

STAFF REPORT:



REPORT TO: Council
MEETING DATE: August 10, 2009
REPORT NO.: SPS.09.05
SUBJECT: Award of RFP for the Housing Needs Study by the Tender Proposal Award Committee.
PREPARED BY: Peter Tollefsen, Director of Special Projects (Sustainability)

A. Recommendations

THAT Council receive the Staff Report SPS.09.05 entitled "Award of RFP for the Housing Needs Study by the Tender Proposal Award Committee" reporting on the award to N. Barry Lyon Consultants for a total cost of \$44,000. (exclusive of GST).

B. Background

Purchasing Policy POL.COR.07.05 states that the Tender Proposal Award Committee shall have the authority to award \$25,001 to \$100,000 for Requests for Proposals. An information report is to be sent to Council at the next Council meeting.

The Tender Proposal Award Committee authorized the following award on July 15, 2009:

1. Request for Proposal TBM-2009-44 for the Housing Needs Study – Awarded to N. Barry Lyon Consultants for a total cost of \$44,000.00 (exclusive of GST).

The detailed report approved by the above Committee has been attached for information.

The Evaluation Committee evaluated the submissions based on the criteria stated in the RFP which is a technical evaluation.

- Consultant's Qualifications and past relevant experience – 10%
- Project Team Experience – 18%
- Understanding and approach – 15%
- Environmental stewardship – 2%
- Work Plan, Methodology and Quality Assurance Plan – 20%
- Project Schedule – 10%
- Fee Schedule – 25%

The Evaluation Committee reviewed the 4 submissions, interviewed two firms including N. Barry Lyon Consultants and after arriving at the scoring results only opened the Fee Proposal for N. Barry Lyon Consultants.

C. The Blue Mountains' Strategic Plan

6. Providing a strong, well managed municipal government

D. Environmental Impacts

None at this time

E. Budget Impact

As part of the approved 2009 Planning Budget, resources of \$50,000 are assigned to the Operating Project Budget for a Housing Needs Study.

F. Attached

Tender Proposal Award Committee Approval Report – RFP Tier 2 (\$25,001 - \$100,000) – Award of Request for Proposal TBM-2009-44 for the Housing Needs Study.

Respectfully submitted,

Peter Tollefsen, Director of Special Projects (Sustainability)

For more information, please contact:

Peter Tollefsen

ptollefsen@thebluemountains.ca

519 599 3131 ext.247



Tender Proposal Award Committee Approval Report Tier 2 (\$25,001 - \$100,000)

TO: Tender Proposal Award Committee
FROM: Peter Tollefsen, Director of Special Projects
DATE: July 15, 2009
SUBJECT: Award of Request for Proposal TBM-2009-44 for the Housing Needs Study

Recommendation:

That Request for Proposal No. TBM-2009-44 for the Housing Needs Study be awarded to N. Barry Lyon Consultants Ltd. who emerged from the evaluation process with the highest overall score, for a total cost of \$44,000.00 (G.S.T. not included).

History:

RFP documents were prepared by Purchasing and the Project Manager, Peter Tollefsen in consultation with each other and released by Purchasing on behalf of the Project Manager on date May 27, 2009. This RFP was a Public bid call and the RFP was advertised on the Town's website, the Ontario Public Buyer's website and in two local papers.

Nine (9) companies received the bid documents. No addendums were issued for this project.

Proposal submissions were received by the Clerk's office and the Proposal closed on June 25, 2009 at 2:00 p.m. (local time). The public opening took place immediately following with the Tender Opening Committee in attendance.

The following companies submitted proposals for this project:

1. N. Barry Lyon Consultants Ltd.
2. SHS Inc.
3. Planscape
4. Watson & Associates Economics Inc.

An Evaluation Committee consisting of Paul Graham, CAO, Cindy Welsh, Senior Planner, Councillor John McGee, Greg Millar, Chief Building Official, and Peter Tollefsen, Director of Special Projects (Sustainability), received the technical proposals for the above noted firms for independent review. A subsequent meeting for the evaluation committee was arranged to review proposals and conduct a consensus evaluation.

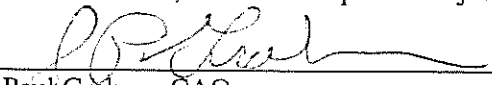
The Tender Proposal Award Committee have received the scoring results of the Evaluation Committee and concurs with the following:

- Purchasing process is in accordance with Town of The Blue Mountains Purchasing Policy COR.POL.07.05 and Purchasing Procedures Policy FS.08.08.
- Funding for this project has been allocated in the 2009 budget.
- Manager of Purchasing has confirmed that there is no current litigation between the Bidder and the Town.
- The Award of the Proposal is being made to the bidder who scored the overall highest score at the conclusion of the evaluation process.

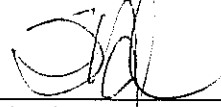
We the Tender Proposal Award Committee approve of the recommendation as shown above.

Signed 
Peter Tollefsen, Director of Special Projects (Sustainability)

Date: July 15, 2009.

Signed 
Paul Graham, CAO

Date: July 16/2009

Signed 
Sherri Adams, Manager of Purchasing

Date: July 16/09

Cc:
Purchasing File: TBM-2008-64
Project Manager
Accounts Payable