

# THE CITY OF DAWSON

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## NOTICE OF SPECIAL COUNCIL MEETING #C18-38

This is to inform you a special meeting of City Council will be held as follows:

**DATE OF MEETING:** TUESDAY, DECEMBER 18, 2018  
**PLACE OF MEETING:** COUNCIL CHAMBERS, CITY OFFICE  
**TIME OF MEETING:** 12:00 PM

### PURPOSE OF MEETING:

- a) Request for Decision RE: Contract Award Recreation Master Plan
- b) In Camera Session  
Strategic Planning Session RE: Budget

DATE MEETING REQUESTED: December 12, 2018  
MEETING REQUESTED BY: WAYNE POTOROKA, MAYOR

Original signed by: \_\_\_\_\_ December 12, 2018  
Cory Bellmore, CAO Date

# Report to Council



For Council Decision    For Council Direction    For Council Information

In Camera

<b>AGENDA ITEM:</b>	Recreation Master Plan RFP Award	
<b>PREPARED BY:</b>	Marta Selassie, Recreation Manager	<b>ATTACHMENTS:</b> ▪ n/a
<b>DATE:</b>	December 12, 2018	
<b>RELEVANT BYLAWS / POLICY / LEGISLATION:</b>	▪	

## RECOMMENDATION

Administration recommends:

1. That council award the contract for the Parks and Recreation Master Plan to Groundswell Industries Inc for \$38,855 (plus GST).

OR

2. That council not award the contract for the Parks and Recreation Master Plan and direct administration to revisit the scope of work and revise and re-advertise the tender.

OR

3. That council direct administration to negotiate with the lowest bidder.

## ISSUE / PURPOSE

To award the contract for the Recreation Master Plan to the successful proponent based on a competitive bid evaluation process.

## BACKGROUND SUMMARY

The City of Dawson issued a Request for Proposals seeking qualified consultants to develop a comprehensive Parks and Recreation Master Plan. The Master Plan will be a 10-year planning document that will provide direction for managing and developing parks and recreation services based on community aspirations, financial realities and industry practices.

Two bids were submitted by the time of bid closing. These bids were assessed by a team of three staff members based on the criteria listed in the RFP. Each proponent was ranked based on how thoroughly they met the requirements of the project.

## ANALYSIS / DISCUSSION

All submissions were assessed to ensure they met the minimum requirements outlined in the RFP. The submissions were evaluated based on the following criteria:

Item of Work	Weight
Fee for Full Scope	40%
Detailed Methodology	40%
Project Milestones	10%
Project Team Experience	10%
Total	100%

This competition was value-based, not price driven. Through deliberations by City of Dawson staff, the content of each proposal was awarded points in a fair, objective and consistent manner.

Based on the above criteria the bidders scored as follows:

Bidder	Score ( /100)
Groundswell Industries	85
wmc	60

The 2018 operational budget had \$20,000 allocated for the master plan, the City of Dawson has been approved for a \$5,000 Community Recreation Planning grant from RPAY. The highest-ranking proponent has a proposed price over the allocated budget and therefore a budget amendment would have been required in order to award this contract to commence in 2018 with a project contingency and to account for the additional revenue.

The 2019 provisional budget that was passed by resolution of council C18-37-04 on December 10, 2018 reflects this expected expenditure.

**Expenses**

Contract	\$ 38,855.00
Contingency	\$ 3,000.00
<b>TOTAL</b>	<b>\$ 41,855.00</b>


**Revenue**

2018 Budget	\$ 20,000.00
RPAY	\$ 5,000.00
Rec Board (proposed)	\$ 3,000.00
Amendment	\$ 13,855.00
<b>TOTAL</b>	<b>\$ 41,855.00</b>

**ALIGNMENT TO OFFICIAL COMMUNITY PLAN & STRATEGIC PRIORITIES**

The creation of a recreation master plan aligns with all of the guiding principles of the OCP: public engagement, innovative local solutions, simple and implementable, responsible governance, partnerships and collaboration and triple bottom line. It is these principles that provide the framework for the municipality and have been built into the scope of the parks and recreation master plan.

**APPROVAL**

<b>NAME:</b> Cory Bellmore, CAO	<b>SIGNATURE:</b> 
<b>DATE:</b> December 14, 2018	