

**COMMITTEE OF THE WHOLE MEETING  
MARCH 6, 2017**

**REPORT #PD-2017-08**

**AWARD OF REQUEST FOR PROPOSAL P17-03 – CONSULTING SERVICES  
TOWN OF NEW TECUMSETH OFFICIAL PLAN REVIEW**

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**RECOMMENDATION**

That Report #PD-2017-08 be received;

And further that Proposal P17-03, Consulting Services for the Town of New Tecumseth Official Plan Review, be awarded to The Planning Partnership in association with Municipal Planning Services, Plan B Natural Heritage, MDB Insight and Plan-it Geographical at a cost of \$132,118.25 plus HST, as outlined in their proposal dated February 8, 2017;

And further that a project contingency allowance in the amount of \$13,211.83 be approved for the project, within which the Director of Planning and Development or their designate is authorized to approve amendments to the scope of work;

And further that the amount of \$11,599.10 be funded by Development Charges;

And further that the necessary by-law be enacted authorizing the Mayor and Clerk to sign the appropriate documents respecting Proposal P17-03.

**OBJECTIVE**

The purpose of this report is to provide Council with the results of Request for Proposal P17-03 – Consulting Services for the Town's Official Plan Review ("RFP") and to provide a recommendation to retain The Planning Partnership to complete the scope of work as described in their proposal dated February 8, 2017.

**BACKGROUND**

On September 19, 2016, Council passed resolution 2016-188 which provided the following:

*That Report #PD-2016-26 be received;*

*And further that staff be directed to prepare a request for proposal to retain a planning consultant to complete a review of the Town's Official Plan;*

*And further that the net impact of costs associated with hiring a consultant to complete the Town's Official Plan review be allocated within the 2017*

*operating budget.*

Accordingly, on January 18, 2017, Request for Proposal P17-03 requesting consulting services to complete the Town's Official Plan review was issued.

## **COMMENTS AND CONSIDERATIONS**

### **Contents of RFP P17-03**

The RFP requested the submission of proposals from consulting firms with experience in policy development, public outreach, population, housing and employment forecasting within the context of a small urban municipality, comprised of distinct urban communities and a thriving rural area experiencing tremendous development pressure. The baseline parameters for the work that needed to be completed were established and proposals were required to outline a work program for addressing policy conformity to County and Provincial land use plans informed through the completion of a series of background studies.

More specifically, the RFP outlined that key components of the review include:

- The Town OP must be consistent with the Provincial Policy Statement ("PPS");
- The Town OP must conform to or not conflict with the following Provincial Plans:
  - o The Oak Ridges Moraine Conservation Plan, 2003 (amendment previously completed);
  - o The Greenbelt Plan, 2005 (as applicable);
  - o The Growth Plan for the Greater Golden Horseshoe, 2013 Office Consolidation incorporating the 2031 population and employment allocations;
  - o The Lake Simcoe Protection Plan, 2009; and,
  - o The South Georgian Bay Lake Simcoe Source Protection Plan, 2015 (separate Town initiated amendment proceeding to Council in the Spring, 2017).
- The Town OP will need to incorporate changes to the *Planning Act* pursuant to Bill 73, the *Smart Growth for our Communities Act, 2015*;
- The Town OP will need to conform to Bill 140, the *Affordable Housing Act, 2011*;
- The Town OP will need to conform to the County of Simcoe Official Plan;
- The Town OP shall take into consideration any current or proposed Town initiatives and Plans;
- The review shall include an analysis of site specific land use designations; and,
- The review shall include any relevant background review and policy development to meet all County and Provincial initiatives.

The principle responsibilities of the consultant were outlined as follows with the following activities requiring completion:

1. A review of the policy framework of the Town OP, the County OP, PPS and other Provincial Plans and policies and other Town documents as noted above;
2. Assess the appropriateness of the current policies as the basis for guiding the Town's future land use and development decisions and discuss modifications, corrections, errors and omissions related to the identified key planning issues as set out above;
3. Review policy issues, alternatives and modifications to address opportunities, strengths, issues and constraints in anticipation of future socio-economic conditions in the Town through the preparation of policy papers on major policy groups/topics;
4. Prepare all necessary background studies/update existing background studies to inform the preparation of new policy direction, including (but not limited to):
  - a) Town wide intensification plan/implementation strategy;
  - b) Growth Management Strategy ("GMS") incorporating the findings of the County of Simcoe Land Budget; and,
  - c) An update to the Town's natural heritage system based upon County mapping and input from the Nottawasaga Valley Conservation Authority ("NVCA") and the Lake Simcoe Region Conservation Authority ("LSRCA");
5. Lead the consultation process with the public, relevant public agencies, service groups, business community associations all of which shall be detailed in the approved work program, including a branding and marketing strategy;
6. Prepare draft Official Plan policies and schedules for review with the public, relevant agencies and Council;
7. Finalize the Official Plan Amendment for adoption by Council and approval by the County of Simcoe; and,
8. Prepare all necessary mapping and graphics for inclusion in the Amendment.

### Public Consultation

As Council may recall, public consultation by way of statutory public meetings and open houses are requirements of the *Planning Act* and are set out as minimum requirements. To ensure ongoing and meaningful public consultation throughout the Official Plan review process, the RFP noted the importance and value of public and stakeholder consultation and outlined a requirement for going above and beyond satisfying the minimum requirements of the *Planning Act* in this regard. The Proponent was expected to outline a communication strategy and consultation program with specific opportunities to deal with key policy issues as they arise.

Consultation is intended to include meetings with special interest groups/stakeholders such as the two Chambers of Commerce and Business Improvement Areas within the Town, local agricultural and environmental groups or associations and any other stakeholders that may become apparent throughout the review. Consultation is expected

to include creative ways of consulting the public such as through the Town's website, social media platforms or other media.

In addition, a branding and marketing strategy is to be developed to make the review easily recognizable to the public.

### Submissions Received

Four (4) submissions were received from qualified planning firms in association with a variety of partners as follows:

1. The Planning Partnership in association with Municipal Planning Services, Plan B Natural Heritage, MDB Insight and Plan-it Geographical ("The Planning Partnership");
2. MMM Group Limited, a WSP Company, in association with Hemson Consulting Ltd. ("MMM Group Limited");
3. Meridian Planning Consultants in association with Watson and Associates Economists Ltd., GLPi and North South Environmental ("Meridian Planning Consultants"); and,
4. Skelton Brumwell & Associates Inc.

Consultants were required to submit proposals outlining the technical and financial aspects of the project assignment, complete with the acknowledgement of any issued Addendums. Each submitted proposal was evaluated and scored by the Planning and Development, Corporate Services and Purchasing Departments based on the following six (6) criteria:

- Understanding of Assignment Objectives - 20
- Project Team - 10
- Quality of Work - 20
- Work Plan - 20
- Value Added - 10
- Financial - 20

Following Staff's review of the proposals, the two (2) highest scoring proposals were selected for an interview, allowing the teams an opportunity to present their proposals and work plans to the review team. Based on the combined RFP scoring and interview, The Planning Partnership obtained the highest overall score.

The Planning Partnership submitted a strong proposal with a qualified team of consultants that met the requirements of the RFP. In addition, The Planning Partnership has completed similar work for several other municipalities. Staff verified the references provided within the The Planning Partnership proposal and are confident that they are capable of completing the review in accordance with the requirements of the RFP and within their stated budget. As a result, Staff recommends that The Planning Partnership be retained to complete the Town's Official Plan review.

## **FINANCIAL CONSIDERATIONS**

As part of the 2017 Budget, Council allocated \$135,000 in Consulting Services for the Town to complete the Official Plan review. Staff note that the Official Plan review, Growth Management Study and Intensification Study are 90% funded by Development Charges (Development-Related Studies).

It is recommended that a 10% contingency be included with the proposal award. This contingency is to be included in the overall project cost for any unforeseen expenses that may be incurred during the Review.

Pursuant to the foregoing, based on the proposal submitted by The Planning Partnership, the cost of completing the Review is as follows:

<b>Description</b>	<b>Cost</b>
Scope of Work as outlined in the RFP	\$ 132,118.25
10% Contingency	\$ 13,211.83
HST	\$ 18,892.91
Less HST Rebate (86.46%)	\$ (16,335.10)
<b>Total</b>	<b>\$ 147,887.89</b>
2017 Budget	\$ 135,000.00
<b>Unfavourable Variance</b>	<b>\$ (12,887.89)</b>

As noted, the Official Plan review is 90% funded by Development Charges. As such, \$11,599.10 of the unfavourable variance is also eligible to be funded by Development Charges, leaving a sum of \$1,288.79 to be funded from other sources within the Planning and Development Departments operating budget. Staff note that the unfavourable variance is predicated on the usage of the contingency.

Respectfully submitted:



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Senior Planner

**Approved By:**

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**Department:**

Planning  
Finance  
Deputy CAO  
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**Status:**

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