
From: Neil Carroll.
Director, Planning & Development

Subject: Proposal for Consultant Services for the
Environment & Countryside Conformity Amendment
(Addendum to Report Number PD 21-10)
Official Plan Review
File: D-2000-013

Recommendation:

1. That the Report PD 26-10 of the Director, Planning & Development regarding Request for Proposal RFP-6-2010 for consultant services to undertake the Environment and Countryside Conformity Amendment to the Pickering Official Plan be received;
2. That in response to the City's Request for Proposal RFP-6-2010, the proposal submitted by Macaulay Shiomi Howson Ltd. and Natural Resource Solutions Inc., dated June 10, 2010, in the amount of \$134,424.80 (HST included), and net cost of \$121,053.70, be accepted;
3. That the Council authorize the Director, Corporate Services & Treasurer to finance the consulting costs of \$121,054 for the Environment and Countryside Conformity Amendment as follows:
 - a. that the sum of \$82,194 as approved in 2008 and 2010 Current Budget be funded from the Development Charges Reserve Fund;
 - b. that the sum of \$15,055 as approved in the 2008 Current Budget be funded from the Continuing Studies Reserve; and
 - c. that the sum of \$23,805 as approved in the 2010 Current Budget be funded from property taxes;
4. Further, that the appropriate City of Pickering officials be authorized to take necessary action to give effect thereto.

Executive Summary: As outlined in Report PD 21-10, the Environment and Countryside Conformity Amendment (ECCA) to the Official Plan is necessary to ensure that the Pickering Official Plan appropriately implements Provincial, Regional, Conservation Authority and City of Pickering initiatives to ensure up to date, state-of-the-art policies for the environment and countryside. The ECCA will take about 12 months to complete.

The Planning & Development Department does not have sufficient staff resources to undertake this project in a timely manner without the assistance of consultants. Further, the scope of this project requires some specialized environmental expertise. Consulting services for the Official Plan Review were approved by Council in the 2010 Current Budget of the Planning & Development Department.

The RFP was an open proposal call. The RFP was placed on the City's website and a notice placed in the Novae Res Urbis and faxed to fourteen consultant firms on May 18, 2010 with a closing date of June 10, 2010 for proposals. Four proposals were received.

The proposal of Macaulay Shiomi Howson Ltd. and Natural Resource Solutions Inc. best meets the City's needs in completing the ECCA, considering the team's strengths relative to the required work, and value for the money. Staff recommends that Council accept the selection of Macaulay Shiomi Howson Ltd. and Natural Resource Solutions Inc. and authorize staff to take appropriate actions to undertake this project.

Financial Implications:

Estimated Project Costing Summary

RFP-6-2010	\$118,960.00
HST	<u>15,464.80</u>
Total Gross Cost	134,424.80
HST Rebate	<u>(13,371.10)</u>
Total Net Purchase Cost	\$121,053.70

The 2010 Current Budget included \$168,474 carried over from prior years for consulting services related to the Official Plan Review. Of this amount \$75,275 remains unspent and available to fund this consulting contract. The source of funds is \$60,220 from the Development Charges Reserve Fund and \$15,055 from the Continuing Studies Reserve.

An additional \$100,000 was included in the 2010 Current Budget for the Official Plan Review. Of this amount, \$45,779 will be used to fund this consulting contract from the following sources: \$21,974 from the Development Charge Reserve Fund and \$23,805 from Property Taxes. The balance will be retained for future projects related to the Official Plan Review.

A summary of the sources of funding is provided below:

Summary of Source of Funds

Budget Year	Dev. Charges Reserve Fund	Continuing Studies Reserve	Property Taxes	Total
2008	\$60,220	\$15,055		\$75,275
2010	<u>21,974</u>		<u>\$23,805</u>	<u>45,779</u>
Total	\$82,194	\$15,055	\$23,805	\$121,054

74

The Director, Corporate Services & Treasurer has reviewed the budgetary implications and the financing of the expenditures contained in this report and concurs.

Sustainability Implications: Updated environment and countryside are key to maintaining a sustainable natural heritage system and rural areas in Pickering.

1.0 Background:

The background to the proposal was addressed in Report PD 21-10, which was considered by Planning & Development Committee/Executive Committee on July 5, 2010.

1.1 Macaulay Shiomi Howson Ltd. and Natural Resource Solutions Inc. had the Highest Scoring

As a result of the City's proposal call, four proposals were received from:

- Meridian Planning Consultants Inc./Aecom
- Ecovue/Golder Associates
- Macaulay Shiomi Howson Ltd./Natural Resource Solutions Inc. and
- Beacon Environmental/Planscape/SCS Consulting/Beck Consulting

On June 21, 2010, an Evaluation Committee consisting of the Manager, Policy, the Principal Planner, Policy and the Manager, Supply & Services reviewed the proposals against the six criteria outlined in the RFP (see Attachment #1).

Although the Evaluation Committee was impressed by the quality of all four proposals received, the proposals of Macaulay Shiomi Howson Ltd./Natural Resource Solutions Inc. and of Meridian Planning Consultants Inc./Aecom were the two highest scoring proposals allowing for interviews with the project leads.

The Evaluation Committee met with the representatives of the two firms on June 28, 2010 and heard responses to a set of questions that was circulated to the two firms beforehand (see Attachment #2). The responses were scored, and added to the proposal scores to tabulate a combined average score, to recommend the highest scoring consultant for consideration. Overall, the Macaulay Shiomi Howson Ltd. and Natural Resource Solutions Inc. was ranked highest.

Macaulay Shiomi Howson Ltd. is the lead firm with significant experience in both public policy and in environmental planning. Elizabeth Howson, BES, MCIP, RPP, with over 35 years of experience in the public policy and environmental planning field, would be overall Project Lead. David Stephenson, M.Sc., with over 22 years of experience on environmental planning, would be the Lead for the environmental policies.

Macaulay Shiomi Howson Ltd. and Natural Resource Solutions Inc. has put together a team that includes strong skills in official plan review, environmental planning, GIS mapping strategies, public consultation and sustainability.

With respect to Council engagement in the process, the proposal by Macaulay Shiomi Howson Ltd. and Natural Resource Solutions Inc. identified a total of six meetings with Council (seven if Council members attend the Statutory Public Open House). The format for the Statutory Public Meeting and the Planning & Development Committee are set. However, the format for the other four meetings can be customized to Council's interest.

Upon careful examination of all proposals and relevant documents received, the Planning & Development Department recommends the acceptance of the proposal submitted by Macaulay Shiomi Howson Ltd. and Natural Resource Solutions Inc. consultants for Request for Proposal RFP-6-2010 in the amount of \$134,424.80 (HST included) and that the total net project cost of \$121,053.70 be approved.

Attachments:

1. Evaluation Criteria
 2. Interview Questions for Proponents
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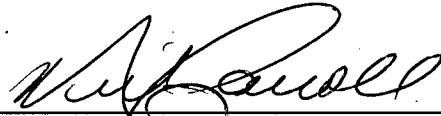
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Prepared By:


Approved/Endorsed By:



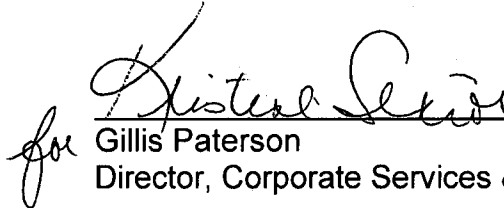
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Principal Planner, Policy



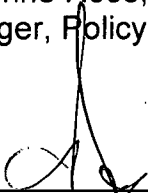
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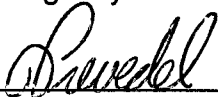


Vera Felgemacher
C.P.P., CPPO, CPPB, C.P.M., CMM III
Manager, Supply & Services

SG:ld

Copy: Chief Administrative Officer

Recommended for the consideration
of Pickering City Council



July 7, 2010

Tony Prevedel, P.Eng.
Chief Administrative Officer