



Development Services Staff Report

Report Title: Elmira Core Area and Urban Design – Consultant Selection
Report Number: DS36-2021
Author: Jeremy Vink
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Reviewed By: David Brenneman
Final Review: Chief Administrative Officer

Recommendation:

That the Council of the Township of Woolwich in accordance with Report DS36-2021, respecting the consultant selection for RFP 2021-25 Elmira Core Area & Urban Design, approve retaining the services of The Planning Partnership Limited consulting to a maximum cost of **\$51,378.62 (net HST rebate)**.

Background/Comments:

In accordance with the Township's Business Plan, Staff have been seeking the services of a consulting firm to undertake a review of the Elmira Core Area. The works would see the creation of a conceptual plan to lead growth for the coming years. The plan would build off the approved Community Improvement Plan (CIP), finding ways to incorporate underutilized lands around the edges of the core, considering elements like public spaces, main floor commercial, residential opportunities, building design, vistas and road configuration.

The project was issued for RFP on July 15, 2021 and closed on August 27, 2021. Upon closing the following two (2) companies had submitted detail proposals:

1. NPG Planning Solutions
2. Planning Partnership

The proposals received were reviewed by a team consisting of the Director of Finance & Treasurer, the Manager of Planning and the Manager of Special Projects.

The review team evaluated the proposals using the Township's evaluation model, which awarded points based on the following criteria and weighting:

- **Approach, Methodology, and Schedule – 25 points**

The firms provided a detailed description of the methodology and project management approaches to be used for each of the services proposed.

- **Experience and References – 30 points**

The firms provided 3 references of their company's relevant experiences as they pertain to the Township's requirements listed in section 2.0 Project Scope and Requirements of the RFP document.

- **Team structure / Staff qualifications – 10 points**

The firms provided organizational charts and resumes of all project participants.

- **Proposal Cost – 35 points**

The Township uses a two-phase system for the submission of proposals, which includes one separate submission for cost information which is opened and evaluated subsequent to completing the evaluation of the technical portions.

The project is expected to take place over the next 6 months and be completed in the first quarter of 2022.

Based on this evaluation model the firm of Planning Partnership achieved the highest overall evaluation.

Interdepartmental Implications:

- Economic Development impacts to business in the Core.
- It is also noted that the BIA will be involved.

Financial Implications:

Operating Budget (2021) \$50,000.00

Detailed Design and Tendering Only

Planning Partnership	\$49,990.00
Disbursements	\$500.00
Plus H.S.T.	\$6,563.70
Sub total	\$57,053.70
Less H.S.T. rebate	(\$6,799.08)
Total	\$51,378.62

Grand Total \$51,378.62

Budget deficit \$1,378.62

The 2021 budget included \$50,000 for this project. The project will carry over into 2022 and will be budgeted for accordingly, including the extra funding required.

Strategic Plan Focus Area:

Ensure Managed and Sustainable Community Growth and Development

- Be 'ahead of the curve' in planning for future growth and ensure infrastructure capacity is available before development proceeds.
- Complete cost/benefit analysis for development opportunities to ensure that planned growth is affordable, value-added, and developers are accountable for growth-related costs.
- Preserve, protect and grow what makes Woolwich unique, and support growth that will better the community.

Grow and Retain Local Industry and Business Opportunities

- Focus on business attraction, retention and expansion in manufacturing, agricultural, retail, and tourism industries.
- Employ a balanced economic development approach which promotes opportunities municipality-wide.

Conclusion:

Based on the review and evaluation process noted above, Staff recommends that the firm of The Planning Partnership be retained for the Elmira Core Area and Urban Design project.

Attachments:

None