

STAFF REPORT: Administration



REPORT TO: Council
MEETING DATE: May 25, 2009
REPORT NO.: CEDC.09.07
SUBJECT: Consultant Selection- Development of an Economic Development Strategy and Action Plan for The Blue Mountains
PREPARED BY: Lisa Kidd, Communications and Economic Development Coordinator

A. Recommendations

THAT Council approve the selection of Land Use Research Associates (LURA) as the Consultant to develop an Economic Development Strategy and Action Plan for The Blue Mountains as per Request for Proposal TBM-2009-15, in the amount of \$76,805 and;

THAT Council approve a shortfall of \$6,805 be taken from the proposed 2010 Economic Development Reserve which historically has been funded at a rate of \$15,000 annually since 2007 and;

FURTHER THAT Council authorize the Mayor and Clerk to execute an agreement with LURA, once approved by the Town's Solicitor for these consulting services relating to the development of an Economic Development Strategy and Action Plan.

B. Background

The Town issued a Request for Proposal (RFP) in January 2009 for the "Development of an Economic Development Strategy and Action Plan for The Blue Mountains" (TBM-2009-15).

The terms of reference in the RFP included the following broad project requirements:

- Communication Strategy
- Initial Visioning
- Review of Existing Documentation
- Community Consultation
- Economic Development Strategy and Action Plan

The evaluation measures consisted of:

- Bidder's qualification and past experience (10%)
- Project team experience (20%)
- Project understanding and approach (15%)
- Work plan, methodology and quality assurance plan (20%)
- Overall presentation (5%)
- Project schedule (5%)

- Fee schedule (25%)

The Town received 11 proposals. Of these proposals, the proposals from LURA and IBI met our minimum criteria to consider their fee proposal.

Their fee proposals were as follows:

LURA \$76,805 (without GST)

IBI \$95,225 (without GST)

LURA received the highest score, 90 out of a possible 100 points, and had the lowest fee proposal opened.

Based on the Terms of Reference and the evaluation matrix scores, the Proposal Review Committee is unanimously recommending LURA to act as the consultant to assist the Town in undertaking an Economic Development Strategy and Action Plan.

C. The Blue Mountains' Strategic Plan

1.4 Prepare an Economic Development Strategy

D. Environmental Impacts

None.

E. Budget Impact

Contingent upon authorization from Council, the budget impact of this project is \$76,805.

The Town has \$70,000 approved in the 2009 Budget for this project.

There is a shortfall of \$6,805.

Staff recommend that Council approve the shortfall of \$6,805 be taken from the proposed 2010 Economic Development Reserve which, historically, has been funded at a rate of \$15,000 annually since 2007.

F. Attached

None.

Respectfully submitted,
