

To: His Worship Mayor Harrison and Council
Date: October 18, 2023
Subject: OCP Public Engagement RFP Award

MOTION FOR CONSIDERATION:

THAT: That: Council approve the award of RFP 2023-061 for the OCP Public Engagement Program to Modus Planning Design & Engagement Inc. in the amount of \$124,965 (plus applicable taxes);

AND THAT: Council authorize a pre-approved contract contingency in the amount of \$75,035 (approximately 60% of project cost) to support the project;

AND THAT: The Mayor and Corporate Officer be authorized to execute all contract documentation required for the project.

BACKGROUND:

On June 12, 2023, Council passed the following motion to proceed with the issuance of a Request For Proposals (RFP) for public engagement services for the review of the Official Community Plan (OCP):

That Council direct the issuance of a RFP for OCP public engagement services.

Staff subsequently issued RFP 2023-061 OCP Public Engagement Program on August 4, 2023, posting it both on BCBid and on the City's website. The deadline for submissions was set on September 15, 2023. Eight complete submissions were received as of the deadline from:

- Aplin & Martin Consultants Ltd.
- Arcadis Professional Services (Canada) Inc.
- Engage Delaney Inc.
- ISL Engineering & Land Services Ltd.
- McElhanney Ltd.
- Modus Planning, Design & Engagement Inc.
- Urban Systems Ltd.
- Whistler Centre for Sustainability

Five staff members evaluated the eight submissions, using the following criteria (outlined in the RFP):

Criterion		Weight	Minimum score
A. ENGAGEMENT PROGRAM OUTLINE		40	30
Descriptive narrative of planned activities and timeline	Score	0-15	
Explanation of how Project will be managed in accordance with key requirements	Score	0-5	
Overall Engagement Program Quality	Score	0-15	
Supplementary Engagement Program Quality	Score	0-5	
B. PROPONENT PROFILE		35	25
Qualifications and corporate experience	Score	0-20	
Proposed proponent team & relevant experience	Score	0-15	
Outline of other simultaneous projects the Proponent will have	Score	0-2	
3 References	Score	0-3	
C. INNOVATION		5	
How interesting is the outline of unique perspectives that the Proponent can bring to the Project	Score	0-5	
D. PRICE PROPOSAL		20	15
Overall Engagement Program (budget consistent)	Score	0-15	
Supplementary Engagement Program	Score	0-5	
D. GRAND TOTAL = (A + B + C + D)		100	70

The aggregate scoring and ranking of the scoring review were as follows:

Aplin Martin	Arcadis	Engage Delaney	ISL Engineering	McElhanney	Modus	Urban Systems	Whistler CS
184	335	294	308	167	373.5	354	351.5
7	4	6	5	8	1	2	3

The averaged ranking across the reviewers was:

Aplin Martin	Arcadis	Engage Delaney	ISL Engineering	McElhanney	Modus	Urban Systems	Whistler CS
5.8	4.0	4.6	3.8	6.2	1.2	2.0	2.2

Staff also conducted follow up interviews on Monday October 16 with:

- Modus Planning, Design & Engagement Inc.
- Urban Systems Ltd.
- Whistler Centre for Sustainability

The results of the interviews affirmed the scoring review of the submissions, that Modus Planning, Design & Engagement Inc. is the preferred consultant to undertake the public engagement program for the OCP.

The budget for the full OCP review is \$200,000. The amount that Modus has estimated would provide for a basic engagement plan is the amount indicated of \$124,965.00. The full engagement plan however has not yet been designed, and so the remaining amount of the full budget is proposed as a contingency to allow for a more fulsome engagement plan to be designed and implemented.

The next steps, should Council approve the motion, would be to complete a consulting services agreement with Modus, and then to design a preliminary outline of the engagement plan for 2024, to be shared and reviewed with the OCP Steering Committee. The intent is to have this complete before the end of the year, and have engagement activities start as early as possible in 2024.



Gary Buxton
Director of Planning & Community Services