

## **COMMITTEE OF THE WHOLE - JUNE 19, 2006**

### **AWARD OF REQUEST FOR PROPOSAL RFP06-075 CONSULTING SERVICES FOR MASTER PLAN FOR THE PROVISION OF RECREATION & CULTURE, PARKS, BUILDINGS, FACILITIES & LIBRARIES**

#### **Recommendation**

The Commissioner of Community Services, in consultation with the Directors of Purchasing Services, Recreation and Culture, Building and Facilities, Parks Development and the CEO of Vaughan Library Services recommends:

1. That RFP06-075, Consulting Services for Master Plan for the Provision of Recreation, Culture, Parks, Buildings, Facilities & Libraries be awarded to Monteith Brown Planning Consultants for the amount of \$119,945.00 (excluding G.S.T.); and,
2. That a contingency allowance of \$12,000 be approved, within which the Commissioner of Community Services is authorized to approve amendments to the contract; and,
3. That the Mayor and Clerk be authorized to sign the necessary documents; and,
4. That the approved capital budget of \$75,000 be increased to include the approved Ministry of Health grant in the amount of \$75,000 for a total capital budget of \$150,000; and,
5. That the inclusion of the matter on a public Committee or Council agenda with respect to increasing the capital budget identified as Award of Request for Proposal RFP06-075 is deemed sufficient notice pursuant to Section 2 (1) (c) of Bylaw 394-2002.

#### **Economic Impact**

The funds necessary to undertake the – Consulting Services for Master Plan for the Provision of Recreation, Culture, Parks, Buildings, Facilities and Libraries have been included in the capital budget. In addition the Recreation and Culture Department applied for and received an Ontario Active 2010 Physical Activity grant from the Ministry of Health Promotions.

#### **Purpose**

The purpose of this report is to seek Council approval to award the RFP06-075 for consulting services for the development of a Master Plan for the Provision of Recreation, Culture, Parks, Buildings, Facilities and Libraries.

#### **Background – Analysis and Options**

At a Special Council Meeting of January 16, 2006, Council directed staff to provide an up to date master plan on the building of new recreation facilities. Staff completed a terms of reference and a Request for Proposal in order to undertake a study to revise the master plan for the provision of recreation, culture, parks, buildings, facilities and libraries.

The City of Vaughan's Community Services Commission (comprised of Recreation and Culture, Parks Operations and Forestry, Parks Development, Buildings & Facilities) along with Vaughan Library Services depend on the Master Plan to guide the provision of open

spaces, parks, programs, facilities and services, both in the short-term and over the next 15 years. The last Parks & Recreation Master Plan for the City of Vaughan was completed in October, 1991.

Funding for the consulting services for the Master Plan for the Provision of Recreation, Culture, Parks, Buildings, Facilities & Libraries have been included in the capital budget (9949-0-04.8802.01001) in the amount of \$75,000. In addition the Recreation and Culture Department applied for and received an Ontario Active 2010 Physical Activity grant for \$75,000 from the Ministry of Health Promotions.

The Request for Proposal was advertised on Vaughan Liberal newspaper, Electronic Tender Network (ETN) and the Ontario Public Buyers Association (OPBA) website. Eight (8) RFP documents were issued and two (2) RFP proposals were received. The RFP were closed and publicly opened on Thursday, May 4, 2006.

An Evaluation Committee comprised of staff from the Purchasing Department, Parks Development Department, Planning Department, Recreation and Culture Department, Building and Facilities Department, and Vaughan Library Services evaluated the compliant proposal submissions against the following selection criteria:

<u>Evaluation Criteria Category</u>	<u>Maximum Point Value</u>
Experience of Consulting Team	20
Approach & Methodology	30
Public Consultation	15
Pricing	20
References	<u>5</u>
<b>Total</b>	<b>100</b>

The Evaluation Committee members reviewed and scored each proposal submission and have determined that Monteith Brown Planning Consultants attained the highest score.

The estimated contract value of the Monteith Brown Planning Consultants is \$119,945.00 (excluding G.S.T.)

### **Relationship to Vaughan Vision 2007**

This report supports the Vaughan Vision in planning and managing growth through the development of a Master Plan for the Provision of Recreation, Culture, Parks, Building, Facilities and Libraries.

This report is consistent with the priorities previously set by Council and the necessary resources have been allocated and approved.

### **Conclusion**

The Evaluation Committee and Purchasing Department staff reviewed the RFP submissions and have determined that Monteith Brown Planning Consultants is deemed to best meet the requirements of the contract and attained the highest score. As Monteith Brown Planning Consultants received the most points, it is recommended that they be awarded the RFP06-075 for consulting services for the Master Plan for the Provision of Recreation, Culture, Parks, Buildings, Facilities & Libraries at an estimated value of \$119,945.00 (taxes excluded).

Should Council concur with increasing the capital budget to include the approved Ministry of Health grant, this action would be considered as an amendment to the Capital Budget. Pursuant to the Municipal Act 2001 Sec 291 (1) before amending a budget, a municipality shall give notice of its intention to amend the budget at a Council meeting. Where a capital budget and where additional funding is required to complete the approved works, inclusion of the matter in a staff report requesting additional funding on a public Committee or Council agenda is deemed sufficient notice pursuant to Section 2 (1) (c) of Bylaw 394-2002.

Upon award of the RFP, the study will commence immediately and is expected to be completed in February 2007.

**Attachments**

None

**Report Prepared By**

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Respectfully submitted,

Marlon Kallideen  
Commissioner of Community Services