

COUNCIL AUTHORITY FOR CONTRACT AWARDS PROPOSAL AWARD

Project Award	Proposal Award No. 23-559 – Consulting Services for the Housing and Non-Residential Needs Analysis Study
Recommendation	Staff is recommending the award of the proposal for Consulting Services for the Housing and Non-Residential Needs Analysis Study to Watson & Associates Economists Ltd. in the total amount of \$159,995 (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>The Town is in the process of updating its Official Plan to provide the long-term vision and policy framework for land use to year 2051. To adequately plan for future growth, it is important to develop an in-depth understanding of Milton's potential future population and employment. The amount of and characteristics of population and employment determine what the needs are for housing and non-residential land uses.</p> <p>This Housing and Non-Residential Needs Analysis Study will inform how the Town will grow to meet the needs of population and employment to year 2051 and form the basis of the growth strategy in the new Official Plan. This Study will also meet the Planning Act requirements for an assessment report to enable inclusionary zoning. Inclusionary zoning is a tool that can be used for the creation of affordable housing which would require new residential developments to provide affordable units.</p> <p>This Study will consist of two phases.</p> <p>Phase 1 will forecast population, housing mix, employment and non-residential uses by type from now to 2051 based on detailed analysis of demographic, socio-economic, macro-economic, local market and any other applicable trends impacting demand. Phasing of the forecasted growth will be developed in 5-year increments to inform infrastructure and financial planning. The supply of land to accommodate the forecasted growth will be examined. Phase 1 is planned for completion by mid-July 2023.</p> <p>Phase 2 completes the Planning Act requirements for the assessment report for inclusionary zoning. The assessment report analyzes the needs for affordable housing in the Town, as well as analyzes the potential impact on the housing market and the financial viability of development if inclusionary zoning by-laws are enacted. Phase 2 is planned for completion by mid-September 2023.</p> <p>The award is to authorize the Phase 1 and Phase 2 scope of work. Phase 1 and 2 will be awarded to Watson & Associates Economists Ltd. upon Council approval.</p>

Schedule D

	The evaluation team, which consisted of staff from Planning Policy and Urban Design, evaluated the proposals against the established criteria and two proponents were invited to an interview. The proposal submission from Watson & Associates Economists Ltd. was the highest ranking proposal.
Purchasing Section: Bid Award Information	
Date bid issued	March 1, 2023
Advertisements	Town of Milton website
Closing Date	March 22, 2023
# of Plan takers	Four
Proposal Submissions received	Proposals were received from the following companies: Deloitte LLP KPMG LLP SHS Inc. Watson & Associates Economists Ltd.
Evaluation Criteria	The proposals were evaluated based on the following criteria: <ul style="list-style-type: none"> • Description of the Firm, Project Team and Structure • Project Team Experience and References • Understanding of the Project • Project Methods, Work Program, Tasks and Deliverables • Project Scheduling • Proposal Costs
Financial Planning Section: Budget Impact (Note 1)	
Account Number(s)	C90010323
Account Description	Res/Non-Res Take Up/Land Needs Study
Project Total Budget	\$250,192
Contract Budget	\$160,000
Actual (Net of HST Rebate)	\$162,811
Variance	\$2,811 (U)
Funding Source	Project Variance Account

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