

**COUNCIL AUTHORITY FOR CONTRACT AWARDS  
DELEGATED AUTHORITY**

<b>Project Award</b>	Reporting back to Council on the Delegated Authority utilized to award Proposal No. 25-530 for Recreation and Parks Master Plan Update												
<b>Purpose of Report</b>	Staff are reporting back to Council for a contract award made under delegated authority through report ES-011-25.												
<b>Background information</b>	<p>Through ES-011-25, Council approved the delegated authority for staff to proceed with the award of RFP25-530 – Recreation and Parks Master Plan Update.</p> <p>The Town issued RFP25-530 to the open market.</p> <p>Four (4) proposals were received from the following firms:</p> <ul style="list-style-type: none"> <li>• Monteith Brown Planning Consultants</li> <li>• RC Strategies Inc.</li> <li>• Tocher Heyblom Design Inc.</li> <li>• Weston Consulting</li> </ul> <p>The proposals were evaluated based on the following criteria:</p> <table border="1" style="width: 100%;"> <tr> <td>Description of the Firm, Project Team and Structure</td> <td>5 pts</td> </tr> <tr> <td>Project Team Experience and References</td> <td>20 pts</td> </tr> <tr> <td>Understanding of the Project</td> <td>10 pts</td> </tr> <tr> <td>Project Methods, Work Program, Tasks and Deliverables</td> <td>25 pts</td> </tr> <tr> <td>Project Scheduling</td> <td>20 pts</td> </tr> <tr> <td>Proposal Cost</td> <td>20 pts</td> </tr> </table> <p>The submissions were reviewed and scored against the evaluation criteria as stated in the RFP. The highest ranked Proponent, Tocher Heyblom Design Inc., was subsequently interviewed. At the completion of the evaluation, Tocher Heyblom Design Inc. is the highest ranked Proponent.</p> <p>Staff utilized internal award report PDA-024-25 to proceed with the award to Tocher Heyblom Design Inc. in the total amount of \$146,310 (exclusive of HST).</p>	Description of the Firm, Project Team and Structure	5 pts	Project Team Experience and References	20 pts	Understanding of the Project	10 pts	Project Methods, Work Program, Tasks and Deliverables	25 pts	Project Scheduling	20 pts	Proposal Cost	20 pts
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**Financial Planning Section: Budget Impact** (Note 1)

<b>Account Number(s)</b>	C50010623-N1610-7290
<b>Account Description</b>	Recreation Master Plan (DC)
<b>Project Total Budget</b>	\$289,755
<b>Contract Budget</b>	\$252,592

**Schedule J**

<b>Actual</b> (Net of HST Rebate)	\$148,885
<b>Variance</b> (Note 2)	\$103,707 (F)
<b>Funding Source</b>	Development Charge, Project Variance Reserve

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

Note 2: Favourable variance in an amount of \$14,889 was retained in the account in order to accommodate any unforeseen changes in the contract, with the remainder returned in accordance with PDA-024-25 and therefore not included as part of Schedule A to this purchasing various report.