
Date: July 19, 2019
To: Andrew Allison, Chief Administrative Officer
From: David Ferguson, Purchasing Manager, Purchasing Services
Report#: PS-014-19 **File#:** RFP2019-8
Subject: Consulting Services for Development Charges Background Study,
Community Benefit Charges Study & Draft By-Law(s)
Summer Recess Procedure (Purchasing By-Law 2015-022 S.73)

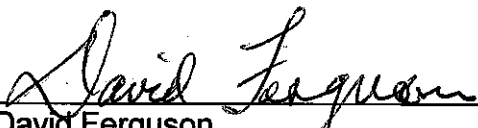
Recommendations

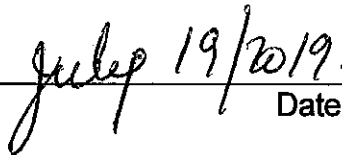
It is respectfully recommended to the Chief Administrative Officer the following:

1. That the proposal received from Watson & Associates Economists Ltd., being the most responsive bidder meeting all terms, conditions and specifications of RFP2019-8 be awarded the contract for the Consulting Services for Development Charges Background Study, Community Benefit Charges Study & Draft By-Law(s) for the Finance Department; and
2. That the funding required in the amount of \$59,967.00 (Net HST Rebate) be drawn from the following account:

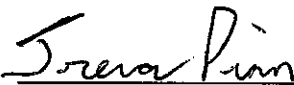
Description	Account Number	Amount
Uncl Admin Professional Fees	100-21-211-00000-7161	\$59,967

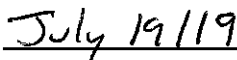
Recommended by:


David Ferguson,
Manager, Purchasing Services


Date

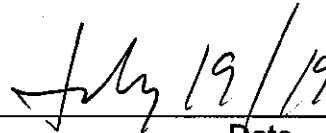
Concurrence:


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 Consulting Services for Development Charges Background Study, Community Benefit Charges Study & Draft By-Law(s) was prepared by the Finance Department and provided to the Purchasing Services Division.
2. A Request for Proposal RFP2019-8 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.
3. Five (5) companies downloaded the document.
4. The proposal closed on June 26, 2019.
5. The purpose of this Request for Proposal was to select a qualified Consultant with the skills, resources and experience necessary to undertake background analysis, specific policy analysis and incorporate data provided by municipal staff and others to complete a new Development Charges Background Study and Draft By-Law, to conform with the Development Charges Act 1997 and related Regulations.
6. Due to recent changes by the Province of Ontario to the Development Charges Act 1997, as part of the scope the Consultant will be required to separate the Development Charges Background Study and Draft By-Law into two reports covering the Development Charges Background Study and the Community Benefit Charges Study as well as corresponding Draft By-laws.
7. The Consulting Services for Development Charges Background Study, Community Benefit Charges Study & Draft By-Law(s) will include all the requirements set out in the Development Charges Act 1997 inclusive of all applicable updates and regulations. The study process will contain all necessary data and information, including a draft Study Report and a final Study Report. The consultant will provide advice on alternative implementation approaches (e.g. exemptions or area specific charges) to meet municipal planning and development objectives including revitalization of downtowns and servicing of industrial lands.
8. The Consultant will also assist the Municipality in preparing the corresponding Development Charges By-law and Community Benefit Charges By-Law including recommending provisions and Council Reports.
9. 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

10. Two (2) proposals were received in response to the proposal call (see Attachment 1). Both submissions complied with the mandatory requirements and were distributed to the evaluation team for their review and scoring.

11. The three (3) companies who downloaded the RFP documents and chose not to submit a proposal or pricing did not respond to our request for information.
12. 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 Finance Department, the Operations Department, the Planning Department, the Engineering Department, and the Purchasing Services Division.
13. 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 ten (10) 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.
14. Upon completion of the evaluation, the evaluation team concluded that both submissions met the pre-determined threshold of 85% for Phase 1 and moved on to the second phase of the process.
15. Clarification regarding the proposals in reference to the recent changes to the Development Charges Act of 1997 was requested by the evaluation team with the responses received deemed sufficient.
16. The Pricing Envelopes were then opened for both proponents.
17. The evaluation team reviewed the prices submitted by Hemson (previous incumbent) and Watson & Associates Economists Ltd. Watson & Associates Economists Ltd. was deemed to have the lowest price. The price was within the approved 2019 budget and found to be acceptable.
18. As Watson & Associates Economists Ltd. had not worked for the Municipality in the past 10+ years, references supplied as part of the submission were contacted and proved to be satisfactory.

Financial

19. That the funding required in the amount of \$59,967.00 (Net HST Rebate) be drawn from the following accounts:

Description	Account Number	Amount
Uncl Admin Professional Fees	100-21-211-00000-7161	\$59,967

20. Queries with respect to the department needs, specifications, etc. should be referred to the Director of Finance/Treasurer.

Conclusion

21. It is respectfully recommended that Watson & Associates Economists Ltd., with the most responsive bid in the amount of \$59,967.00 (Net HST Rebate) be awarded the contract for the Consulting Services for Development Charges Background Study, Community Benefit Charges Study & Draft By-Law(s) as per the terms, conditions and specifications of Proposal RFP2019-8.

Attachment #1

Municipality of Clarington

RFP2019-8

Consulting Services for Development Charges Background Study, Community Benefit Charges Study & Draft By-Law(s)

Bid Summary

Bidder
Watson & Associates Economists Ltd. *
Hemson Consulting Limited *

* Denotes firms who were shortlisted.