



REPORT

TO: Mayor Lawlor and Members of Council

FROM: Melissa Ricci, Senior Policy Planner

DATE: October 15, 2024

REPORT NO.: PD-2024-87

SUBJECT: Award of 2024-014-P Consulting Services for the Town's Official Plan Review

RECOMMENDATION:

THAT Report No. PD-2024-087 dated October 15, 2024 regarding the Award of 2024-014-P Consulting Services for the Town's Official Plan Review, be received;

AND FURTHER THAT Proposal 2024-014-P Consulting Services for the Town's Official Plan Review be awarded to Sajecki Planning Inc, in the total amount of \$540,375.00 plus applicable taxes;

AND FURTHER THAT the Manager of Purchasing be authorized to issue a purchase order in the amount of \$540,375.00 plus applicable taxes to Sajecki Planning Inc.;

AND FURTHER THAT That Council authorizes the Mayor and Clerk to execute the necessary contract documents for the project.

KEY POINTS:

The following are key points for consideration with respect to this report:

- A request for proposal (RFP) for the Official Plan Review was issued on July 12, 2024, and closed on August 20, 2024.
- The Town received four proposals.
- Staff are recommending that Proposal 2024-014-P Consulting Services for the Town's Official Plan Review be awarded to Sajecki Planning Inc.
- Sajecki Planning Inc. is the highest ranked compliant proponent through the Request for Proposal evaluation process.
- The Purchasing Policy (PLCY-2023-0003) requires that awards for Requests for Proposals over \$250,000 be authorized by Council.

BACKGROUND AND DISCUSSION:

Request for Proposal (RFP) 2024-014-P Consulting Services for the Town’s Official Plan Review was issued on July 12, 2024, and closed on August 20, 2024. The RFP was posted on the Town’s bids and tenders website. There were ten (10) plan takers through the Bids and Tenders website and four (4) submissions were received as follows:

Proposal received (in alphabetical order)	Location
Sajecki Planning Inc	Toronto, Ontario
SGL Planning & Design Inc.	Toronto, Ontario
The Planning Partnership	Toronto, Ontario
WSP Canada Inc.	Toronto, Ontario

Proposals were evaluated by staff from Planning and Development, Transportation and Public Works and Economic Development, and were administered by Purchasing staff, based on the following criteria:

- Company Experience and Project Team Credentials
- Project Experience and References
- Methodology and Approach
- Work Plan and Schedule
- Pricing

Based on the review of the proposals and follow-up interviews, staff recommend the project be awarded to Sajecki Planning Inc. as the highest ranked compliant proponent, demonstrating their overall proficiency in effectively delivering technical expertise, strategic advice and guidance on projects similar in nature, scope and scale. Sajecki Planning Inc. will manage the overall project and provide the Town with public engagement, policy formulation and mapping support.

The team is comprised of the following subconsultants:

- HDR Inc.: Infrastructure Planning (Water, Wastewater and Transportation)
- Tate Research: Commercial / Market Analysis
- N. Barry Lyon Consultants: Housing and Growth Management
- Natural Resource Solutions Inc.: Natural Heritage Planning
- NPG Planning Solutions Inc.: Cultural Heritage and Agricultural Planning

STRATEGIC PLAN ALIGNMENT:

This report identifies a safe and welcoming community as one of the Town’s Strategic priorities.

The Official Plan Review presents an extraordinary opportunity to strategically plan for the evolving needs and priorities of the Town over the next three decades.

RELATIONSHIP TO CLIMATE CHANGE:

This report impacts and/or helps address climate change and the Town's resiliency through climate adaptation.

PUBLIC ENGAGEMENT:

Public consultation for this project is being carried out in a multi-phase approach as per the Request for Proposal.

Public Engagement and Consultation will be ongoing as part of the Official Plan Review Project. A Public Engagement Strategy will be developed at the start of the project to ensure that the community is involved during all phases of the project.

INTERNAL CONSULTATION:

Staff from Planning and Development, Development Engineering, Transportation and Economic Development worked together on the preparation of the project RFP and staff from Purchasing and Finance were consulted in the creation of this report.

FINANCIAL IMPLICATIONS:

This report will be funded through an existing approved budget source.

Reviewed and approved by,

John Linhardt, Commissioner of Planning & Development

Chris Mills, Chief Administrative Officer