



City of
Peterborough

TO: Members of the Planning Committee

FROM: Malcolm Hunt, Director of Planning and Development Services

MEETING DATE: June 1, 2009

SUBJECT: Report PLPD09-027
Award of RFP P-21-09 Functional Planning Study for the Lily Lake Planning Area

PURPOSE

A report to recommend award of RFP P-21-09 for the completion of a Functional Planning Study for the Lily Lake Planning Area.

RECOMMENDATION

That Council approve the recommendation outlined in Report PLPD09-027 dated June 1, 2009, of the Director of Planning and Development Services, as follows:

That Request for Proposals Document P-21-09, for the completion of a Functional Planning Study for the Lily Lake Planning Area be awarded to Bousfields Inc., 3 Church Street, Suite 200, Toronto, Ontario, M5E 1M2, at a total cost of \$142,750.00 plus \$100.00 PST and GST of \$7,137.50 for a total of \$149,987.50 including all taxes.

BUDGET AND FINANCIAL IMPLICATIONS

The total \$142,850.00 (net of the 100% GST rebate) for RFP P-21-09, can be accommodated within the approved \$150,000.00 allocation within the 2009 Capital Budget project reference 7-2.07.

BACKGROUND

On January 1, 2008, the Lily Lake Planning Area was annexed by the City of Peterborough in accordance with the second phase of the annexation agreement between the City and the Township of Smith-Ennismore-Lakefield. Since 1998, the City has annexed approximately 635 hectares (1569 acres) of land from the former Township of Smith in order to meet the City's residential land base needs and ensure a supportive environment for investment and growth. Located at the northwestern limit of the City, the Lily Lake Planning Area is approximately 198 hectares (489 acres) in size and is bounded by the City limit to the west, Jackson Creek to the south, Lily Lake Road to the north, and Fairbairn Street to the east (see Exhibit A).

Prior to considering development applications for the annexed lands, it is the City's position that a comprehensive review of the major planning issues will be carried out for such large contiguous tracts of vacant land. The Lily Lake Functional Planning Study will provide this comprehensive review and serve as the basis for a City-initiated Secondary Plan for the Lily Lake Planning Area. Funding for this study was approved in the 2009 Capital Budget as project reference 7-2.07.

Request for Proposals Document No. P-21-09 for the Lily Lake Functional Planning Study, which was prepared by City staff, was issued on March 19, 2009 and closed at 3:00pm on April 16, 2009.

In total, thirteen proposals were received of which twelve were deemed complete for evaluation. All complete proposals were reviewed and evaluated by a team consisting of staff from Planning and Development Services, Utility Services (USD), and Otonabee Region Conservation Authority (ORCA):

- Manager, Planning Division;
- Planner, Subdivision Control & Special Projects;
- Planner, Policy & Research;
- Development Engineer;
- Design & Construction Technologist (USD); and,
- Manager, Planning & Regulations (ORCA).

This solicitation process was a Request For Proposals where a number of criteria were used to evaluate submission. The criteria and their relative weighting were clearly set out in the RFP document. Section 15 (3) (ix) of the City's Purchasing By-law 06-175 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."

Chart 1 on the following page provides a summary of the RFP results:

Chart 1

Request for Proposal P-21-09

Bidder Submission Evaluation Chart

Criteria	Possible Score	Ainley Graham & Associates Ltd.	Bousfields Inc.	Clark Consulting Services	Ecovue Consulting Services Inc.	FoTenn Consultants Inc.	Meridian Planning Consultants Inc.
1 Understanding of, methodology and approach to the assignment	20	14.5	16.8	12.3	16.3	12	14.5
2 Quality of the proposed project schedule	5	3.8	4.3	3.2	4.3	4	4.3
3 Firm's qualifications and relevant experience	20	12.7	17.0	12.7	13.0	12.3	17.3
4 Team member's qualifications and experience	25	16.3	21.0	16.8	19.2	16.3	19.7
5 References	10	6.0	8.0	5.8	7.0	6.2	7.0
6 Fixed fees	20	19.2	18.4	18.4	17.9	19.1	18.8
TOTAL SCORE	100.0	72.5	85.6	69.2	77.7	69.9	81.6

Criteria	Possible Score	MacNaughton Hermesen Britton Clarkson Planning Ltd.	The Planning Partnership	Skelton Brumwell & Associates Inc.	Sorensen Gravely Lowes Planning Associates Inc.	Urban & Environmental Management Inc.	Weston Consulting Group Inc.
1 Understanding of, methodology and approach to the assignment	20	15.3	14.3	12	15.2	13.8	13.5
2 Quality of the proposed project schedule	5	4.3	4.3	4	4	4.5	4.2
3 Firm's qualifications and relevant experience	20	15.7	18.2	11.2	13.8	14.5	12.0
4 Team member's qualifications and experience	25	19.0	20.3	15.8	17.5	17.2	15.8
5 References	10	7.2	8.0	6.2	6.5	6.8	6.5
6 Fixed fees	20	18.4	18.4	20.0	18.4	18.4	18.4
TOTAL SCORE	100.0	79.9	83.6	69.2	75.4	75.2	70.4

Recommended bidder

Based on the performance of their proposal submission relative to the evaluation criteria noted in Chart 1, staff recommend that RFP P-21-09 for the Lily Lake Functional Planning Study be awarded to Bousfields Inc. Through their submission, Bousfields Inc. demonstrated an excellent understanding of the study requirements, a superior methodological approach to the study, and an ability to complete all required tasks within time frame set out in the Request for Proposals document.

Additionally, Bousfields Inc., along with their team of sub-consultants, demonstrated a significant record of successfully completing similar studies throughout southern Ontario that was supported by strong letters of reference included in the submission.

Timelines

Under section 69(1) of the City's Purchasing Bylaw 06-175, a by-law will be presented to a future Council meeting to be signed by the Mayor and Clerk to execute the agreement for planning services. This agreement, and the requisite by-law, will be signed before any work commences.

Presently, it is expected that the contracted work will commence with a project orientation meeting between the successful bidder and the project steering committee during the week of June 22, 2009. The contract is expected to be completed in July, 2010.

SUMMARY

RFP P-21-09 for the Lily Lake Functional Planning Study has been issued in accordance with the City's Purchasing By-law 06-175 and can be awarded within approved budgets as recommended in this report.

Submitted by,

Malcolm Hunt, Director,
Planning and Development Services

Prepared by,

Concurred with,

Brad Appleby,
Planner, Subdivision Control
and Special Projects

Ken Hetherington,
Manager of Planning

Contact Name:

Brad Appleby
Planner, Subdivision Control and Special Projects
Planning & Development Services
Phone – 742-7777 Ext. 1886
Fax – 742-5218
E-Mail – bappleby@peterborough.ca

Attachment:

Exhibit A – Lily Lake Functional Planning Study: Study Area

Exhibit A
Sheet 1 of 1

