

Addendum #1

Eligibility and out-of-province proponents

1. Can you confirm that consulting firms incorporated and based outside Nova Scotia are eligible to submit a proposal as the prime proponent?
Yes.
2. Is a proponent required to have an office, employee, subcontractor, or other formal presence in Nova Scotia at the time of submission or during the assignment?
No.
3. Is prior experience completing projects specifically in Nova Scotia mandatory, or may proponents demonstrate their qualifications through comparable municipal planning, regulatory amendment, heritage, and public consultation projects completed elsewhere in Canada?
It is preferred to have Nova Scotia based experience, but not mandatory.
4. Are there any professional registrations, licences, permits, or authorizations specific to Nova Scotia that the prime proponent or its key personnel must hold to undertake the services described in the RFP?
It is preferred to have staff who are registered or licensed planners., but not mandatory.

Workers' compensation and insurance

5. Section 1.16 states that the successful proponent must be registered and remain in good standing with the Nova Scotia Workers' Compensation Board throughout the contract. However, the Proposal Form asks proponents to attach a letter of good standing from NS WCB with their submission. For an out-of-province consulting firm that is not currently registered with NS WCB, may this registration and letter be provided following selection but before execution of the agreement?
An out of province equivalency will be accepted.
1. Where an out-of-province proponent is not required to register with NS WCB because of the nature or duration of the work, would a letter confirming an exemption or equivalent documentation be acceptable?
See above.

6. Section 1.14 refers to certificates of insurance to be provided by the successful proponent, while the Proposal Form requests that certificates be attached to the proposal. Must all insurance certificates be included at the time of submission, or may they be provided following selection and before contract execution?
It is preferred that they are provided with the submission, but if awarded, can be sent within a set time request.
7. Regarding the required automobile liability insurance, would the Town accept evidence of coverage applicable to vehicles rented or used for project-related travel, rather than requiring the consulting firm to own or insure a corporate vehicle?
Yes.

References and past performance

8. May the two required references and the three comparable municipal projects relate to projects undertaken for municipalities outside Nova Scotia?
Nova Scotia references are preferred, but will accept comparable municipal projects.
9. May one or both of the required references also relate to projects listed among the three comparable municipal projects?
Yes.
10. For Stage 3, can you confirm that the absence of previous contracts with Nova Scotia public entities will not negatively affect the assessment of a proponent's past performance?
Nova Scotia experience is preferred, but not mandatory.
11. Will the Town assess the past performance of all proposed subcontractors, or only those assigned a substantial or specialized role in the project?
The preference is to have information on all subcontractors for review.

Available documents and status of the work

12. Could the Town provide proponents with the draft amendments already prepared by staff, or alternatively provide a summary of their approximate scope, level of completion, and number of provisions or subjects addressed?

Not at this stage.

13. Could the Town provide a list of the principal amendment topics currently contemplated? In particular, does the work cover discretionary planning tools, short-term rentals, parking, administrative amendments, heritage harmonization, development approval procedures, and any additional subjects?

The above noted areas of amendments are included as well as several housekeeping matters.

14. Does the Town anticipate that the successful proponent will primarily review and refine amendments drafted by municipal staff, or should the consultant budget for substantial original drafting of amendments to the Municipal Planning Strategy and Land Use By-law?

The successful proponent will be responsible to see draft amendments moved through the process required by Town policy and the Municipal Government Act, up to submission to the Department of Municipal Affairs for review.

15. Will the Town provide the successful proponent with editable versions of the Municipal Planning Strategy, Land Use By-law, Heritage Conservation District Plan and By-law, existing mapping, GIS data, draft amendments, and other relevant background information?

Yes.

16. Have any preliminary legal, planning, heritage, housing, infrastructure, fiscal, or environmental analyses already been completed for the proposed amendments? If so, will these materials be made available to the successful proponent?

In part. Relevant material will be shared with the successful proponent.

17. Is a formal legal review of the amendments expected to be included in the consultant's scope, or will the Town obtain any required legal review separately?

This will be separate.

Provincial submission and approval process

18. Is the successful proponent expected to communicate directly with the Nova Scotia Department of Municipal Affairs, or will communications and submission to the Province be led by Town staff?

This is expected to be primarily staff led, the successful proponent may be required to participate in discussions.

19. Does the desired January 2027 end date refer to submission of the proposed amendments to the Province, completion of the municipal adoption process, or provincial approval?

Submission of documents for Provincial review.

20. Should the proposal include services following submission to the Province, such as responses to provincial comments and revisions requested during the approval process?

No.

21. Is there an anticipated limit on the number of revision rounds to be included following comments from Town staff, Council, the public, legal counsel, or the Province?

Unknown.

Consultation activities and meetings

22. Should proponents assume that the two Council workshops, two staff workshops, three public meetings or open houses, required public hearings, and presentation of consultation results will all be held in person in Lunenburg?

Yes.

23. Would the Town accept a hybrid delivery model in which certain staff or Council workshops are held virtually, while the principal public consultation activities are held in person?

In-person activities for all consultation meetings and workshops are preferred but can be discussed if awarded.

24. When the RFP states that the two staff workshops may be concurrent with the Council workshops, does this mean that two combined staff–Council workshops could satisfy both requirements?

The successful proponent will need to explain how this can be done effectively. The listed required consultation activities are considered the baseline minimum.

25. How many public hearings should proponents assume for pricing purposes?

It is anticipated that only one would be required but cannot be guaranteed.

26. Should proponents include attendance at Planning Advisory Committee meetings, Council meetings, or other committee meetings in addition to the workshops, public meetings, public hearings, and final Council presentation expressly identified in the RFP?

The proponent can propose these additional meetings.

27. Will the Town be responsible for reserving and paying for consultation venues, audiovisual equipment, accessibility services, refreshments, advertising, notices, printing, mailing, and other direct public-event expenses?

Yes, for some. It is dependent on the scope and scale of the activity.

28. What level of support will Town staff provide for organizing consultation activities, communicating with participants, facilitating registration, recording comments, and preparing statutory notices?

Staff will assist with scheduling, arranging space, facilitation, communication with the public through Town communication channels, and general meeting support.

29. Approximately how many stakeholders are expected to appear on the stakeholder list supplied by the Town, and what form of engagement is anticipated, for example, interviews, focus groups, workshops, questionnaires, or written invitations for comments?

The successful proponent is required to propose the appropriate engagement tools or methodology for these stakeholders. The total number cannot be provided at this time, it is greater than twenty and less than seventy.

30. Is the successful proponent expected to facilitate consultation activities in English only, or are other language services anticipated?

English only.

31. Are there specific accessibility or inclusion standards that consultation materials and activities must meet beyond applicable provincial requirements?

Materials and activities are expected to be generally accessible.

Online engagement and consultation materials

33. Which online engagement platform does the Town currently use, and what level of responsibility will the consultant have for creating, designing, uploading, and maintaining the project page?

Social Pinpoint – responsibility will be shared with staff.

34. Will Town staff retain responsibility for moderating the online platform, responding to public inquiries, and exporting consultation results?

Yes.

35. Should the proposal include the preparation of a public survey or questionnaire through the online platform?

This is up to the proponent.

36. The RFP identifies maps, 3D models, tables, graphs, and poster boards as examples of consultation materials. Are 3D models expected as a mandatory deliverable, or should proponents recommend the visual materials most appropriate to the amendments being considered?

Proponents' discretion.

Heritage and UNESCO considerations

38. Will the Town provide the successful proponent with any existing studies, statements, mapping, guidance, monitoring reports, or impact-assessment criteria related to the Outstanding Universal Value of Old Town Lunenburg's UNESCO World Heritage designation?

Yes.

39. Is the successful proponent expected to prepare a formal Heritage Impact Assessment or UNESCO Heritage Impact Assessment, or is the required work limited to a general planning review of the amendments for consistency with the Heritage Conservation District documents and protection of Outstanding Universal Value?

No. This is a general review.

40. Will the Town's heritage staff, heritage advisory body, or external heritage specialists participate in reviewing the proposed amendments?

Yes.

Housing, infrastructure, environmental, social and fiscal review

41. What level of analysis is expected for the review of impacts on housing delivery and infrastructure demands, including environmental, social, and fiscal considerations?

Proponent is expected to recommend the appropriate level of analysis.

42. Is this intended as a qualitative, planning-level assessment based on available municipal information, or should proponents include quantitative modelling, infrastructure-capacity analysis, fiscal-impact analysis, or other technical studies?

Proponent is expected to recommend the appropriate work for this analysis.

43. Will the Town provide the data required for this assessment, including development activity, housing, infrastructure capacity, servicing, parking, short-term rental, property assessment, and financial information?

Available data will be provided.

44. Should proponents identify specialized infrastructure, engineering, environmental, fiscal, legal, or heritage studies as additional services where the available information is insufficient for a detailed assessment?

Recommendations for future work are acceptable.

Budget and pricing

45. Does the maximum project budget of \$50,000 exclude HST?

Includes.

46. Must all professional fees, travel, accommodation, meals, printing, materials, and other disbursements be included within the \$50,000 maximum?

Yes.

47. May proponents identify assumptions, unit rates, and optional or additional services that would only be undertaken with prior written authorization, or must the proposed upset price cover every potentially required meeting, hearing, revision, and provincial response?

Any expenses beyond the quoted budget must be approved by the Town prior to expenditure. Any expenses not approved will not be reimbursed. Proponents are expected

to remain within the quoted budget. Where extenuating circumstance warrant additional expenses may be approved subject to Town approval and confirmation of budget.

48. For activities whose quantity is not defined (particularly public hearings, additional meetings, revision rounds, and responses to provincial comments) may proponents include a stated allowance and hourly rates for work exceeding that allowance?

Yes.

49. Is the Town open to proposals that recommend adjustments to the scope or consultation format to deliver the highest-priority work within the available budget?

Yes.

Schedule and project management

50. What is the anticipated contract-award date and desired project commencement date?

Award of the contract is to be as soon as possible.

51. Are there known dates or scheduling constraints for Council workshops, public meetings, statutory hearings, Council adoption, or provincial submission?

As provided. Town Council meeting dates are posted on the Town website.

52. Is Council expected to adopt the amendments before the January 2027 submission target?

Ideally yes.

53. Are proponents expected to submit one consolidated amendment package, or could the work be divided into multiple amendment packages proceeding on different schedules?

It is preferred that the submission is one package.

Generative artificial intelligence

54. Would a general disclosure identifying the tools used, the types of tasks for which they were used, the human review and validation procedures applied, and the measures taken to protect confidential information satisfy this requirement?

All use must be identified both general and specific.

55. Are there specific restrictions concerning the entry of municipal information into generative AI systems, including requirements related to data residency, privacy, confidentiality, cybersecurity, or the use of enterprise-level platforms?

Information that would be deemed to be public information may be used. All other uses must be approved by the Town.