



## Regular Council Meeting

<b>To:</b>	Mayor and Council
<b>Date:</b>	June 24, 2024
<b>From:</b>	Chris Allison, Parks and Facilities Manager
<b>Report Number:</b>	Parks and Facilities 2024-02
<b>Subject:</b>	Development of a Conceptual Design and Site Plan for a Downtown Park and Cavan Monaghan Community Centre RFP-PF-24-02

### Recommendation:

That Council award the Development of a Conceptual Design and Site Plan for a Downtown Park and Cavan Monaghan Community Centre to Landscape Planning Limited. for \$46,745.00 plus HST \$6,076.85 for a total bid of \$52,821.85.

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### Overview:

During the 2024 budget process Council directed Staff to carryout Parks and Recreation Strategic Plan – Vision 2035 (Phase III – Request for Proposal). Phase III is to include taking the final priority list and develop a Concept Design and Site Plan for the Cavan Monaghan Community Centre and a Downtown Park. The purpose is to facilitate and conduct the planning process to inform the future development for a Downtown Park and develop a concept plan for the remaining Lands at the Cavan Monaghan Community Centre. Concept Designs and Site Plans will be presented to Council, and will include Stakeholder and Community engagement. Final Site Plans will outline goals and be presented to Council to identify key priorities including budgetary requirements.

Staff issued the Request for Proposal (RFP) PF-02-2024 on May 13, 2024. The RFP submissions were received through “*bids&tenders*” and advertised on the Township website and social media outlets.

The closing date was 10:00 a.m. on Tuesday June 11, 2024. The RFP was opened publicly in the municipal office and on YouTube on the same day by senior staff Chris Allison, Parks and Facilities Manager, Karlie Hartman, Deputy Clerk, Yvette Hurley, CAO/Deputy Treasurer/Deputy Clerk and Mayor Matthew Graham. The Township received 10 proposals.

The following selection criteria outline the area of importance that was considered in the project award. Proposal submissions were asked to satisfy all criteria points wherever

possible. Proponents were evaluated based on the following weighted evaluation factors:

<b>Item</b>	<b>Points Allocation</b>
1. Company overview and Project Team	10
2. Qualifications and Experience	25
3. Workplan and Timelines	35
4. Proposed Fee	30
<b>Total</b>	<b>100</b>

Proposals were evaluated based on the following:

1. Company Overview and Project Team (10%)
  - Clearly identify the primary firm submitting the proposal. Identify any other firms that may be involved (sub-contracted) on your behalf and their legal/contractual relationship with the primary firm along with the expertise and respective projected costs of their involvement. Outline the legal structure and ownership of the firms. Provide an overview of the firm's office locations, staffing (number of professional/technical, disciplines) and technical resources drawn from each of the respective office locations for this project.
2. Qualifications and Experience (25%)
  - Provide a detailed CV for the Project Manager and Support staff that would be directly involved in the project. Evaluation of the Project Manager and Support staff will include an assessment of the firm's overall ability to provide adequate resources to this project.
  - Proponents shall include a description of at least five (5) previous engagements with other similar sized government entities, with that of the Township, that outline projects of similar scope, cost and magnitude that have been successfully completed by their firm in the past five (5) years. This shall include the client names, contact, and contact phone numbers.
3. Workplan and Timelines (35%)
  - Proposed approach to the project, consistent with the information provided in this Proposal;
  - A detailed work plan fully describing the main tasks to be undertaken and all sub tasks required to execute all aspects of the work consistent with the information provided in this Proposal;
  - A detailed project schedule outlining the time requirements and date of completion of the project's main tasks, subtasks and activities as defined by the detailed work plan to complete works by the specified completion date including:
    - Start and finish dates of main tasks

- Milestone dates for deliverables to the Township
- Critical path items

As mentioned, the Township received 10 proposals. A thorough evaluation and scoring process was conducted based on criteria outlined in the Request for Proposal (RFP). Each proposal was reviewed with careful consideration given to the specific requirements and criteria detailed in the RFP. This comprehensive evaluation ensured that the scoring was fair, objective, and reflective of each company's capabilities and suitability for the project.

Company examples provided were reviewed for their relevance, quality, and alignment with the project needs. Additionally, reference checks were performed to verify the accuracy of the information presented and to gauge past performance and reliability.

Township Staff met, reviewed and scored the proposals. The below chart identified the submitted costs less HST and the average score.

<b>Name</b>	<b>Proposal Amount</b>	<b>Average Score</b>
Henry Kortekaas & Associates Inc.	\$36,000.00	79.66
Landscape Planning Limited	\$46,745.00	82.76
Stempski Kelly Associates	\$57,142.00	78.07
K Freidorf Ltd. (o/a Foch Family Landscape Architecture)	\$60,000.00	72.99
Fotenn Consultants	\$62,802.00	74.28
PLANT Architect	\$64,500.00	70.49
MacNaughton Hermsen Britton Clarkson Planning Limited	\$66,792.00	71.17
Shift Landscape Architecture	\$66,925.00	79.17
Basterfield & Associates	\$68,290.00	72.47
WSP Canada Inc.	\$69,168.00	69.11

The evaluation has identified as the successful proponent Landscape Planning Limited. Landscape Planning Limited will work collaboratively with Council, Staff and the community through stakeholder engagement. They have reviewed the documents provided as part of the (RFP) PF-02-2024, along with the Parks and Recreation Plan Vision - 2035 and recognize the importance of the Development of a Concept Design and Site Plan for a Downtown Park and the Remaining Lands at the Cavan Monaghan Community Centre. Landscape Planning Limited has over 50 years of experience in comprehensive Landscape Architectural services in both public and private sectors.

Landscape Planning Limited have been, or are currently engaged in some of the largest Municipal Park projects in Southwestern Ontario. Many of these projects have included detailed design and build out phases following a master plan phase.

Should Council support awarding the Development of a Conceptual Design and Site Plan for a Downtown Park and Cavan Monaghan Community Centre to Landscape

Planning Limited, the project will begin in the month of July 2024, and be finalized in December 2024, and will guide the Township's future development of these properties.

**Financial Impact:**

In the 2024 Capital budget, \$70,000 has been identified for this project. The proposal from Landscape Planning Limited Request for Proposal has a total cost of \$46,745.00 plus HST all inclusive.

Respectfully Submitted by,

Reviewed by,

Chris Allison  
Parks and Facilities Manager

Yvette Hurley  
Chief Administrative Officer