

**STAFF REPORT: Financial Services**



**REPORT TO: Council**  
**MEETING DATE: January 12, 2009**  
**REPORT NO.: FS.09.01**  
**SUBJECT: Award of RFP for the Development of an Integrated Community Sustainability Plan (ICSP) by the Tender Proposal Award Committee**  
**PREPARED BY: Sherri Adams, Manager of Purchasing**

#### **A. Recommendations**

THAT Council receive the Staff Report FS.09.01 "Award of RFP for the Development of an Integrated Community Sustainability Plan (ICSP) by the Tender Proposal Award Committee" for information purposes.

#### **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 December 22, 2008:

1. Request for Proposal TBM-2008-64 for the Development of an Integrated Community Sustainability Plan (ICSP) – Awarded to Lura Consulting for a total cost of \$64,520.00 (exclusive of GST).

The Tender Proposal Award Committee for this award consisted of Paul Graham, CAO, Reg Russwurm, Director of Engineering & Public Works and Sherri Adams, Manager of Purchasing. The detailed report approved by the above Committee has been attached for information.

#### **C. The Blue Mountains' Strategic Plan**

6. Providing a strong, well managed municipal government

#### **D. Environmental Impacts**

None at this time

## **E. Budget Impact**

Information provided in attached report

## **F. Attached**

1. Tender Proposal Award Committee Approval Report – RFP Tier 2 (\$25,001 - \$100,000) – Award of Request for Proposal TBM-2008-64 for the Development of an Integrated Community Sustainability Plan (ICSP)

Respectfully submitted,

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Sherri Adams, Manager of Purchasing

For more information, please contact:

Sherri Adams  
sadams@thebluemountains.ca  
519-599-3131 ext. 227



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

**TO:** Tender Proposal Award Committee

**FROM:** Adam McMullin, Environmental Initiatives Coordinator

**DATE:** December 23, 2008

**SUBJECT:** **Award of Request for Proposal TBM-2008-64 for the Development of an Integrated Community Sustainable Plan (ICSP)**

### **Recommendation:**

That Request for Proposal TBM-2008-64 for the Development of an Integrated Community Sustainable Plan (ICSP) be awarded to Lura Consulting who emerged from the evaluation process with the highest overall score, for a total cost of \$64,520.00 (G.S.T. not included).

### **History:**

RFP documents were prepared by the Manager of Purchasing, Sherri Adams and the Project Manager, Adam McMullin in consultation with each other and released by Purchasing on behalf of the Project Manager on November 19, 2008. Vendors were notified of the bid call via fax from a list of potential bidders received from the affected department. 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.

Twenty Six (26) companies received the bid documents. One addendum was issued, on December 2, 2008 for this project.

Proposal submissions were received by the Clerk's office and the Proposal closed on December 12, 2008 at 2:00 p.m. (local time). The public opening took place immediately following with Karen Tanner, Executive Assistant, Jeff Fletcher, Manager of Solid Waste & Environmental Initiatives, Adam McMullin, Environmental Initiatives Coordinator and Sherri Adams, Manager of Purchasing representing the Tender Opening Committee in attendance.

The following companies submitted proposals for this project:

1. Lura Consulting
2. DPRA Canada
3. ICLEI Canada
4. Morrison Hershfield Limited
5. Halsall Associates
6. AM/FM Consulting
7. Jacques Whitford Limited
8. Blackstone Corp/RJ Burnside

9. Eko Nomos

An Evaluation Committee consisting of Paul Graham, CAO, Jeff Fletcher, Manager of Solid Waste and Environmental Initiatives, Adam McMullin, Environmental Initiatives Coordinator, and Peter Tollefsen, Director of Planning, 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 evaluation meeting was attended by the Manager of Purchasing to assist with the process.

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

- o Purchasing process is in accordance with Town of The Blue Mountains Purchasing Policy COR.POL.07.05 and Purchasing Procedures Policy FS.08.08.
- o Funding for this project has been allocated in the 2008 budget.
- o Manager of Purchasing has confirmed that there is no current litigation between the Bidder and the Town.
- o 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 \_\_\_\_\_ Date: \_\_\_\_\_  
Reg Russwurm, Director of Engineering and Public Works

Signed \_\_\_\_\_ Date: \_\_\_\_\_  
Paul Graham, CAO

Signed \_\_\_\_\_ Date: \_\_\_\_\_  
Sherri Adams, Manager of Purchasing

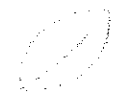
Attachments: Lura Consulting Fee Sheet  
2008 Capital Budget Sheet

cc:  
*Purchasing File: TBM-2008-64*  
*Accounts Payable*  
*Project Manager*

# Proposal to Develop an Integrated Community Sustainability Plan

## Town of The Blue Mountains

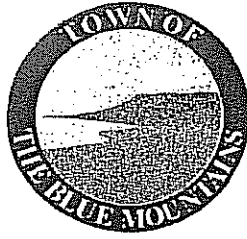
### *Cost Estimate*



RFP # TBM-2008-64  
Proposal for Services  
Submitted by Lura Consulting  
*in association with The Natural Step*  
Dec 12, 2008

The Town of the Blue Mountains-Integrated Community Sustainability Plan

		Date	Sally Leppard Project Director	The Natural Step	Sue Beazley- Principal Author	Research Team	Graphic Design	Totals
<b>TASK 1</b>	<b>DEVELOPING THE ICSP FRAMEWORK</b>							
			Hourly Rate					
Subtask 1.1	Project Start Up (consultant meeting #1)	Jan '09	5	5	5			\$1,800
Subtask 1.2	Sustainability Training Sessions (1 & 2)	Mar '09	10	35	10			\$6,975
<b>Task Subtotal</b>			15.0	40.0	15.0	0.0	0.0	\$8,775
<b>TASK 2</b>	<b>ICSP CREATION</b>							
Subtask 2.1	Consultant Meeting #2 (Review WG results and identify gaps in information/actions; possible research assignments; prepare preliminary draft)	Sep '09	10	10	80	80		\$13,350
<b>Task Subtotal</b>			10.0	10.0	80.0	80.0	0.0	\$13,350
<b>TASK 3</b>	<b>DEVELOP THE LOCAL ACTION PLAN</b>							
Subtask 3.1	Draft Plan – 30% completion – Work Review Communication #1	Oct '09	5		5			\$1,125
Subtask 3.2	Draft Plan #1 Submission - Work Review Communication #2 (Possible research assignments) Prepare PPT Presentation - 50% completion		5		25	50		\$5,675
Subtask 3.3	Workshop #1	Oct '09	8	8	8			\$2,880
Subtask 3.4	Draft Plan #2 Submission – Work Review Communication #3; Prepare PPT Presentation - 90% completion	Nov '09	8		35	10		\$4,205
Subtask 3.5	Workshop #2	Dec '09	8	8	8			\$2,880
Subtask 3.6	Presentation #1 – 100% completion	Mar '10	8		20	10	100	\$9,730
Subtask 3.7	Work Review Communication #4 & 5		8		8			\$1,800
<b>Task Subtotal</b>		Apr '10	50.0	16.0	109.0	70.0	100.0	\$28,295
<b>TASK 4</b>	<b>PROJECT MANAGEMENT/ADVISORY SERVICES</b>							
<b>Task Subtotal</b>			40	20				\$9,100
<b>Total Hours Per Staff</b>			40.0	20.0				\$9,100
<b>Total Hours Per Staff</b>			115	85	204	150	100	\$59,520
<b>Subtotal Fees</b>			\$18,400	\$11,610	\$13,260	\$9,750	\$6,500	\$59,520
<b>Expenses</b>								\$5,000
<b>Total Fees and Expenses</b>			\$18,400	\$11,610	\$13,260	\$9,750	\$6,500	\$64,520



**PROPOSED CAPITAL PROJECT FORM**  
**PROPOSED ADDITIONAL STAFF, NEW PROGRAM, or NEW SERVICE FORM**

Department: Engineering and Public Works – Environmental Initiatives Sustainability  
Proposal: **Integrated Community Sustainability Plan**  
Year of Initiation: 2007  
Year of Completion: 2009  
Submission Date: November 13, 2007  
Submitted by: Jeffery Fletcher, Manager of Solid Waste and Environmental Initiatives

**A Description**

A community based process that will address all aspects of environmental health, social and cultural health and economic vigor with in the community.

**B Purpose**

To engage the community in sustainable planning and development.

**C Expected Staff Resources/Key Personnel**

Project Manager: Jeffery Fletcher

**D Expected Capital Resource Requirements**

YEAR	Equipment	Engineering	Surveying	Construction	Contingencies
2008		\$132,000			
2009		\$98,000			
2010					
2011					
2012					

Total Project \$230,000

**E Estimated Project Costing Economic Driver**

The following are the major activities in the work plan as submitted to the Green Fund:

- Contractor over 2 years - \$100,000
- Creation of RFP, advertisement and selection - \$2,000
- Development of Project Charter - \$5,000
- Identification of Organizational Framework - \$5,000
- Identification of Key Stakeholders - \$5,000

- Initial Consultations with Key Stakeholders - \$5,000
  - Development of an Organizational Structure - \$10,000
  - Planning Process – Four Pillars of Sustainability - \$38,000
  - Development of a document that Integrates all Town Plans – A Local Action Plan - \$60,000
- Total \$230,000**

**F Expected Project Timeline**

The following is the timeline for the major activities in the work plan as submitted to the Green Fund:

- Hire Contractor on 2 years term – Advertise Job December 2007
- Creation of RFP, advertisement and selection – December '07 to Feb. 2008
- Web Site Development - Dec. '07 to Feb. 2008
- Development of Project Charter – Mar. 2008 to June 2008
- Identification of Organizational Framework – Mar. 2008 to June 2008
- Identification of Key Stakeholders – Mar. 2008 to June 2008
- Initial Consultations with Key Stakeholders – Feb. 2008 to June 2008
- Development of an Organizational Structure - Feb. 2008.....
- Planning Process – Four Pillars of Sustainability – July 2008 to Feb 2009
- Development of a document that Integrates all Town Plans – A Local Action Plan – Mar. 2009 to Sept. 2009

**G Expected Operational Resource Requirements**

Possible need for wage top up for Environmental Initiatives Coordinator

**H Proposed Source of Financing & Funding, (in conjunction with Treasury)**

YEAR	Green Fund	Taxation	Federal Gas Tax	Municipal Act, 326/391	Capital Reserves (specify below)	Development Charges	Debt	2007 Carry Over
2008	\$66,000		\$66,000					
2009	\$49,000		\$49,000					
2010								
2011								
2012								

Notes to Table:

Green Fund (upon approval, Nov. 2007) will provide 50% of the cost of the ICSP.

**I Anticipated Cost Savings or Additional Revenues**

None

**J Location Map,**

None

**K Attachments**



“Green Blue” A Plan for Sustainable Prosperity for The Blue Mountains’ Community  
Part 1 of the GMF Application

Respectfully submitted by,

\_\_\_\_\_  
Jeffery Fletcher, Manager of Solid Waste and Environmental Initiatives

Approved for Submission to Council or Committee by,

\_\_\_\_\_  
CAO or Director of Finance Signature

*Note: the needs of the community are to be verified through appropriate studies; proposals may be revised and substituted to meet the needs of the community, subject to appropriate approvals; some proposals will require feasibility studies, analyses, evaluation of alternatives, and justification reports prior to proceeding; proposals will require approval through the annual budget process*

L:\Budget\2008 Budget\Capital project form.doc  
September 1, 2007