



The City of Saint John

Request for Proposals

**2024-092207P – Consulting Services – Schematic
Design Catalogue**

Saint John, New Brunswick

Request for Proposals No.: 2024-092207P – Consulting Services – Schematic Design Services

Issued: Thursday, June 6, 2024

Submission Deadline: Wednesday, June 26, 2024, 4:00:00 p.m., ADT

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PART 1 – INTRODUCTION

1.1 Invitation to Proponents

- (1) This Request for Proposals (“RFP”) is an invitation by The City of Saint John (the “City”) to prospective proponents to submit proposals for consulting services pertaining to schematic design catalogue as further described in Part 2 – The Deliverables (the “Deliverables”).

1.2 RFP Contact Person

- (1) For the purposes of this procurement process, the “City Contact” shall be:

Alana Nauss
Procurement Specialist
Supply Chain Management
City of Saint John
Email: supplychainmanagement@saintjohn.ca

1.3 Type of Contract for Deliverables

- (1) The City will issue a Purchase Order to the successful proponent for the scope of services detailed in this request for proposal.

1.4 No Guarantee of Volume of Work or Exclusivity of Contract

- (1) The City makes no guarantee as to the value or volume of the Deliverables. The contract to be entered with the selected proponent will not be an exclusive contract for the provision of the described Deliverables. The City may contract with others for same or similar to the Deliverables or may obtain the same or similar to the Deliverables internally.

1.5 Canadian Free Trade Agreement (CFTA)

- (1) Proponents should note that procurements falling within the scope of Chapter 5 of the Canadian Free Trade Agreement (CFTA) are subject to that chapter but that the rights and obligations of the parties shall be governed by the specific terms of this RFP. For further reference, please see the Internal Trade Secretariat website at <https://www.cfta-alec.ca/>.

[End of Part 1]

PART 2 – THE DELIVERABLES

2.1 Description of Deliverables

- (1) This RFP is an invitation to submit offers for the provision of consulting services pertaining to schematic design catalogue as further described in Appendix D – RFP Particulars – Section A - The Deliverables.

[End of Part 2]

PART 3 – EVALUATION OF PROPOSALS

3.1 Timetable

(1) The RFP timetable is tentative only and may be changed by the City at any time.

Issue Date of RFP	Thursday, June 6, 2024
Deadline for Questions	Monday, June 17, 2024, 4:00:00 pm, ADT
Deadline for Issuing Addenda	Wednesday, June 19, 2024, 4:00:00 pm, ADT
Submission Deadline	Wednesday, June 26, 2024, 4:00:00 PM, ADT
Rectification Period	3 Business Days
Evaluation	Complete within 2 weeks of closing

3.2 Submission Instructions

(A) Proposals Shall be Submitted Electronically

Proposals are to be submitted via email to:

supplychainmanagement@saintjohn.ca

(B) Proposals Should Be Submitted in Prescribed Manner

Proponents shall submit:

- one (1) signed technical proposal and supporting information in pdf format, clearly identified as “2024-092207P – Consulting Services – Schematic Design Catalogue – Technical Proposal”; and
- one (1) signed financial proposal and supporting information in pdf format, clearly identified as “2024-092207P – Consulting Services – Schematic Design Catalogue – Financial Proposal”.

(C) Proposals Should Be Submitted on Time

- (1) Proposals shall be submitted at the Prescribed Location on or before the Submission Deadline. Proposals submitted after the Submission Deadline will be rejected.
- (2) Immediately following the Submission Deadline, proposals will be publicly opened in the office of the City Contact, at the Prescribed Location. Only the names and addresses of the proponents will be made public.

(D) Amendment of Proposals

- (1) Proponents may amend their proposals prior to the Submission Deadline by submitting the amendment in a sealed package to the Prescribed Location. The sealed package shall be prominently marked with the RFP title and number and the full legal name and return address of the proponent. Any amendment should clearly indicate which part of the proposal the amendment is intended to affect.

(E) Withdrawal of Proposals

- (1) At any time throughout the RFP process, a proponent may withdraw a submitted proposal. To affect a withdrawal, a notice of withdrawal must be sent to the City Contact and must be signed by an authorized representative. The City is under no obligation to return withdrawn proposals.

3.3 Stages of Proposal Evaluation

- (1) The City will conduct the evaluation of proposals and selection of the highest ranked proponent in the following three stages described in further detail below:
 - (a) Stage I – Mandatory Requirements and Rectification
 - (b) Stage II – Evaluation of Rated Criteria and Pricing
 - (c) Stage III – Selection and Final Negotiation

(A) Stage I – Mandatory Requirements and Rectification

Submission and Rectification Period

Stage I will consist of a review to determine which proposals comply with all of the mandatory requirements. Proposals failing to satisfy the mandatory requirements as of the Submission Deadline will be provided an opportunity to rectify any deficiencies. Proposals satisfying the mandatory requirements during the Rectification Period, as described in Part 3 – Section 3.1 – Timetable will proceed to Stage II. Proposals failing to satisfy the mandatory requirements within the Rectification Period will be excluded from further consideration. The Rectification Period will begin to run from the date and time that the City issues its rectification notice to the proponents.

Mandatory Submission Forms

Other than inserting the information requested on the mandatory submission forms set out in this RFP, a proponent may not make any changes to any of the forms.

Submission Form (Appendix A)

Each proponent must complete the Submission Form and include it with their technical proposal. The Submission Form must be signed by an authorized representative of the proponent.

Pricing Form (Appendix B)

Each proponent must complete the Pricing Form and include it with their financial proposal. The Pricing Form must be completed according to the instructions contained in the form. Fees must be provided in Canadian funds, inclusive of all costs, applicable duties, overhead, and insurance costs, except for HST/GST.

Reference Form (Appendix C)

Each proponent must complete the Reference Form and include it with its technical proposal.

Other Mandatory Requirements

Each proposal must:

- (a) Be in English.
- (b) Be for the entire scope of work as described in Appendix D – Section A - The Deliverables. Incomplete proposals or proposals for only part of the Deliverables described in Appendix D shall be disqualified.

(B) Stage II – Evaluation of Rated Criteria and Pricing

Stage II will consist of a scoring by the City of each qualified proposal on the basis of the rated criteria and the pricing in accordance Appendix D – Section B – Evaluation Criteria. The City intends to shortlist to up to Three (3) proponents, however, should the City deem it to be in its best interest, it may expand this number accordingly.

(C) Stage III – Selection and Final Negotiation

Once the proposals have been evaluated as per Stage II, the top-ranked proponent may be selected to enter into direct negotiations.

During the negotiation, the City may provide the top-ranked proponent with any additional information and may seek further information and proposal improvements. After the negotiation, the top-ranked proponent may be invited to revise its initial proposal and submit its Best and Final Offer (BAFO) to the City.

[End of Part 3]

PART 4 – TERMS AND CONDITIONS OF THE RFP PROCESS

4.1 General Information and Instructions

(A) Proponents to Follow Instructions

- (1) Proponents should structure their proposals in accordance with the instructions in this RFP. Where information is requested in this RFP, any response made in a proposal should reference the applicable part, section, subsection or paragraph numbers of this RFP.

(B) Information in RFP Only an Estimate

- (1) The City and its representatives shall not be liable for any information or advice or any discrepancies or errors or omissions that may be contained in this RFP or an Addenda, appendices, data, materials or documents (electronic or otherwise) attached or provided to the proponents pursuant to this RFP.
- (2) The City and its advisors make no representation, warranty or guarantee as to the accuracy of the information contained in this RFP or issued by way of addenda. Any quantities shown or data contained in this RFP or provided by way of addenda are estimates only and are for the sole purpose of indicating to proponents the general scale and scope of the work. It is the proponent's responsibility to obtain all the information necessary to prepare a proposal in response to this RFP.

(C) Proponents Shall Bear Their Own Costs

- (1) The proponent shall bear all costs associated with or incurred in the preparation and presentation of its proposal, including, if applicable, costs incurred for interviews, and/or presentations.

4.2 Communication after Issuance of RFP

(A) Proponents to Review RFP

- (1) Proponents shall promptly examine all of the documents comprising this RFP, and
 - (a) Shall report any errors, omissions or ambiguities; and
 - (b) May direct questions or seek additional information in writing by email to the City Contact on or before the Deadline for Questions. All questions submitted by proponents by email to the City Contact shall be deemed to be received once the email has entered into the City Contact's email inbox. No such communications are to be directed to anyone other than the City Contact. The City is under no obligation to provide additional information, and the City shall not be responsible for any information provided by or obtained from any source other than the City Contact.

- (2) It is the responsibility of the proponent to seek clarification from the City Contact on any matter it considers to be unclear. The City shall not be responsible for any misunderstanding on the part of the proponent concerning this RFP or its process.

(B) All New Information to Proponents by Way of Addenda

- (1) This RFP may be amended only by an addendum in accordance with this subsection. If the City, for any reason, determines that it is necessary to provide additional information relating to this RFP, such information will be communicated to all proponents by addenda. Each addendum forms an integral part of this RFP.
- (2) Such addenda may contain important information, including significant changes to this RFP. Proponents are responsible for obtaining all addenda issued by the City. Addenda may be obtained from the City's website (www.saintjohn.ca) under the menu option "Tender and Proposals". In Appendix A, proponents should confirm their receipt of all addenda by setting out the number of each addendum in the space provided.

(C) Post-Deadline Addenda and Extension of Submission Deadline

- (1) If any addendum is issued after the Deadline for Issuing Addenda, the City may at its discretion extend the Submission Deadline for a reasonable period of time.

(D) Verify, Clarify and Supplement

- (1) When evaluating responses, the City may request further information from the proponent or third parties in order to verify, clarify, or supplement the information provided in the proponent's proposal. The City may revisit and re-evaluate the proponent's response or ranking on the basis of any such information.

(E) No Incorporation by Reference

- (1) The entire content of the proponent's proposal should be submitted in a fixed form, and the content of websites or other external documents referred to in the proponent's proposal will not be considered to form part of its proposal.

(F) Proposal to Be Retained by the City

- (1) The City will not return the proposal or any accompanying documentation submitted by a proponent.

4.3 Debriefing

(A) Debriefing – Following Award

- (1) Upon written request from any proponent, the City may provide a more detailed oral debriefing either by phone or in person, as required by the proponent. The written request shall be submitted to the City Contact no later than 15 calendar days after notification of award.

- (2) The acceptance of the successful proposal shall not be discussed during a debriefing.

4.4 Prohibited Conduct

(A) Proponent Not to Communicate with Media

- (1) A proponent may not at any time directly or indirectly communicate with the media in relation to this RFP or any agreement entered into pursuant to this RFP without first obtaining the written permission of the City Contact.

(B) No Lobbying

- (1) A proponent may not, in relation to this RFP or the evaluation and selection process, engage directly or indirectly in any form of political or other lobbying whatsoever to influence the selection of the successful proponent.

(C) Illegal or Unethical Conduct

- (1) Proponents shall not engage in any illegal business practices, including but not limited to, activities such as bid-rigging, price-fixing, bribery, fraud or collusion. Proponents shall not engage in any unethical conduct, including but not limited to, other inappropriate communications, offering gifts to members of Common Council, employees, officers or other representatives of the City, deceitfulness, submitting proposals containing misrepresentations or other misleading or inaccurate information, or any other conduct that compromises or maybe seen to compromise the competitive process provided for in this RFP.

(D) Past Performance or Inappropriate Conduct

- (1) The City may prohibit a proponent from participating in the procurement process based on past performance or based on inappropriate conduct in a prior procurement process.
- (2) Such inappropriate conduct shall include, but not be limited to the following:
 - (a) All the conducts as described in Part 4 – Section 4.4;
 - (b) The refusal of the proponent to honour its pricing or other commitments made in its proposal; or
 - (c) Any other conduct, situation or circumstance determined by the City, in its sole and absolute discretion, to constitute a Conflict of Interest.

4.5 Confidential Information

(A) Confidential Information of City

- (1) All information provided by or obtained from the City in any form in connection with this RFP either before or after the issuance of this RFP:

- (a) Is the sole property of the City and must be treated as confidential;
- (b) Is not to be used for any purpose other than replying to this RFP and the performance of any subsequent Contract;
- (c) Must not be disclosed by the proponent to any person, other than persons involved in the preparation of the proponent's proposal or the performance of any subsequent contract, without prior written authorization from the City; and
- (d) Shall be returned by the proponents to the City immediately upon the request of the City.

(B) Confidential Information of Proponent

- (1) A proponent should identify any information in its proposal or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by the City. The confidentiality of such information will be maintained by the City, except as otherwise required by law or by order of a court or tribunal. Proponents are advised that their proposals will, as necessary, be disclosed, on a confidential basis, to the City's advisors retained for the purpose of evaluating or participating in the evaluation of their proposals. If a proponent has any questions about the collection and use of personal information pursuant to this RFP, questions are to be submitted to the City Contact.

4.6 Procurement Process Non-Binding

(A) No Contract A and No Claims

- (1) The procurement process is not intended to create and shall not create a formal legally binding bidding process and shall instead be governed by law applicable to direct commercial negotiations.
- (2) For greater certainty and without limitation:
 - (a) Neither the proponent nor the City shall have the right to make any claims (in contract, tort, equity or otherwise) against the other with respect to the award of a contract, failure to award a contract or failure to honour a response to this RFP.

(B) No Contract until Execution of Written Contract

- (1) The RFP process is intended to identify the highest ranked proponent for the purposes of entering into a contract. No legal relationship or obligation regarding the procurement of any good or service shall be created between the proponent and the City by the RFP process until the issuance of a purchase order for the acquisition of such goods and/or services.

(C) Non-Binding Price Estimates

- (1) While the pricing information provided in responses will be non-binding prior to the issuance of a purchase order, such information will be assessed during the evaluation of the responses and the ranking of the proponents. Any inaccurate, misleading or incomplete information, including

withdrawn or altered pricing, could adversely impact any such evaluation, ranking or contract award.

(D) Disqualification for Misrepresentation

- (1) The City may disqualify the proponent or rescind a contract subsequently entered into if the proponent's response contains misrepresentations, omissions, or any other inaccurate, misleading or incomplete information.

(E) Cancellation

- (1) The City may cancel or amend the RFP process without liability at any time.

4.7 Governing Law and Interpretation

A. Governing Law

- (1) The terms and conditions in this Part 4:
 - (a) Are included for greater certainty and are intended to be interpreted broadly and separately (with no particular provision intended to limit the scope of any other provision);
 - (b) Are non-exhaustive (and shall not be construed as intending to limit the pre-existing rights of the parties to engage in pre-contractual discussions in accordance with the common law governing direct commercial negotiations); and
 - (c) Are to be governed by and construed in accordance with the laws of the province of New Brunswick and the federal laws of Canada applicable therein.

4.8 Regional Municipalities

Unless objected to in their submission(s), the successful vendor(s) agree(s) that Regional Municipalities shall have the advantage of the discounts and prices accepted by the City. Regional Municipalities will be considered to be any community that is in the boundaries of the Province of New Brunswick. This in no way commits these municipalities to accepting this quotation, but provides them with the opportunity to take advantage of the City's volume purchasing discounts.

The City is not responsible for payment for products or services supplied to any Regional Municipality.

The vendor(s) shall invoice Regional Municipalities directly for any product or services supplied to them under this quotation.

4.9 Social Procurement

The City of Saint John is aiming to further its social procurement objectives, specifically with regard to: respecting the values of inclusivity, diversity, equity, culture, and fair labour practices; supporting diverse organizations; striving for an ever-improving quality of life with a view to becoming the most vibrant and welcoming community in Atlantic Canada by growing the City, serving the City and becoming the community of choice through the cultivation of community pride

and the vibrant promotion of beautification, arts, culture, heritage, recreation, education, employment, and diversity; providing residents with opportunities to prosper with flourishing neighbourhoods and a protected environment with quality municipal services; and promoting population growth and a growing tax base for the City.

The City of Saint John has developed a Social Procurement Supplier Questionnaire. This questionnaire is voluntary. The information collected from suppliers via this questionnaire will be used by the City to register suppliers within the geographic boundaries of the City that identify with falling within any of the Social Procurement Supplier categories defined in the City's Social Procurement Protocol. This questionnaire is available on the City's website under <https://saintjohn.ca/en/city-hall/tenders-and-proposals>.

[End of Part 4]

APPENDIX A – SUBMISSION FORM

(A) Proponent Information

Please fill out the following form, and name one person to be the contact for your response to this RFP response and for any clarifications or amendments that might be necessary.	
Full Legal Name of Proponent:	
Any Other Relevant Name under Which the Proponent Carries on Business:	
Street Address:	
City, Province/State:	
Postal Code:	
Phone Number:	
Fax Number:	
Company Website (If Any):	
RFP Contact Person and Title:	
RFP Contact Phone:	
RFP Contact Facsimile:	
RFP Contact E-mail:	

(B) Acknowledgment of Non-Binding Procurement Process

The proponent acknowledges that the RFP process will be governed by the terms and conditions of this RFP, and that, among other things, such terms and conditions confirm that this procurement process does not constitute a formal legally binding bidding process, and that there will be no legal relationship or obligations created until the City and the selected proponent have executed a Supply Agreement.

(C) Ability to Provide Deliverables

The proponent has carefully examined this RFP documents and has a clear and comprehensive knowledge of the Deliverables required under this RFP. The proponent represents and warrants its ability to provide the Deliverables required under this RFP in accordance with the requirements of this RFP for the prices set out in the Pricing Form.

(D) Mandatory Forms

The proponent encloses as part of the proposal the mandatory forms set out below:

FORM	INITIAL TO ACKNOWLEDGE
Submission Form	
Pricing Form	
Reference Form	

Notice to proponents: There may be forms required in this RFP other than those set out above. See the Mandatory Requirements section of this RFP for a complete listing of mandatory forms.

(E) Non-Binding Price Estimates

The proponent has submitted its fees in accordance with the instructions in this RFP and in the Pricing Form set out in Appendix B. The proponent confirms that the pricing information provided is accurate. The proponent acknowledges that any inaccurate, misleading or incomplete information, including withdrawn or altered pricing, could adversely impact the acceptance of its quotation or its eligibility for future work.

(F) Addenda

The proponent is deemed to have read and accepted all addenda issued by the City prior to the Deadline for Issuing Addenda. The onus remains on proponents to make any necessary amendments to their proposal based on the addenda. The proponent confirms that it has received all addenda by listing the addenda numbers, or, if no addenda were issued, by writing the word "None", on the following line: _____ . Proponents who fail to complete this section will be deemed to have received all posted addenda.

(G) No Prohibited Conduct

The proponent declares that it has not engaged in any conduct prohibited by this RFP.

(H) Disclosure of Information

The proponent hereby agrees that any information provided in this proposal, even if it is identified as being supplied in confidence, may be disclosed where required by law or if required by order of a court or tribunal. The proponent hereby consents to the disclosure, on a confidential basis, of this proposal by the City to the City's advisers retained for the purpose of evaluating or participating in the evaluation of this proposal.

Signature of Witness

Signature of Proponent Representative

Name of Witness

Name

Title

Date

I have the authority to bind the proponent.

APPENDIX C – REFERENCE FORM

Each proponent is requested to provide three references from clients who have obtained similar goods or services to those requested in this RFP from the proponent in the last two years.

Reference #1

Company Name:	
Company Address:	
Contact Name:	
Contact Telephone Number:	
Date Work Undertaken:	
Nature of Assignment:	

Reference #2

Company Name:	
Company Address:	
Contact Name:	
Contact Telephone Number:	
Date Work Undertaken:	
Nature of Assignment:	

Reference #3

Company Name:	
Company Address:	
Contact Name:	
Contact Telephone Number:	
Date Work Undertaken:	
Nature of Assignment:	

APPENDIX D – RFP PARTICULARS

(A) The Deliverables

1.0 Project Goal

The overarching goal of the pre-reviewed Housing Design Initiative is to streamline housing solutions by creating a simplified process for smaller-scale infill development and enabling the construction of innovative and compact urban low-rise dwellings such as narrow lot single detached, semi-detached, row house, multi-plex homes with 4 to 6 units, and accessory dwelling units (ADUs) to address housing shortages. Additionally, the initiative aims to diversify housing options by expanding the range of available choices, catering to different lifestyles, family sizes, and income levels. To achieve these goals, the project emphasizes community education and promotion about the benefits of affordable, compact, low-rise dwellings in new development areas, infill development and ADUs. In addressing the crucial aspect of housing affordability, the initiative seeks to facilitate the creation of more affordable housing options by efficiently utilizing existing spaces and integrating new infill development into residential neighborhoods. This involves encouraging well-designed, context-sensitive infill development to improve overall neighborhood livability.

1.1 Background

In January 2024, the City of Saint John was approved to receive funding under the Housing Accelerator Fund (HAF) federal program administered by Canada Mortgage and Housing Corporation (CMHC) to incentivize and support initiatives within the sphere of control of local governments that accelerate the supply of housing. The primary objectives of the program are to create a **greater supply of housing** at an **accelerated pace** and **enhance certainty** in the **approvals and building process**.

The City of Saint John has identified 8 initiatives to support these objectives. Under Initiative 3: Unlocking Gentle Density, the City will create a catalogue of pre-reviewed building design schematics that can easily be leveraged by builders, developers and homeowners, speeding up the building permit process while reducing design costs.

1.2 Scope of Work and Deliverables

The City of Saint John invites qualified and experienced consulting firms to submit proposals for Pre-Reviewed Housing Design Drawings. This project aims to create streamlined housing solutions, diversify housing options, engage the community, enhance housing affordability, and contribute to urban revitalization. The selected firm will be responsible for the following:

1. Best Practice Review:
 - Research various housing forms, sizing, ideal lot sizing, etc. while considering affordability price points, construction material costs/availability, manufacturing process, etc. Reference the Gentle Density Toolbox: <https://toolbox.smallhousing.ca/> as a best practice example.
 - Using the catalogue from Small Housing as a format, provide a Case Study Report documenting 2 - 3 examples of housing designs for each product type and outline recommendations for the housing product types that would be ideal for the Saint John area and designing a program to ensure pre-reviewed plans are easily accessible to developers, reducing time and resources needed for plan approval. Staff, will use the Report recommendations and proposed building types to share information on City's Shape Your City web portal for consultation purposes.
2. Pre-Reviewed Housing Plans:
 - Develop a catalogue of pre-reviewed housing plans for small-scale development inclusive of stand-alone Accessory Dwelling Units (ADUs), narrow lot Single-Detached, Semi-Detached,

Duplexes, Row Houses and Multi-plex homes with 4 to 6 units. There should be a minimum of 2 designs for each building form. This should include options for modular housing where possible.

- Key criteria for housing plans should include affordability, ease of construction, variety of unit types from two to four bedrooms, and within range of 800 to 1,500 square feet for units other than ADUs. ADUs may include studio, 1 and 2 bedroom units.
 - All housing designs must meet the 2020 National Building Code of Canada and designs with greater than four units must provide at least one barrier-free unit as required under the Regulation 2021-3 – the New Brunswick Barrier-Free Design Code.
 - Design packages should include all required drawing sets for permit approval including but not limited to floor plans, foundation, elevations, cross sections, roof trusses, etc. Selected Consultant to confirm requirements with One Stop Development Shop.
 - Truss drawings must be stamped by a registered professional engineer who is in good standing with the Association of Professional Engineers and Geoscientists of New Brunswick.
 - Design packages must include a detailed cost estimate and material breakdown to assist contractors and developers in preparing accurate quotes. Please see the example of a catalogue developed by Small Housing here:
[Sample Home Design: Belton - SHBC Gentle Density Toolbox \(smallhousing.ca\)](https://smallhousing.ca/sample-home-design-belton-shbc-gentle-density-toolbox)
 - Develop a process diagram for approval of pre-reviewed plans outlining the site-specific information that will need to be identified and provided along with the pre-reviewed plans to move forward with building on the selected site.
 - Providing the final design drawings in both PDF and the associated Revit or AutoCAD models.
3. Design Guidelines for Compatibility:
- Create design guidelines that ensure new infill housing units and ADUs complement the existing architectural character and scale of neighborhoods.
 - Promote design aesthetics that contribute to the visual appeal and cohesiveness of the community, while prioritizing simplicity, durability, and affordability.
4. Public Education Campaign:
- Use the Case-Study Report to be posted on the City website as for public education to inform residents about the benefits of missing middle housing forms, gentle density, infill development and ADUs.
 - Address potential concerns or misconceptions through accessible and accurate information.

2.0 Pricing

The proposal must include a breakdown of the costs to include the work identified herein, including all material costs, labour costs (hours to be worked per individual hourly rates), expenses/disbursements, applicable taxes, and any other costs so as to be the final cost to the City of Saint John for the proposed project.

All prices must be in Canadian funds.

3.0 Role of the Consultant

The consultant will be expected to manage all aspects of the process leading to the final version of the deliverable. The consultant's relationship with the City of Saint John will be through a project manager.

In addition to a close working relationship with the project manager and City staff, the consultant will also work with the local stakeholders. It is expected that proposals may also include interaction with the City's Growth Committee and Common Council in the form of one or two presentations.

4.0 Role of the City

It is important to acknowledge the role the City of Saint John will play in the planning, evaluating, and implementing this project. The City will have the following key roles and responsibilities, among others:

- a) Act as the project lead for this initiative;
- b) Provide any necessary background information to the consultant;
- c) Maintain and lead the project charter that guides this initiative;
- d) Support and participate, when available, in stakeholder engagement;
- e) Review all materials prior to submission to the Steering Committee, Growth Committee, and Common Council;
- f) Act as the primary lead with the Steering Committee and Growth Committee who oversee this initiative;
- g) Ensure alignment with existing and concurrent initiatives within the City of Saint John;
- h) Identify needed adjustments in the sequencing and implementation of the initiative in order to respond to opportunities and concerns.

5.0 Professional Qualifications

The City of Saint John is seeking proposals from architectural firms or individuals that are registered with recognized architectural boards, or experienced draftsman with demonstrated experience of producing housing designs for residential developers.

6.0 Content of Submissions

The City of Saint John invites submissions from qualified consultants. Submissions shall be no more than thirty pages of content in length, excluding appendices. Submissions shall include the following information and in the same order:

1. The name of the firm responding to the call.
2. Your understanding of the project.
3. Your firm's demonstrated experience in producing similar designs, including examples of built homes and other relevant projects.
4. Your firm's experience in streamlining housing solutions, diversifying housing options and enhancing housing affordability through the development of pre-approved/pre-reviewed housing design initiatives. Similar project work may also be considered.
5. Evidence of your firm's ability to work collaboratively with government, non-profit organizations, and stakeholders.
6. The identification of members of the team, including a summary of the qualifications and relevant experience and the roles and responsibilities of each member of the team; and those in supporting roles.
7. The identification of a project lead who will assume overall responsibility for the consulting team.
8. The proposed role of each team member.
9. A management structure to ensure the timely completion of the project.
10. Definition of the role of the consultant and the desired working relationship with the project liaison as well as other City entities and staff members.
11. A financial proposal on the identification, procurement or creation of designs and final report/implementation strategy and clearly identifies the costs associated with each component and a billing structure tied to deliverables.

12. Appendices that include:

- a) A resume or curriculum vitae for each member of the team, including any certification.
- b) Any other information considered relevant for the purpose of this proposal.
- c) References, to verify information for the evaluation criteria.

(1) DURATION

To be negotiated as appropriate.

(2) PAYMENT

Payment shall be based on Net 45 Days from date of invoice or receipt of goods, whichever is later. Invoices can **either** be mailed to: City of Saint John, Accounts Payable Department, P.O. Box 1971, Saint John, NB, E2L 4L1, **or** by email to the Accounts Payable department (accountspayable@saintjohn.ca). Vendors are to ensure invoices are not sent both ways.

(3) FREIGHT AND DELIVERY

Please quote your net price on each of the commodity(s) F.O.B. delivered to City of Saint John.

The proposed prices for all materials and/or services are to include pick-up, transportation, delivery, duty, fuel surcharge and any other charges incurred in order to provide the required materials and/or services.

(4) SPECIFICATION SHEETS AND WARRANTY

Specification sheets along with warranty information and any limiting conditions must be submitted with the proposal.

(5) TERMINATION OF THE CONTRACT

The City reserves the right to terminate the contract at any time during the course of this agreement. In such an event, payment will be made only for the product received up to the time of termination.

(6) BASIS FOR AWARD

The City does not bind itself to accept the lowest or any proposal submitted, but reserves the right to accept any proposal deemed to be in its best interest. The City also reserves the right to split this contract between two or more proponents based upon the overall best value to the City.

(7) NO GUARANTEE

The City makes no guarantee as to the value or volume of the Deliverables. The quantities stated herein reflect the anticipated requirements of the City; however, the City reserves the right to purchase more or less than the total quantity stated.

(8) RESERVED RIGHTS

The City reserves the right to:

- a) Reject an unbalanced Proposal. For the purpose of this section, an unbalanced Proposal is a Proposal containing a unit price which deviates substantially from, or does not fairly represent, reasonable and proper compensation for the unit of work bid or one that contains prices which appear to be so unbalanced as to adversely affect the interests of the City. The City reserves the right to use Proposals submitted in response to other like or similar Requests for Proposals as a guideline in determining if a proposal is unbalanced.
- b) Amend or modify the scope of a project, and/or cancel or suspend the Proposal Solicitation at any time for any reason.
- c) Require proponents to provide additional information after the Closing Date for the Proposal Solicitation to support or clarify their proposals.
- d) Not accept any or all proposals.
- e) Not accept a proposal from a proponent who is involved in litigation, arbitration or any other similar proceeding against the City.
- f) Reject any or all proposals without any obligation, compensation or reimbursement to any proponent or any of its team members.
- g) Withdraw a Proposal Solicitation and cancel or suspend the Proposal Solicitation process.
- h) Extend, from time to time, any date, any time period or deadline provided in a Proposal Solicitation (including, without limitation, the Proposal Solicitation Closing Date), upon written notice to all proponents.
 - i) Assess and reject a proposal on the basis of
 - i. Information provided by references;
 - ii. The proponent's past performance on previous contracts;
 - iii. Information provided by a proponent pursuant to the City exercising its clarification rights under the Proposal Solicitation process;
 - iv. The proponent's experience with performing the type and scope of work specified including the proponent's experience;
 - v. Other relevant information that arises during a Proposal Solicitation process.
- j) Waive formalities and accept proposals which substantially comply with the requirements of the Proposal Solicitation.
- k) Verify with any proponent or with a third party any information set out in a proposal.
- l) Disqualify any proponent whose proposal contains misrepresentations or any other inaccurate or misleading information.
- m) Disqualify any proponent who has engaged in conduct prohibited by the Proposal Solicitation documents.
- n) Make changes including substantial changes to the proposal documents provided that those changes are issued by way of an addendum in the manner set out in the Proposal

Solicitation documents.

- o) Select any proponent other than the proponent whose proposal reflects the lowest cost to the City.
- p) Cancel a Proposal Solicitation process at any stage.
- q) Cancel a Proposal Solicitation process at any stage and issue a new Proposal Solicitation for the same or similar deliverable.
- r) Accept any proposal in whole or in part.
And these reserved rights are in addition to any other express rights or any other rights which may be implied in the circumstances and the City shall not be liable for any expenses, costs, losses or any direct or indirect damages incurred or suffered by any proponent or any third party resulting from the City exercising any of its express or implied rights under a Proposal Solicitation.

(9) LIMITATION OF LIABILITY AND WAIVER

In every Proposal Solicitation, the City shall draft the documents such that each proponent, by submitting a proposal, agrees that:

- a) Neither the City nor any of its employees, agents, advisers or representatives will be liable, under any circumstances, for any claims arising out of a Proposal Solicitation process including but not limited to costs of preparation of the proposal, loss of profits, loss of opportunity or any other claim.
- b) The proponent waives any claim for any compensation of any kind whatsoever including claims for costs of preparation of the proposal, loss of profit or loss of opportunity by reason of the City's decision to not accept the proposal submitted by the proponent, to award a contract to any other proponent or to cancel the Proposal Solicitation process, and the proponent shall be deemed to have agreed to waive such right or claim.

(B) Evaluation Criteria

- (1) The following is an overview of the categories and weighting for the rated criteria relevant to the evaluation of proposals under this RFP.

STAGE II OF EVALUATION PROCESS	SCORING (POINTS)
Quality and Completeness: <ul style="list-style-type: none"> • Has the proponent addressed all of the needs identified? • Is the proposal presented in an organized and professional manner? Have SPEC Sheets and WARRANTY information been submitted. 	10
Specifications and Quality: <ul style="list-style-type: none"> • Meet/exceed Specifications outlined (Spec Sheets). • Warranty Information provided. • Delivery timeframe. • Effectiveness of the proposed education campaign 	40
Innovation and Creativity: <ul style="list-style-type: none"> • Uniqueness and innovation in proposed strategies • Creative solutions to potential challenges 	10
Cost: <ul style="list-style-type: none"> • Cost will be a factor, however, neither the only factor nor the determined factor, in the evaluation of the proposals. • The financial proposal shall include: <ul style="list-style-type: none"> ○ Pricing Form 	40
TOTAL POINTS FOR STAGE II	100

(C) Submission Requirements

(1) Proponents should include the following information in respect of each of the rated criteria:

(a) Quality and completeness – 10 Points

- i. Has the proponent addressed all of the needs identified and is the proposal presented in an organized and professional manner, have specification sheets and warranty information been provided?

(b) Specifications and Quality – 40 Points

- i. Meet/exceed specifications outlined (specifications sheets);
- ii. Warranty information;
- iii. Delivery timeframe.

(c) Cost (Financial Proposal) – 50 Points

- i. completed Pricing Form as provided in Appendix B;
- ii. proposed cost for the Deliverables, as described in Appendix D – Part A – The Deliverables;