

# **The Corporation of the City of Kawartha Lakes**

## **Council Report**

**Report Number PUR2018-016**

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**Date:** April 10, 2018  
**Time:** 2:00 p.m.  
**Place:** Council Chambers

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**Ward Community Identifier:** Ward 13

**Subject:** Proposal 2018-30-CP Consulting Services for Development of Park Conceptual Design, Permitting and Public Consultation (Bobcaygeon Trailer Park and Beach Park)

**Author Name and Title:** Ashley Wykes, Buyer  
Rod Porter, Capital and Special Projects Supervisor

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### **Recommendation(s):**

**That** Report PUR2018-016, Proposal 2018-30-CP Consulting Services for Development of Park Conceptual Design, Permitting and Public Consultation (Bobcaygeon Trailer Park and Beach Park) be received;

**That** Landscape Planning Ltd. of Richmond Hill, being the highest scoring proponent be selected for the award of Proposal 2018-30-CP Consulting Services for Development of Park Conceptual Design, Permitting and Public Consultation for a proposal cost of \$131,310.00 plus HST;

**That** subject to the receipt of the required documents, the Mayor and City Clerk be authorized to execute the agreement to award RFP 2018-30-CP; and

**That** the Financial Services Division be authorized to issue a purchase order.

**Department Head:**\_\_\_\_\_

**Financial/Legal/HR/Other:**\_\_\_\_\_

**Chief Administrative Officer:**\_\_\_\_\_

## Background:

At the Council Meeting of December 13, 2016, Council adopted the following resolution:

### CR2016-1269

**RESOLVED THAT** Report PRC2016-010, **Municipal Trailer Park Options - Bobcaygeon**, be received;

**THAT** at the end of the 2017 season, the Trailer Park operations at the Bobcaygeon Beach Park, be discontinued;

**THAT** staff be directed to continue to review other potential community Recreation and Tourism uses for the Bobcaygeon Beach Park property to service the needs of the Bobcaygeon Community and the City of Kawartha Lakes and have the first public meeting to gather community ideas in March 2017; and

**THAT** staff review and include in 2018 budget, a Bobcaygeon Beach Park Master Plan program, including further public and stakeholder consultation.

This report addresses that direction.

Request for Proposal 2018-30-CP Consulting Services for Development of Park Conceptual Design, Permitting and Public Consultation was advertised and released in accordance with the Purchasing Policy. The proposal closed on March 1, 2018 and was opened in public by Andy Letham, Mayor and Ashley Wykes, Buyer. Seven proposals were submitted with one firm declining to submit as outlined in the chart below:

Company Name
Stefan Bolliger Associates Inc. (Decline to Bid stated their schedules would not permit them to submit a proposal)
Landscape Planning Ltd.
Brown and Storey Architects Inc.
CIMA+ Canada Inc.
Basterfield and Associates Inc.

Shift Landscape Architecture
Greenland International Consulting Ltd.
Stewart C. McElroy and Associates Inc.

Each proposal was carefully evaluated based on the criteria and requirements in the proposal document. The proposal submission from Stewart C. McElroy and Associates was disqualified as they did not submit their bid in compliance with the procurement request. References were checked for Landscape Planning with no issues identified.

### **Rationale:**

Landscape Planning Ltd. of Richmond Hill, being the highest scoring proponent be selected for the award of Proposal 2018-30-CP Consulting Services for Development of Park Conceptual Design, Permitting and Public Consultation for a proposal cost of \$131,310.00 plus HST.

### **Other Alternatives Considered:**

No other alternatives are being considered as the highest scoring proponent is being recommended.

### **Financial/Operation Impacts:**

Funding for the project will come from the 2018 Capital budget.

<b>Project Number</b>	<b>Project Budget</b>	<b>Other Committed Funds *see below</b>	<b>Project Balance</b>	<b>Tender Amount (incl HST)</b>	<b>HST Rebate</b>	<b>Contingency</b>	<b>Total Cost</b>	<b>Project Balance</b>
950180105	\$245,000	\$0	\$245,000	\$148,380	(\$14,759)	0	\$133,621	\$111,379

### **Relationship of Recommendation(s) To The 2016-2019 Strategic Plan:**

This report aligns with the following strategic goals:

- Goal 1 – A Vibrant and Growing Economy
  - The development of the property will contribute to economic development and potentially increased tourism.

- Goal 2 – An Exceptional Quality of Life
  - Walkability and accessibility will be considered in the development of the property.
- Goal 3 – A Healthy Environment
  - Protecting water quality and natural features will be considered during the planning stages of the redevelopment of the property.

## **Consultations:**

Junior Accountant

**Department Head E-Mail:** cshanks@kawarthalakes.ca

**Department Head:** Craig Shanks

**Department File:** 2018-30-CP