

## Report to Planning and Environment Committee

**To:** Chair and Members  
Planning and Environment Committee

**From:** Scott Mathers, MBA, P.Eng.  
Deputy City Manager, Planning & Economic Development

**Subject:** ESA Lands Asset Plan and Data Management Tool – Contract Award (RFP-2023-018)

**Meeting on:** June 12, 2023

## Recommendation

That, on the recommendation of the Deputy City Manager, Planning and Development, the following actions **BE TAKEN** with respect to the appointment of consulting services for the completion of an ESA Lands Asset Plan and Data Management Tool:

- a) North South Environmental Inc. **BE APPOINTED** project consultants to prepare an ESA (Environmentally Significant Area) Asset Plan and Data Management Tool, in the total amount of \$179,394.00 (including contingency), excluding HST;
- b) the financing for the project **BE APPROVED** in accordance with the Source of Financing Report attached, hereto, as Appendix 'A';
- c) the Civic Administration **BE AUTHORIZED** to undertake all the 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; 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 the appointment of North-South Environmental Inc. as project consultants to prepare an Asset Management Plan and a Data Management Tool for the City's Environmentally Significant Areas (ESAs) to serve as a foundational element for ESA Conservation Master Plans for these lands and provide direction for capital project budgeting.

In accordance with the City's *Procurement of Goods and Services Policy*, North-South Environmental Inc. had the highest scoring submission through the Request for Proposal (RFP).

## Linkage to the Corporate Strategic Plan

The appointment of consulting services for the preparation of an ESA Asset Management Plan will contribute to the advancement of Municipal Council's 2023-2027 Strategic Plan in several ways:

Municipal Council's 2019-2023 Strategic Plan identifies 'Wellbeing and Safety' and 'Climate Action and Sustainable Growth' as strategic areas of focus. The recommendations in this report will protect and enhance waterways, wetlands and natural areas by supporting strategies to 'protect the natural environment when building new infrastructure', 'improving natural areas when replacing aging infrastructure' and 'protecting natural heritage areas for the needs of Londoners now and into the future'.

## Analysis

## **1.0 Background Information**

### **1.1 Environmentally Significant Areas (ESAs)**

Environmentally Significant Areas (ESAs) are considered as the largest, highest quality areas within the City's Natural Heritage System, and are identified by The London Plan as 'areas that contain natural features and perform ecological functions that warrant their retention in a natural state'. Publicly owned ESAs have a purpose and function distinct from all other publicly owned green space. Permitted uses, access, and the provision of recreational activities within ESAs are governed by the Environmental Policies of The London Plan, and the ecological integrity and ecosystem health of the ESA shall have priority in any use of design-related decision.

The City maintains twelve (12) Environmentally Significant Areas (ESAs) that together total over 750 ha of high-quality natural features having over 58,000 linear metres of trails and at least 350 built structures. Given the focus on ecological integrity, these lands are administered by the Ecologist Planners in Planning and Development, while the management of these lands is contracted to a specialized, cross-function team with the Upper Thames Conversation Authority.

### **1.2 Project Background**

A Conservation Master Plan (CMP) is a tool identified by The London Plan that Council can adopt for the purposes of providing direction on the management of these areas. In developing these master plans, key matters to be addressed include feature boundary refinement, the identification of management zones based on ecological sensitivity, and details of access permitted to and within the area including formalized pathways and trail systems. Furthermore, budgets are to be prepared to implement the recommendations of conservation master plans.

Over the next couple of years, the City will be initiating and completing CMPs for the City's ESAs. When preparing CMP's, it is essential to have an inventory of the locations, conditions and value of all the built assets in the ESA to develop the necessary environmental management strategies, identify restoration opportunities and determine appropriate funding requirements for the long-term management of the lands.

Furthermore, in January 2018 the Province enacted O.Reg 588/17 *Asset Management Planning for Municipal Infrastructure* that requires specific content for Asset Management Plans including an analysis of the municipality's risks, asset performance, lifecycle management, and financial strategy to achieve the municipality's proposed levels of service. This is to be completed by July 1, 2025. While UTRCA maintains most City assets within ESA lands, these have yet to be evaluated for replacement cost, nor have they been incorporated into a long-term asset management plan that conforms to O. Reg 588/17.

To enable the advancement of CMP's for ESAs, to guide their long-term management, and to support the City's Corporate Asset Management (CAM) division in meeting this regulation and to inform the next iteration of the City's Asset Management Plan, the City requires an inventory, condition assessment, and replacement cost valuation of all city assets within twelve (12) managed ESA lands in the City.

### **1.3 Location Map**

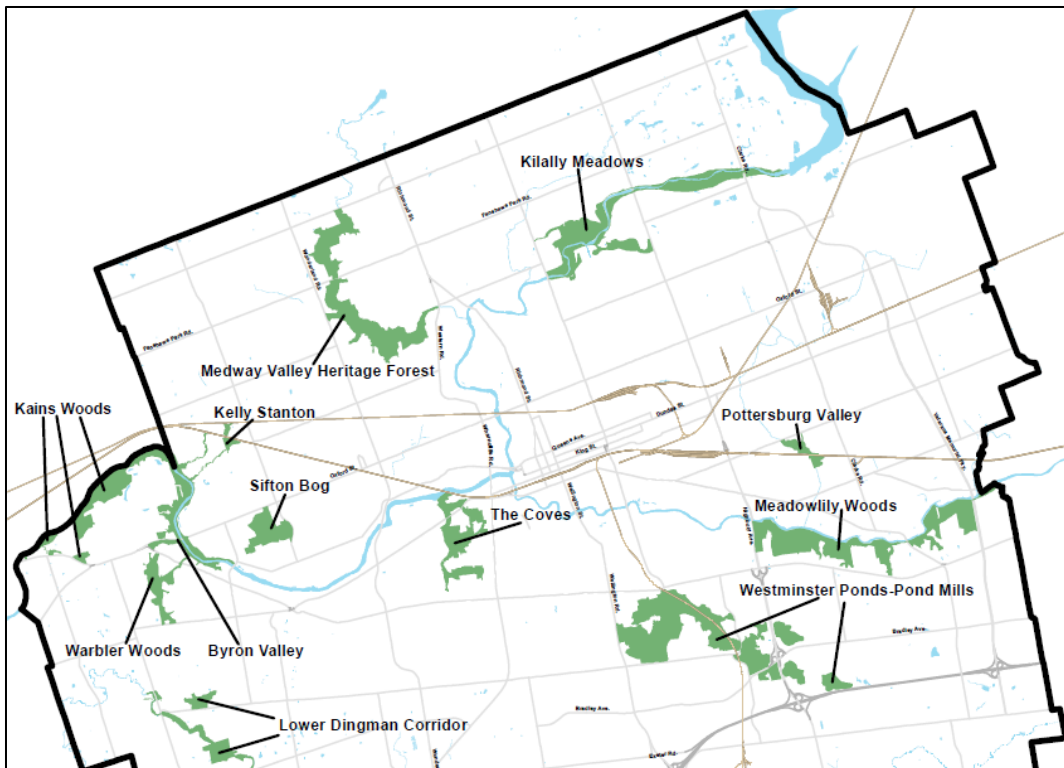


Figure 1: City of London, key map showing ESA locations included in the Asset Plan and Data Management Tool Project

## 2.0 Discussion and Considerations

### 2.1 Project Description

The primary objective of this assignment will be to complete a City-wide review to locate and evaluate all built structures within publicly owned ESA lands to enable the advancement of ESA Conservation Master Plans and allow for the development of an asset management plan that conforms to the City's existing Corporate Asset Management Plan.

All built assets collected during the inventory will need to be located (georeferenced), inventoried, inspected and assigned a condition rating, replacement cost, and evaluated for replacement/rehabilitation timing as part of a 20-year capital forecast. These results will be provided to the City in a GIS format to allow for integration into a georeferenced data management and collection tool that is also to be developed through this project so that new assets can be added at any time. Trails are considered built assets and as such are included in the asset inventory, they will be assessed for hazards and required maintenance over the long term.

Additional tasks include the development of two further data collection and referencing tools for ESA management activities: a Hazard Management tool and an Ecological Management tool. These will be linked with the data collection tool noted above, as a single web-based Dashboard Tool that can be accessed by both UTRCA and City staff. As much the City's natural heritage and management activity data is only in hard copy at present, the development of these tools will make these resources available in web maps and geodatabases for the first time. Having the data easily available and in real time will provide a great number of efficiencies for both City and UTRCA staff in tracking, monitoring and reporting activities.

Natural heritage and management activity data are essential inputs when preparing CMP's. In addition, having a tool to collect this data will allow for natural assets to be valued through future asset management plan work. The tools also can be expanded to incorporate city-wide ecological assets, restoration opportunities, compensation lands inventories, invasive species monitoring, development and infrastructure ecological asset inventories. These records will greatly assist city-wide planning and reporting.

## 3.0 Financial Impact/Considerations

### 3.1 Procurement Process

The selection of a consultant for the ESA Asset Management Plan project followed the Request for Proposal (RFP) procurement, in accordance with section 15 of the City's *Procurement of Goods and Services Policy*. An RFP process was chosen due to the technical considerations and experience needed, and to help ensure that staff could fairly evaluate the submissions in the key areas and provide any value-added factors that were to be considered as part of the final selection.

Following public posting of the ESA Asset Management Plan RFP, four proposal submissions were received and reviewed by staff from Planning and Development and Capital Assets and Projects. Evaluation criteria included previous experience, approach and methodology, project team qualifications, and cost. The proposal submitted by North-South Environmental Inc. with an upset limit of \$179,394.00 (excluding HST, including 20% contingency) was the highest scoring submission and is recommended for approval in accordance with Section 15.2 of the *Procurement of Goods and Services Policy*.

Funds are available in the Conservation Master Plan capital project account. The Source of Financing Report is appended to this report as Appendix 'A'.

All the bid proposals exceeded the original approved project budget of \$125,000.00, as such this result is considered irregular as per Section 8.10 of the Procurement Policy.

## Conclusion

It is recommended to appoint North South Environmental to complete the asset management Plan and create the data management tools to enable the advancement of ESA Conservation Master Plans and provide direction for capital project budgeting.

**Prepared by:** Marnie Shepley,  
Ecologist Planner, Community Planning

**Reviewed by:** Kevin Edwards, MCIP RPP  
Manager, Community Planning

**Submitted by:** Heather McNeely, MCIP RPP  
Director, Planning and Development

**Recommended by:** Scott Mathers, MPA, P.Eng.  
Deputy City Manager, Planning and Economic  
Development

cc: Nathan Asare-Bediako  
Steve Mollon  
Khaled Shahata

Appendix 'A' – Sources of Financing

**Appendix "A"**

#23121

June 12, 2023

(Award Contract)

Chair and Members

Planning and Environment Committee

RE: ESA Lands Asset Plan and Data Management Tool (RFP-2023-018)

(Subledger GG230006)

Capital Project PD2179 - New ESA Conservation Master Plans

North South Environmental Inc. - \$179,394.00 (excluding HST)

---

**Finance Supports Report on the Sources of Financing:**

Finance Supports confirms that the cost of this project can be accommodated within the financing available for it in the Capital Budget and that, subject to the approval of the recommendation of the Deputy City Manager, Planning and Economic Development, the detailed source of financing is:

<b>Estimated Expenditures</b>	<b>Approved Budget</b>	<b>Committed To This Date</b>	<b>This Submission</b>	<b>Balance for Future Work</b>
Engineering	716,800	111,791	182,551	422,458
<b>Total Expenditures</b>	<b>\$716,800</b>	<b>\$111,791</b>	<b>\$182,551</b>	<b>\$422,458</b>

---

**Sources of Financing**

Capital Levy	236,544	36,891	60,242	139,411
Drawdown from City Services - Parks and Recreation Reserve Fund (Development Charges) (Note 1)	480,256	74,900	122,309	283,047
<b>Total Financing</b>	<b>\$716,800</b>	<b>\$111,791</b>	<b>\$182,551</b>	<b>\$422,458</b>

---

**Financial Note:**

Contract Price	179,394
Add: HST @13%	23,321
Less: HST Rebate	<u>-20,164</u>
Net Contract Price	<u>\$182,551</u>

Note 1: Development charges have been utilized in accordance with the underlying legislation and the approved 2019 Development Charges Background Study and the 2021 Development Charges Background Study Update.

---

Jason Davies  
Manager of Financial Planning & Policy

lp