



## Staff Report

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**Report To:** Dan Best, Chief Administrative Officer  
**From:** **Rebekah Msuya-Collison, Director of Legislative Services/Clerk**  
**Date:** November 2 2020  
**Report:** CL#29-2020  
**Subject:** Cemetery Master Plan RFP

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### Recommendations:

That South Huron Council receives the report from R. Msuya-Collison, Director of Legislative Services re: Cemetery Master Plan RFP; and

That South Huron Council authorizes the award of the Cemetery Master Plan to Hilton Landmarks (A Division of GSP Group).

### Purpose:

Approval

### Background and Analysis:

On September 25, 2020 Request for proposal (RFP) 004-2020 was issued for the provision of a Cemetery Master Plan for the Exeter Public Cemetery with an addendum was posted on September 8, 2020.

The closing date for the RFP was September 23, 2020. At closing, a total of 4 submissions were received. This request for proposal was a two envelope process, with the technical submission in a separate envelope from the budget/fee structure for the cost of the services.

Proposals were received from E. Lees and Associates Consulting Ltd, Stempski Kelly Associates Inc., Triton Engineering Services Limited and Hilton Landmarks (A Division of GSP Group). The first envelope with the

technical proposals were evaluated and scored by a RFP Review Committee comprised of Scott Currie, Alex Wolfe and Rebekah Msuya-Collison. The RFP's were evaluated based on the criteria set out in the RFP and in accordance with to the Purchasing and Procurement By-Law#33-2017.

All four of the proposals were found to be in general conformance with the submission requirements. The technical portion of the proposals (Envelope#1) were evaluated and scored by the RFP Review Committee. The costing portion of the proposals (Envelope#2) were evaluated and scored by the RFP Review Committee. Based on a review of Envelope#1 and Envelope#2 the proposal submitted by Hilton Landmarks (A Division of GSP Group) received the highest score.

The results of the proposals outlined below:

Firm	Demonstrated Performance of the firm for contracts of this size and nature for municipalities of similar size	Relevant Experience, qualifications of personnel	Approach and methodology to meet the Municipality's requirements	Advisory services, additional value-added services	Cost	Total	Overall Rank
	<b>25%</b>	<b>15%</b>	<b>30%</b>	<b>10%</b>	<b>20%</b>		
Hilton Landmarks	23	14	28	9	16	90	1
E. Lees and Associates Consulting	21	14	27	5	18	85	2
Stempski Kelly Associates	20	12	24	5	14	75	4
Triton Engineering	17	12	25	6	20	80	3

### **Operational Considerations:**

No alternatives are presented related to the proposed recommendation.

### **Financial Impact:**

A total of \$15,000 was incorporated as part of the 2020 budget for this service. The proposal submitted by Hilton Landmarks (A Division of GSP Group) falls within the allocated budget parameters. A portion of the work will be completed in 2020 and the balance in 2021. The cost of professional services for the 2021 work will be included in the proposed budgets for 2021, offset by funds carried forward from 2020 approved budget, subject to Council approval.

**Legal Impact:**

There are no legal implications for the Corporation resulting from the proposed recommendation.

**Staffing Impact:**

There are no staffing implications for the Corporation resulting from the proposed recommendation.

**Policies/Legislation:****Consultation:**

Community Services Manager

Deputy Clerk

Chief Administrative Officer

**Related Documents:**

Respectfully submitted,

**Rebekah Msuya-Collison, Director of Legislative Services/Clerk**

### Report Approval Details

Document Title:	CL29-2020 - RFP Master Cemetery Plan.docx
Attachments:	
Final Approval Date:	Oct 29, 2020

This report and all of its attachments were approved and signed as outlined below:

**Dan Best - Oct 29, 2020 - 10:48 AM**