

Report to Strategic Priorities and Policy Committee

To: Chair and Members
Strategic Priorities and Policy Committee
From: Michael Schulthess, City Clerk
Subject: Contract Award for RFP 2023-346 – Consultation for Ward Boundary Review
Date: February 6, 2024

Recommendation

That on the recommendation of the City Clerk, the following actions **BE TAKEN** with respect to the award of contract for the Request for Proposal RFP 2023-346 – Consultation for Ward Boundary Review:

- a) Watson & Associates Economists Ltd. **BE APPOINTED** to conduct consultation services in the amount of \$123,600 including contingency, excluding HST, in accordance with Section 12.2(b) of the City of London’s Procurement of Goods and Services Policy;
- b) the financing for the project **BE APPROVED** in accordance with the “Sources of Financing Report” attached hereto as Appendix “A”;
- c) the Civic Administration **BE AUTHORIZED** to undertake all administrative acts that are necessary in connection with this project;
- d) the approvals given herein, **BE CONDITIONAL** upon the Corporation entering into a formal contract with Watson & Associates Economists Ltd. for this work; and
- e) the Mayor and City Clerk **BE AUTHORIZED** to execute any contract or other documents, if required, to give effect to these recommendations.

Executive Summary

This report recommends assignment of Watson & Associates Economists Ltd. as the successful proponent to undertake the consultation for a ward boundary review including broad engagement and consultation with members of the public, communities, key partners, to arrive at an effective and equitable system of representation across all wards, and present to Municipal Council options to be in place for the 2026 Municipal Election.

Analysis

1.0 Background Information

1.1 Previous Reports Related to this Matter

Strategic Priorities and Policy Committee – September 26, 2023 – 2023 Ward Boundary Review Process – Terms of Reference

Governance Working Group – September 11, 2023 – 2023 Ward Boundary Review Process – Terms of Reference

Governance Working Group – August 28, 2023 – 2021 Ward Population Update

Corporate Services Committee – May 31, 2021 – Review of Ward Boundaries Update

2.0 Discussion and Considerations

2.1 Context

The *Municipal Act, 2001* (the “Act”) provides authority for a municipality to pass a by-law dividing or re-dividing the municipality into wards or dissolving the existing wards. Civic Administration has conducted a competitive procurement process to acquire an independent third-party consultant to initiate the Terms of Reference approved by Municipal Council. This Report provides Municipal Council with the outcome of the Request for Proposal RFP 2023-346 – Consultation for Ward Boundary Review.

2.2 Procurement Process

A two-stage Request for Proposal (RFP) was published on the bids&tenders bidding portal on December 21, 2023 and closed on January 18, 2024. Three (3) proposals were received and evaluated with two proposals meeting the threshold to the advance to the second stage. Watson & Associates Economists Ltd.’s proposal met all required specifications for the project and were also the lowest priced proposal. As indicated in RFP 2023-346, the City would designate the successful proponent as the Consultant to undertake a ward boundary review for the City of London. As per section 12.2 b of the Procurement of Goods and Services Policy, Committee and Municipal Council must approve an RFP award for purchases greater than \$100,000. Once Municipal Council has approved a Consultant, the City Clerk will undertake to negotiate an agreement between the City and the successful proponent.

2.3 Next Steps in the Ward Boundary Review Process

Should Municipal Council appoint Watson & Associates Economists Ltd., Civic Administration will begin by entering into a formal contract and initiate the project by establishing the public consultation approach and methodology, project schedule and timeline. An update on process and progress will be provided to Municipal Council.

3.0 Financial Impact/Considerations

3.1 Request for Proposal Summary

The vendor selection process was undertaken in accordance with the Procurement of Goods and Services Policy using a two-stage process. Request for Proposals for RFP 2023-346 – Consultation for Ward Boundary Review were received on January 19, 2024, and reviewed by an evaluation team consisting of City Clerk’s Office, Legal Services, Risk Management and Procurement and Supply Services. According to the evaluation criteria and selection process identified in the request for proposal, the evaluation committee determined that the proposal from Watson & Associates Economists Ltd. provides the most comprehensive value to the City. The submission from Watson & Associates Economists Ltd. met all criteria, was ranked the highest by the evaluation committee, and provided the best cost-value to the City.

The project cost of this award to Watson & Associates Economists Ltd., is \$123,600 which includes disbursements such as Consultant Team travel, printing, and other incidental costs. The project is reflective of the scope of work defined in the Terms of Reference approved by Municipal Council. It does exclude budget allocation for any appeal of the ward boundary review outcome to the Ontario Land Tribunal. Due to the variability of time commitments and resources that may be required to support an appeal to the Ontario Land Tribunal, there cannot be a budget estimate for this possible component of the project. However, should an appeal occur, Watson & Associates Economists Ltd. would work with the City Clerk’s Office and Legal Services to establish a course of action and associated budget. There is no capital project and the funds saved in the Municipal Election Reserve Fund are intended for these purposes as indicated in the Source of Financing attached as Appendix “A”.

Conclusion

Civic Administration has reviewed the proposal submissions and recommends Watson & Associates Economists Ltd. be appointed as the Consultant to undertake a Ward Boundary Review for the City of London.

Prepared by: Jeannie Raycroft, Manager, Elections, Strategic Integration & Policy

Submitted by: Sarah Corman, Deputy City Clerk

Recommended by: Michael Schulthess, City Clerk

Appendix "A"

#24019

February 6, 2024

(Award Contract)

Chair and Members

Strategic Priorities and Policy Committee

RE: RFP 2023-346 - Consultation for Ward Boundary Review

(Subledger NT24GG002)

New Capital Project GG1541 - Ward Boundary Review

Watson & Associates Economists Ltd. - \$123,600 (Excluding HST)

Finance Supports Report on the Sources of Financing:

Finance Supports confirms that the additional financing required can be accommodated with funding available in the Municipal Election Reserve Fund and that, subject to the approval of the recommendation of the City Clerk, the detailed source of financing for this project is:

Estimated Expenditures	Approved Budget	Additional Funding Requirement (Note 1)	This Submission
Consulting	0	125,775	125,775
Total Expenditures	\$0	\$125,775	\$125,775

Sources of Financing

Drawdown from Municipal Election Reserve Fund	0	125,775	125,775
Total Financing	\$0	\$125,775	\$125,775

Financial Note:

Contract Price	123,600
Add: HST @13%	16,068
Total Contract Price Including Taxes	139,668
Less: HST Rebate	-13,893
Net Contract Price	<u>\$125,775</u>

Note 1: The additional funding requirement for this project can be accommodated by a drawdown from the Municipal Election Reserve Fund. The forecasted balance of the reserve fund will be \$2.4M with the inclusion of the additional requirement.



Kyle Murray
Director, Financial Planning & Business Support

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