



## County Council

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**Meeting Date:** June 8, 2021  
**Submitted by:** Durk Vanderwerff, Director of Planning  
**SUBJECT:** REQUEST FOR PROPOSALS FOR GENERAL LAND USE  
PLANNING CONSULTING SERVICES

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### **BACKGROUND:**

Significant development activity is occurring within Middlesex County and there are a number of land use planning special projects to be completed, including the County Official Plan update. Together, this presents a challenge for the Planning Department to complete this work and meet increasing expectations.

A Request for Proposal was developed with the County Solicitor seeking to retain a consultant pool of up to a maximum of two consultants to provide General Land Use Planning Consultant Services on an 'as needed' or 'project-by-project' basis in order to complete land use planning work in a timely and efficient manner.

### **ANALYSIS:**

Land Use Planning Consulting Services include the undertaking of policy special projects, project oversight, professional land use planning opinion, writing of planning reports, and assisting staff, the public, and developers with planning enquiries and Planning Act applications. The County sought consultant proposals that can provide the Services required at a high level of service at a competitive price.

The RFP noted that Middlesex is a diverse and growing community facing urban and rural land use planning issues and that the qualifications of the consultants must include a strong agricultural, small town, and rural basis and background. It was also a requirement that the project team include professionals that are Registered Professional Planners.

The RFP did not provide a guarantee regarding the level of activity, projects, and assistance required, and there is no minimum value of work for selected consultants. The RFP set a maximum or upset limit of a thirty-thousand dollar (\$30,000) budget of total Project work, which would be allocated between the consultant pool at the discretion of the Director of Planning on a project-by-project basis.

The term of the RFP is one-year with the option to extend the contract up to an additional year upon mutual agreement in writing. Finally, it is noted that the RFP included the ability for local municipalities to take advantage of the contract without the need to negotiate additional terms, conditions or pricing, should they wish to undertake Land Use Planning Special Projects.

Seven proposals were received and evaluated pursuant to a Rated Requirements Evaluation Criteria and Methodology as set out in the RFP to establish the proposals that meet the best overall value. Evaluation criteria included strength of mandatory requirements, experience and qualifications, and the proposed pricing model. The proposals submitted by GSP Group and Monteith Brown Planning Consultants ranked as the highest two proposals in the evaluation.

#### **FINANCIAL IMPLICATIONS:**

The cost of the General Land Use Planning Consultant Services has a maximum or upset limit of thirty-thousand dollars (\$30,000.00) and is included within the approved Planning Department budget. The potential to extend the contract for up to an additional one-year would be subject to the 2022 budget process.

**ALIGNMENT WITH STRATEGIC FOCUS:**

This report aligns with the following Strategic Focus, Goals, or Objectives:

<b>Strategic Focus</b>	<b>Goals</b>	<b>Objectives</b>
Strengthening Our Economy	Encourage a diverse and robust economic base throughout the county	Support opportunities to create a stronger and sustainable agricultural sector Create an environment that enables the attraction and retention of businesses, talent, and investments Support the development and prosperity of downtown core areas in Middlesex County
Promoting Service Excellence	Innovate and transform municipal service delivery	Anticipate and align municipal service delivery to emerging needs and expectations Collaborate with strategic partners to leverage available resources and opportunities Build organizational capacity and capabilities

**RECOMMENDATION:**

That the County of Middlesex enter into agreements with GSP Group and Monteith Brown Planning Consultants for the provision of General Land Use Planning Consultant Services.