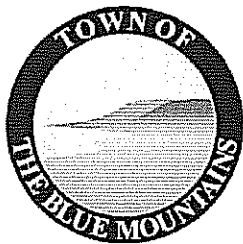


STAFF REPORT: Financial Services



REPORT TO: Council
MEETING DATE: December 8, 2008
REPORT NO.: FS.08.58
SUBJECT: Award by the Tender Proposal Award Committee
PREPARED BY: Sherri Adams, Manager of Purchasing

A. Recommendations

THAT Council receive the Staff Report FS.08.58 "Award 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 2, 2008:

1. Request for Proposal TBM-2008-61 for the Comprehensive Zoning By-law Review – Awarded to Meridian Planning Consultants Inc. for a total cost of \$88,687.50 (exclusive of GST).

The Tender Proposal Award Committee for this award consisted of Paul Graham, CAO, Peter Tollefsen, Director of Planning 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-2008-61 for
the Comprehensive Zoning By-law Review

Respectfully submitted,

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
RFP Tier 2 (\$25,001 - \$100,000)

TO: Tender Proposal Award Committee

FROM: Cindy Welsh, MCIP, RPP
Senior Policy Planner

DATE: December 1, 2008

SUBJECT: Award of Request for Proposal TBM-2008-61 for the Comprehensive Zoning By-law Review

Recommendation:

That Request for Proposal No. TBM-2008-61 for the Comprehensive Zoning By-law Review, be awarded to the proponent who emerged from the evaluation process with the highest overall score, Meridian Planning Consultants Inc. for a total cost of \$88,687.50 (exclusive of GST).

History:

The Request for Proposal (RFP) document was prepared, in consultation with the Purchasing and the Planning Departments, and released by Purchasing on behalf of the affected department on date September 17, 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 Web site, the Ontario Public Buyer's Association (OPBA) Web site and in local newspapers.

Proposal submissions were received by the Clerk's office and the Proposal closed on October 21, 2008, 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. Ainley Group;
2. J. D. Barnes Planning Group, First Base Solutions and Schollen & Company;
3. Jones Consulting Group Ltd.;
4. Meridican Planning Consultants Inc.; and
5. Monteith Brown Planning Consultants.

An Evaluation Committee consisting of Peter Tollefsen, Director of Planning, Reg Russwurm, Director of Engineering and Public Works, David Finbow, Director of Building and By-law, Cindy Welsh, Senior Policy Planner and Shawn Postma, Planner II received the above noted technical proposals and met to review proposals and undertake 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 concur with the following:

- the 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 both the 2008 and 2009 budgets;
- the Manager of Purchasing has confirmed that there is no current litigation between the Bidder and the Town; and
- 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: _____
Peter Tollefsen, Director of Planning

Signed _____ Date: _____
Sherri Adams, Manager of Purchasing

Signed _____ Date: _____
Paul Graham, CAO



October 17, 2008

Sherrí Adams
Manager of Purchasing
Town of the Blue Mountains
26 Bridge Street East, PO Box 310
Thornbury, ON
N0H 2P0

Dear Ms. Adams:

Re: Proposal to Prepare a New Comprehensive Zoning By-law
RFP #TBM-2008-61 - Cost Proposal
Our File No. 9497

Meridian is prepared to complete this project at a cost of \$88,687.50, exclusive of GST. Costs are fully explained in the attached Schedule of Fees and Expenses.

Yours truly,
MERIDIAN PLANNING CONSULTANTS INC.

A handwritten signature in black ink, appearing to read 'Nick McDonald', is written over a horizontal line.

Nick McDonald, MCP, RPP
Partner

Encl.

