

STAFF REPORT

THE CORPORATION OF THE TOWN OF COBOURG



Report to:	Mayor and Council Members	Priority:	<input type="checkbox"/> High <input checked="" type="checkbox"/> Low
Submitted by:	Rob Franklin, MCIP, RPP Acting Director of Planning & Development Planning Department rfranklin@cobourg.ca	Meeting Type: Open Session <input checked="" type="checkbox"/> Closed Session <input type="checkbox"/>	
Meeting Date:	December 6, 2021		
Report No.:	Planning and Development-044-21		
Submit comments to Council			

Subject/Title: Integrated Community Sustainability Plan (ICSP), Green Development Standards (GDS), Community Efficiency Financing

RECOMMENDATION:

THAT Council award RFP Contract CO-21-30-CAO-PDD to Intelligent Futures for the Integrated Community Sustainability Plan (ICSP), Green Development Standards (GDS), Community Efficiency Financing Feasibility Study (CEFFS) Project in the amount of \$239,500.00 + HST

AND FURTHER THAT Council authorize the Mayor and Municipal Clerk to enter into an Agreement for Professional Services and finalize other applicable documentation with Intelligent Futures to complete the ICSP/GDS/CEFFS project.

1. STRATEGIC PLAN

Partnerships: Action #2: Continue to work with Sustainable Cobourg and other stakeholders on Cobourg green initiatives

Action Items: i) Hire a consultant to prepare an Integrated Community Sustainability Plan (ICSP) including Green Development Standards (GDS) (2021); and, ii) Prepare a Town-wide Integrated Community Sustainability Plan (ICSP), Green Development Standards (GDS) (2021-2023)

Note: The Town of Cobourg was successful in obtaining 80% funding (\$71,500.00) from the Federation of Canadian Municipalities (FCM) Community Efficiency Financing Program in 2021 to undertake a Feasibility Study on Energy Retrofits

for Low-Income Neighbourhoods (CEFFS), which was added to the aforementioned ICSP/GDS project.

2. PUBLIC ENGAGEMENT

The Integrated Community Sustainability Plan (ICSP), Green Development Standards (GDS), Community Efficiency Financing Feasibility Study Project is a proposed multi-faceted municipal study that will include a comprehensive communications and public engagement plan once it is initiated in early 2022.

3. PURPOSE

This report is to provide Council with an overview of the proposals submitted in response to the RFP for the ICSP/GDS/CEFFS project and provide a recommendation to award the contract.

4. ORIGIN AND LEGISLATION

Council approved 2020/2021 operating budgets for the ICSP/GDS/CEFFS project.

5. BACKGROUND

At its regular meeting of Cobourg Municipal Council on December 2, 2019, the following Motion was passed:

WHEREAS at the Committee of the Whole Meeting on November 25, 2019, Council considered a Memo from the Secretary of the Sustainability and Climate Change Advisory Committee, regarding a Motion to Declare a Climate Emergency and Accelerate GHG Reduction Actions in the Town of Cobourg;

WHEREAS Municipalities have a significant role to help change and mitigate the contributions to climate change through responsible planning and budgeting; and,

WHEREAS 462 Canadian Municipalities have declared a Climate Emergency including many in Ontario, with some setting ambitious emission reduction targets such as net zero emissions by 2030; and,

WHEREAS in Council's Strategic Plan it states: "the Town of Cobourg will be good stewards and practice sustainable actions"; and,

WHEREAS the Town of Cobourg's Official Plan provides a general policy framework for the conservation of water, air quality, energy and other resources and for the reduction of waste, as well as environmental stewardship, monitoring and education, and for the development of a "culture of conservation" which reflects the principle of sustainable development (Bruntland Commission); and

WHEREAS the Cobourg's Official Plan specifies that the Town of Cobourg shall develop an Integrated Community Sustainability Plan (ICSP) which will be designed with specific achievable actions for the community and will build on existing initiatives; and,

NOW THEREFORE BE IT RESOLVED THAT Council of the Town of Cobourg declare a Climate Emergency conveying its recognition that we are facing an unprecedented crisis requiring unprecedented climate mitigation measures; and,

FURTHER THAT, in response to this Climate Emergency, Council deem the need to reduce the effects that the Town of Cobourg is contributing to the climate crisis by way of the following actions:

- 1. That Council create a staff position on a one (1) year contract basis, under the supervision of the Chief Administrative Officer to develop a Request for Proposal (RFP) for the Integrated Community Sustainable Plan (ICSP) and Green Design Standards and manage the project through to completion;*
- 2. Refer all costs associated with the contract position and Integrated Community Sustainability Plan (ICSP) to the 2020 budget deliberations and have Staff prepare a budget estimate for the January 2020 budget meeting; and,*
- 3. Update Council's Strategic Plan to allow Staff to reprioritize other work commitments to ensure that staff resources will be sufficient to commence work on the Integrated Community Sustainability Plan prior to the scheduled start of 2021 as outlined in Council's current, approved Strategic Plan.*

Council subsequently approved \$257,000.00 in the 2020/2021 budget years to conduct the ICSP/GDS study, including the retention of a project manager to oversee the project. The COVID-19 pandemic, other special project priorities of Council (Affordable Housing CIP), and the Town's application in late 2020 for FCM-CEF funding for the energy retrofit feasibility study (CEFFS) delayed the start of the ICSP/GDS project until 2021. An RFP for the ICSP/GDS/CEFFS study process was issued by the Town on September 30, 2021 with a closing date of November 2, 2021. A total of two (2) proposals were submitted.

6. ANALYSIS

The Town received two (2) submissions to the RFP which were evaluated by a team of municipal staff consisting of the Acting Director of Planning & Development, the Director of Corporate Services/Treasurer, and the Manager of Legislative Services/Municipal Clerk along with our Project Managers Colliers Project Leaders team members.

Interviews were conducted with each of the proponents to provide an opportunity to better understand their proposals, seek clarity and ask questions. Each submission was evaluated based on the following criteria:

- Project Team Experience of Similar Projects & Qualifications;
- Understanding of Proposal, Scope of Work, & Deliverables;
- Approach & Methodology;
- Communications/Engagement Concept Plan and,
- Financial.

Given that the ICSP/GDS/CEFFS project will be a wide-ranging and complex study touching upon every aspect of sustainable operations, development standards and financial analysis within the Corporation and across the community, and will consist of extensive public and stakeholder consultation including the use of one or more working groups, it is critical that the Town ensure that the successful proponent has exceptional related experience in complex projects, a strong understanding of the tasks and deliverables, a solid methodology and work plan with a focus on engagement, and a practical price point (albeit not necessarily the lowest) to effectively implement the study project.

Submissions were received from Sustainable Solutions Group with whatIf? (SSG) and Intelligent Futures with Entuitive (IF). Although the two (2) bids were competitive and generally met the RFP criteria (see **APPENDIX 1** from Project Managers Colliers), the submission by Intelligent Futures was deemed to be superior in all categories by the evaluation team, particularly:

- the qualifications and extensive experience of the project team in sustainability/ICSP project experience, work plan, communications, and presentation skills;
- the proposal demonstrated a clear understanding of the expectations in the project scope of work/goals, approach and methodology, deliverables, timelines/schedule, and pricing; and,
- a reference check on Intelligent Futures which produced excellent feedback in all of the aforementioned areas.

The following summarizes the fixed pricing of the two proposals:

Intelligent Futures	\$239,500.00 + HST
Sustainable Solutions Group	\$231,850.00 + HST

7. FINANCIAL IMPLICATIONS/BUDGET IMPACTS

In the Town of Cobourg's approved 2020/2021 Operating Budget, Council approved \$257,000.00 for the ICSP/GDS project, with funding split between the Northam and Federal Gas Tax Reserves (no impact on the tax levy). Of the \$257,000.00 original budget estimate, a total of \$72,000.00 was allocated to the

Project Management Services component. Earlier in 2021, the Town was advised by FCM it was successful in its application for \$71,500.00 (80%) funding for the CEFFS project¹. Combining the ICSP, GDS and CEFFS budgets/funding, a total of approx. \$328,500.00 is available to undertake this comprehensive multi-faceted project (including project management previously committed to Colliers for \$87,500.00). An additional “top-up” amount may have to be included in future budget years to offset this additional item, however this could be accommodated via the aforementioned Reserves without impacting the tax levy or may fit within Operating Budgets if Consultant costs are minor and Budget is available.

8. CONCLUSION

The staff and project manager evaluation team examined the two (2) RFP submissions for the ICSP/GDS/CEFFS Project and concluded that the submission by Intelligent Futures and Entuitive at a cost of \$239,500.00 + HST excelled in each of the categories and was the superior proposal for the ICSP/GDS/CEFFS Project.