



## Corporation of the Township of Brock

### Staff Report to the Mayor and Members of Council

**From:** Ingrid Svelnis

**Position:** CAO

**Title / Subject:** Award for RFP No: B2023-PW-02 Parks, Recreation and Culture Master Plan

**Date of Report:** April 3, 2023

**Date of Meeting:** April 11, 2023

**Report No:** 2023-PRF-009

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#### 1.0 Issue / Origin

In February 2023, the Township released a Request for Proposal (RFP) No. B2023-PW-02 for consulting services for the creation of a Parks, Recreation and Culture Master Plan.

#### 2.0 Background

The 2023 budget is funding \$75,000 to complete a new Parks, Recreation and Culture Master Plan. The previous plan was completed in 2012 and the recommendation is to revisit these plans every 10 years.

The Master Plan will be used as a policy document to assist in determining parks, recreation and culture requirements for the Township that will inform future investment and development. The Township is seeking an innovative approach to parks, recreation and culture plan that will be demand driven and will strategically integrate the Township's mandate concerning the departments services.

Forecasting demands, focusing on fiscally responsible planning and working with a range of partners to provide departmental services will be key. Community and stakeholder engagement will help ensure excellent public input into recommendations that will come through the process.

#### 3.0 Analysis

One proposal was received in response to the Parks, Recreation and Culture RFP. Scoring criteria was determined to score the consultants and was to use the following scoring table:

|                             |    |
|-----------------------------|----|
| Qualifications & Experience | 20 |
| Methodology/Work Plan       | 30 |

|                        |            |
|------------------------|------------|
| Proposal               | 10         |
| Proposed Fees          | 20         |
| Value added/Innovation | 20         |
| <b>Total</b>           | <b>100</b> |

Given we only received one bid, that fits into our budget requirement and is one of the invited bidders, we are confident that they will deliver a plan that works well for Brock. The Team has extensive experience creating plans for similar sized municipalities and we are confident in their ability to deliver.

The submission was provided by thinc design and the proposals has been reviewed by the staff team.

#### **4.0 Related Policies / Procedures**

The Brock Official Plan articulates several key principles that are related to the Parks, Recreation and Culture Master Plan. These include:

To maintain a high quality of life and secure the health and safety, convenience and well-being of the present and future residents of the area.

#### **5.0 Financial / Budget Assessment**

The approved 2023 capital budget includes \$75,000 for the Parks, Recreation and Culture Master Plan funded from development charges and capital reserve funds. Based on the submission, the proposed contract is \$47,849.57 including HST.

#### **6.0 Climate Change Impacts**

Sustainability and climate change impacts will be considered as part of the public and stakeholder consultation process.

#### **7.0 Communications**

Use of social media and other communication opportunities will be used to ensure active participation in the process.

#### **8.0 Conclusion**

Our recommendation is thinc design be retained to prepare the Parks, Recreation and Culture Master Plan.

#### **9.0 Recommendation**

BE IT REOSOLVED THAT Report 2023-PRF-009 regarding the Award of RFP No. B2023- PW02 be received.