



Report to Council

Department: Development Services
Division: Development Services
Date: August 24, 2020
Prepared by: Lori M. Chadwick, Director, Development Services
Report Number: Development Services-2020-02
Subject: Results of Development Standards Manual Request for Proposal
Number of Pages: 3

Recommendation(s)

That Development Services Report 2020-02 entitled "Results of Development Standards Manual Request for Proposal" prepared by Lori Chadwick, Director, Development Services dated August 24, 2020 be received;

That Council award the consulting services contract for the Development Standards Manual to Dillon Consulting Limited in the amount of \$79,576.32 including non-refundable HST; and

That Council approve the reallocation of \$9,576.32 from Capital Project PZ-20-0002 (Official Plan Amendment) to PZ 19-0007 (Development Standards Manual).

Purpose

This report is to seek Council's approval to procure a qualified consultant in the preparation of a Development Standards Manual and to seek additional funding.

Background and Discussion

A Development Standards Manual is both a technical and business process manual intended to provide clarity for developers, contractors, engineers, and designers when submitting development plans and construction documents to the Town of Essex. It defines the Town's expectations and requirements for new developments, and assists with streamlining the development process. The Town's existing Development Standards Manual was adopted by Council in 2003 and although the Town has continued to allow for various improvements (i.e. LED lighting), it should have formal and entire consideration for the most up to date and relevant municipal, provincial, and federal statutes, regulations, policies, and guidelines.

The Development Standards Manual Request for Proposal (RFP), following the guidelines as set out in the Town's Procurement By-Law Number 1043, was posted both on the Town's website and Merx, and closed on June 24, 2020 at 3:00:00 pm.

Two proposals were received and evaluated using a score-card approach, taking into consideration the fee proposal, qualifications and experience, quality of the proposal, work schedule, approach, methodology, innovation, and completion date.

The proposal review process included a team made up of:

- Lori Chadwick, Director, Development Services;
- Kevin Girard, Director, Infrastructure Services;
- Kevin Carter, Chief Building Official and Manager, By-law Enforcement;
- Richard Beausoleil, Manager, Capital Works and Asset Management; and
- Jackson Tang, Assistant Manager, Business Services

After reviewing each proposal as submitted and totaling the scores, Dillion Consulting Limited scored the highest. Dillion Consulting Limited addressed all areas of the scope as identified in the RFP.

Financial Impact

As per the Council-approved 2020 Capital Budget, \$70,000.00 (Project Code: PZ-19-0007) was approved for the preparation of the Development Standard Manual. The successful proponent's fee at \$79,576.32 including non-refundable Harmonized Sales Tax is higher than the approved project budget. The budget of \$70,000.00 was estimated in 2017 and has since been rolled over into the now-approved 2020 Capital Budget. A 2020 estimate for these consulting services in the amount of approximately \$80,000.00 is considered reasonable.

To award the project to the successful proponent, an additional \$9,576.32 can be funded within Development Service's existing capital budget by transferring from PZ-20-0002 (Official Plan Amendment) to PZ 19-0007 (Development Standards Manual), since the Official Plan Amendment project is expected to be phased between 2020 and 2021 both technically and financially.

Consultations

Jackson Tang, Assistant Manager, Business Services

Heather MacDonald, Assistant Manager, Financial Services

Link to Strategic Priorities

- ☒ Manage, invest and plan for sustainable municipal infrastructure which meets current and future needs of the municipality and its citizens.
- ☐ Create a safe, friendly and inclusive community which encourages healthy, active living for people of all ages and abilities.
- ☒ Provide a fiscal stewardship and value for tax dollars to ensure long-term financial health to the municipality.
- ☒ Manage responsible and viable growth while preserving and enhancing the unique rural and small town character of the community.
- ☒ Improve the experiences of individuals, as both citizens and customers, in their interactions with the Town of Essex.