



Meeting Date:	September 4, 2019
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## Growth Study

### Recommendation:

That Development & Planning Committee recommend Council of the Township of Whitewater Region approve the award of RFP 2019-10 for the Village and Hamlet Growth Study to WSP Canada Group Ltd. at a cost of \$35,320.92 after HST rebate.

### Background:

In 2019, the Township received funding from the Government of Ontario to improve service delivery and efficiency. A portion of these funds were allocated to the Beachburg/Cobden Growth Study to undertake a comprehensive review of the Township settlement areas to consider possible boundary expansions and/or adjustments.

The project will examine population and employment projections, infrastructure and public service facilities, physical constraints, prime agricultural areas, impacts on existing agricultural operations (MDS) and other cross-jurisdiction issues to determine the best and most efficient location to direct growth within the Township's Villages and Hamlets.

### Analysis:

A total of two submission were received from the following firms:

- J.L. Richards & Associates Limited
- WSP Canada Group Ltd. (WSP)

The selection criteria for the project was as follows:

- Firm's Qualifications and Experience 25%
- Firm's Proposal and Approach 35%
- Presentation/Interview 10%
- Upset Cost Estimate 30%

Presentations were conducted with representatives from both companies that submitted. The two Upset Cost Estimates received are as follows (in ascending order, including HST):

- \$32,628.75
- \$39,222.30

The selection committee comprised of the CAO and the Planner/EDO recommends award to WSP Canada Group Ltd. in collaboration with Metro Economics. The firm scored a total of 86 points, which was 2 points higher than the second firm.

WSP Canada Group Ltd. has undertaken projects of similar scope and scale in Eastern Ontario. Their proposal and presentation demonstrated a good understanding of the Township's needs and requirements. The firm has offices throughout Canada, including Ottawa. It is expected that the growth study will be completed by January/February 2020.

**Financial Implications:**

Total cost after HST rebate is \$35,320.92 however, WSP has agreed to find efficiencies to reduce this cost to \$30,000. The approved budget allocated for the Growth Study was \$20,000.

The remainder of the project will be funded from the remaining Official Plan/Zoning By-law Review Operating Budget Line Item (\$4,000) and the by the savings from the Development Charges Study/Water and Wastewater Rate Study (\$6,000).

**Next Steps:**

Once approved by Council, a standard professional services agreement will be entered into and work will commence for anticipated completion in Jan./Feb. 2020.

Prepared by: Ivan Burton, Planner/Economic Development Officer
Reviewed by: Robert Tremblay, Chief Administrative Officer