



City of
Peterborough

To: **Members of the Committee of the Whole**

From: **Ken Doherty, Director of Community services**

Meeting Date: **June 1, 2015**

Subject: **Report CSRS15-003
Award of RFP P-08-15 for
Consultant Services to Undertake the Development of Vision
2025 – A Ten-year Strategic Plan for Recreation, Parks,
Arenas, and Culture**

Purpose

A report to award Request for Proposals P-08-15 for Consultant Services to Undertake the Development of Vision 2025 – A Ten-year Strategic Plan for Recreation, Parks, Arenas, and Culture.

Recommendation

That Council approve the recommendation outlined in Report CSRS15-003 dated June 1, 2015, of the Director of Community Services, as follows:

That RFP document P-08-15 for the Consultant Services to Undertake the Development of Vision 2025 – A Ten-year Strategic Plan for Recreation, Parks, Arenas, and Culture be awarded to The RETHINK Group, 1205 Connaught Drive, Ennismore Ontario, K0L 1T0, at a total cost of \$119,820 plus \$15,577 for a total of \$135,397.

Budget and Financial Implications

The total net \$119,820 requirement, after applicable HST rebates for Consultant Services to Undertake the Development of Vision 2025 – A Ten-year Strategic Plan for Recreation, Parks, Arenas, and Culture can be accommodated within the approved \$120,000 allocation within the 2015 Capital project 6-1.08.

Background

Brief Description of the Work

Through this RFP, the City is seeking to retain the services of a qualified Consultant, with a specialty in community consultation and municipal strategic planning, to develop a community-driven, partnership-based, 10-year strategy for Recreation, Parks, Arenas and Culture, within the City of Peterborough,

RFP Details, Closing, Prepared by, Reviewed by

RFP P-08-15 was prepared by City Staff and issued on March 11, 2015. The RFP closed on April 2, 2015 at 3:00 pm. Three proposals were received, and reviewed by the Evaluation Committee, comprised of the Director of Community Services, Peterborough Sport & Wellness Facility Manager, Manager of Planning, Arenas Manager, Parks and Forestry Supervisor, and the Recreation Division Coordinator.

RFP Statement

This solicitation process was an RFP where a number of criteria were used to evaluate submissions. The criteria and their relative weighting were clearly set out in the RFP document. Part 6, Section 6.4.3.i. of the City's Purchasing By-law 14-127 states that "as price is only one of the criteria evaluated, the award report will show the rating summary for each proponent and the total points. The award report will disclose the price of the recommended Supplier but not the price submitted by other proponents."

RFP Evaluation Chart

Following the Evaluation Committee's scoring of the submissions, the top two proponents were separated by less than one point. Therefore, the Evaluation Committee exercised its option under section 8.3 of the RFP document to conduct an interview process with the top two proponents, which included presentations by the proponents. Following the interview and presentation process, the scores remained within three points. Reference checks were then conducted and scored on the top two proponents. Those providing references were asked to rate the proponent on a scale of 1-10 (with 10 being the best score) on five categories, as follows:

- Community Consultation Plan
- Schedule Adherence/meeting time lines for deliverables
- Detail and quality of the final product
- Budget Adherence
- Over-all working relationship with Staff & stakeholders

Chart 1 on the following page identifies the scoring for the entire evaluation process.

Chart 1 – Bidder Submission Evaluation Chart

RFP P-08-15 Vision 2025 Consultant Services

Evaluation Criteria	Maximum Score	Monteith -Brown	RETHINK Group	Sierra Planning & Management
Approach & Strategy	30	26.17	27.67	21.75
Lead Personnel – Qualifications & experience	30	27.67	28.17	23.92
Other Team Resources or Sub Consultant Team	15	12.83	12.67	10.50
Pricing	25	21.75	19.25	25
Submission Score	100	88.42	87.76	81.17
Interview & Presentation Score (Top 2 Proponents only)	20	14.4	18.1	N/A
Reference Score (Top 2 Proponents only)	50	45	42.8	N/A
Over-all Score	170	147.82	148.66	N/A
Final Ranking		2	1	3

Recommended Bidder

Section 8.6 of P-08-15, states that award of this proposal will be based on the proponent's over-all total score. Therefore, the Evaluation Committee recommends that RFP document P-08-15 for the Consultant Services to Undertake the Development of Vision 2025 – A Ten-year Strategic Plan for Recreation, Parks, Arenas, and Culture be awarded to The RETHINK Group, 1205 Connaught Drive, Ennismore Ontario, K0L 1T0.

RETHINK Group has 27 years of experience specializing in the areas of leisure services planning and management; visioning and strategic business planning; community and stakeholder consultation; and volunteer strategies and training. They have completed over 125 similar type projects, on behalf of more than 50 municipalities. The information obtained through their submission documents, interview and presentation process, and the reference checks indicate they are well equipped to provide the services being sought through P-08-15. The RETHINK Group is a local company, familiar with the City's sport, recreation, and culture stakeholders, and local issues surrounding those sectors.

Council Approval Required

Part 8, Section 8.2.1 of the Purchasing By-law 14-127 states Council must approve an award where the expenditure is greater than \$100,000 and is not a Request for Tenders awarded to the lowest bidder RFP P-08-15 for Consultant Services to Undertake the Development of Vision 2025 – A Ten-year Strategic Plan for Recreation, Parks, Arenas, and Culture meets this requirement and must be approved by Council.

Timelines

If the recommendation is approved, an agreement will be prepared and is to be signed by the CAO and Clerk, under their delegated authority to do so before the work commences.

Summary

RFP P-08-15 for the Consultant Services to Undertake the Development of Vision 2025 – A Ten-year Strategic Plan for Recreation, Parks, Arenas, and Culture has been issued in accordance with the City's Purchasing By-law 14-127 and can be awarded within approved budgets as recommended in this report.

Submitted by,

Ken Doherty
Director of Community Services

Contact Name:
Rob Anderson
Recreation Division Coordinator
Phone: 705-742-7777, Extension 1833
Toll Free: 1-855-738-3755
Fax: 705-748-8824
E-mail: randerson@peterborough.ca