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**Date:** July 27, 2017

**To:** Mayor and Council

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**RE:** Kingsville 5 year Official Plan Review RFP Response

**Report No.:** PDS 2017 - 036

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## **AIM**

To provide Council with an overview of results from response received to the Town of Kingsville Website RFP.

## **BACKGROUND**

The current Kingsville Official Plan received final approval from the County of Essex in February of 2012. Under the Planning Act planning authorities are required to review their Official Plan on a regular basis or a minimum of every five years. Therefore as of February of 2017 it became mandatory for Planning Service to initiate the 5 year review process. A Request of Proposal was drafted and posted to the Bids and Tenders website on June 2, 2017 at 9:00 AM and closed July 7, 4:30 PM.

## **DISCUSSION**

The Town received a total of 4 responses to the 5 year review RFP. All responses were rated against the following criteria:

ITEM	QUALIFICATION CRITERIA	POINTS
1	<b>Understanding of Assignment Objectives</b>	20 pts
	Responsiveness to the RFP, completeness/comprehensiveness of submission.	
	Demonstrated full understanding of the project objectives and the services to be provided.	
2	<b>Project Team</b>	20 pts
	Experience of company and staff assigned to the project.	
	Past experience with similar projects, including three (3) references and contact and information.	
3	<b>Quality of Work</b>	20 pts
	A favourable assessment by other municipal clients that have undertaken a similar assignment with a relative scope.	
	Quality Control Systems to ensure the highest quality of work and services.	
4	<b>Work Plan</b>	20 pts
	Approach and methodology for project.	
	Project timeline schedule and detailed work chart.	
5	<b>Financial</b>	20 pts
	Total of all professional fees to be invoiced to the Town for the complete assignment.	
	Resource allocation.	
<b>OVERALL TOTAL</b>		<b>100 pts</b>

Each of the scoring tables are attached as Appendix 'A'. Based on the above criteria, the consultant that scored the highest was WSP Canada Group Limited from Thornhill, Ontario with 83 out of a possible 100 points. WSP has had extensive experience with the preparation and review of Official Plans including in the County of Essex doing extensive work for the Town of Lakeshore. This provides them with a solid background in the County including a working understanding of the unique nature of this area.

## LINK TO STRATEGIC PLAN

The 5 year Official Plan Review supports the following in the Strategic Plan:

Manage growth through sustainable planning.

## **FINANCIAL CONSIDERATIONS**

Kingsville Council approved \$75,000 in the 2017 Capital Budget to complete the 5 year Official Plan process. That has been allocated to three specific areas of the process as follows:

\$5,000 toward the preparation of the Work Plan and RFP;

\$10,000 toward the cost of the preparation of a Natural Heritage Discussion Paper by The Essex Region Conservation Authority (this is necessary to help provide guidance to the Town and contractor on updates to the Natural Heritage policies in the Official Plan.);

\$60,000 toward the completion of the 5 year review process.

## **CONSULTATIONS**

CAO

## **RECOMMENDATION**

Council approve Administration to award the completion of the Town of Kingsville 5 year Official Plan review to WSP Canada Group Limited, Thornhill Ontario at a cost of \$57,430 plus applicable taxes

*Robert Brown*

Robert Brown, H. Ba, MCIP, RPP  
Manager, Planning & Development Services

*Peggy Van Mierlo-West*

Peggy Van Mierlo-West, C.E.T.  
Chief Administrative Officer