

DATE: November 11, 2024

REPORT NO: PD-55-2024

SUBJECT: **Recommendation Report
Fulton Rural Employment Land Use Project Award**

CONTACT: Gerrit Boerema, Acting Director of Planning & Building

OVERVIEW:

- Council approved the Rural Employment Land Use project through the 2021 Capital and Special Projects budget, in the amount of \$125,000.
- A portion of those funds were utilized in the work towards the Fulton Hamlet Expansion which occurred in 2022.
- The Request for Proposal (RFP 2024-PD-02) was released in September of 2024. Two RFPs from consultants were submitted to the Township.
- Administration Staff have completed their review of all the proposals and recommend to Committee and Council the acceptance of the RFP submitted by WSP Group Inc, with their proposal amounting to \$84,925.00 (plus HST).
- The other proposal came in slightly less at \$79,559.96 (plus HST), but did not score as high as the WSP Group Inc. This resulted in an irregular result under the Township's Purchasing and Procurement Bylaw.
- Administration Staff recommend Committee and Council to award this project to the consulting firm WSP Group in the amount of \$84,925.00 (plus HST).

RECOMMENDATION:

1. That Recommendation Report PD-55-2024, titled "Fulton Rural Employment Land Use Project Award", dated November 11, 2024, be received; and,
2. That WSP Group Inc. be retained to complete the Fulton Rural Employment Land Use Project as outlined in RFP 2024-PD-02.

ALIGNMENT TO STRATEGIC PLAN:

Theme

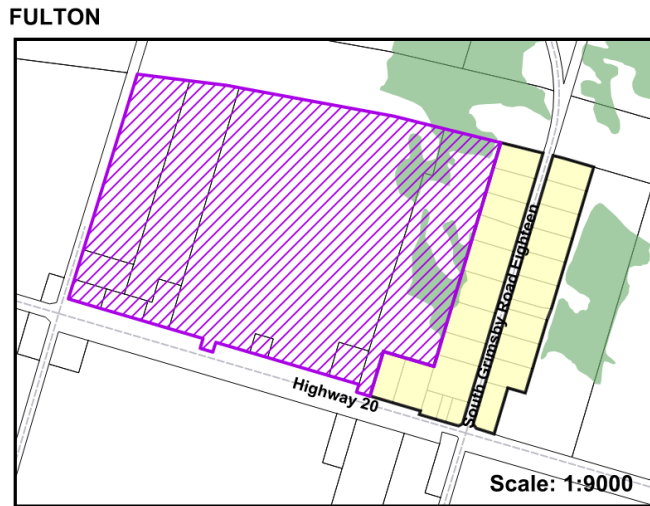
- **Build a safe, connected, caring and active community**

BACKGROUND:

As a part of the Region of Niagara’s Municipal Comprehensive Review, the New Regional Official Plan and the Township’s Official Plan Amendment 62, a number of hamlets in West Lincoln were expanded to provide land for rural residential and employment uses. Approximately 89 acres of land west of Fulton was added to the Hamlet. These lands are primarily agricultural, but also contain a number of residential and employment type uses.

The main objective of the Township expanding the Hamlet of Fulton was to provide a location for various dry employment uses that do not need to be located within the urban employment park of Smithville, but also should not be located within the Agriculture area.

These lands also received a special policy designation in the Niagara Official Plan requiring the Township to designate them for rural employment uses.



CURRENT SITUATION:

Council approved the 2021 Capital and Special project’s budget \$125,000 to complete the land use study. A portion of those funds were used to retain a consultant (Dan Currie of MHBC Planning) to assist with the review of potential hamlet expansions to feed into the Region’s Master Comprehensive Review and new Official Plan as well as the Township’s Official Plan Amendment No. 62.

The goals of this project are to create a new rural employment land use policy in the Township’s Official Plan, create new zoning regulations for rural employment uses, map and evaluate the existing environmental constraints in the Fulton Hamlet expansion area, and create a Stormwater and Drainage master plan for future development.

An RFP for this project was released in September of 2024 and closed in the middle of October. The Township received submissions from two consulting firms. Each RFP submission was received and scored by administration staff; the results of which are below:

Vendor	Tender/RFP Price	Points (for RFP)
WSP Group	\$84,925.00	93
LandPro Planning	\$79,559.96	67

As per the Township’s Tendering and Purchasing Policy (POL-T-01-2015 as amended), purchases up to \$100,000 can be authorized by the CAO. However, in the case of an

irregular result, purchases over \$20,000 require authorization through Council resolution. An irregular result is defined as:

“where competitive quotes or proposals are submitted if 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, the WSP submission scored much higher in the RFP review. Pricing was worth 25% of the RFP points, while 75% of the RFP points was based on the Technical submission including the project team, past experience and consultation plan. Based on the RFP scoring, WSP Group scored the highest number of points, and is therefore the recommended consultant that Administration staff are asking Council to approve.

FINANCIAL IMPLICATIONS:

Council has already budgeted for this project through the 2021 Capital and Special Project budget. Both RFP submissions are within the budget of this project and therefore there are no financial implications.

INTER-DEPARTMENTAL COMMENTS:

The RFP, the proposals submitted, and this report were reviewed by Administration staff from multiple departments.

CONCLUSION:

Based on the two submissions received in response to the Township’s Fulton Rural Employment Land Use Study, Administration staff is requesting Council approval to award the project to WSP Group as they scored highest in the RFP review.

Prepared & Submitted by:

Approved by:

**Gerrit Boerema
Acting Director of Planning & Building**

**Truper McBride
CAO**