



# MUNICIPALITY OF West Elgin

## Staff Report

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**Report To:** Council Meeting  
**From:** Heather James, Planner  
**Date:** 2020-11-26  
**Subject:** West Elgin Official Plan Request for Proposal Results

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### **Recommendation:**

That West Elgin Council hereby receives the report from Heather James regarding the request for proposal results for the West Elgin Official Plan update; and,

That West Elgin Council hereby awards the West Elgin Official Plan update to Dillon Consulting Limited at a cost of \$119,972.65; and,

That West Elgin Council hereby directs staff to proceed with preparing the contract to be entered into between the Municipality and Dillon Consulting Limited.

### **Purpose:**

The purpose of this report is to provide Council with the results of the request for proposals for an update to the West Elgin Official Plan and provide a recommendation on the recommended consulting firm.

### **Background:**

At the July 16, 2020 Council meeting, Council authorized staff to proceed with request for proposals to update the Official Plan and to commence the update at the same time as the update to the County of Elgin Official Plan. A request for proposals was posted on the municipality's website on October 23, 2020 and posted on the Ontario Professional Planners Institute on October 27, 2020. The request for proposals closed on November 19, 2020 at 1:00 p.m. Three land use consulting firms responded to the request for proposals: Stantec Consulting Ltd., Dillon Consulting Limited and Ecovue Consulting Services Inc..

As identified in the request for proposal document, each proposal was evaluated against the following criteria. Proposals were scored based on meeting or exceeding the expectations of the established evaluation criteria.

<b>Evaluation Criteria</b>	<b>Weighting (%)</b>
Degree to which the proponent responded to the RFP	30
Qualifications/experience of the project team	25
Total price/cost	25
Consultation methods and project process	10
Ability to meet the anticipated schedule	5
Innovative approaches and value added	5

Attached is the spreadsheet that outlines the scoring for each firm based on the criteria. Degree to which the proponent responded to the RFP means how well did they respond to what was required of them in the RFP document. Qualifications/experience of the project team means how qualified and how experienced is the project team that would be undertaking the work. The total price/cost means how close did they come to meeting our budget. Consultation methods and project process means what variety of methods will they engage staff, public agencies and public stakeholders during the public consultation and project process. Ability to meet the anticipated schedule means are they able, as identified in the submitted workplans to meet our deadline of completion for December 31, 2021. Lastly, innovative approaches and value-added means what extra are they able to provide to this project in terms of policy review and policy writing, public consultation, social media and website content, etc..

The weighting of each criteria referenced above used percentages. If a firm fully met one of the criteria, then they used the full percentage (i.e. 30%). If they met most of the criteria, then they received about 2/3 or ¾ of the percentage. If they met only half of the criteria, then they only used ½ of the percentage. Lastly, if they did not meet any of the criteria, then they would have received none of the criteria. Please note, none of the firms met none of the criteria.

### **Financial Implications:**

In 2020, \$50,000 was budgeted in the operating budget to start the Official Plan update, with the anticipation to budget an additional \$50,000 in the 2021 operating budget. Due to the provincial government placing a hold on Official Plan updates until May 2020 and COVID-19 restrictions on the Planning Act that was lifted in June 2020, no work was undertaken on the Official Plan update to date. The budgeted \$50,000 for this year would need to be carried over into 2021 as well as adding an additional \$70,000 to the operating budget for this project for 2021.

**Report Approval Details**

Document Title:	West Elgin Official Plan Update Request for Proposal Results - 2020-35-Planning.docx
Attachments:	- WE OP RPF Results.xlsx
Final Approval Date:	Nov 24, 2020

This report and all of its attachments were approved and signed as outlined below:

Jana Nethercott