flood prone areas in the County, the NS Power flood risk areas and wharf damaged coastal areas. It is anticipated that special planning policy considered will be included related to the new provincial Coastal Protection Zone initiative.

### 4.2 Existing Plans and Background Materials Available

To assist in the development of the new Annapolis County planning documents, a wide variety of background community planning research has been compiled and will be made available. Some of these documents relate to topics of:

- i. Agricultural land, Marshland Protection Areas (under the Marshland Protection Act), cleared agricultural land (ALIP program), soil classification mapping and active orchards. Additional mapping may include types of farms, changes to agriculture lands (decline/increase) and the location of active licensed farm operations.
- ii. Ecological Land Classifications for the types of tree cover and the location. Additional would be cleared lands vs planted vs managed woodlots.
- iii. Areas serviced with municipal water/sewer.
- iv. Municipal land holdings, parks, trails and community centres.
- v. Water features/watershed areas – lakes, rivers/brooks, swamp/wetland areas. Additional would be watercourse setbacks (if subject to applicable planning policy).
- vi. Transportation, arterial roads (Highway 101), collector roads (Hwy 1, 201, 8 & 10), local road and municipal roads. Additional would be K Class Road, J Class Roads and non-addressed roads (NAR).
- vii. Identification of Federal, Crown Lands & Wilderness Protection Areas, First Nations Lands, Nature Reserves, Wildlife Management Areas (Belleisle Marsh), Natural Sites (Margaretsville nature site (Triassic – Jurassic) and Ecological Sensitive Areas
- viii. Existing Residential, Lake Cottage areas, Commercial, Industrial and Institutional land locations.



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- ix. Flood Prone Areas Map (2003 & 2008 Flood Areas), NS Power Flood Risk Areas, Known Flood Damaged Areas (2003 & 2008) roads & bridges and Wharf Damaged Areas 2000. Additional would be the new Coastal Protection Zone (draft setback zone).
- x. Population density distribution (2016 Census) and the 2021 Census information on population and dwelling counts (after February 2022 release date).
- xi. Current Municipal Planning documents and zoning maps.

### 4.3 Assessment of Existing studies

The proponent shall review the existing Annapolis County Municipal Planning Strategy (MPS) and Land Use By-law (LUB) that was adopted in 2011 to determine if the focus of this planning document is still applicable to the current planning situation as it relates to the wind turbines in Annapolis County and the standards of new road development and the location of new municipal roads that are created through the subdivision process. It is also expected that the proponent will review the existing secondary development focused area plans in terms of their fit with the overall new Annapolis County MPS and LUB. Here the proponent will be expected to identify such issues for amendment of the secondary development focused area plans. The protection of water supply areas is a requirement of the Provincial Statement of Interests. As such the proponent will be expected to review the existing secondary water supply protection area plans and make recommendation for amendments required to ensure their integration with the new Annapolis County planning documents.

### 4.4 Report contents

The proponent shall at a minimum shall also allow for the following to be included in their proposal:

- i. an executive summary;
- ii. a list of additional background materials needed;
- iii. an indication of the level of support required from staff;
- iv. the timing for the anticipated level of staff support;
- v. a detailed methodology of the public consultation process to be employed, and
- vi. the timelines and milestones by date.



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**Schedule A – Submission Cover Page & Checklist**

The undersigned hereby acknowledges that he/she, as an officer of the Proponent, has read and understands the specifications, requirements, and any proposed agreement set out in this document by The Municipality of the County of Annapolis (The County). He/she further acknowledges that the seller's proposed product, equipment, materials, and services fully meet or exceed those specified in The County's Request for Proposals. Additionally, the Proponent agrees that all its bid documents and responses to the aforementioned Request for Proposals will, at the option of The County, become a legally binding and essential portion of the final contract between the successful Proponent and The County.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Proponent's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

Website: \_\_\_\_\_

Contact Name (Please Print): \_\_\_\_\_

Title (Please Print): \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

HST Registration Number: \_\_\_\_\_

WCB Coverage ☐ ☐

Minimum \$2,000,000 Liability ☐ ☐

OH&S Disclaimer ☐ ☐  
Yes No





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### **Schedule B – Individual Service Provider/Contract Disclaimer**

The Municipality of the County of Annapolis' Purchasing and Tendering procurement practice is that all service providers/contractors are to carry and maintain in good standing Workers' Compensation coverage.

In the instance that the service provider does not carry Workers' Compensation, the Municipality will deduct from the service provider's/contractors invoice the cost of covering Workers' Compensation Insurance.

The Municipality of the County of Annapolis adheres to the Nova Scotia Occupational Health and Safety Act to ensure a safe working environment. All service providers/contractors are required to make themselves aware of Municipality's Occupational Health and Safety Guidelines before performing any services on Municipal worksites or events. The Municipality's Guidelines can be found on the county website,

Please check below the acknowledgment of the following:

☐ Acknowledge that I/we the service provider/contractor have read and are aware of the Municipality's Occupational Health and Safety Guidelines and will adhere to the guidelines, as well as any other person I/we may employ to provide the service.

#### **Service Provider Information:**

Mailing Address: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Contact Number: \_\_\_\_\_  
Contact email: \_\_\_\_\_

Service Date: As per proposal submitted for RFP  
Service Provided: As per proposal submitted for RFP  
Service Location: As per proposal submitted for RFP  
Service Rate: As per proposal submitted for RFP

Signature of Service Provider: \_\_\_\_\_



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**Appendix A – Acknowledgement of Addenda**

**Instructions:** Please acknowledge receipt of all addenda issued in relation to this solicitation by completing this Acknowledgement of Addenda Form. All fields must be completed and an authorized agent of the Proponent must sign and date this form. Failure to acknowledge addenda may result in disqualification.

**Acknowledgement:** I hereby acknowledge receipt and acceptance of all Addenda issued with relation to this solicitation and have made the necessary revisions to my proposal, plans, and/or specifications.

\_\_\_\_\_  
**(Name of Proponent)**

\_\_\_\_\_  
**(Printed Name)**

\_\_\_\_\_  
**(Signature)**

\_\_\_\_\_  
**(Title)**

\_\_\_\_\_  
**(Date)**