

**COMMUNICATION 132132**

**FROM:** Diane Smithson, CAO  
**TO:** Committee of the Whole  
**DATE:** October 26, 2021  
**SUBJECT:** Award of Request for Proposal – Community Improvement Plan

**SUMMARY**

After reviewing the RFP submissions for the development of a Community Improvement Plan, staff is recommending that the RFP be awarded to Dillon Consulting.

**BACKGROUND**

A Request for Proposal for the development of a Community Improvement Plan was initially posted on MERX on June 21, 2021 with a closing date of July 22, 2021. Although numerous firms downloaded the RFP, at the submission deadline, no submissions were received. Staff believes this was because things were beginning to open up and consulting firms were extremely busy.

Staff reissued the RFP through an invitational process to 10 firms on September 1, 2021. The RFP closed on October 7, 2021 and at the RFP deadline, two (2) submissions were received.

**DISCUSSION**

The two (2) proposals were reviewed and scored by the Director of Development Services, Treasurer and CAO. The RFPs were rated in accordance with the evaluation criteria outlined in the RFP as follows:

1. Experience and Qualifications of Team Members (20%)
2. Understanding of Objectives and Completeness of Proposal (10%)
3. Quality of Approach and Methodology (10%)
4. Proposed Work Plan, Schedule and Level of Effort (20%)
4. Fees (40%)

The companies were rated overall from high to lowest overall score based on the scoring model.

Staff is unanimous in recommending that the proposal from Dillon Consulting be accepted as they received the overall best score in the evaluation of the RFPs, had the overall lowest price, have significant experience in the development of Community Improvement Plans, and their reference checks were extremely positive.

The project is anticipated to be completed by August 2022.

**FINANCIAL IMPLICATIONS**

No funding was included in the 2021 budget for the development of a Community Improvement Plan. However, staff have included funding in the first draft of 2022 budget.

Two (2) firms submitted proposals in response to the Community Improvement Plan RFP.

<b>COMPANY NAME</b>	<b>PROFESSIONAL FEES</b>	<b>DISBURSEMENTS</b>	<b>TOTAL (price does not include HST)</b>
Dillon Consulting	\$44,245.00	\$0	\$44,245.00
The Planning Partnership	\$49,330.00	\$600.00	\$49,930.00

Of the above amount, 25% is funded through Development Charges so the net amount to the tax base is \$33,183.75 plus the Town’s net share of HST for a total of \$33,767.78.

As no funding is available from the 2021 budget to pay for this project, the Treasurer recommends leaving the amount spent in 2021 on the project unfunded at year end and then using the money included in the 2022 budget to fund the project.

**RECOMMENDATION:**

THAT Council award the Community Improvement Plan Request for Proposal to Dillon Consulting in the amount of \$44,245 plus HST.