

MEMORANDUM

TO: Mayor Bonnette and Members of Council

FROM: Michael Dean, Senior Sustainability Planner & Energy Coordinator

DATE: April 18, 2019

MEMORANDUM NO.: MEM-PLS-2019-0003

RE: Award of Request for Proposal RFP P-017-19 for the Corporate Energy Plan Update

PURPOSE OF THE MEMORANDUM: The purpose of this Memorandum is to provide Council with an update with regards to the selection of a consultant to complete the 2019 Corporate Energy Plan Update (RFP P-017-19). Enerlife Consulting was selected as the highest ranking proponent for this project.

BACKGROUND:

Council identified the development of an updated Corporate Energy Plan as a priority project for the Town of Halton Hills, in accordance with O.Reg. 507/18 of the *Ontario Electricity Act*, and included the initiative in the 2014-2018 Council Strategic Action Plan.

During the 2019 municipal budget process, Council approved a project budget of \$80,000.00 to complete the Corporate Energy Plan Update.

On February 5th 2019 – through Report No. PLS-2019-0002 – Council approved the Terms of Reference for the development of the Corporate Energy Plan Update.

COMMENTS:

A Request for Proposal (RFP) for the Corporate Energy Plan Update was issued on Feb 12, 2019. The bid was posted on the Town's website using the electronic bidding platform (Bids and Tenders.ca).

The RFP closed on March 6, 2019 and 5 submissions were received as follows:

Vendor	Location
Internat Energy Solutions Canada Inc.	Toronto ON
Green PI Inc.	Toronto ON
Enerlife Consulting	Toronto ON
Efficiency Engineering Inc.	Cambridge ON
Walter Fedy	Kitchener ON

The bid evaluation process was facilitated by the Manager of Purchasing, and the bids were evaluated by a staff team composed of the Manager of Sustainability and Climate Change, the Senior Sustainability Planner & Energy Coordinator, and the Sustainability Engagement Coordinator based on the following evaluation criteria:

Criteria	Weight
Company Profile and Experience	30%
Approach, Methodology and Value Add	40%
Work Schedule and Fees	30%

Enerlife Consulting was determined to be the highest ranking proponent.

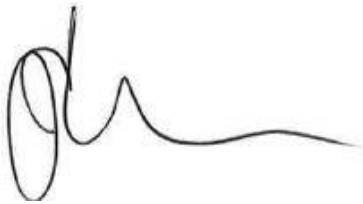
CONCLUSION:

This Memorandum has provided Council with an update regarding the selection of Enerlife Consulting to complete the 2019 Corporate Energy Plan Update.

Reviewed and approved by,

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Gabriel Clarke, Manager of Sustainability and Climate Change

A handwritten signature in black ink, appearing to read 'John Linhardt', written in a cursive style.

John Linhardt, Commissioner of Planning and Sustainability

A handwritten signature in black ink, appearing to read 'Brent Marshall', written in a cursive style.

Brent Marshall, Chief Administrative Officer