



6020 Hwy 542
P.O. Box 420
Mindemoya, Ontario
POP1S0
705-377-5726
www.centralmanitoulin.ca

Municipality of Central Manitoulin

Property Committee Report

No. PROP-2024-15-01

Subject: Report on Results from Procurement Process RFP 07-2024 Consulting Services: Recreation Infrastructure and Arenas planning.

Prepared by: P. Mader, Deputy Clerk and Municipal Project Manager

Department: Parks and Rec Maintenance department

Date: August 9, 2024

Recommendation

That we recommend to Council that report PROP 2024-15-01 be received AND FURTHER THAT the proposal submitted by 3rd Line Studio in response to RFP 07-2024 be awarded the contract in the amount of \$146,190.00 + HST for the tendered scope of work.

Executive Summary

This report provides a summary of the results of RFP 07-2024 for Consulting Services for Community/Recreation Infrastructure and Arena Feasibility, and Design Services.

Background

RFP 07-2024 was posted on May 22, 2024 and had a closing deadline of June 27, 2024. Four proposals were submitted and reviewed by the evaluation committee. The results are provided in the table below:

Summary of Proposals received:

Firm	Sub-consultants listed	Technical Score	Financial Proposal Score	Total
Belanger-Salach	Altus Group	51.25	30	81.25
Concept Dash	n/a	29.13	NA	NA
3 rd Line Consulting	Sierra Planning and Management Perkins & Will Polestar	66.5	29.55	96.05
Republic	Quantum Recreation	47.5	24.92	72.42

The highest scoring proposal combining the technical scores and the financial scoring was the proposal submitted with 3rd Line Consulting based in Sudbury as the project lead. Their lump sum fee for the scope of work is \$146,190.00 plus tax. We have \$100,000 budgeted in the current

2024 budget cycle. The project timeline for the scope of work is approximately 1 year from the contract award date, meaning that this project will span into the 2025 budget year. Thus, the amount currently allocated for 2024 will be sufficient, but additional funds will be required in 2025 to see the scope of work to its conclusion.

A summary of the general scope of work is as follows (detailed scope is available in the RFP):

The Municipality of Central Manitoulin is requesting proposals from qualified firms to provide professional consulting services to assist the Municipality in reviewing and planning for community and recreation infrastructure, with a particular focus on the two municipal arenas and their future. The successful proponent will develop an understanding of the local context and consider the arenas in the context of the community, as well as within the context of the municipality's full portfolio of infrastructure. In a municipality the size of Central Manitoulin, with a small staff complement, and a limited pool of user groups, all facilities impact each other. The scope of this project will focus on building infrastructure, although lateral impacts to outdoor/park infrastructure that result from any recommendations in the masterplan phase should also be considered. All building infrastructure, parks, ball fields and open spaces are managed, operated, and maintained by a team of five full-time staff. Like many other municipalities across Ontario, Central Manitoulin has been grappling for several years with strategic questions related to community facilities and recreation infrastructure, particularly the arenas. Staff and Council have been considering core questions such as:

- Where to invest limited funds in infrastructure to derive the best value for residents?
- What service levels should and can be sustainably provided?
- What sustainable operating and fee models are there and which one is best suited to our community members and user groups?
- What the needs and wants of community members truly are.
- How to effectively position the municipality to be prepared to access funding to move in the selected direction (particularly for arena(s) – i.e., achieve a preliminary design phase for the selected option).

The successful proponent will be able to review and build on the work that has already been completed and will facilitate the municipality to take significant next steps in determining a long-term strategy for community/recreation infrastructure as a whole. In particular, the successful proponent will ensure that the municipality has a solid plan for both community building infrastructure, and the two arenas, by the end of the process. This plan will have fully considered options for facilities such as: whether to repair or renovate existing facilities (particularly the arenas), to decommission, to position the Municipality to build a new arena facility, to target net-zero or do deep energy retrofits on any facilities, or other options suggested by the successful proponent. The Municipality expects to see proposals that demonstrate how the proponent conceptualizes the scope of the project, as well as a clear methodology for how the proponent will deliver the scope and step the municipality through both the strategic consideration phases as well as the initial design phases of the selected arena option.

The following criteria and process was used to evaluate the proposals:

Evaluation

The Proposals will be evaluated and scored in accordance with the requirements of the RFP using the following Scoring Guide:

Parts A and B

Detailed Workplan and Experience Evaluation	Point Allocation
All required forms and components are completed, signed as required, and submitted by deadline: <ul style="list-style-type: none"> • Proposal Summary Form • Declaration Form • Technical proposal with all required components (Part A) • Financial Proposal with all required components in a separate .pdf (Part B) 	Pass/fail
Firm's Qualifications & Project Team's Experience (including all sub-contractors)	15
Project Understanding and Experience on Relevant Example Assignments of Similar Scope, Size, etc.	15
Work Plan, Methodology, list of deliverables	30
Project Schedule	10
Total	70 pts

Proponents are required to achieve a minimum of 70% (49pts) on the overall rated criteria above, as well as a pass on the pass/fail components to be able to proceed to the second stage evaluation of the financial information provided.

Part C

Financial Information evaluation	Awarded Price Points
Remaining price points will be awarded based on the following formula: $\text{Awarded Price Points} = \frac{\text{Lowest Proposal}}{\text{Evaluated Proposal}} \times \text{MAX POINTS (30)}$	30
Total	30pts

Legal Considerations

NA

Financial Implications

As noted in the summary and budget notes. This is a budgeted project for 2024.

Communications Considerations

N/A

Link to Strategic Plan

This links to goals identified in the strategic plan.

Link do Asset Management Plan

Information from the Asset Management plan will inform this planning process, and this planning process will also help to update our asset management plan.

Climate Change Considerations (CEEP Plan)

The consultant will review the CEPP as part of the document review phase of the project.

Alternative(s) to the Recommendation

N/A

Conclusions

This report summarizes the results of RFP 07-2024 for consulting services for Recreation/Community infrastructure and Arena Feasibility planning.

Attachments

N/A

Previous Reports

N/A

Pre-submission Review – Staff consultation with all departments

Review by CAO – August 9, 2024

Approvals

Approval Date – August 9, 2024