

## **MEMORANDUM**

**TO:** Chair and Members of the Planning, Public Works, and Transportation Committee

**FROM:** Michael Dean

**DATE:** September 4, 2019

**MEMORANDUM NO.:** MEM-PLS-2019-0008

**RE:** Award of the Request for Proposal RFP P-049-19 for the Green Development Standards 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 Green Development Standards Update (RFP P-049-19). RWDI Consulting was selected as the highest ranking proponent for this project.

### **BACKGROUND:**

Council identified the development of updated Green Development Standards as a priority project for the Town of Halton Hills 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 Green Development Standards Update.

On April 15, 2019, Council approved the Terms of Reference for undertaking the Green Development Standards Update as set out in Report PLS-2019-0014.

**COMMENTS:**

A Request for Proposal (RFP) for the Green Development Standard Update was issued on May 13, 2019. The bid was posted on the Town's website using the electronic bidding platform (Bids and Tenders.ca).

The RFP closed on Jun 11, 2019 and 5 submissions were received as follows:

<b>Vendor</b>	<b>Location</b>
ICF Consulting Canada, Inc	Ottawa ON
RiskCheck Inc	Toronto ON
RWDI	Guelph ON
Urban Equation Corporation	Toronto ON

The bid evaluation process was facilitated by the Manager of Purchasing, and the bids were evaluated by a staff team composed of the Senior Sustainability Planner & Energy Coordinator, the Manager of Development Review, the Manager of Development Engineering, and the Manager of Zoning & Plans Review based on the following evaluation criteria:

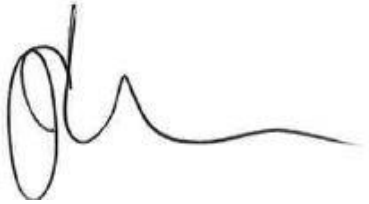
<b>Criteria</b>	<b>Weight</b>
Company Profile and Experience	30%
Approach, Methodology and Value Add	40%
Work Schedule and Fees	30%

RWDI Consulting was determined to be the highest ranking proponent.

**CONCLUSION:**

This Memorandum has provided Council with an update regarding the selection of RWDI Consulting to complete the 2019 Green Development Standards Update.

Reviewed and approved by,

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**John Linhardt, Commissioner of Planning and Sustainability**

A handwritten signature in black ink, appearing to be 'Brent Marshall', with a stylized, flowing script.

**Brent Marshall, Chief Administrative Officer**