



Report Procurement Division

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Report To: PS Reports - CAO Approve Only

Report Number: Procurement Division-034-25

Report Date: July 14, 2025

Submitted By: Mandy Chong, Manager, Procurement

Approved By: Mary-Anne Dempster, CAO

File Number: RFP2025-9

Report Subject: Consulting Services for Bowmanville Municipal Park on former Bowmanville Zoo Land - Phase 1 Trails

Recommendations:

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

1. That Aquafor Beech Ltd. with a bid amount of \$111,366.14 (Net HST Rebate) being the highest scoring proposal meeting all terms, conditions and specifications of RFP2025-9 be awarded the contract for the provision of Consulting Services for Bowmanville Municipal Park on former Bowmanville Zoo Land - Phase 1 Trail.

1. Background

- 1.1 The Municipality of Clarington requires the assistance of a qualified consulting firm (team) to provide detailed design and tender preparation services for the development of new trails within the Bowmanville Municipal Park on the former Bowmanville Zoo lands.
- 1.2 Additionally, the consulting firm (team) will be required to provide a structural inspection of an existing bridge structure and preparation of a summary report.
- 1.3 Lastly, the consulting firm (team) will be required to provide a heritage assessment and summary report of the same bridge structure.
- 1.4 Request for Proposal RFP2025-9 was prepared and issued by the Procurement Division. The RFP was advertised electronically on the Municipality's website. The RFP was structured on a two-envelope system with pricing being an evaluated factor.
- 1.5 In view of the Summer Council Recess, authorization is requested to award the above contract in accordance with [Procurement By-Law #2024-052, Section 68](#), Council Recess Procedures.

2. Analysis

- 2.1 The Request for Proposal closed on May 9, 2025.
- 2.2 Nineteen (19) companies registered as plan takers. Seven (7) submissions were received by closing time. All proposals were reviewed and determined to have met the mandatory items as contained within the RFP. The Proposals were distributed to the evaluation committee for review, evaluation, and scoring.
- 2.3 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 Planning and Infrastructure Services Department.
- 2.4 The evaluation committee reviewed and evaluated the proposals. The Evaluation Team then 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:
 - Experience and qualifications of both the firm as well as the proposed team who would be working on the project.

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- That the proposed team had the expertise in the fields required such as Landscape Architecture and Arboriculture, Civil Engineering, Land Surveying and Heritage Assessments.
- The qualifications and experience of the proposed Project Manager and team resources.
- The Proponents' proposed methodology and understanding of the requirements for the project.
- A proposed work plan indicating the project method, schedule, Time-Task Matrix showing an estimated overall timeline of the project.
- Measures, processes and procedures used by the Proponent to ensure that high quality services are being provided to the Municipality.

- 2.5 Upon completion of the evaluation, six proposals met the established passing threshold of 80 percent for Phase 2 - Technical Submission and moved to Phase 3 - Pricing. The evaluation committee determined that the optional presentation from the short-listed proponents would not be required.
- 2.6 The pricing envelopes for the short-listed proponents were opened and evaluated as stipulated in the RFP document.
- 2.7 Upon completion of the evaluation scoring, the recommendation is to award the contract for this work to the highest scoring proponent, Aquafor Beech Ltd.
- 2.8 Aquafor Beech Ltd has completed work for the Municipality in the past; therefore, no Reference checks were completed.

3. Financial Considerations

- 3.1 The funding required for this contract award is \$111,366.14 (Net HST Rebate) will be funded from the following account and is within the approved budget:

Description	Account Number	Amount
Bowmanville Zoo Lands Trails – Phase 1	110-50-325-84355-7401	\$111,366

Staff Contact: Mandy Chong, Manager, Procurement, 905-623-3379 ext. 2209 or mchong@clarington.net.

Attachments:

Attachment 1 – Summary of Proposals Received

Attachment 1 to Report **Procurement Division-034-25** - Summary of Proposals Received

Municipality of Clarington

RFP2025-9– Consulting Services for Bowmanville Municipal Park on former Bowmanville Zoo Land - Phase 1 Trails

Summary of Proposals Received

Bidder
Aquafor Beech Ltd.*
BA Group Inc. (Basterfield & Associates) *
Cosburn Giberson Landscape Architects
The MBTW Group *
PFS Studio *
The Planning Partnership *
Schollen & Company Inc. *

Note: Bidders marked with “*” were shortlisted.