TO: Mayor and Council
FROM: Terry Willing, Acting Commissioner, Community Development Services
RESOURCE STAFF: Jim de Hoop, Director, Community and Family Services
DATE OF MEETING: April 20, 2010
SUBJECT: Award of RFP #F31-CDS-CFS-2010-1: Consultancy on Potential Acquisition of Federal Surplus Land in Barriefield Village

EXECUTIVE SUMMARY:

On February 16 and 17, 2010, Council approved resolution Clause (1) Report No. 30 which states:

1. THAT Council authorize staff to undertake as a high priority the following with respect to the subject lands:
   a. Proceed immediately with the steps necessary to acquire the surplus lands for affordable housing and to investigate acquiring lands as a buffer to Barriefield Village, should the preferred affordable housing option not prove viable;
   b. Proceed immediately with a review, and update if required, of the Heritage Conservation District Plan
   c. The completion of a stage 2 and 3 archaeological assessment, environmental assessments and technical studies that may be necessary to determine the potential future uses that are viable for the properties and to complete the necessary due diligence for purchasing the property;
   d. The necessary public meeting(s) facilitated as outlined by the Council motion of November 17, 2009, addressing both affordable housing and heritage preservation matters;

   And further

2. THAT a budget of up to $250,000 be approved with funding from the Working Fund Reserve for the work;

   And further

3. THAT the report be completed no later than June 2010; said report should use existing materials to the greatest extent possible and should also include timelines for the necessary planning approvals;

   And further

4. THAT staff express the City’s interest in acquiring the property for affordable housing to Public Works and Government Services Canada (PWGSC).

In response to this resolution staff created a Request for Proposal (RFP) to address 1 (a), (c), and (d); 2 and 3. RFP #F31-CDS-CFS-2010-1, Consultancy on Potential Acquisition of Federal Surplus land in Barriefield Village was released on March 12, 2010 and closed on April 7, 2010.

Two submissions were received and as a result staff do not have delegated authority to award a contract. Under section 3.4 of the purchasing by-law, Council authorization to proceed with this purchase is required.
Both submissions met the criteria sufficient to proceed to an evaluation stage. The Evaluation Committee reviewed and evaluated each submission. The highest scoring proposal was submitted by MHBC Planning Ltd.

RECOMMENDATION:

That Request for Proposal #F31-CDS-CFS-2010-1, Consultancy on Potential Acquisition of Federal Surplus land in Barriefield Village, be awarded to MHBC Planning Ltd., the proponent with the higher evaluation score based on the predetermined criteria; and

That the Mayor and Clerk be authorized to enter into a contract with MHBC Planning Ltd. to the satisfaction of the Director of Legal Services, for the Consultancy on Potential Acquisition of Federal Surplus land in Barriefield Village.

AUTHORIZING SIGNATURES:

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<tr>
<th>ORIGINAL SIGNED BY COMMISSIONER</th>
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<td>Terry Willing, Acting Commissioner, Community Development Services</td>
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<tr>
<th>ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER</th>
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<td>Gerard Hunt, Chief Administrative Officer</td>
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CONSULTATION WITH THE FOLLOWING COMMISSIONERS:

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<th>Commissioner Beach, Sustainability &amp; Growth</th>
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| Commissioner Leger, Corporate Services      | √  
| Jim Keech, President, Utilities Kingston    | n/r |

(N/R indicates consultation not required)
OPTIONS/DISCUSSION:

In response to Council’s request of February 16 and 17, 2010, city staff issued RFP #F31-CDS-CFS-2010-1, Consultancy on Potential Acquisition of Federal Surplus land in Barriefield Village, with Phase 1 addressing the completion of a feasibility and due diligence study and Phase 2 addressing the implementation of the recommended work, should council approve proceeding.

The term of the contract arising out of this RFP will be in two phases with Phase 1 commencing upon award of the contract with an anticipated status report to Council in June 2010. Depending upon Council’s direction that will be informed by the findings in Phase 1, the successful proponent may be requested to proceed with Phase 2.

Proposals were evaluated by a cross-departmental evaluation team. The proposals were reviewed and interviews were held with both proponents on Monday, April 12, 2010. The following predetermined evaluation criteria was included in the RFP and applied in the evaluation process:

<table>
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<tr>
<th>Components</th>
<th>Weighting Applied</th>
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<tr>
<td>Project Pricing &amp; Related Costs</td>
<td>40%</td>
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<tr>
<td>Experience</td>
<td>40%</td>
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<tr>
<td>Methodology</td>
<td>10%</td>
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<tr>
<td>Expertise in Affordable Housing Development Financing</td>
<td>7%</td>
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<tr>
<td>Ontarians with Disabilities Act</td>
<td>3%</td>
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The following is the ranking by the evaluation team:

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<th>Proposal Ranking Results</th>
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<tr>
<td>1</td>
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<tr>
<td>2</td>
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The evaluation panel was unanimous in their conclusion that the higher ranked proposal would deliver a result which provides Council with a sound rationale for any future decisions in this matter. The MHBC Planning team has a very high calibre of professional capacity in the areas of public consultation, planning, architecture, engineering, heritage and landscape planning expertise, as well as deep knowledge of and experience in affordable housing policy, feasibility, financing and development. The level of effort proposed by MHBC in terms of the number of days dedicated to the project far exceeds the CRBE proposal and the overall average hourly rate of MHBC is lower, representing a higher value for money proposal.

EXISTING POLICY/BY LAW:
Purchasing By-Law No. 2000-134, a By-law to Establish Purchasing Policies and Procedures for the City of Kingston, as amended.

NOTICE PROVISIONS:
No notice requirements

ACCESSIBILITY CONSIDERATIONS:
This report is available in alternative formats upon requests. This report is available translated into French upon request.

FINANCIAL CONSIDERATIONS:
A budget of up to $250,000 was approved by Council with funding from the Working Fund Reserve for this phase of the work. The successful proponent has identified a maximum upset budget of $205,979 plus applicable taxes. City staff will also be making use of a project management contractor to within the upset amount approved by Council for phase 1. The MHBC
Planning Ltd firm has committed to an open and transparent process such that work could be stopped at any time particularly if an insurmountable barrier to development or acquisition arose in the course of performing the phase 1 work.

CONTACTS:
Jim de Hoop, Director, Community and Family Services (x4957)

OTHER CITY OF KINGSTON STAFF CONSULTED:
Cynthia Beach, Commissioner, Sustainability & Growth
Terry Willing, Acting Commissioner, Community Development Services
Rob Crothers, Project Manager, Real Estate & Construction Services
Alan McLeod, Senior Legal Counsel

EXHIBITS ATTACHED:
None