



TOWN OF SIDNEY

Report to Council

TO: Mayor and Council
FROM: Corey Newcomb, Senior Manager of Long Range Planning
DATE: March 6, 2020 **FILE NO.:** 5040-01
SUBJECT: Town of Sidney OCP Review and Update Project – RFP Award

PURPOSE:

To recommend award of the Town of Sidney OCP Review and Update Project contract.

BACKGROUND:

At the December 9, 2019 Committee of the Whole meeting, Council considered a staff report which proposed an overall approach to the OCP Review and Update project, scheduled to run throughout 2020 and 2021. As a project of this scope requires specialized skills, in that report staff recommended to Council that the Town proceed with issuing a Request for Proposals (RFP) to seek a qualified consulting team to assist with the project. Subsequently, Council adopted the following resolution:

1. *That staff be directed to proceed with developing and issuing a Request for Proposals for consultant services to assist with a comprehensive review and update to Sidney's Official Community Plan.*

MOTION CARRIED UNANIMOUSLY

Following this meeting, staff developed the RFP for the project, which included detailed project objectives and scope of work, and it was issued on January 31, 2020.

DISCUSSION:

The RFP submission period closed on March 2, 2020 and four proposals were received, all from qualified consulting firms. The base fee proposals for three of the four submissions are within the current project budget of \$150,000. Some of the submissions also included a budget for optional extra tasks, as follows:

Firm	Base Fee Proposal	Optional Extras
DIALOG Planning Inc.	\$268,665	Approx. \$20,000
Modus Planning Design & Engagement Inc.	\$149,986	Approx. \$30,000
Dillon Consulting Limited	\$149,097	\$70,093
Urbanics Consultants Ltd.	\$131,070	n/a

Following the RFP submission deadline, staff reviewed and discussed each proposal, scoring it against the project criteria and requirements identified in the RFP document. All proposals submitted had similar project schedules but varied in their approach to fulfilling the project requirements. Following a detailed review and discussion of each proposal, staff selected the

Modus proposal as the preferred submission. Staff believe that Modus shows the deepest understanding of the project scope and also brings together an extremely experienced and qualified project team.

Overall, staff agreed that this proposal represented the best value for the budget identified. While there were less expensive proposals submitted, staff gave more weight to proposals that provided the most comprehensive approach to the project based on the requirements outlined in the RFP, with special attention paid to the proposed community engagement activities and specialized qualifications and experience of the consultant team.

In addition to the base fees, the optional “extras” are primarily in the area of enhanced community and stakeholder engagement opportunities. Staff felt that the Modus proposal extras would significantly benefit the project through these additional engagement activities and recommend that the project budget be increased to accommodate them. If Council authorizes the award of the contract and increase in budget, staff will work to finalize these additional activities with Modus for inclusion in the final work plan and community engagement plan.

FINANCIAL IMPLICATIONS:

The Modus base fee proposal can be accommodated within the approved 2020-21 OCP Review and Update project budget of \$150,000. However, as noted above the Modus proposal contains a number of potential extra community engagement opportunities for extra fees totaling approximately \$30,000, which staff recommend be included in the overall project.

With these extras, along with the costs of advertising, facility rentals, and other items outside the contract, the total project costs are anticipated to be closer to \$200,000. Therefore, staff recommend that the 2021 budget amount be increased by \$50,000. Currently, there is a total of \$150,000 set aside for the OCP Review: \$100,000 in 2020 and \$50,000 in 2021. The additional funding would not be required until 2021.

RECOMMENDATION:

- 1. That the consulting contract for the OCP Review and Update Project be awarded to Modus Planning Design & Engagement Inc.**
- 2. That the 2021 fiscal year budget for the OCP Review and Update Project be increased to \$100,000.**

Respectfully submitted,

I concur,

I concur,

Corey Newcomb, MCIP RPP
Senior Manager, Long Range
Planning

Andrew Hicik,
Director of Corporate Services

Randy Humble,
Chief Administrative Officer