

**COUNCIL AUTHORITY FOR CONTRACT AWARDS
PROPOSAL AWARD**

Project Award	Proposal Award No. 24 – 554 for Consulting Services for a Development Charges Background Study and Community Benefits Charge Study
Recommendation	Staff is recommending the award of the proposal for Consulting Services for a Development Charges Background Study and Community Benefits Charge Strategy to Watson & Associates Economists Ltd. in the total amount of \$169,900 (exclusive of HST).
Purpose of Report	As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required for proposal awards over \$100,000.
Background information	<p>As per the Development Charges Act, 1997, the Council of a municipality must approve a by-law to impose development charges (DC) against land to pay for increased capital costs related to increased needs for services. The Town's most recent Development Charges By-law, 045-2021, was passed by Council and came into effect on June 26, 2021 and will expire on June 26, 2026 and before adopting a new by-law, a DC Background Study that identifies the amount, type and location of growth, servicing needs to accommodate growth and capital costs to provide services to meet the needs must be completed. Additionally, through Bill 108: More Homes, More Choice Act, 2019, a new Community Benefits Charge (CBC) was introduced to replace the bonusing provisions of Section 37 of the Planning Act. This legislation requires the development of a CBC Strategy to be completed prior to the consideration of a CBC By-law. As many of the component of a CBC Strategy are similar to the requirements of a DC Background Study, these two projects will be undertaken simultaneously.</p> <p>The DC Background Study and CBC Strategy will be prepared in accordance with the governing legislation and will be used as the basis for preparing the corresponding by-laws to ensure funding is available for capital infrastructure to extend services to the growth areas in Milton. Council approved the advancement of the capital budget for the works through report ES-024-24.</p>
Purchasing Section: Bid Award Information	
Date bid issued	October 10, 2024
Advertisements	Town of Milton website
Closing Date	October 31, 2024
# of Plan takers	Three (3)
Proposal Submissions received	<p>Proposals were received from the following companies:</p> <ul style="list-style-type: none"> • Hemson Consulting Ltd. • Watson & Associates Economist Ltd.

<p>Evaluation Criteria</p>	<p>The proposals were evaluated based on the following criteria:</p> <ul style="list-style-type: none"> • Description of the Firm, Project Team and Structure (5 points) • Project Team Experience and References (20 points) • Understanding of the Project (10 points) • Project Methods, Work Program, Tasks and Deliverables (25 points) • Project Scheduling (20 points) • Proposal Costs (20 points) <p>An evaluation team with representation from Development Services, Community Services and Finance evaluated the proposals against the established criteria and the two (2) proponents were invited to an interview. Watson & Associates Economist Ltd. is the highest ranking overall proponent and is being recommended for this award.</p>
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Financial Planning Section: Budget Impact (Note 1)	
<p>Account Number(s) Account Description Project Total Budget</p>	<p>C20010024-N0250-7290 Development Charges Study \$435,149</p>
<p>Contract Budget Actual (Net of HST Rebate) Variance Funding Source</p>	<p>\$225,175 \$172,890 \$52,285 (F) Development Charges</p>

Note 1: Financial impact includes any non-refundable portion of HST