

Meeting Date: December 4, 2023
Department: Building, By-law & Planning
Report No.: BBP-2023-145
Submitted by: Jennifer Huff, Director, Building & Planning
Approved by: Trisha McKibbin, Chief Administrative Officer

SUBJECT: Tender Award – Update to the Strathroy-Caradoc Zoning By-law

RECOMMENDATION: THAT: Council receive report BBP-2023-145 Tender Award – Update to the Strathroy-Caradoc Zoning By-law for information, and further;

THAT: Council award the Strathroy-Caradoc Zoning By-law Update Project to GL Richards in the amount of \$60,035.11 (excluding HST).

BACKGROUND:

The Strathroy-Caradoc Zoning By-law 43-08 has not been significantly updated since its creation in 2008 (upon amalgamation of the Town of Strathroy and the Township of Caradoc). Further, Section 26(9) of the Ontario Planning Act requires that municipalities update its zoning by-law within three years after the approval of an official plan update. Staff anticipated the approval of the Municipality's updated Official Plan in 2023 and budgeted \$70,000 for consulting services to complete this project. Now that the County of Middlesex Committee of the Whole has approved Strathroy-Caradoc Official Plan Amendment No 14 and final Council approval is anticipated late December 2023, staff wish to bring forward the tender for the project.

Staff note that there have also been a number of legislative changes made, particularly in regards to additional housing units (ARU's) that warrant an update to the Municipality's zoning by-law, as well as the Municipality's Housing Accelerator Fund application which includes the commitment to update to the zoning by-law.

Updates to the zoning by-law would include items such as modernizing density and parking coverage requirements, creating a new zone category to reflect the new 'mixed use commercial' Official Plan designation, harmonizing regulations with new ARU legislation, fixing technical inconsistencies and improving readability (i.e. hyperlinking document, plain language etc).

The project includes the requirement to develop a fulsome consultation program, including multiple open houses and public consultation methods for those ‘on’ and ‘off-line’, the creation of a background report, planning justification report, and a redline and final version of the zoning by-law amendment for discussion, consideration, and input by the public.

The project is scheduled to be completed by end of 2024.

Staff will be updating Council and the public at various key project milestones, as well as providing regular project update reports.

COMMENTS:

The Request for Proposal was publicly posted on Bids and Tenders and consultants were invited to submit a proposal. Three proposal submissions were received and evaluated by the Municipality’s evaluation team. The Evaluation Team completed their evaluation based on the following criteria:

Rated Criteria Category	Weighting (Points)
4.7.1 Firm’s Experience and Qualifications, including sub consultants	20%
4.7.2 Project Manager	10%
4.7.3 Approach and Methodology	20%
4.7.4 References	15%
4.7.5 Consultation and Community Engagement	15%
4.7.6 Technical Specs / Cyber Security	5%
4.7.7 Pricing	15%
Total Points	100%

In accordance to the criteria, the average of the scores is as follows:

Bidders	SCORE
WSP	82.3
JL Richards	85.3
MHBC	65.3

In addition, the evaluation team invited the two best bidders to a one-hour interview for additional assessment. While both JL Richards and WSP did very well in the interview stage, the evaluation team selected and recommended JL Richards for the award. Staff note that JL Richards was the lowest bidder but also provided a fulsome consultation program and had the shortest project timeline.

CONSULTATION:

The following individuals participated in the evaluation process:

- Director of Engineering & Public Works
- Director of Building & Planning
- Senior Development Co-ordinator

- Planning Manager, County of Middlesex

FINANCIAL IMPLICATIONS:

The estimated project cost is less than the 2023 budgeted amount of \$70,000, even with HST added to the price.

STRATEGIC PLAN ALIGNMENT:

This matter is in accord with the following strategic priorities:

- Growth Management: Strathroy-Caradoc will be an inclusive community where growth is managed to accommodate a range of needs and optimize municipal resources.
- Economic Development: Strathroy-Caradoc will have a diverse tax base and be a place that offers a variety of economic opportunities to current and prospective residents and businesses.

ATTACHMENTS:

NONE