

TO:	CHAIR AND MEMBERS COMMUNITY AND PROTECTIVE SERVICES COMMITTEE MEETING ON FEBRUARY 21, 2018
FROM:	SCOTT STAFFORD, MANAGING DIRECTOR PARKS AND RECREATION LYNNE LIVINGSTONE, MANAGING DIRECTOR NEIGHBOURHOOD, CHILDREN AND FIRE SERVICES JOHN M. FLEMING, MANAGING DIRECTOR, PLANNING SERVICES AND CITY PLANNER
SUBJECT:	IRREGULAR RESULT REQUEST FOR PROPOSAL 18-09 “PARKS AND RECREATION STRATEGIC MASTER PLAN UPDATE”

RECOMMENDATION

That, on the recommendation of the Managing Directors of Parks and Recreation, Neighbourhood, Children and Fire Services, and Planning Services with the concurrence of the Director of Financial Services, the following actions be taken with respect to request for proposal 18-09:

- (a) The submission by Monteith Brown Planning Consultants Limited, 610 Princess Street, London, Ontario, N6B 2B9, to provide consulting services to update the Parks and Recreation Strategic Master Plan for \$174,995.00 (excluding HST) **BE ACCEPTED** as an irregular result in accordance with Section 8.10 (b) of the City of London’s Procurement of Goods and Services Policy; it being noted that the proposal submitted by Monteith Brown was the only submission and meets all the City’s requirements;
- (b) The financing for this project **BE APPROVED** as set out in the Source Financing Report, attached hereto as Appendix “A”; and,
- (c) Civic Administration **BE AUTHORIZED** to undertake all administrative acts which are necessary in relation to this project.

PREVIOUS REPORTS PERTINENT TO THIS MATTER
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- Parks and Recreation Strategic Master Plan Interim Update (Jan. 24, 2017)
- Parks and Recreation Strategic Master Plan – Accomplishments and Update Strategy (Apr. 26, 2016)
- Parks and Recreation Strategic Master Plan Update (Nov. 23, 2009)

BACKGROUND

The Parks and Recreation Strategic Master Plan (The 2009 Master Plan) provides an overall vision, direction and guidance for making decisions about parks and recreation programming, facilities and infrastructure (parks, civic spaces and recreation facilities), and investment in the community. The Plan guides the work of Parks and Recreation, Neighbourhood, Children and Fire Services, Planning Services, and Facilities Design and Construction Service Areas.

The parks and recreation system contributes to all four (4) of Council’s Strategic Areas of Focus:

- 1) Strengthening our Community: The parks and recreation system plays a significant role in strengthening neighbourhoods by creating opportunities for residents to lead healthy, socially active lives.
- 2) Building a Sustainable City: Creating and preserving strong and healthy environments and creating beautiful places and spaces for all Londoners is emphasized in the Master Plan.
- 3) Leading in Public Service: Amazing recreation experiences are enhanced through investment in recreation facilities and by pursuing innovative programs and service delivery.
- 4) Growing Our Economy: Investment in the parks and recreation system and city building activities attract growth and investment and regenerate our spaces and places.

The purpose of this report is to recommend that the City of London award the contract for updating the Parks and Recreation Strategic Master Plan to Monteith Brown Planning Consultants Limited.

Request for Proposal Process

A Request for Proposal was issued on January 18, 2018 through Purchasing and Supply, Finance and Corporate Services to seek a consultant or consulting team with expertise in parks and recreation planning, policy development, community engagement, facilitation, and feasibility/costing.

Promotion of the Proposal included the general advertising practices of Purchasing and Supply and posting on the Parks and Recreation Ontario website.

One (1) bid was received by the deadline of February 2, 2018 in response to the Request for Proposal. The submission was reviewed and evaluated by staff from Purchasing and Supply, Parks and Recreation, Neighbourhood, Children and Fire Services, and Planning Services and was determined to be in compliance with the specifications, terms and conditions outlined in RFP 18-09. In accordance with Section 19.4(c) of the Procurement of Goods and Service Policy, Civic Administration is recommending to award the contract under Section 8.10 (b) as an irregular result.

NEXT STEPS

A Steering Committee, Technical Working Committee, and Engagement Committee, made up of staff from Parks and Recreation, Neighbourhood, Children and Fire Services, Planning Services, Development Services, Finance and Business Services, Corporate Asset Management, Facilities, and Corporate Communications will be established to guide and inform the work of the consultants.

The work will be completed in three (3) phases:

1. Research and consultation;
2. Development of recommendations and strategies; and,
3. Testing the Master Plan and project finalization.

A significant amount of background research will inform the development of the update and will include review of existing City of London strategies and projects, municipal scans of best practices, emerging trends, and provision standards. A review of programming and service needs to maximize participation and ensure they are accessible and inclusive of all residents will be the focus of the overall update.

Meaningful and effective community engagement is essential in creating a responsive update and the consultants will be developing a comprehensive engagement plan to ensure the public, stakeholders, staff, Council, recreation facility partners, and targeted groups that face barriers to participation are included. A significant part of the public engagement process will be complete by July 1, 2018.

The consultant will develop recommendations and strategies paying attention to public input, the impact of future demographic shifts, new growth patterns as identified in the London Plan, and incorporating principles of diversity and inclusion.

A Draft Master Plan will be available for Staff review in Fall 2018 with a formal presentation of the Final Plan to Council in January 2019 for inclusion in the next multiyear budget cycle.

FINANCIAL IMPACT

There are sufficient funds available in the approved capital budget to accommodate the requested consulting fees of \$174,995, excluding HST. Works identified in this Master Plan update will inform the City's next multi-year budget.

Financial and implementation plans identified in the updated Master Plan will proceed to the next multiyear budget cycle, 10-year capital plan adjustments, and operational budgets where necessary.

CONCLUSION

This update will look at the long-term future of parks and recreation in the context of Council's long term plan for city-building, needs and desires of London's residents/user groups/stakeholders, comparison to best practices of other municipalities, identification of gaps and overlaps in existing services, and internal operations, all balanced against the city's financial realities.

An updated Plan will serve as a guiding document providing principles and directions for parks and recreation standards and service delivery over the next 10 years and an identification of facility needs for the next 20 years.

PREPARED BY:	RECOMMENDED BY:
DONNA BAXTER MANAGER, POLICY & PLANNING SUPPORT, NEIGHBOURHOOD, CHILDREN & FIRE SERVICES	SCOTT STAFFORD MANAGING DIRECTOR PARKS AND RECREATION
CONCURRED BY:	CONCURRED BY:
LYNNE LIVINGSTONE MANAGING DIRECTOR NEIGHBOURHOOD, CHILDREN & FIRE SERVICES	JOHN M. FLEMING MANAGING DIRECTOR, PLANNING SERVICES AND CITY PLANNER
CONCURRED BY:	
IAN COLLINS DIRECTOR, FINANCIAL SERVICES FINANCIAL SERVICES	

- C. John Freeman, Manager, Purchasing and Supply
Jason Davies, Manager, Financial Planning and Policy
Kyle Murray, Senior Financial Business Administrator

APPENDIX A

APPENDIX 'A'

#18027

Chair and Members
Community and Protective Services Committee

February 21, 2018
(Award Contract)

**RE: Irregular Result Request for Proposal - Parks and Recreation Strategic Master Plan Update
(Subledger NT18GG01)
Capital Project RC2011 - Update Master Plan P&R
Monteith Brown Planning Consultants Limited - \$174,995.00 (excluding H.S.T.)**

FINANCE & CORPORATE SERVICES REPORT ON THE SOURCES OF FINANCING:

Finance & Corporate Services confirms that the cost of this project can be accommodated within the financing available for it in the Capital Works Budget and that, subject to the adoption of the recommendations of the Managing Director, Parks and Recreation, Managing Director Neighbourhood, Children and Fire Services and Managing Director, Planning Services and City Planner, the detailed source of financing for this project is:

<u>SUMMARY OF ESTIMATED EXPENDITURES</u>	<u>Approved Budget</u>	<u>Committed to Date</u>	<u>This Submission</u>	<u>Balance for Future Work</u>
Engineering	\$400,000	\$180,986	\$178,075	\$40,939
NET ESTIMATED EXPENDITURES	<u>\$400,000</u>	<u>\$180,986</u>	<u>\$178,075</u> 1)	<u>\$40,939</u>

SUMMARY OF FINANCING:

Capital Levy	\$152,500	\$69,001	\$67,891	\$15,608
Drawdown from City Services - Corporate Services R.F. (Development Charges) 2)	247,500	111,985	110,184	25,331
TOTAL FINANCING	<u>\$400,000</u>	<u>\$180,986</u>	<u>\$178,075</u>	<u>\$40,939</u>

1) **FINANCIAL NOTE:**

Contract Price	\$174,995
Add: HST @13%	22,749
Total Contract Price Including Taxes	197,744
Less: HST Rebate	19,669
Net Contract Price	<u>\$178,075</u>

NOTE:

- 2) Development charges have been utilized in accordance with the underlying legislation and the Development Charges Background Studies completed in 2014.

JG

Jason Davies
Manager of Financial Planning & Policy