
To: Mayor and Council

From: Jeff Schmidt, Chief Administrative Officer

Date: January 19, 2022

Subject: Award of the Community Hub (Hasty Tract) Master Plan

Report Highlights

- On November 4, 2020, Council approved the acquisition of 1132 Snow Valley Road (Hasty Tract) with the intent of procuring these lands to provide for recreation and community services.
- On September 15, 2021, Council authorized staff to proceed with Phase 2 Development of the Community Hub (Hasty Tract), which included the drafting and releasing of a Request for Proposal for the preparation of a comprehensive Master Plan.
- On November 5, 2021, a Request for Proposal was published on the Township's Bids & Tenders webpage and closed on December 3, 2021.
- There were ten plan takers of this Request for Proposal of which two proposals were submitted.
- Staff recommend the award of the Community Hub (Hasty Tract) Master Plan to Weston Consulting.

Recommendation

That the report from the Chief Administrative Officer regarding the Award of the Community Hub (Hasty Tract) Master Plan, dated January 19, 2022, be received; and,

That the Community Hub (Hasty Tract) Master Plan be awarded to Weston Consulting in the amount of \$183,002.64, including HST recoveries; and,

That Council authorize staff to allocate additional funds in the amount of \$8,002.64 from the Community Hub Agreement developer contribution; and

That the Mayor and Clerk be authorized to execute the agreement.

Background

On November 4, 2020, Council approved the acquisition of 1132 Snow Valley Road, better known as the Hasty Tract with the intent of procuring these lands to provide for recreation and community services.

On September 15, 2021, Council approved the following resolution regarding Phase 2 Development of the Community Hub (Hasty Tract):

C468-2021

Moved by: Cabral

Seconded by: Chapman

That the report from the Chief Administrative Officer regarding the Phase 2 Development of the Community Hub (Hasty Tract), dated September 15, 2021, be received; and,

That Council authorize staff to prepare and release a Request for Proposal for the preparation of a comprehensive Master Plan for the Community Hub (Hasty Tract); and

That staff come back to Council with a recommendation report regarding the award of the Request for Proposal; and

That a road widening dedication by-law for the Snow Valley Road right-of-way to the County of Simcoe and Ministry of Transportation (MTO) be presented for consideration.

Carried.

Phase 2 Development

With Council’s authorization, Phase 2 development of this site will involve engaging the services of a consultant to prepare a comprehensive Master Plan for the Community Hub (Hasty Tract). As part of this Master Plan, the consultant(s) will be responsible for the following (but not limited to):

- Public Consultation involving multiple stakeholder meetings, including public information and group visioning sessions.
- Preparation of a long-term concept plan for the development of the property inclusive of any phasing plans.
- Complete order of magnitude of capital and annual operating costs for the development.
- Site servicing/Access/Traffic Circulation.
- Design criteria for future facility development.

On November 5, 2021, an RFP was issued and released on the Township’s Bids and Tenders website with it closing on December 3, 2021. There were ten (10) plan takers of the document, of which a total of two (2) bids were received.

The evaluation criteria included in the RFP was as follows:

| Criteria | Weight |
|---------------------------------|--------|
| Company Overview & Project Team | 10 |

| Criteria | Weight |
|----------------------------------|---------------|
| Qualifications & Experience | 25 |
| Project Understanding & Approach | 30 |
| Schedule of Work | 10 |
| Financial (separate envelope) | 25 |
| Total | 100 |

The two proposals were received and reviewed in detail based on the above-noted criteria by an Evaluation Committee, facilitated by the Procurement & Claims Administration Coordinator.

As a requirement of the RFP, a proponent must receive at least 52.5 in the technical portion to be considered further in the financial section. The scoring for the two proponents was as follows:

| Proponent | Township's Overall Score |
|----------------------|--------------------------------------|
| Weston Consulting | 87.8 |
| Pinpoint Engineering | Did not meet minimum technical score |

Weston Consulting met the minimum technical score and along with its financial submission received a total score of 87.8. Pinpoint Engineering did not meet the minimum technical score and as such their financial submission was not opened.

Weston Consulting is one of the largest and most experienced planning and urban design firms in Canada. Weston Consulting will be the prime consultant on this project, which will also include the following three sub-consultants:

- 880 Cities – public engagement consultant
- Tatham Engineering – engineering consultant
- Azure Group – environmental consultant

Financial Implications

The Township's approved 2022 Capital Budget, includes project #2018-01 with funding in the amount of \$175,000 for the completion of a Master Plan for the Community Hub.

On February 10, 2021, the Township entered into a Community Hub Agreement, whereby a contribution of \$540,000 was provided to the Township and is to be applied to the costs incurred by the Township for the design, visioning and working drawings for the Community Hub.

Seeing as Weston's submission is slightly higher than the 2022 approved budget by \$8,002.64, staff is seeking council's authorization to allocate these additional funds from the contribution that was provided by way of the Community Hub Agreement.

Pillars of Commitment

The above initiative supports the following Strategic Pillars of Commitment:

- Infrastructure, Financial Management & Service Delivery

Approvals

Submitted by: Jeff Schmidt, CPA, CGA, Chief Administrative Officer

Financial Implications Reviewed by: Jas Rattigan, CPA, CGA, Director of Finance

Approved by: Jeff Schmidt, CPA, CGA, Chief Administrative Officer

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