

---

**Date:** July 16, 2019  
**To:** Andrew Allison, Chief Administrative Officer  
**From:** David Ferguson, Purchasing Manager, Purchasing Services  
**Report#:** PS-007-19      **File#:** RFP2019-3  
**Subject:** **Needs Assessment Report**  
**Summer Recess Procedure (Purchasing By-Law 2015-022 S.73)**

---

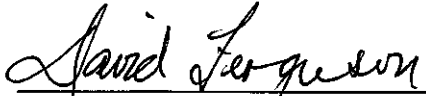
## Recommendations

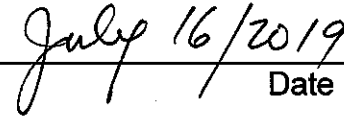
It is respectfully recommended to the Chief Administrative Officer the following:

1. That the proposal received from Resource Planning Group Inc., being the most responsive bidder meeting all terms, conditions and specifications of RFP2019-3 be awarded the contract for the provision of a Needs Assessment Report for the Operations Department; and
2. That the funding required in the amount of \$66,571.00 (Net HST Rebate) be drawn from the following accounts:

Description	Account Number	Amount
Professional Fees Reserve	100-00-000-00000-2926	\$6,657
DC Funds	580-00-000-00000-7400	\$59,914

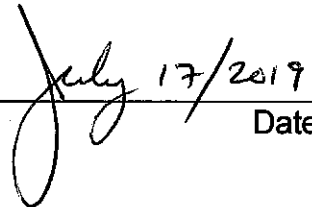
Recommended by:


  
David Ferguson,  
Manager, Purchasing Services

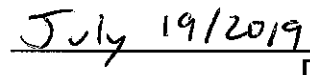
  
Date

Concurrence:

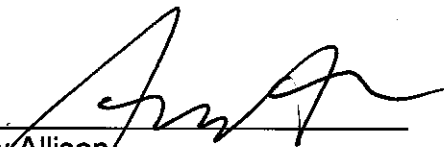
  
for Fred Horvath  
Director of Operations

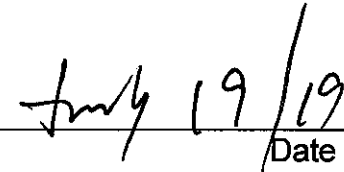
  
Date

  
Trevor Pinn, B.Com, CPA, CA  
Director of Finance, Treasurer

  
Date

Approved by:

  
Andrew Allison,  
Chief Administrative Officer

  
Date

MM\DF\ta

cc: M. Marano, Director, Corporate Services

## Background

1. The proposal specifications for the Needs Assessment Report was prepared by the Operations Department and provided to the Purchasing Services Division.
2. The purpose of the Needs Assessment Report is to ascertain if there is a requirement for new or expanded facilities to accommodate the Operations Department, Building Services, Animal Services and a fire tower and extraction pad for Emergency Services training purposes to meet projected growth rates into the year 2030 and beyond. This report shall determine how the Municipality can best prepare for the future through fiscally responsible investments to accommodate anticipated services levels.
3. The Needs Assessment Report is to include a detailed planning assessment study, recommended building site locations and the preparation of draft conceptual drawings for any proposed new or expanded building footprints to be realized in the 2019 – 2024 time period.
4. A Request for Proposal RFP2019-3 was issued by the Purchasing Services Division and advertised electronically on the Municipality's website. Notification of the availability of the document was also posted on the Ontario Public Buyer's Association website.
5. Six (6) companies downloaded the document.
6. The proposal closed on May 17, 2019.
7. In view of the Summer Council Recess, authorization is requested to award the above contract in accordance with Purchasing By-Law #2015-022 Part 2, Section 73, Council Recess Procedures.

## Analysis

8. Two (2) proposals were received in response to the proposal call (see Attachment 1). Both submissions complied with the mandatory requirements and was distributed to the evaluation team for their review and scoring.
9. Of the four (4) companies who downloaded the document but chose not submit pricing: one felt they could not handle the project due to current workload, and three companies did not respond to our request for information.
10. The Technical Proposals were first evaluated and scored independently by the members of the evaluation team in accordance with the established criteria as outlined in the RFP. The evaluation team was comprised of staff from the Operations Department, the Planning Department, the Finance Department, and the Purchasing Services Division.
11. The evaluation team then met to review and agree upon the overall scores for each proposal. Some of the areas on which submissions were evaluated were as follows:
  - Highlights of services provided within the past five (5) years.

- Allocated roles and responsibilities of team members; timeline for scope of project and coverage.
  - Demonstrated understanding of the Municipality's requirements, the project and related issues.
  - Demonstrated ability to carry out all aspects of the project.
12. Upon completion of the evaluation, the evaluation team concluded that one (1) submission met the pre-determined threshold of 85% for Phase 1 and moved on to the second phase of the process.
13. It was deemed by the evaluation team that a presentation was required to provide further clarification regarding the proposal received.
14. Resource Planning Group Inc., was invited to meet with the evaluation team on June 13, 2019 and provided a presentation of their proposal submission. Resource Planning Group Inc., provided a quality presentation with minimal questions arising. Upon completion of the presentation, discussions between the evaluation team members resulted in the recommendation to award the project to Resource Planning Group Inc.
15. The Pricing Envelope was then opened for Resource Planning Group Inc.
16. Staff reviewed the pricing submitted by Resource Planning Group Inc., and found it to be acceptable.
17. As Resource Planning Group Inc. had not worked for the Municipality in the past, references supplied as part of the submission were contacted and proved to be satisfactory.

## Financial

18. That the funding required in the amount of \$66,571.00 (Net HST Rebate) be drawn from the following accounts:

Description	Account Number	Amount
Professional Fees Reserve	100-00-000-00000-2926	\$6,657
DC Funds	580-00-000-00000-7400	\$59,914

19. Queries with respect to the department needs, specifications, etc. should be referred to the Director of Operations.

## Conclusion

20. It is respectfully recommended that Resource Planning Group Inc. with the most responsive bid in the amount of \$66,571.00 (Net HST Rebate) be awarded the contract for the Needs Assessment Report as per the terms, conditions and specifications of Proposal RFP2019-3.

Attachment #1

# Municipality of Clarington

RFP2019-3

## Needs Assessment Report

### Bid Summary

Bidder
Resource Planning Group Inc. *
Astra Zeidan Inc.

\* Denotes firms who were shortlisted.