



Report Procurement Division

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Report To:	PS Reports - CAO Approve Only
Report Number:	Procurement Division-008-24
Report Date:	August 8, 2019
Submitted By:	Mandy Chong, Manager, Procurement
Reviewed By:	Mary-Anne Dempster, CAO
File Number:	RFP2024-6
Report Subject:	Green Development Framework – Update and Program Implementation – Summer Recess Report (Purchasing By-Law 2021-077 S.61)

Recommendations:

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

1. That the proposal received from The Delphi Group, the highest scoring proponent meeting all terms, conditions and specifications of RFP2024-6 be awarded the contract for the provision of Green Development Framework – Update and Program Implementation.
2. That the funds required to complete this project be funded from the approved budget.

1. Background

- 1.1 The Municipality of Clarington (Municipality) requires the assistance of a qualified firm for the provision of consulting services for the update and program implementation for the Green Development Framework.
- 1.2 A Request for Proposal (RFP) was drafted to allow the Municipality to select a qualified Consultant to assist with the Green Development Framework.
- 1.3 RFP2024-6 was issued by the Procurement Division and advertised electronically on the Municipality's website. The RFP was structured on a two-envelope system with price being an evaluated factor.
- 1.4 In view of the Summer Council Recess, authorization is requested to award the above contract in accordance with [Purchasing By-Law #2021-077, Part 2 Section 61](#), Council Recess Procedures.

2. Analysis

- 2.1 The RFP closed June 6, 2024.
- 2.2 The RFP stipulated, among other things, that the proponents 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 demonstrate an understanding of the Municipality's requirements.
- 2.3 Twenty companies downloaded the document. Four proposals were received (refer to Attachment 1) by the stipulated closing date and time. All proposals received complied with Phase 1 - Mandatory submission requirements and were distributed to the evaluation committee for review, evaluation, and scoring.
- 2.4 The technical proposals were evaluated and scored independently by the members of the evaluation committee in accordance with the established criteria as outlined in the RFP. The evaluation committee was comprised of staff from the Public Services Department as well as Planning and Infrastructure Services.
- 2.5 The evaluation committee met to review and agree upon the overall scores for each proposal. Some of the areas on which the submissions were evaluated were as follows:
 - The Proponent's understanding of the Municipality's requirements;
 - Highlights of services provided performing similar work on projects of comparable nature, size, and scope;

- A methodology describing the Proponent's project management approach, work plan, goals, objectives, and methods of communications to be utilized to meet the requested deadlines; and
 - A proposed solution including a detailed work plan indicating the project method, schedule, Gantt chart, tasks and deliverables showing an estimated overall timeline of the project.
- 2.6 Upon completion of the evaluation, three submissions met the established passing threshold of 80 percent for Phase 2 – Technical Submission and moved to Phase 3 - Pricing. It was determined by the evaluation committee that a presentation from the short-listed proponents would not be required.
- 2.7 The pricing envelopes of the short-listed firms were opened and evaluated as stipulated within the RFP document.
- 2.8 Upon completion of the evaluation scoring, the recommendation is to award the contract for this work to the highest ranked proponent, The Delphi Group.
- 2.9 The Delphi Group has not worked with the Municipality; therefore, reference checks were completed and provided to the Evaluation Committee The Delphi Group references were deemed to be satisfactory.
- 2.10 MJMA Architecture & Design is currently working with the Municipality on the South Bowmanville Recreation Complex therefore no reference checks were completed for MJMA.

3. Financial Considerations

- 3.1 The funding required for this contract award is up to \$190,861.06 (Net HST Rebate) including disbursements of \$2,035.20 (Net HST Rebate). The project will be funded from the following accounts which are in the approved 2024 budget:

Description	Account Number	Amount
Public Services – Climate Change – Prof Fees	100-15-130-10519-7161	\$190,861

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Attachments:

Attachment 1 – Summary of Proposals Received

Municipality of Clarington

RFP2024-6– Green Development Framework - Update and Program Implementation

Proposals Received

Bidder
Asset Strategy Inc.
163904 Canada Inc. o/a The Delphi Group *
Fotenn Consultants Inc. *
Urban Equation Company *

Note: * Denotes Proponents who were shortlisted