

STAFF REPORT

THE CORPORATION OF THE TOWN OF COBOURG



Report to:	Mayor and Council Members	Priority:	<input checked="" type="checkbox"/> High <input type="checkbox"/> Low
Submitted by:	Glenn McGlashon, MCIP, RPP Director, Planning & Development Services Planning Department gmcglashon@cobourg.ca	Meeting Type:	Open Session <input checked="" type="checkbox"/> Closed Session <input type="checkbox"/>
Meeting Date:	July 19, 2021		
Report No.:	Planning and Development-030-21		
Submit comments to Council			

Subject/Title: Project Management Services RFP for the Integrated Community Sustainability Plan (ICSP), Green Development Standards (GDS), Community Efficiency Financing Feasibility Study (CEFFS) Project (CO-21-18 PDD)

RECOMMENDATION:

THAT Council award RFP Contract CO-21-18 PDD to Colliers Project Leaders for the provision of professional project management services for the Integrated Community Sustainability Plan (ICSP), Green Development Standards (GDS) and Community Efficiency Financing Feasibility Study (CEFFS) study process in the amount of \$87,500.00 + 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 Colliers Project Leaders to administer and manage the ICSP/GDS/CEFFS study process.

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 a Sustainability Plan (ICSP) including Green Building Design Standards (GDS) (2021); and, ii) Prepare a Town-wide Community Sustainability Plan and Green Development Standards (2021-2023).

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

Income Neighbourhoods (CEFFS), which will be 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 (CEFFS) Project is a proposed multi-faceted municipal study that will include a comprehensive communications and public engagement plan once it is initiated later in 2021.

3. PURPOSE

This report is to provide Council with a general overview of the proposals submitted in response to the RFP for Project Management Services relating to the upcoming ICSP/GDS/CEFFS project, and provide a recommendation to award the contract.

4. ORIGIN AND LEGISLATION

The Council-approved 2020/2021 operating budget for the ICSP/GDS/CEFFS study includes funds for the retention of a project manager to oversee this comprehensive study process from start to conclusion.

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 Project Management Services to manage and oversee the ICSP/GDS/CEFFS study process was issued by the Town on May 18, 2021 with a closing date of June 15, 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 Director of Planning & Development, the Director of Corporate Services/Treasurer, the Manager of Planning, and the Manager of Legislative Services/Municipal Clerk.

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 & Qualifications;
- Understanding of Proposal, Scope of Work, & Deliverables;
- Approach & Methodology; 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 managing complex projects, a strong understanding of the tasks and deliverables, a solid methodology and work plan, and a practical pricepoint (albeit not necessarily the lowest) to effectively implement the study project.

Submissions were received from Torrie Smith Associates and Colliers Project Leaders. Although the two (2) bids were competitive and generally met the RFP criteria, the submission by Colliers Project Leaders was deemed to be superior in all categories by the evaluation team, particularly:

- the qualifications and extensive experience of the Colliers project team in consultant oversight, project management, RFP development, 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;
- the project team has a background in sustainability, which was deemed to be a value-added asset however not a pre-requisite for this assignment; and,
- a reference check on Colliers which produced excellent feedback in all of the aforementioned areas and critical RFP criteria.

The following summarizes the pricing of the two proposals:

Torrie Smith Associates	\$78,890.00 + HST (12 month project process), or \$98,400.00 + HST (15 month project process*)
Colliers Project Leaders	\$84,000.00 + disbursements (est. \$3,500.00) + HST (15 month project process*)

** Recommended timeline for RFP procurement and study process*

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).

As noted above, both cost estimates for project management services exceed the preliminary estimate. The original budget estimate of \$72,000.00 utilized cost comparators from 2017-2019 and staff has observed that costs have generally increased since then. This extra amount can be absorbed into the total budget, however it will proportionately reduce the amount dedicated to the ICSP/GDS study component. An additional “top-up” amount may have to be included in future budget years to offset this reduction, however this could be accommodated via the aforementioned Reserves without impacting the tax levy.

Based on an examination of the proposals and the interviews conducted by the staff evaluation team, it is recommended that Colliers Project Leaders be approved as Project Managers for the ICSP/GDS/CEFFS study project at a cost of \$87,500.00 + HST. Depending on the results of the ICSP/GDS/CEFFS Request for Proposals, additional funds may need to be budgeted to offset the additional costs incurred for the project management services component.

8. CONCLUSION

The staff evaluation team examined the two (2) RFP submissions for Project Management Services and concluded that the submission by Colliers Project Leaders at a cost of \$87,500.00 + HST excelled in each of the categories and was the superior proposal to manage and oversee the ICSP/GDS/CEFFS project.

¹ The CEFFS project budget as submitted to FCM is \$89,400.00. The Town’s portion dedicated to project management services amounts to approx. \$6,600.00 and \$11,300.00 is for study costs for a total Town commitment of \$17,900.00.

Report Approval Details

Document Title:	ICSP-GDS-CEF Project Management Services - Planning and Development-030-21.docx
Attachments:	
Final Approval Date:	Jul 9, 2021

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

No Signature - Task assigned to Tracey Vaughan, Chief Administrative Officer was completed by delegate Ian Davey, Treasurer / Director of Corporate Services

Tracey Vaughan, Chief Administrative Officer - Jul 9, 2021 - 1:26 PM