



Staff Report

Report To: South Huron Council

From: **Dan Best, Chief Administrative Officer/Deputy Clerk**

Date: June 4 2018

Report: CAO 13-2018

Subject: Market and Feasibility Study Community Hub/Recreation Centre RFP Results

Recommendations:

That the report of Dan Best, Chief Administrative Officer dated June 4, 2018 regarding the Market and Feasibility Study Community Hub/Recreation Centre Request for Proposal (RFP) results be received; and

That Council authorize the award of RFP-005-2018 to LeisurePlan International in the amount of \$34,600 plus HST to proceed with the Market and Feasibility Study for the Community Hub/Recreation Centre.

Purpose:

Approval

Background and Analysis:

On May 9, 2018 RFP-005-2018 was issued to seek out the provision of services for the Market and Feasibility Study for the Community Hub Recreation Centre. The closing date for the RFP was May 22, 2018 @4:00 pm.

The opening was attended by the Director of Financial Services and the Chief Administrative Officer. Councillor Hebert and Deluca were present for the bid opening. In addition it should be noted that a *double envelope bid process* was adopted.

For reference, the double envelope system separates the technical proposal (based on and intended to meet the statement of work) from the financing or cost proposal in the form of two separate and sealed envelopes.

An evaluation team consisting of two representatives from the Project Steering Committee and the YMCA consultant analyzed the bids with the assistance of the Chief Administrative Officer.

During the evaluation, all of the technical proposal submissions are opened and evaluated first, followed by the financial proposal submissions. The objective of this process is to ensure a fair evaluation of the proposal. The technical proposal would be evaluated purely on its technical merits and its ability to meet the requirements set forth in the without being unduly skewed by the financial proposal.

A total of two (2) bids were received by the deadline. The bids were evaluated based on the following framework on May 24, 2018:

Evaluation Criteria	Weighting	Leisure Plan International	FJ Galloway
Demonstrated performance of the firm for contracts of this size and nature for municipalities of similar size including but not limited to Firm Profile, References	10	10	10
Relevant experience and qualifications of key personnel identified to perform the work including but not limited to Project Experience.	10	8	8.3
Approach and methodology to meet the Municipality's requirements	50	37.5	32
Cost	30	29.7	29.1
Total	100	85.2	79.4

Based on the above cumulative scoring, LeisurePlan International is the preferred proponent for RFP-005-2018.

Operational Considerations:

None

South Huron's Strategic Plan:

- ✓ Administrative Efficiency and Fiscal Responsibility
- ✓ Increased Communications and Municipal Leadership
- ✓ Transparent, Accountable, and Collaborative Governance
- ✓ Dedicated Economic Development Effort

Financial Impact:

\$35,000 was estimated for this element of the feasibility studies process. A cumulative amount of \$125,000 was incorporated as part of the 2018 budget process. Both bids were under this amount with LeisurePlan International bidding at \$34,600 plus HST and FJ Galloway and Associates bidding at \$33,900 plus HST.

Legal Impact:

There are no legal implications as a result of the actions outlined in this report.

Staffing Impact:

Staffing implications as a result of the actions outlined in this report are not quantifiable at this time. The impact will be linked to the coordination of information and data to be updated and incorporated into the website

Policies/Legislation:

Procurement By-law 33-2017

Consultation:

None

Related Documents:

None

Respectfully submitted,

Dan Best, Chief Administrative Officer/Deputy Clerk