

Legislative Services Division
Clerk's Office

Directive Memorandum

October 19, 2016

To: Marisa Carpino
Director, Culture & Recreation

From: Debbie Shields
City Clerk

Subject: Direction as per Minutes of the Meeting of City Council
held on October 17, 2016

Director, Culture & Recreation, Report CR 11-16
Consulting Services for a Recreation & Parks Master Plan and
Skateboard Park Strategy
-Request for Proposal No. RFP-10-2016

Council Decision

Resolution #211/16

1. That Proposal No. RFP-10-2016, for Consulting Services for a Recreation & Parks Master Plan and Skateboard Park Strategy, submitted by Monteith Brown Planning Consultants in the amount of \$194,321.02 (HST included) be accepted;
2. That the total gross project cost of \$213,753.00 (HST included), including the amount of the proposal and other associated costs, and the total net project cost of \$192,491.00 (net of HST rebate), be approved;
3. That Council approve the use of funds from account 5780.1505 that were approved for upgrades and repairs to the skateboard facility at Diana, Princess of Wales Park, for the Skateboard Park Strategy component of the Recreation & Parks Master Plan;
4. That Council authorize the Director, Finance & Treasurer to finance the net project cost of \$192,491.00 as follows:
 - a) The sum of \$31,250.00, as provided for in the 2016 Current Budget Culture & Recreation Administration, be increased to \$34,135.00 to be funded from property taxes;
 - b) The sum of \$93,750.00, as provided for in the 2016 Current Budget Culture & Recreation Administration, be increased to \$102,406.00 to be funded by a transfer from the Development Charges Reserve Funds-Growth Studies (DCRF);
 - c) The sum of \$55,950.00, as provided for in the 2015 Capital Budget Parks, to be funded by a transfer from the Rate Stabilization Reserve; and

5. That the appropriate officials of the City of Pickering be authorized to take the necessary actions as indicated in this report.

Please take any action deemed necessary.

Debbie Shields

/lr

Copy: Chief Administrative Officer
Director, Finance & Treasurer

From: Marisa Carpino
Director, Culture & Recreation

Subject: Consulting Services for a Recreation & Parks Master Plan and Skateboard Park Strategy

- Request for Proposal No. RFP-10-2016
- File: A-1440

Recommendation:

1. That Proposal No. RFP-10-2016, for Consulting Services for a Recreation & Parks Master Plan and Skateboard Park Strategy, submitted by Monteith Brown Planning Consultants in the amount of \$194,321.02 (HST included) be accepted;
2. That the total gross project cost of \$213,753.00 (HST included), including the amount of the proposal and other associated costs, and the total net project cost of \$192,491.00 (net of HST rebate), be approved;
3. That Council approve the use of funds from account 5780.1505 that were approved for upgrades and repairs to the skateboard facility at Diana, Princess of Wales Park, for the Skateboard Park Strategy component of the Recreation & Parks Master Plan;
4. That Council authorize the Director, Finance & Treasurer to finance the net project cost of \$192,491.00 as follows:
 - a) The sum of \$31,250.00, as provided for in the 2016 Current Budget Culture & Recreation Administration, be increased to \$34,135.00 to be funded from property taxes;
 - b) The sum of \$93,750.00, as provided for in the 2016 Current Budget Culture & Recreation Administration, be increased to \$102,406.00 to be funded by a transfer from the Development Charges Reserve Funds-Growth Studies (DCRF);
 - c) The sum of \$55,950.00, as provided for in the 2015 Capital Budget Parks, to be funded by a transfer from the Rate Stabilization Reserve; and
5. That the appropriate officials of the City of Pickering be authorized to take the necessary actions as indicated in this report.

Executive Summary: The City of Pickering's existing Recreation & Parks Master Plan was completed in 2002 and provided recommendations over a span of 10 years. This outdated plan, coupled with the anticipated development of Seaton in Central Pickering, caused City staff to

Subject: Consulting Services for a Recreation & Parks Master Plan and Skateboard Park Strategy

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identify the development of a new Recreation & Parks Master Plan as an immediate need. Accordingly, the Recreation & Master Plan was included as a project in the approved 2016 Current Budget.

The Recreation & Parks Master Plan will be a Council-approved document that will guide future City decisions on Pickering's recreational facilities, programs and parks service delivery. It will enhance the City's capacity to better provide, plan, facilitate and deliver the recreational needs of the community, at present and into the future.

Prior to the installation of a second skateboard facility within the City of Pickering and repairs/upgrades to the existing skateboard facility in Diana, Princess of Wales Park, Council requested through Resolution #80/15 that a City wide Skateboard Park Strategy be prepared to determine the overall need and most appropriate locations for skateboard facilities within the City, including the Seaton Lands.

To that end, Request for Proposal No. RFP-10-2016 for Consulting Services for a Recreation & Parks Master Plan and Skateboard Park Strategy was issued on June 27, 2016. Three proposals were received by the closing date and time of July 28, 2016. The highest scoring proponent, Monteith Brown Planning Consultants, in the amount of \$194,321.02 (HST included) is recommended for approval. The total gross project cost is estimated to be \$213,753.00 and the total net project cost is estimated at \$192,491.00 (net of HST rebate).

Financial Implications:

1. Proposed Amount

Proposal No. RFP-10-2016	\$171,965.50
HST (13%)	<u>22,355.52</u>
Total Gross Project Cost	<u>\$194,321.02</u>

2. Estimated Project Costing Summary

Proposal No. RFP-10-2016	\$171,966.00
Contingency 10%	<u>17,196.00</u>
Total Cost	\$189,162.00
HST (13%)	<u>24,591.00</u>
Total Gross Project Costs	<u>\$213,753.00</u>
HST Rebate (11.24%)	<u>(21,262.00)</u>
Total Net Project Costs	<u>\$192,491.00</u>

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3. Approved Source of Funds
2016 Current Budget – Culture & Recreation Administration
2015 Capital Budget – Parks

Account Code	Source of Funds	Budget	Required
2711.2392.0000	Property Taxes	\$ 31,250.00	\$ 34,135.00
	DCRF	93,750.00	102,406.00
5780.1505.6129	Rate Stabilization	\$ 75,000.00	\$ 55,950.00
	Reserve		
	Total Funds	<u>\$200,000.00</u>	<u>\$192,491.00</u>

4. Breakdown of Estimated Costs by Project

Account Code	2711.2392	5780.1505.6129	Total
Project Description	Recreation, Leisure, Sports & Facilities, Parks & Trails	Skateboard Park Strategy	
RFP-10-2016	\$121,982.00	\$49,984.00	\$171,966.00
Contingency (10%)	<u>12,198.00</u>	<u>4,998.00</u>	<u>17,196.00</u>
Total Costs	134,180.00	54,982.00	189,162.00
HST 13%	<u>17,443.00</u>	<u>7,148.00</u>	<u>24,591.00</u>
Total Gross Project Costs	151,623.00	62,130.00	213,753.00
HST Rebate (11.24%)	<u>(15,082.00)</u>	<u>(6,180.00)</u>	<u>(21,262.00)</u>
Total Net Project Costs	<u>\$136,541.00</u>	<u>\$55,950.00</u>	<u>\$192,491.00</u>

Due to the 10% contingency provision, the Recreation & Parks Master Plan for the growth related project has resulted in an over-expenditure of \$11,541.00 (approximately 9%). The additional funds required will be funded in the same funding ratio as the approved budget funding sources, specifically 25% from property taxes and 75% from Development Charges Reserve Funds-Growth Studies.

In recognition of Council Resolution #80/15, staff are recommending that funds approved for the repairs and upgrades to the skateboard facility at Diana, Princess of Wales Park in account 5780.1505 be redirected to fund the Skateboard Strategy component of the Master Plan.

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Discussion: The City of Pickering allocated funds in the 2016 Current Budget to develop a Recreation & Parks Master Plan. City staff identified the need to update the existing City of Pickering Recreation & Parks Master Plan which was completed in 2002 and covered a span of 10 years. The 2002 plan, which focused on the recommendations relating to the delivery of recreation services and the provision of programs, services, facilities, parks and open spaces, is now outdated. No significant review of the plan has been undertaken since 2002.

The City has introduced two new facilities since that time which include the Petticoat Creek Community Centre and the Pickering Indoor Soccer Centre, expanded the Pickering Recreation Complex and has developed several parks, play spaces and outdoor sports fields. The City represents a diverse population who may be changing the demands for certain recreation and sports facilities. The City also has a variety of community groups that offer services in the field of sports, recreation and leisure that may have some competing demands and needs for space, staff resources and funding, while desiring to increase their programs and services.

Addressing a renewed Recreation & Parks Master Plan at this time is also driven by the anticipated development of Seaton in Central Pickering. The Seaton community will ultimately be home to 70,000 new residents and will create approximately 35,000 new jobs. It will have compact, walkable neighbourhoods and contain a mix of uses that can adapt and evolve over time. The location of the major recreation facilities, parks and open spaces have been identified in Seaton, but the recreational amenities, services and programs will be determined through this Master Plan project.

Staff have also recognized the need to provide more skateboard facilities within the City of Pickering. A site was selected, however due to objections by local residents among other concerns, Council did not approve the project. Through Resolution #80/15, Council requested that a Skateboard Park Strategy be prepared. This strategy is to be completed as an extension of the Master Plan project. The Strategy will address the immediate need for a skateboard park facility in south Pickering and will identify the best locations. Concept plans will be prepared and presented to the public and stakeholders for review and approval at a public engagement meeting.

As a result, staff prepared Request for Proposal No. RFP-10-2016 for Consulting Services for a Recreation & Parks Master Plan. As outlined in RFP-10-2016, the Recreation & Parks Master Plan will provide direction and guidance for managing parks and recreation programs, infrastructure and investment in a fiscally responsible manner. More specifically, the plan will address:

- What types of recreation programs, services, facilities and parks should be provided;
- Where recreation programs, services, facilities and parks should be located or offered;
- When the recreation programs, services, facilities and parks will be needed or required; and
- How the recreation programs, services, facilities and parks should be implemented and funded.

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The Master Plan will be a three-part document. Part A will consist of recreation, leisure, sport and facilities components. Part B will consist of parks and trails components, and Part C will consist of a focused skateboard park strategy. The Master Plan project will be take place over a 9 month period ending approximately June 2017 and includes:

Document Review & Data Collection: The Consultant shall complete a review of previous studies, existing plans, demographics, innovative funding strategies, best practices, and a complete inventory of parks, open spaces, sports and recreation facilities, programs and services.

Consultation: The Consultant shall conduct focus group sessions, interviews and surveys with various stakeholders including Council, City staff, Community Organizations, Sport Organizations, School Boards and residents in order gain insight into user experiences, satisfaction with current service levels regarding programs, services, facilities, parks and open spaces, unfulfilled needs, opportunities and gaps in delivery.

Recommendations: The Consultant shall conduct an asset and gap analysis based on the Document Review, Data Collection and Consultation in order to provide recommendations for a 10-year period to 2027. Recommendations shall include associated costs as applicable (one-time and/or ongoing operating and/or capital costs identified separately), the identification of the staff department responsible, and short/medium/long term target range and funding strategies as appropriate. Recommendations shall be identified over three distinct timeframes – short (1-3 years), medium (4-6 years) and long-term (7-10 years).

Proposal No. RFP-10-2016 for Consulting Services for a Recreation & Parks Master Plan and Skateboard Park Strategy was issued on June 27, 2016. An advertisement was posted on the City's website. Three proposals were received by the closing date of July 28, 2016. An evaluation committee, consisting of City staff from the Culture & Recreation Department and the Engineering & Public Works Department, evaluated the proposals using criteria outlined in the Terms of Reference. The highest scoring proponent was Monteith Brown Planning Consultants.

Monteith Brown Planning Consultants has submitted a copy of the Health & Safety Policy and the current WSIB Clearance Certificate, all are acceptable to the Coordinator, Human Resources. Certificate of Insurance is deemed acceptable to Manager, Budgets & Internal Audit. In conjunction with the foregoing approvals, staff have reviewed the previous work experience of Monteith Brown Planning Consultants and the references provided and the proposal is deemed acceptable.

Upon careful examination of all proposals and relevant documents received, the Culture & Recreation Department recommends the acceptance of Proposal No. RFP-10-2016 submitted by Monteith Brown Planning Consultants, in the amount of \$194,321.00 (HST included) and that the total net project cost of \$192,491.00 (net of HST rebate) be approved.

Subject: Consulting Services for a Recreation & Parks Master Plan and
Skateboard Park Strategy

Attachments:

1. Supply & Service Memorandum dated August 3, 2016.
 2. Supply & Services Memorandum dated September 8, 2016.
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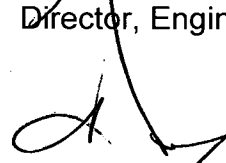
Prepared/Approved/Endorsed By:



Marisa Carpino
Director, Culture & Recreation



Richard Holborn
Director, Engineering & Public Works



Vera A. Felgemacher
C.P.P., CPPO, CPPB, C.P.M., CMM III
Manager, Supply & Services



Caryn Kong, CPA, CGA
Senior Financial Analyst-Capital
& Debt Management

Subject: Consulting Services for a Recreation & Parks Master Plan and
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Approved/Endorsed By:



per Stan Karwowski, CPA, CMA, MBA
Director, Finance & Treasurer

:mc

Recommended for the consideration
of Pickering City Council



Sept. 22, 2016

Tony Prevedel, P.Eng.
Chief Administrative Officer

PICKERING

Memo

To: Marisa Carpino
Director, Culture & Recreation
Richard Holborn
Director, Engineering & Public Works

From: Vera A. Felgemacher
Manager, Supply & Services

Copy: Supervisor, Supply & Services

Subject: Request for Proposal No. RFP-10-2016
Consulting Services for a Recreation and Parks Master Plan
Closing Date: Thursday, July 28, 2016
- File: F-5300-001

August 3, 2016

Terms of Reference for Consulting Services for a Recreation and Parks Master Plan were advertised on the City's website. Three companies have submitted a proposal.

Stage 1 - Evaluation of Submission Requirements – has been completed, and all three proposals are available for consideration. Hard copies of the proposals for evaluation will be distributed by inter-office mail. Each member of the evaluation committee is to carefully review the submissions, score each response according to the criteria and sign the evaluation form.

Attachments:

1. Stage 1 – Evaluation of Submission Requirements
2. Evaluation Form
3. Evaluation Criteria
4. Copy of the Terms of Reference

Forward the completed evaluation form to Supply & Services. In accordance with Purchasing Procedures 14.02 Item 17, committee members' scores for each respondent will be totaled to establish an average score. A summary of average scores will be prepared for discussion at a meeting set up for the evaluation committee.

Please direct enquiries to Supply & Services. Respondents will be advised of the outcome in due course.

If you require further information, please contact me, or a member of Supply & Services.


VAF/sb
Attachments (4)

Project Deliverables – 40 points

- Demonstrated understanding of the requirements;
- Proponents must relate these objectives to past experience or expertise of the Proponent and/or their team;
- Identification of “value-added” services brought by the Proponent’s team
- A summary of the risks, problems or issues associated with the work and how they will be mitigated;
- Project management structure;
- The proposed methodology to be used to gather, research and analyze the data for the study;
- The project schedule, including, but not limited to: start date, milestone dates, regular meeting dates, proposed date for draft report to the City, proposed date for final report to the City and hours allocated to individuals assigned to the project;
- Additional budget breakdown which is clearly identified and itemized with cost estimates for individual components of work related to critical milestones and which includes all expenses, fees, disbursements to support the lump sum pricing submitted; and
- Proposed work program demonstrating the ability to complete required tasks and meet established deadlines.

Quality and Completeness of Proposal – 5 points

- Presentation of proposal, examples, details, content organization, how well instructions are followed and how proposal aligns with stated objectives of RFP; and
- Table of Contents with page numbers and identification of all materials.

Pricing – 20 Points Total

Provide a lump sum price (excluding HST) for Consulting Services for a Recreation and Parks Master Plan as further described in Appendix D – Request for Proposals Particulars, Section A – Deliverables.

Pricing will be scored based on a relative pricing formula using the Total Project Cost set out in the Pricing Form, Part A, Part B and Part C.

Interview – 50 Points

Up to a maximum of the three (3) highest-ranking proponents may be selected for an interview (if required) in Stage IV.

Selected proponents may be required to make an oral presentation to the City’s evaluation team. The City and the selected proponents will schedule these presentations, and proponents will be given sufficient time to prepare for such a presentation.

Presentations will be evaluated by representatives of the Evaluation Committee, and shall follow this general format:

- a. Introductions
- b. Presentation or interview
- c. Questions from Interview Committee
- d. Questions from proponents

Interview questions will be provided to those proponents who have been chosen, prior to the interview.

Consulting Services for a Recreation and Parks Master Plan

RFP-10-2016

Stage II - Evaluation of Rated Criteria

Stage II will consist of a scoring on the basis of the Rated Criteria. Subject to the Terms of Reference and Governing Law, the top-ranked proponent as established under the evaluation will be selected to enter into a contract for the provision of the Deliverables. The selected proponent will be expected to enter into a contract within the timeframe specified in the selection notice. Failure to do so may, among other things; result in the disqualification of the proponent and the selection of another proponent, or the cancellation of the RFP.

The following is an overview of the categories and weighting for the rated criteria of the RFP.

Appendix D – RFP Particulars

D. Rated Criteria

Proposals will be evaluated on the basis of all information provided by the Proponent. Proposals submitted, shall be evaluated using the criteria listed in the table below. Criteria are weighted in accordance with their importance and relevance to the City's objectives.

Rated Criteria Category	Weighting (Points)
Experience, Qualifications and References	35
Project Deliverables	40
Quality and Completeness of Proposal	5
Pricing – Part A, B & C	20
Total Points Stage I - IV	100
Interview (if required)	50
Total Points Stage 1 - V	150

Experience, Qualifications and References – 35 points

- A company profile providing an overview of the Company's experience in completing similar master planning on behalf of other municipalities;
- Details of past experiences in municipal government public sector experiences in developing and implementing recreation and parks master plans.
- An organizational chart or detailed listing of the roles and responsibilities of the Proponent and any of its agents, employees and sub-contractors who will be involved in providing the Deliverables, together with the identity of those who will be performing those roles and their relevant respective expertise;
- The name(s) of the individuals who will be responsible for overseeing the project and a resume for each individual identifying their expertise and credentials (including resumes);
- Examples of previous completed recreation and parks master plan reports for other agencies (preferably municipal governments);
- Quality of references (complete Appendix E or submit the required information on other paper stock).

Request for Proposal – Consulting Services for a Recreation and Parks Master Plan

RFP-10-2016

Evaluation Form – Stage II

Respondent	Experience, Qualifications and References	Project Deliverables	Quality and Completeness of Proposal	Pricing – Part A, B & C	Interview – Responses to Interview Questions & Presentation (if required)	Evaluators Comments
Weight/Points:	35	40	5	20	50	
Sierra Planning & Management						
Monteith Brown Planning Consultants						
LeisurePlan Int. Inc.						

Committee Member: _____
Print Name

Signature: _____

Date: _____

City of
PICKERING

Memo

To: Marisa Carpino, Director, Culture & Recreation
Richard Holborn, Director, Engineering & Public Works

From: Vera A. Felgemacher
Manager, Supply & Services

Copy: Manager, Facilities Operations
Sr. Coordinator, Landscape & Park Development
Supervisor, Supply & Services

Subject: Request For Proposal No. RFP-10-2016
Consulting Services for a Recreation and Parks Master Plan
- File: F-5300-001

September 8, 2016

Further to the memo dated September 8, 2016, the Terms of Reference for the above project were issued on June 27, 2016. An advertisement was posted on the City's website. Three (3) proposals were received by the closing date and time of July 28, 2016.

The proposals received contained the mandatory requirements for Stage 1 Evaluation, and proceeded to Stage II. The Evaluation Committee, consisting of City Staff from the Culture & Recreation and Engineering & Public Works Departments, conducted independent evaluations of the proposals. A combined average score for the proposal was completed, and a copy of the approved final consensus spreadsheet is attached.

A summary of the submitted pricing (excluding HST) and points awarded for the proposal is attached.

Monteith Brown Planning Consultants has received the highest overall points. The total cost to provide this service is \$171,965.50 plus HST.

A budget of \$125,000.00 was provided to Supply & Services for this procurement. If the recommendation to award exceeds the budgeted amount, refer to Financial Control Policy Item 11 for additional instructions.

In accordance with Material Disclosures Item 2 and 3, as a pre-condition of award, the selected Proponent – Monteith Brown Planning Consultants - will be required to provide the following documents for review. Please advise if we are to proceed with this task.

- (a) The City's Health & Safety Policy Acknowledgement form currently dated and signed;
- (b) A copy of the current Certificate of Clearance issued by Workplace Safety & Insurance Board;
- (c) A certificate of insurance completed by the Company's agent, broker or insurer; and
- (d) A completed Sub-contractors List, listing all sub-contractors who may be carrying out any part of this Contract.

In accordance with Purchasing Policy Item 06.04, the authority for the dollar limit as set out below excludes HST.

As such, in accordance with Purchasing Policy Item 10.04, where written proposals are obtained by the Manager in accordance with procedures set out in Section 06 and funds are available in the approved budget;

(c) An award over \$50,000 is subject to the additional approval of Council.

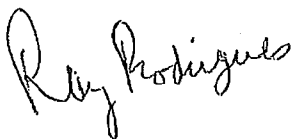
Please include the following items in your report:

1. if Items (a) and (b) noted above are acceptable to the Co-ordinator, Health & Safety or designate;
2. if Item (c) is acceptable to the Manager, Budgets & Internal Audit;
3. if the list of subcontractors is acceptable;
4. any past work experience with the low bidder Monteith Brown Planning Consultants including work location;
5. without past work experience, if reference information is acceptable;
6. the appropriate account number(s) to which this work is to be charged;
7. the budget amount(s) assigned thereto;
8. Treasurer's confirmation of funding;
9. related departmental approvals; and
10. related comments specific to the project.

After receiving Council's approval, an approved "on-line" requisition will be required to proceed.

Do not disclose any information to enquiries during this time. The Proponent will be advised of the outcome in due course. An award notice will be placed on the City's website upon receipt of all required approvals.

If you require further information, please feel free to contact me or a member of Supply & Services.



VAF/sb
Attachments (1)