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COMMUNICATION	
CW -	APR 4/17
ITEM -	8

DATE: APRIL 4, 2017

TO: HONOURABLE, MAURIZIO BEVILACQUA, MAYOR & MEMBERS OF COUNCIL

FROM: JOHN MACKENZIE – DEPUTY CITY MANAGER PLANNING & GROWTH MANAGEMENT

SUBJECT: COMMUNICATION – COMMITTEE OF THE WHOLE MEETING – APRIL 4, 2017
REPORT NO. 13, ITEM 8, COMMITTEE OF THE WHOLE – APRIL 4, 2017
AWARD OF RFP17-033 – ACTIVE TOGETHER MASTER PLAN 2018 UPDATE

Recommendation

The Deputy City Manager Planning & Growth Management in consultation with the Director of Parks Development, Director of Recreation Services, the Chief Executive Officer of Vaughan Public Libraries, the Director of Procurement Services and the Chief Financial Officer and City Treasurer, recommends:

1. That RFP17-033 for consulting services for the update of the Active Together Master Plan for 2018 be awarded to Monteith Brown Planning Consultants in the amount of \$119,900. plus applicable taxes;
2. That a contingency allowance in the amount of \$11,990. plus applicable taxes, be approved within which the Director of Parks Development or his designate is authorized to approve amendments to this contract;
3. That the amounts identified in the above recommendations, including all contingency allowances, applicable taxes and administration recovery be funded from Capital Project PK-6433-16 Active Together Master Plan Update; and
4. That the Mayor and the City Clerk be authorized to sign the appropriate documents.

Economic Impact

Funding for this project in the total amount of \$119,900 plus a contingency allowance of \$11,990, plus applicable taxes and administration recovery is available within the approved Capital Project PK-6433-16.

Financial Summary PK-6433-16(Active Together Master Plan Update)	
Tender Cost RFP17-033(excluding HST)	119,900.00
Add: Contingency (10%)	11,990.00
Add: HST (1.76%)	2,321.26
Add: 3% administration recovery	4,026.34
Net Total Costs	138,237.60
PK-6433-16 Budget	138,588.00
Less:	
Commitment/Expenses to Date	-
Current Funds Remaining	138,588.00
Less: Net Total Cost RFP17-033	138,237.60
Budget Remaining for future expenses	350.40

Purpose

The purpose of this communication is to seek Council approval to award Request for Proposal RFP17-033 to the lowest scoring proponent, Monteith Brown Planning Consultants to undertake the update to the Active Together Master Plan for the City of Vaughan.

Background

RFP17-033 Consultant Services for the Active Together Master Plan 2018 Update was advertised on the Bids and Tenders Section of the City's Website, Biddingo and Ontario Public Buyers Association (OPBA) on February 8, 2017 and closed on February 28, 2017. 1 addendum was issued to respond to questions received. A total of 6 Plan Takers registered for this RFP, and 2 compliant bids were received as per below:

- LeisurePlan International Inc.; and
- Monteith Brown Planning Consultants.

An Evaluation Committee comprised of staff from Parks Development, Financial Planning and Development Finance, Recreation Services, Transportation Services, Parks and Forestry Operations, Vaughan Public Libraries and facilitated by Procurement Services carried out the evaluation process. The City's bid package provided details of the contract, including the following criteria to be used in the evaluation of the submissions:

Evaluation Criteria	Weight
Experience of Consulting Team & Examples of Related Work	35
Approach & Methodology	25
Project Schedule	10
Proposed Fees/Pricing	20
References	5
Proposal Submission	5

Submissions from all compliant proponents were evaluated and scored based on the above criteria. Based on the Evaluation Committee's review, Monteith Brown Planning Consultants scored the highest and successfully fulfilled the requirements set forth in the RFP.

Conclusion

The lead consultant, Monteith Brown Planning Consultants has the most qualified team to fulfill the requirements of this contract and scored the highest marks based on the evaluation criteria set forth in the Request for Proposal documents. Therefore, it is recommended that Monteith Brown Planning Consultants be retained by the City of Vaughan to undertake the update of the Active Together Master Plan.

Report prepared by:

Kevin Huang, Senior Planner, Ext. 8094

Respectfully submitted,



John MacKenzie
Deputy City Manager Planning & Growth Management

Copy to: Daniel Kostopoulos, City Manager
Barbara McEwan, City Clerk