



**TOWNSHIP OF EDWARDSBURGH CARDINAL
ACTION ITEM**

Committee: Council

Date: December 9, 2024

Department: Community Development

Topic: Summary of Community Improvement Plan Proposals

Purpose: To provide a summary of submissions received in response to the Request for Proposal (RFP) and recommend award.

Background: We are working towards an update to our Community Improvement Plan (CIP), originally established in 2012, to address current economic and social realities, set future development goals, and include a focus on attainable/affordable housing.

Grant funding from the CF Grenville Community Economic Development Initiative to enhance community engagement activities as part of the CIP update has been secured. This funding will support a wide range of initiatives, including public meetings, surveys, and focus groups, ensuring that the plan is shaped by the needs and aspirations of residents and businesses. The financial contribution from CF Grenville is instrumental in developing a strategic, inclusive, and impactful CIP that aligns with the Township's vision for growth and sustainable development.

The informal Request for Proposals (RFP) was issued on September 6, 2024, and closed on November 25, 2024. The document was made available on our website and directly emailed to consulting firms with relevant experience and expertise in the field.

The RFP is attached to this report, Schedule A.

The preferred proponent should have expertise in community improvement planning, with a strong background in affordable housing and economic development. They should demonstrate experience in stakeholder engagement, including innovative public consultation methods, and have a proven ability to manage projects effectively while meeting statutory requirements. Financial analysis skills, including cost-benefit evaluations and budget alignment, are essential. The proponent must also excel in communication, delivering high-quality, accessible reports and presentations that

support strategic and inclusive planning. This expertise will ensure the CIP aligns with the township's strategic plan and fosters sustainable community growth.

Five (5) proposals were received, reviewed and scored independently by the Community Development Coordinator and the Economic Development & Communications Consultant with input from the Chief Administrative Officer on the following basis:

1. Understanding of the Project (20%)
 - a. Project Understanding (10%): How well the proposal demonstrates an understanding of the objectives, challenges, and needs specific to the community.
 - b. Approach and Methodology (10%): The appropriateness and effectiveness of the proposed approach to developing the CIP, including public engagement strategies and the means in which the Consultant plans to address key issues.
2. Experience and Qualifications (25%)
 - a. Relevant Experience (15%): The firm's experience in preparing CIPs or similar planning documents, particularly in comparable communities.
 - b. Team Qualifications (10%): The qualifications and expertise of the team members who will be directly involved in the project, including their experience in community planning, urban design, and economic development.
3. Work Plan and Schedule (20%)
 - a. Detailed Work Plan (15%): The clarity, detail, and feasibility of the work plan, including key tasks, deliverables, and timelines.
 - b. Adherence to Schedule (5%): The ability to meet the project's deadlines and any strategies proposed to ensure timely completion.
4. Community Engagement (15%)
 - a. Public Consultation Approach (10%): The proposed strategy for engaging with stakeholders, including residents, business owners, and other community members.
 - b. Innovative Engagement Techniques (5%): The use of innovative or effective techniques to ensure broad and meaningful community participation.
5. Cost Proposal (15%)
 - a. Budget Realism and Value (10%): The reasonableness of the cost proposal in relation to the scope of work, and the overall value provided.

- b. Transparency of Costs (5%): The clarity and detail provided in the cost breakdown, including any contingencies.
6. References and Past Performance (5%)
- a. Client References (5%): Feedback from previous clients, particularly those for whom the firm has completed similar projects, with a focus on the quality of work, adherence to timelines, and overall satisfaction.

A summary of the total points average and cost is provided below:

Proponent Name	Total Points Average /100	Total Cost (excluding HST)
Dillon Consulting Limited	83	\$53 405
NPG Planning Solutions	83	\$27 980
Re:Public Urbanism	84	\$49 710
Sierra Planning & Management	75	\$49 352
Wilson & Wilbur	68	\$23 000

Based on cost-effectiveness, relevant expertise, and practical, tailored approach that balances with affordability and quality, it is recommended that the Community Improvement Plan RFP be awarded to NPG Planning Solutions. With \$30,000 budgeted for this project in 2024, this decision ensures the Township receives a CIP that addresses its priorities without exceeding its budget constraints.

NPG stands out above Re:Public and Dillon due to its cost-efficiency at \$29K, significantly lower than Re:Public (\$49K) and Dillon (\$53K), while still delivering essential project outcomes. Their focused expertise in housing-focused CIPs, demonstrated in similar municipalities, aligns directly with Edwardsburgh Cardinal’s priorities. NPG’s practical and feasible approach avoids unnecessary complexity, offering a tailored solution for the Township’s needs at an affordable price. This balance of relevant expertise, alignment with local goals, and budget-friendly pricing makes NPG the most suitable choice.

Policy Implications: Requests for Proposals awards must be authorized by Council.

Strategic Plan Implications: Section 1.3 of our Strategic Plan outlines that we will review and update the community improvement plan(s) to include a definition of

affordable housing and offer incentive programs to residents and developers to build housing units that are “affordable.” The NPG proposal aligns strongly with the plan by addressing key priorities such as affordable housing, economic development, and community engagement.

Financial Considerations: With \$30,000 approved in 2024 to be carried over into 2025, combined with the \$3,000 grant funding from CF Grenville, this project is within the allocated budget, ensuring its feasibility and financial sustainability.

Recommendation: That Council approves the award of the Community Improvement Plan project to NPG Planning Solutions in the amount of \$27 980 + non rebatable HST.



Economic Development &
Communications Consultant

Schedule ‘A’ – Request for Proposal (RFP) for a Community Improvement Plan (CIP)