

Meeting Date: March 18, 2019
Department: Building / Planning Waste Management
Prepared By: Matthew Stephenson, Director
Reviewed By: Bill Dakin, Treasurer
Reviewed By: Greg McClinchey, Chief Administrative Officer
SUBJECT: **North Meadows Secondary Plan RFP Results**

RECOMMENDATION: That the contract for the completion of the North Meadows Secondary Plan be awarded to Monteith Brown Planning Consultants at a cost of \$79,704.38 + HST (\$90,065.95) to be assessed according to Council's direction.

BACKGROUND

On January 21, 2019, Council recommended that staff prepare and release a request for proposal for the completion of the North Meadows Secondary Plan. Council will recall that a secondary plan is required to be completed prior to development proceeding in this area of Strathroy. The RFP was released on 'Bids and Tenders' on January 31, 2019. Bids were required to be received by 2:00 p.m. on Friday March 1, 2019.

The evaluation of the proposals was based on six criteria:

1. Overall clarity / understanding of the requirements;
2. Outline of services to be provided;
3. Project cost;
4. Knowledge of the planning context;
5. Value added; and
6. Experience with similar projects.

The following five (5) bids were received by closing on Friday March 1, 2019 at 2:00PM (local time).

Bidder	Tender Price including HST	Start Date	Completion Date	Score
Monteith Brown Planning Consultants	\$90,065.95	April 1/19	March 31/19	90/100
Fotenn Planning + Design	\$157,549.40	April 1/19	September 30/19	83/100
The Planning Partnership	\$188,836.76	April 1/19	Nov 30/19	84/100
GSP Group Inc.	\$204,282.73	April 1/19	April 30/19	81/100
Niagara Planning Group Inc.	\$210,745.00	April 1/19	June 30/19	78/100

COMMENTS

Staff had estimated a cost to the project of \$73,450.00 (including HST). While all of the proposals came back over staff’s budget estimate, the proposal submitted by Monteith Brown demonstrates an ability to produce all of the required planning, environmental and engineering studies in an appropriate manner, timeline and within the budget provided by Monteith Brown Planning.

Monteith Brown has partnered with Dillon Consulting in order to provide the environmental and engineering components of the project. It is noted that Monteith Brown is a local Planning firm familiar with the Municipality, having worked in the area on various planning related matters for 20+ years. Staff are confident in their project management and planning skills and look forward to working with them on this endeavor. If Council was to award this contract in keeping with staff’s recommendation, the project is anticipated to begin as early as April 1, 2019.

CONSULTATION

The Director of Building & Planning, the Director of Engineering and Public Works, as well as the Manager of Building & Planning reviewed and evaluated the proposals. All are in concurrence.

FINANCIAL IMPLICATIONS

This matter is under consideration as a 2019 Capital Budget item.

In the most recent proposal, staff requested \$40,000.00 from the Development Charges Fund and \$25,000.00 to be split equally between the three property owners involved. Given the financial realities revealed by the RFP, staff are now proposing to increase the DC funding component from \$40,000 to \$50,000.00 (increase of \$10,000.00) and proposing that the remainder of the added costs be added to the private property owners’ assessment.

It would also be within Council’s prerogative to assess the extra cost to the private landowners entirely. Direction is being sought on the most appropriate course of action.

Awarding this contract will require the *ad hoc* passage of this particular Capital Budget Item at the increased rate noted above.

ATTACHMENTS

None