



PROCUREMENT AWARD

To: Mayor Stratthdee and Members of Council

From: Grant Brouwer, Director of Building and Development

Date of Meeting: 28 March 2017

Subject: **DEV 05-2017 Procurement of Planning Services**

PROJECT DETAILS

On January 25, 2017, Staff released a RFP for Planning Services with a closing date of March 01, 2017. The Town received nine submissions in response to the RFP. Currently the Town has an informal and legally non-binding agreement with Perth County for Planning Services. The Town has been notified that this agreement will end effective March 31, 2017.

RECOMMENDATION

THAT DEV 05-2017 regarding Procurement of Planning Services be received; and,

THAT the Procurement of Planning Services be awarded to MLS Planning Consulting;

THAT By-Law 30-2017 authorizing the Mayor and the Clerk to sign the associated agreement be approved.

PROCUREMENT SUMMARY

		40 points						
		15 points	10 points	15 points	30 Points	25 points	05 points	100
Proposal	Company	Experience	Qualifications	Project Management	Fee Structure	References	Conflict	Total
9	MLS	10	10	15	30	25	5	95
4	Monteith Brown	15	10	15	14.4	25	5	84.4
2	Zelinka Priamo	15	10	15	13.85	25	4	82.85
7	MHBC	15	10	15	12.41	25	5	82.41
6	Gary Blazak	14	10	15	12.86	25	5	81.86
5	Labreche Patterson and Associates	15	10	15	11.25	25	5	81.25
8	Harrington McvAvan Ltd	15	10	15	9.73	25	5	79.73
3	GSP Group	15	10	15	9.47	25	5	79.47
1	IBI Group	15	10	15	9	25	5	79

A procurement document was administered for the above noted project. The following is a summary of the procurement results, as well as a recommendation for a successful proponent:

Procurement Information

Approved Project Budget:

Tender Closing Date:

Number of Bids Received:

Cost Result – High Score (Inclusive of HST):

Details and Results

\$50,000.00

Wednesday, March 1, 2017

Nine (9)

\$60.00 per/hr

Successful Proponent:

MLS Planning Consulting

Key highlights of the proposal submitted by MLS include:

- Committed timelines for various planning applications, and fixed hourly rates of \$60/hour for a planner and \$40/hour for a GIS technician should the Town commit to a 2 year contract.
- Above, MLS was docked 5 points in their experience ranking simply because they have only been established as a consulting firm for less than 2 years. However, the principal planner of the company (Mark Stone) has excellent municipal planning experience. The principal planner is a registered professional planner with 22 years' experience: 12 years of experience as a senior planner for a municipality, 3 years of experience managing land use planning applications for a large private retail firm, and 7 years' experience as a municipal planning consultant working for a consulting firm. As a part of the RFP review process staff asked Mr. Stone to prepare planning reports on one pending and one historic planning report and we have found his planning reports to be nothing short of excellent.
- One area that was initially thought to be a concern would be the distance from St. Marys to the successful proponent's location as MLS Planning Consulting is located in Aurora ON. We have met with Mark Stone, the owner of MLS Planning Consulting and he has assured us that this will not be an issue; he will attend all planning related meetings as required and we will be able to find ways to accommodate all meeting requests with developers. From a costing perspective, the distance will not be an added cost to the Town as there is a flat fee for attendance at meetings (\$225).

The procurement document submitted by MLS Planning Consulting was found to be complete, meets all terms of the RFP document, is contractually acceptable, and ultimately provided the best value for the municipality. As such, staff recommends award of the project to MLS Planning Consulting.

FINANCIAL IMPLICATIONS

The funding sources for the above noted project are as follows:

01-8100-6990 Planning and Zoning Contracted
Services

\$50,000.00

Total

\$50,000.00

OTHERS CONSULTED

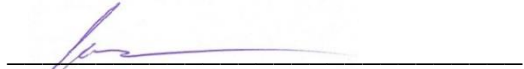
Brent Kittmer, CAO/Clerk

Jim Brown, Director of Finance/Treasurer

ATTACHMENTS

None

Respectfully submitted,



Grant Brouwer

Director of Building and Development



Brent Kittmer

CAO / Clerk