



REPORT

TO: Mayor Lawlor and Members of Council

FROM: Melissa Ricci, Senior Policy Planner

DATE: November 7, 2024

REPORT NO.: PD-2024-092

SUBJECT: Award of 2024-058-P Consulting Services for the Guelph Street Corridor Secondary Plan

RECOMMENDATION:

THAT Report No. PD-2024-092 dated November 7, 2024 regarding the Award of 2024-058-P Consulting Services for the Guelph Street Corridor Secondary Plan, be received;

AND FURTHER THAT Proposal 2024-058-P Consulting Services for the Guelph Street Corridor Secondary Plan be awarded to WSP Canada Inc., in the total amount of \$292,947 plus applicable taxes;

AND FURTHER THAT the Manager of Purchasing be authorized to issue a purchase order in the amount of \$292,947 plus applicable taxes to WSP Canada 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 Guelph Street Corridor Secondary Plan was issued on July 17, 2024, and closed on August 30, 2024.
- The Town received two proposals.
- Staff are recommending that Proposal 2024-058-P Consulting Services for the Guelph Street Corridor Secondary Plan be awarded to WSP Canada Inc.
- WSP Canada 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) 2024-058-P Consulting Services for the Guelph Street Corridor Secondary Plan was issued on July 17, 2024, and closed on August 30, 2024. The RFP was posted on the Town’s Bids and Tenders website. There were seventeen (17) plan takers through the Bids and Tenders website and two (2) submissions were received as follows:

Proposal received (in alphabetical order)	Location
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 WSP Canada 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. WSP Canada Inc. will manage the overall project including leading the transportation and servicing technical work. Scorgie Planning will work as a subconsultant responsible for leading the update for the Guelph Street Urban Design Guidelines, providing ongoing strategic advice, and attending and co-facilitating consultation events.

STRATEGIC PLAN ALIGNMENT:

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

The Guelph Street Corridor Secondary Plan presents an opportunity to strategically plan for this key intensification corridor.

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-phased approach as per the Request for Proposal.

Public Engagement and Consultation will be ongoing as part of the Guelph Street Corridor Secondary Plan. 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,

Bronwyn Parker, Director of Planning Policy

John Linhardt, Commissioner of Planning & Development

Chris Mills, Chief Administrative Officer