



Staff Report

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Report To:	General Government Committee		
Date of Meeting:	October 19, 2020	Report Number:	FND-037-20
Submitted By:	Trevor Pinn, Director of Finance/Treasurer		
Reviewed By:	Andrew C. Allison, CAO	Resolution#:	
File Number:	RFP2020-7	By-law Number:	
Report Subject:	Cultural Heritage Consulting		

Recommendations:

1. That Report FND-037-20 be received;
2. That Archaeological Research Associates Ltd. with a bid amount of \$10,328.64 (net HST rebate), providing the lowest hourly rate and meeting the passing threshold and all terms, conditions and specifications of RFP2020-7 be awarded the contract for the provision of Cultural Heritage Consulting Services subject to a satisfactory reference check;
3. That the funds required for this project in the total amount of \$10,328.64 (net HST rebate) is in the approved budget allocation as provided, be funded from the following account:

Description	Account Number	Amount
Planning Admin - Consulting	100-50-130-00000-7160	\$10,329

4. That pending satisfactory service and pricing that the Purchasing Manager, in consultation with the Acting Director of Planning and Development Services, be authorized to extend the contract for up to four additional one-year terms; and
5. That all interested parties listed in Report FND-037-20 and any delegations be advised of Council's decision.

Report Overview

To request authorization from Council to award the contract for the provision of Cultural Heritage Consulting Services as required by the Municipality and in accordance with RFP2020-7.

1. Background

- 1.1 The Municipality requires the assistance of a qualified consulting firm to provide the required skills to assist with the evaluation and documentation of potential cultural heritage resources and to provide guidance and advice and strategy for general cultural heritage matters.
- 1.2 A Request for Proposal (RFP) was drafted to allow for the Municipality to select a qualified consultant with the skills, resources and experience necessary to provide engineering services as per the specifications provided by the Planning and Development Services Department.
- 1.3 RFP2020-7 was issued by the Purchasing Services Division and advertised electronically on the Municipality of Clarington's (the Municipality) website. Notification of the availability of the document was also posted on the Ontario Public Buyer's Association website. The RFP was structured on the price – based two envelope RFP system. Twenty companies downloaded the document.
- 1.4 The RFP closed on August 5, 2020.

2. Analysis

- 2.1 The RFP stipulated among other things, that bidders were to provide a description of Firm/Consulting team, key qualifications, firm profile, highlight of past service and experience of team members with projects of similar size, nature and complexity and a demonstrated understanding of the Municipality's requirements.
- 2.2 Eleven submissions were received (refer to Attachment 1) by the closing date and time. One submission was deemed non-compliant as it was received after the stipulated closing time. Ten submissions met the mandatory requirements and moved forward to the first phase of evaluation.

2.3 The Municipality reached out to the nine firms, who had downloaded the RFP but chose not to bid, to inquire as to why they chose not to bid. The responses received to the Municipality's inquiry are as follows:

- Two companies advised that they were not able to take on additional work given their current workload;
- One company advised that upon reviewing the document that they were not able to meet the requirements;
- One company felt that they could not bid competitively so chose not to bid at this time; and
- Five companies did not respond to the Municipalities request for information.

2.4 Each submission consisted of a comprehensive proposal identifying

- Qualifications and experience;
- Experience of the proponent/sub-consultants with projects of similar nature, size and complexity;
- The proposed team who would be working with the Municipality;
- The Proponent's understanding and approach to complete the project;
- Key project challenges and demonstrating that the Proponent has adequate resources and an appropriate strategy for addressing the challenges.
- An appropriate stakeholder and public consultation approach;
- The proposed tasks and timelines; and
- Identification of accessibility design, features and criteria.

2.5 The submissions were reviewed and scored in accordance with the established criteria outlined in the RFP by an evaluation team consisting of staff from the Planning and Development Services Department and the Purchasing Services Division. Some of the areas on which submissions were evaluated were as follows:

- Allocated roles and responsibilities of the proposed team members;
- Proposed approach to completing the project;
- Proposed timelines to complete the tasks required;
- Highlights of services provided within the past five years only; and
- The Proponent's understanding of the Municipality's requirements, the project and any related issues or concerns.

2.6 Upon completion of the evaluation, the evaluation committee concluded that the following eight proponents met the pre-established threshold of 80% for Phase 1 and moved on to the second phase information:

- Archaeological Research Associates Ltd.;
- Archaeological & Cultural Heritage Services;
- Common Bond Collective;
- George Robb Architect;
- McCallum Sather;
- Stantec;
- Steven Burgess Architects Inc.; and
- WSP Canada Inc.

2.7 It was deemed by the evaluation committee that presentations from the proponents who made it to phase 2 were not required and their pricing envelopes were opened and evaluated. The submission from Archaeological Research Associates Ltd. had the lowest price based on their hourly rate.

2.8 Archaeological Research Associates Ltd. has successfully provided similar services for which the Municipality has seen and reviewed. However, references are being checked and the award will be subject to a satisfactory reference check.

3. Financial

3.1 The funds required for this project in the amount of \$10,328.64 (net HST rebate) is in the approved budget allocation as provided, be funded from the following account:

Description	Account Number	Amount
Planning Admin - Consulting	100-50-130-00000-7160	\$10,329

4. Concurrence

This report has been reviewed by the Acting Director of Planning and Development Services who concurs with the recommendations.

5. Conclusion

It is respectfully recommended that Archaeological Research Associates Ltd. having the lowest hourly rate and meeting all terms, conditions and specifications of RFP2020-7 be awarded the contract for the provision of Cultural Heritage Services as required by the Planning and Development Services.

Pending satisfactory service and pricing that the Purchasing Manager, in consultation with the Director of Planning and Development Services, be authorized to extend the contract for up to four additional one-year terms.

Staff Contact: David Ferguson, Purchasing Manger, 905-623-3379 Ext. 2209 or dferguson@clarington.net.

Attachments:

Attachment 1 – Summary of Proposals Received

Interested Parties:

List of Interested Parties available from Department.

Summary of Proposals Received

Municipality of Clarington

RFP2020-7

Cultural Heritage Consulting Services

Bidder
Architectural Research Associates Inc. *
Archaeological & Cultural Heritage Services *
Common Bond Collective *
ERA Architects Inc.
George Robb Architect *
McCallum Sather *
Stantec *
Steven Burgess Architects Ltd. *
Vincent Santamaura Architect
WSP Canada Inc. *
Parslow Heritage Consultancy Inc. ¹

Note: Bidders with an asterisk (*) are the companies who were shortlisted.

¹ Bidder Non-compliant