

## MEMORANDUM

<b>To:</b>	Rob Franklin Ian Davey Brent Larmer	<b>For info of:</b>	RFP Recommendation
<b>From:</b>	Jason Krynicki	<b>Doc Ref:</b>	P01103-1559104057-32
<b>Project:</b>	Town of Cobourg – ICSP/GDS/FCM Feasibility Project	<b>Date:</b>	November 22, 2021
<b>Subject:</b>	RFP for Sustainability Consulting Services - Recommendation		

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Colliers Project Leaders is providing this memorandum on behalf of the Evaluation Committee for the selection of the sustainability consultant to deliver the Town of Cobourg – ICSP/GDS/FCM Feasibility Project. This document describes the Request for Proposal (RFP) process, Cobourg CO-21-30-CAO PDD ICSP/GDS/FCM Feasibility, as well as, provides Colliers' recommendation of the Preferred Proponent.

## Project Background

The request for proposal (RFP) was an invitation by the Town of Cobourg to prospective proponents to submit proposals to develop a comprehensive, open and engaging study process and prepare an Integrated Community Sustainability Plan (ICSP), Green Development Standards (GDS) and a Feasibility Study of Green Energy Retrofits for Low-Income Neighbourhoods (the "Study") for the Town of Cobourg.

## RFP for Sustainability Consultant

The Town of Cobourg applied its public procurement process to this RFP consistent with the Town's Procurement Policies. On October 1, 2021 this RFP was posted on Biddingo for those firms interested in providing their services.

One (1) Addendum was issued during the process which addressed all the Requests for Information. The RFP closed on November 2, 2021 at 2:00 pm. The two (2) proposals received before the Closing Date w from the following firms:

1. Sustainable Solutions Group Workers Co-operative
2. Intelligent Futures

## Evaluation Process

Prior to the release of the RFP, the Town established an evaluation-criteria in conjunction with the evaluation process. The Evaluation Committee was comprised of Rob Franklin, (ToC), Brent Larmer (ToC), Ian Davey (ToC), Jason Krynicki (Colliers) and Ron Spina (Colliers).

On November 17, 2021 each proponent was asked to provide a presentation and address questions associated with their proposals.

## Evaluation Results

On November 11, 2021 the evaluation committee members undertook a consensus scoring process. Committee members discussed each criterion at length, identifying strengths and weaknesses of the submissions for each category.

All Proposals were evaluated using the following evaluation matrix:

Experience and Qualifications	<ul style="list-style-type: none"> <li>Description of consulting and sub-consulting team includes all relevant information, including lead staff, relevant experience and qualifications of key principal(s) and team members with ICSP/GDS/Financial Feasibility Studies</li> </ul>	35%
Understanding and Approach	<ul style="list-style-type: none"> <li>Proposal clearly demonstrates an understanding of the project objectives, scope of work and required deliverables, including a detailed work plan and engagement strategy</li> </ul>	30%
Work Plan, Timeline and Methodology	<ul style="list-style-type: none"> <li>Proposed work plan, timeline and methodologies are clear, detailed and appropriate for tasks</li> <li>Reasonable, methodical timeline</li> <li>Detailed project schedule</li> </ul>	25%
Cost, Fees & Expenses	<ul style="list-style-type: none"> <li>Detailed breakdown of tasks and level of resources allocated</li> <li>Appropriate for proposed work plan and deliverables</li> </ul>	10%
<b>Total of Evaluation Rating</b>		<b>100%</b>

Colliers Project Leaders believes that the process undertaken, and the discussion around each proposal, was extensive, consistent, and fair.

## Conclusion

As a result of a thorough evaluation process, Colliers recommends the Town of Cobourg select Intelligent Futures, to deliver the ICSP/GDS/FCM Feasibility Project. The other Proponent should be informed that the evaluation process has concluded and although they were unsuccessful, the Town looks forward to obtaining proposals for future projects.

**End of Memorandum**