

Date: July 8, 2019
To: Andrew Allison, Chief Administrative Officer
From: David Ferguson, Purchasing Manager, Purchasing Services
Report#: PS-009-19 **File#:** RFP2019-7
Subject: Outdoor Recreation Needs Assessment
Summer Recess Procedure (Purchasing By-Law 2015-022 S.73)

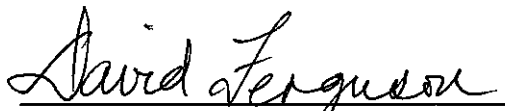
Recommendations

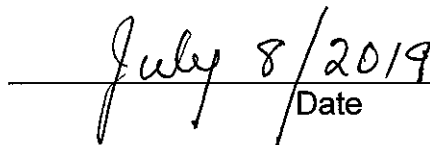
It is respectfully recommended to the Chief Administrative Officer the following:

1. That the proposal received from Monteith Brown Planning Consultants being the most responsive bidder meeting all terms, conditions and specifications of RFP2019-7, be awarded the contract for the provision of consulting services to complete the Outdoor Recreation Needs Assessment; and
2. That the funds required in the amount of \$58,457.95 (net HST rebate) be drawn from the following account:


Description	Account Number	Amount
Admin. Professional Fees	110-32-325-83285-7401	\$58,458

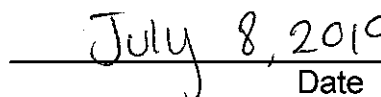
Recommended by:


David Ferguson,
Manager, Purchasing Services

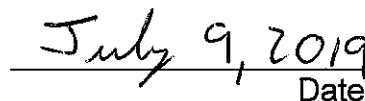

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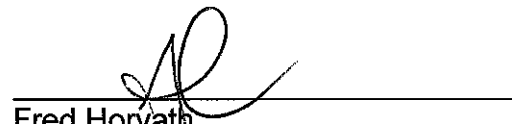
Concurrence:

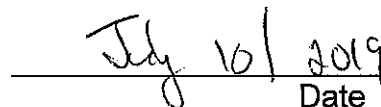

Anthony S. Cannella,
Director of Engineering


Date



Trevor Pinn,
Director of Finance/Treasurer

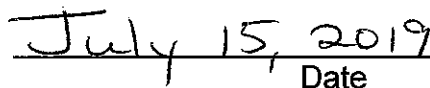

Date


Fred Horvath,
Director of Operations


Date

Approved by:


Andrew Allison,
Chief Administrative Officer


Date

MM\DF\br

cc: M. Marano, Director, Corporate Services

Background

1. RFP specifications were prepared by the Engineering Department and provided to the Purchasing Services Division for the provision of Professional Services as required for the completion of the Outdoor Recreation Needs Assessment.
2. The intent of the RFP was to secure the services of a consultant to complete the Outdoor Recreation Needs Assessment. The Needs Assessment will assist in identifying outdoor recreation needs within the Municipality for the next fifteen years. The Needs Assessment will also determine appropriate and fiscally-achievable provision strategies, complete with priorities and timing, to meet these needs.
3. The consultant is expected to include as part of their review a detailed planning assessment study. The study's conclusions will be based upon a series of inputs including expressed community need, current and projected usage demands, and consultation with key stakeholders and Municipal staff.
4. RFP2019-7 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 website. The RFP was structured on the price-based two envelope RFP system.
5. Seven (7) companies downloaded the document.
6. The RFP closed on June 19, 2019.

Analysis

7. The RFP stipulated that bidders were to provide a description of the Firm/Consulting team, key qualifications, firm profile, highlights 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.
8. Two (2) submissions were received (refer to Attachment 1) by the closing date and time. All submissions met the mandatory requirements and moved forward to the phase one of evaluation.
9. 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 Needs Assessment
 - The proposed tasks and timelines
 - Identification of accessibility design, features and criteria and approach to methodology of project delivery

10. 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 Engineering Department and the Operations Department. 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 related issues.
11. Upon completion of the evaluation, both submissions met the established threshold of 85% for phase one and moved forward to phase two of the RFP process.
12. It was deemed by the evaluation committee that a presentation by the bidders would not be required and the pricing envelopes were opened (refer to Attachment 1). The low bid was Monteith Brown Planning Consultants.
13. Monteith Brown Planning Consultants has successfully completed work for the Municipality in the past.

Financial

14. That funding required in the amount of \$58,457.95 (Net HST Rebate) is in the approved 2019 budget allocation as provided and will be funded from the following account in the respective budget year:

Description	Account Number	Amount
Admin. Professional Fees	110-32-325-83285-7401	\$58,458

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

Conclusion

16. It is respectfully recommended that Monteith Brown Planning Consultants being the most responsive bidder be awarded the contract for the provision of consulting services as required to complete the Outdoor Recreation Needs Assessment in accordance to the terms, conditions and specifications of RFP2019-7.

Attachment #1

Municipality of Clarington

RFP2019-7

Outdoor Recreation Needs Assessment

Bid Summary

Bidder	Total Bid (Net HST Rebate)
Monteith Brown Planning Consultants	\$58,457.95
Sierra Planning and Management	\$65,162.02