

THE CORPORATION OF THE TOWN OF GEORGINA

REPORT NO. OI-2020-0001

**FOR THE CONSIDERATION OF
COUNCIL**

January 22, 2020

**SUBJECT: AWARD OF CONSULTING SERVICES – WATERFRONT PARKS MASTER
PLAN**

1. RECOMMENDATIONS:

1. That Council receive Report No. OI-2020-0001 prepared by the Operations & Infrastructure Department dated January 22, 2020 regarding the award of the Consulting Services – Waterfront Parks Master Plan;
2. That Council approve the award of the contract for Consulting Services - Waterfront Parks Master Plan – Part 1 to The Planning Partnership;
3. That Council authorize the Manager of Procurement Services to issue a Purchase Order to The Planning Partnership in the amount of \$108,485.00 exclusive of taxes, for Consulting Services – Waterfront Parks Master Plan – Part 1; and
4. That Council authorize staff to award Part 2 and Part 3 of the Waterfront Parks Master Plan project to The Planning Partnership, subject to successful completion of Part 1, and Council approval of sufficient funding in future years.

2. PURPOSE:

To obtain Council approval to award the contract for Consulting Services - Waterfront Parks Master Plan – Part 1.

3. BACKGROUND:

At Council's meeting of June 19, 2019, Council received report RC-2019-0015 and adopted Resolution C-2019-0389 as follows:

- 1 That Council receive Report No. RC-2019-0015 prepared by the Recreation and Culture Department dated June 19, 2019 respecting Request For Proposal (RFP) Waterfront Parks Master Plan Terms of Reference and proposed Technical Advisory Group with sub-committees as required.
- 2 That Council approve the expanded Terms of Reference for a comprehensive Waterfront Parks Master Plan and endorse the 3 year phased strategy/approach.

- 3 That Council direct staff to complete the Terms of Reference and issue a Request for Proposal (RFP) for a Professional Consulting Services Firm to complete Phase One (1) of the Waterfront Parks Master Plan and issue a Call for Proposals.
- 4 That Council direct staff to include a Capital Business Case Initiative requesting consideration of funding for Phase Two (2) of the Waterfront Parks Master Plan initiative for consideration as part of the 2020 Budget Deliberations.
- 5 That Council direct staff to include a Capital Business Case Initiative requesting consideration of funding for Phase Three (3) of the Waterfront Parks Master Plan initiative for consideration as part of the 2021 Budget Deliberations.

Staff prepared and posted the Request for Proposal (RFPs) for all three Parts together, since there are similarities in project scope and also some of the consulting tasks would be similar across Parts (i.e. public and stakeholder consultation), and therefore potential efficiencies might be realized. The scope of work for all three Parts were combined into one RFP, for budgeting purposes and to obtain committed pricing for Parts Two (2) and Three (3).

4. ANALYSIS:

The RFP for Consulting Services – Waterfront Parks Master Plan was released on November 5, 2019. There were twenty-two (22) Plan Takers. The RFP closed December 3, 2019 with three (3) submissions. Two (2) proposals were reviewed and scored, and one (1) submission was disqualified for errors in their submission.

The recommendation of The Planning Partnership as the preferred proponent is based on the scoring of the proponents' work plan and project understanding, quality of the proposals, interviews and fee amounts. Scoring was based on 70% technical and 30% cost.

Respondents		Total Point Score
1.	The Planning Partnership	92.50
2.	Schollen & Company Limited	77.97
3.	Cosburn Giberson Landscape Architects	Disqualified

The costs throughout the term of the contract received from the recommended bidder are detailed below. All costs are excluding HST.

	Part 1	Part 2	Part 3
Cost (excl. HST)	\$108,485.00	\$105,452.00	\$74,076.00
Contingency (13%)	\$14,350.00		
Taxes (1.76%)	<u>\$2,162.00</u>		
Budget	\$124,997.00		

A contingency amount has been allowed for additional unforeseen costs such as additional public consultation events, disbursements, additional meetings with staff and the Technical Advisory Committee, and additional presentations to Council.

5. RELATIONSHIP TO STRATEGIC PLAN:

GOAL 1: "Grow Our Economy"

- *Promote Town Identity*

GOAL 2: "Promote a High Quality of Life"

- *Build a healthy, safe and accessible community*

GOAL 3: "Engage Our Community & Build Partnerships"

- *Engage our community*

GOAL 4: "Deliver Exceptional Service"

- *Ensure exceptional service delivery*

6. FINANCIAL AND BUDGETARY IMPACT:

The preferred proposal is within the approved \$125,000.00 budget for the Waterfront Parks Master Plan. Funds are allocated through the 2019 Capital Budget.

7. PUBLIC CONSULTATION AND NOTICE REQUIREMENTS:

There is no specific public consultation or notice requirements associated with the award of contract, however the Waterfront Parks Master Plan will include public and stakeholder consultation as part of the consultant tasks. Three public information centre sessions have been planned for Part 1.

Prepared by:

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Recommended by:

Dan Buttineau
Director of Recreation and Culture

Approved by:

David Reddon
Chief Administrative Officer

Recommended by:

Rob Flindall
Director of Operations and Infrastructure