



CITY OF KINGSTON

**INFORMATION REPORT TO FOCUS KINGSTON STEERING
COMMITTEE**

Report No.: FKSC-09-002

TO: Chair, FOCUS Kingston Steering Committee

FROM: Cynthia Beach
Commissioner, Sustainability & Growth Group

RESOURCE STAFF: Paul MacLatchy
Director, Strategy, Environment & Communications

DATE OF MEETING: 2009-02-05

SUBJECT: RFP (F31-SG-ST-2009-1) Award for the Development of a Kingston
Integrated Community Sustainability Plan (Kingston ICSP)

EXECUTIVE SUMMARY:

Following upon Focus Kingston Steering Committee's approvals of capital budget and a terms of reference for the Integrated Community Sustainability Plan (ICSP) project, a request for proposals (RFP) - F31-SG-ST-2009 was issued for qualified consultants to assist in the creation of the ICSP. Staff has completed the evaluation of the nine proposals submitted in response to the request for proposals and have selected the proposal of Jacques Whitford Ltd. as preferred with a billable cost before GST of \$109,115.

The Jacques Whitford Ltd. proposal was selected on the strength of their experience with Kingston and ICSP development for other communities, coupled with a competitive project cost and a practical and attractive workplan.

Staff are required to present a recommendation to City Council to award a contract to Jacques Whitford as theirs was not the lowest cost proposal received.

RECOMMENDATION:

This report is for the information of the Focus Kingston Steering Committee.

AUTHORIZING SIGNATURES:

ORIGINAL SIGNED BY COMMISSIONER Cynthia Beach, Commissioner, Sustainability & Growth
ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER Gerald Hunt, Chief Administrative Officer

CONSULTATION WITH THE FOLLOWING COMMISSIONERS:

Commissioner Beach, <i>Sustainability & Growth</i>	√
Commissioner Thurston, <i>Community Development Services</i>	N/R
Commissioner Leger, <i>Corporate Services</i>	N/R
Jim Keech, President, <i>Utilities Kingston</i>	N/R

(N/R indicates consultation not required)

OPTIONS/DISCUSSION:

On October 21, 2008, Council approved a 2009 working capital budget in the amount of \$105,000.00 to commence the development and implementation of Kingston's Integrated Community Sustainability Plan (Kingston ICSP) funded from the Municipal Capital Reserve Fund. These capital funds will be bundled with capital budgets remaining from 2008 to fund the ICSP development process.

On December 1, 2008 the Focus Kingston Steering Committee approved a terms of reference for the completion of the Integrated Community Sustainability Plan. The approved terms of reference was used to create a request for proposals for consultant services to assist in the development of a Kingston ICSP. The Request for Proposals (RFP) - F31-SG-ST-2009 was issued on December 18, 2008 and closed on January 21, 2009. All of the proponents who responded to the RFP process followed the layout of milestones

Nine submissions to the RFP were received from:

- AMFM Consulting Group Inc.
- Dillon Consulting Ltd.
- DPRA Inc.
- EMA Canada Inc.
- FoTenn Consultant Inc.
- IBI Group
- Jacques Whitford Ltd.
- Morrison Hershfield Ltd.
- TriEdge & Associates

Each proposal submitted was required to have included a demonstrated understanding of the objectives, scope and particulars of the services required, an innovative approach in delivery of this product as well as a clear statement as to the actual total price, including the following requirements as contained in the RFP:

Company and Project Team Qualifications and Experience

- Company background information, address, contact information, years in business
- Experience and qualifications of key project team members in sustainability and the development of integrated community sustainability plans
- Resumes of key project team members
- Experience of project team members in the design and implementation of public consultation initiatives
- References for key project team members.

Detailed Workplan

- Provide a detailed workplan that reflects a clear understanding of the project objectives and scope of work. Detail how your firm will deliver each of the Milestones (specified in Section B "Project Requirements" - 8.0 Milestone & Results of the RFP document). Consultants are encouraged to propose modifications to the described scope of work if through their experience they believe an alternative approach would best serve the Kingston community in the development of the Kingston ICSP.

- Consistent with the workplan template required by FCM funding submissions, the proposal must include an ICSP workplan summary that includes the Milestone, Activity, Responsibility (identify team member), hours applied to each activity and duration of activity, labour cost and reporting outcome. An example Kingston ICSP Workplan Template was provided in the RFP.

A staff evaluation team (Cynthia Beach, Paul MacLatchy, Kim Jamieson and George Wallace) reviewed the nine submissions and scored each proposal in relation to the evaluation criteria and points contained within the RFP as shown in Table 1.

Table 1

EVALUATION CRITERIA	WEIGHT
1. Company and Team Member Qualifications and Experience	20 %
2. Detailed Workplan	40 %
3. Price Schedule – Detailed Cost Breakdown	35%
4. Ontarians with Disabilities Act - In compliance with the Ontarians with Disabilities Act, 2001, R.S.O. 2001, c.32, section 13	5 %

All of the proponents who responded to the RFP process followed the layout of milestones approved by the FOCUS Steering committee.

The evaluation results and total upset limit prices are contained in Table 2:

Table 2

Consultant	Rank	Upset Price (GST not included)
Jacques Whitford	1	\$109,115
Dillon Consulting Limited	2	\$95,534
TriEdge & Associates	3	\$109,465
AMFM Consulting Group Inc.		\$101,750
Morrison Hershfield Limited		\$126,359
DPRA Inc.		\$169,680
IBI Group		\$172,300
FoTenn Consultants Inc.		\$219,225
EMA Canada Inc.		\$229,720

The proposal submitted by Jacques Whitford Ltd. (in partnership with local firms 8020Info Inc. and Events & Management Plus as well as The Sheltair Group), was deemed by the evaluation committee to represent the best overall submission. The Jacques Whitford proposal was deemed to provide good value to the City of Kingston for the following key reasons in relation to all proposals received:

- The firm and proposed project team are qualified and experienced with the development of Integrated Community Sustainability Plans.
- The proposed firm has experience locally and regionally in matters of sustainability planning.

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- The proposed workplan is compliant with the terms of reference and included construction additions and insights that are likely to improve the quality of the project outcomes.
 - The proposed workplan is practical and strikes a good balance between meaningful public consultation, use of existing best practice and expert input.
 - The proposed cost is competitive and affordable.
 - The proposal demonstrated compliance with the Ontarians with Disabilities Act.

The proposed team of consultants include Jacques Whitford who have completed the first stages the City of Kingston community plan and who are also working with Frontenac County to prepare an ICSP. The community consultation is augmented with the firm of 8020Info Inc. who will conduct the public consultation process. Additional resources will be provided by Events and Management Plus to provide logistics for the major consultation events.

A staff presentation will be made at the FOCUS meeting to review the major strengths of the proposal prepared by Jacques Whitford.

Next Steps:

In accordance with the Purchasing By-Law, staff will need to seek approval of City Council before awarding a contract for the subject project to Jacques Whitford Ltd. as the value of the project exceeds \$50,000 and their proposed cost was not the lowest received.

If contract award is approved by City Council, the workplan will proceed as follows:

- Milestone 1 – Proposal Verification
- Milestone 2 – Complete Part A FCM Application
- Milestone 3 – Complete Communications, Branding and Engagement Plan
- Milestone 4 – Complete Part B FCM Application
- Milestone 5 – Community Conversation #1
- Milestone 6 – ICSP Phase I: Report on Vision, Principles & Themes
- Milestone 7 – ICSP Phase 2: Focused in on Theme, Vision, Goals and Targets
- Milestone 8 – ICSP Phase 3: Report on Goals, Action Mapping, Gap Analysis & Recommendations
- Milestone 9 – Indicators and Benchmarking Report
- Milestone 10 – Implementation and Tools Report
- Milestone 11 – Draft #1 of the Final Kingston ICSP Report
- Milestone 12 – Community Conversation #2
- Milestone 13 – Draft #2 of the Final Kingston ICSP Report
- Milestone 14 – Final Kingston ICSP Report
- Milestone 15 – Knowledge Sharing Report

EXISTING POLICY/BY LAW:

The Focus Kingston Steering Committee will steward the creation and implementation of the Integrated Community Sustainability Plan for the City of Kingston that is based upon good strategic planning, effective community consultation, while continuing to value and respect the interrelationship and importance of the social, cultural, economic and environment dimensions of our city.

NOTICE PROVISIONS:

There are no notice provisions required with this report.

ACCESSIBILITY CONSIDERATIONS:

Ontarians with Disabilities Act - In compliance with the Ontarians with Disabilities Act, 2001, R.S.O. 2001, c.32, section 13. All public engagement and consultation activities will anticipate and take measures that allow full participation by all interested community members.

Public documents will be available in alternate accessible formats through the City's Accessibility Coordinator.

FINANCIAL CONSIDERATIONS:

On October 21, 2008, City Council approved the following motion as a result of **Report Number 119 (1)** of the Focus Kingston Steering Committee:

Development of an Integrated Community Sustainability Plan

That a 2009 working budget be developed for this initiative (the development and implementation of Kingston's Integrated Community Sustainability Plan), funded from the Municipal Capital Reserve Fund, as follows:

1. \$65,000 for development of the ICSP:
 - a. community engagement
 - b. facilitation
 - c. documentation and reporting
 - d. engagement of consultant to assist with above items
 - e. City staff support will be provided for this process

2. \$40,000 for implementation of the ICSP including:
 - a. development of a communications and marketing plan
 - b. implementation of a community based marketing campaign
 - c. publishing of the ICSP and supporting documentation
 - d. preparation of a State of Sustainability report to Council at year end (2009)
 - e. City staff support will be provided throughout the process

3. **That** the City apply to the Federation of Canadian Municipalities (FCM) for funding for the Integrated Community Sustainability Plan, with the understanding that the funds received from the grant will reduce the contribution from the above-noted reserve fund.

The \$109,115 cost of the preferred proposal will be resourced from the \$105,000 in 2009 capital budget and unspent capital budget designated for community sustainability planning work.

CONTACTS:

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OTHER CITY OF KINGSTON STAFF CONSULTED:

George Wallace, Director, Planning and Development, Sustainability & Growth Group

EXHIBITS ATTACHED:

None