



**The Corporation of the Township of Tay
Special Meeting of Council**

**April 10, 2019
10:00 a.m.**

**Municipal Office Council Chambers
Agenda**

1. Call to Order

2. Approval of the Agenda

3. Disclosure of Interest

4. Staff Reports / Other Business

4.1 Report from the Chief Administrative Officer
Staff Report No.: GGF-2019-27
Re: Strategic Plan Contract Award

4.2 Verbal Report from the Director of Public Works *
Re: Gravel, Double Surface Treatment & Slurry Seal Tenders

5. By-laws

2019-22 Agreement, Double Surface Treatment & Slurry Seal *
2019-23 Agreement, Gravel Rehabilitation *

6. Confirming By-law

7. Adjournment

****Tentative, based on direction provided at April 9th, 2019 Special
Public Works Committee Meeting***



STAFF REPORT

Department/Function: Council

Chair: Mayor Ted Walker

Meeting Date: April 10, 2019

Report No.: GGF-2019-27

Report Title: Strategic Plan Contract Award

RECOMMENDATION:

That Staff Report No. GGF-2019-27 regarding the Strategic Plan Contract Award be received;

And that the contract be awarded to Environics Research for a contract price of \$45,000 plus HST.

INTRODUCTION/BACKGROUND:

In 2014, Council commissioned the creation of its first Council and Community Strategic Plan since amalgamation occurred in 1994. That Council felt that it was a valuable exercise for each council to create a new plan at the beginning of each term. The Township took the step of putting aside ten thousand dollars each year into reserves so that each newly elected council will already have the money set aside allowing them to create an updated plan to reflect the priorities of the newly elected Council and the community to achieve over its term of Council.

The current 2019 budget has forty thousand dollars in the reserve fund, to hire an outside company to come in and facilitate the one on one interviews with each elected official, senior staff as well as hold multiple community consultation sessions. That company will then gather all that information, identify common themes and objectives and then create and present the new 4 year plan to Council.

ANALYSIS:

The Chief Administrative Officer (CAO) prepared and released RFP-2019-01 that was posted on both the Township website and Biddingo on February 22, 2019. The posting invited interested companies to submit their proposal on or before the closing date of March 18, 2019 at 2:00 pm.

On March 18, 2019 at 2:00 the Township's Clerk, CAO and Senior Administrative Assistant officially closed the tender and opened the three bids received.

The bids were received by the following three companies:

Armstrong Strategy Group \$34,675 (HST Excluded)

Critel Professional Services \$39,780 (HST Excluded)

Environics Research \$45,000 (HST Excluded)

We received one further bid delivered at 2:45 pm which was date and time stamped and returned unopened, as required in our Purchasing By-law.

At the March COAC meeting Mayor Ted Walker and Councillor Paul Raymond were appointed to an Ad-hoc committee along with the CAO to review the proposals received for this project, with direction to report back with their recommendations to Council at a special Council meeting to be held on April 10, 2019.

The Ad-hoc Committee met for the first time on March 22, 2019 and reviewed in detail the three proposals. Upon review, one proposal prepared by Armstrong Strategy Group was eliminated from consideration because their proposal did not provide all the information requested in the RFP to accurately compare it to the other ones received.

The Ad-hoc Committee felt it was important to have the representatives from each of the final two companies that will be responsible for actually doing this project come and do a presentation before them to better understand the following: the experience of the company and individuals that will do the proposed project, their methodology and their overall work plan. The goal was to determine the company that would provide the Township with the best overall value based upon all the factors listed above. The Committee reconvened on March 28, 2019 to receive presentations from both Critel and Environics.

Based upon a combination of both their written submission and in person presentation, the Ad-hoc Committee is unanimous in recommending to Council that Environics Research be the company engaged to do this project. The Committee felt that although their proposal was \$5,000 over the current

budget amount, that Council and the Township as a whole will receive the best value for money spent by this company.

Environics Research is in a position to begin this project immediately upon award of contract, and foresees no issue with completing this project in the requested time period.

FINANCIAL/BUDGET IMPACT:

The 2019 Capital budget includes \$40,000 for the commissioning of a new strategic plan. It is recommended that the Director of Finance be directed to make a recommendation for how the difference will be financed as part of the year end reporting to Council.

CONCLUSION:

The Committee is recommending that Council award this project to Environics Research.

Prepared By:

Date: March 29, 2019

Robert J. Lamb, CEcD, Ec.D.
Chief Administrative Officer

Recommended By:

Ted Walker
Mayor

Paul Raymond
Councillor Ward 1

Robert J. Lamb
Chief Administrative Officer