

**COUNCIL AUTHORITY FOR CONTRACT AWARDS
SINGLE SOURCE AWARD**

Project Award	Single Source award to Tate Research for a Town-Wide Commercial Needs Assessment
Recommendation	Staff is recommending the single source award to Tate Research for a Town-Wide Commercial Needs Assessment in the total amount of \$57,000 (exclusive of HST) .
Purpose of Report	As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required.
Background information	<p>As the Town of Milton proceeds with the next phase of the Official Plan Review, Town Staff need to better understand the Commercial Needs of the Town to ensure the Official Plan is addressing and planning for appropriate commercial uses and space.</p> <p>A Town-Wide Commercial Needs Assessment was undertaken by Tate Research in 2014. Since that time the Town has grown significantly, and supply and demand have changed. The current study will be an update to the 2014 work to inform Official Plan policy development through the next phase of the new Official Plan preparation.</p> <p>The Study will identify and quantify “unbuilt supply” and will use population forecasts and market demand analysis to identify demand and determine an overall need and distribution.</p> <p>Ultimately, the Study report will provide a recommended distribution of long-term commercial/retail land uses, including distribution assumptions and the spatial distribution of forecast demand.</p> <p>Tate Research have been recommended for this assignment on the basis of their relevant experience within the GTA, and specifically legacy knowledge gained in the Town of Milton as they produced the 2014 Study that is required to be updated. Staff has reviewed the work plan and proposal and are satisfied that they represent value for the Town.</p>

Financial Planning Section: Budget Impact (Note 1)

Account Number(s)	C90011021-N1810-7255
Account Description	Official Plan Review
Project Total Budget	\$1,717,786
Contract Budget	\$ 0
Actual (Net of HST Rebate)	\$ 58,003

Variance

\$ 58,003

Funding Source

Reallocation of line items within the project

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