

DATE: April 15, 2024

REPORT NO: T-08-2024

SUBJECT: **Parks and Recreation Master Plan RFP Award and Budget Amendment**

CONTACT: Gerrit Boerema, Manager of Planning
Katelyn Repovs, Acting Director of Finance

OVERVIEW:

- Council approved the Parks and Recreation Master Plan project through the 2023 Capital and Special Projects Budget, in the amount of \$70,000.
- The Request for Proposal (RFP 2024-PD-01) was released in February 2024. Six RFPs from consultants were submitted to the Township.
- Staff have completed their review of all proposals and recommend to Council the acceptance of the RFP submitted by McQueen Galloway Associates, with their proposal amounting to \$89,985 (plus HST).
- Staff is requesting Council to approve a Budget Amendment (BA 2024-01) in the amount of \$30,000, funded through Development Charges and the Planning Reserve.

RECOMMENDATION:

1. That report T-08-2024 titled “Parks and Recreation Master Plan RFP Award and Budget Amendment”, dated April 15, 2024, be received;
2. That budget amendment BA2024-01 in the amount of \$30,000, funded through Development Charges and the Planning Reserve be approved; and,
3. That McQueen Galloway Associates be retained to complete the Parks and Recreation Master Plan as outlined in RFP 2024-PD-01.

ALIGNMENT TO STRATEGIC PLAN:

Theme #1

- **Build a safe, connected, caring and active community**

BACKGROUND:

The current Parks and Open Space Master Plan was completed in 2010. Since that time, there have been considerable changes to the Township’s parkland assets as a result of the new community centre, new and ongoing development, and future development relating to the urban expansion. Now that the Master Community Plan project is nearing completion, it is time to review and update the Township’s Park and Open Space Master

Plan, now being referred to as the Parks and Recreation Master Plan.

Once completed, this plan will provide direction for developing, improving and managing the Township’s parks infrastructure and recreation facilities, open spaces and related investments over the next 30 years.

CURRENT SITUATION:

The RFP for this project was released February 13, 2024 and closed on March 15, 2024. The Township received 6 submissions from various consulting firms. Each RFP submission was reviewed and scored by staff; the results of which are below:

VENDOR	TENDER/RFP PRICE	POINTS (FOR RFP)
McQueen Galloway Associates	\$89,985.00	85
MHBC	\$92,120.00	84
Thinc Design	\$83,515.00	79
RJ Burnside	\$97,218.45	75
SGL Parcel	\$99,923.00	47
IN Engineering	\$26,672.50	34

Per the Township’s Tendering & Purchasing Policy (POL-T-01-2015), purchases up to \$100,000 can be authorized by the CAO. However, in the case of an irregular result, authorization must be through Council resolution. An irregular result is defined as “where competitive quotes or proposals are submitted and any of the following has occurred:

- a) No bids received,
- b) Two or more identical low bids have been received,
- c) The lowest bid exceeds the estimated cost or budget allocation, or
- d) For any reason, the award of the contract to or the purchase from the lowest vendor is considered inappropriate”.

In this case, awarding to the recommended consultant constitutes an irregular result, due to point d) above. As shown in the above chart, two proposals came forward with a lower price than the recommended consultant. Pricing was worth 25% of the RFP points, while 75% of the RFP points was based on the Technical submission including project team, past experience and consultation plan. Based on the RFP scoring, McQueen Galloway Associates scored the highest number of points, and is therefore the recommended consultant that staff are asking Council to approve.

FINANCIAL IMPLICATIONS:

Council approved \$70,000 towards the Parks and Recreation Master Plan in the 2023 Capital and Special Projects Budget, which was funded as follows: \$52,500 from Development Charges and \$17,500 from the Planning Reserve.

Staff recommend McQueen Galloway Associates’ RFP proposal quoted at \$89,985 (plus HST). As this exceeds the currently approved project budget of \$70,000, staff request a budget amendment of \$30,000 in order to reflect the appropriate cost.

Staff have itemized the following for Council’s consideration:

Master Plan	\$ 89,985
Net HST Amount	\$ 1,584
Total (rounded up nearest 1,000)	\$ 92,000
Contingency	\$ 8,000
Total Requested Project Budget	\$100,000
Previously Approved Budget	\$ 70,000
Amendment to Budget Request	\$ 30,000

The ‘Contingency’ line included in the chart above is for any additional unforeseen costs as well as costs relating to hosting public meetings and engagement sessions, newspaper notices and other costs that are the responsibility of the Township.

Therefore, staff is requesting that Council approve Budget Amendment BA2024-01 in the amount of \$30,000. This will be funded through Development Charges of \$22,500 and a transfer from the Planning Reserve of \$7,500, as required.

INTER-DEPARTMENTAL COMMENTS:

This report has been reviewed by the Interim CAO, the Acting Director of Finance and the Clerk.

CONCLUSION:

Based on the six submissions received in response to the Township’s Parks and Recreation Master Plan RFP, staff is requesting a budget amendment of \$30,000 to increase the total project budget to \$100,000. Staff is also requesting Council approval to award the project to McQueen Galloway and Associates as they scored the highest in the RFP review.

Prepared & Submitted by:

Approved by:



**Gerrit Boerema
Manager of Planning**

**Donna DeFilippis, CPA, CA
Interim CAO/Treasurer**

Reviewed by:



**Katelyn Repovs, CPA, CA
Acting Director of Finance**