



Corporation of the Municipality of Temagami

Memorandum to Council

Memo No  
2019-M-190

☒ Staff

**Subject:** Planning Consultant RFP

**Agenda Date:** November 7, 2019

**Attachments:**

**RECOMMENDATION**

BE IT RESOLVED THAT Council receive Memo 2019-M-190, Planning Consultant RFP;

AND FURTHER THAT Council directs Staff to work with J.L. Richards to develop an agreement for the provision of Consulting Planning Services for Council's consideration.

**INFORMATION**

Request for Proposals for a Planning Consultant was issued. The deadline for submissions was extended to October 30, 2019. After the deadline passed, submissions were reviewed and scored on the basis of the evaluation criteria as follows:

Planning RFP Evaluation				
Firm	J.L.Richards	Planscape	Tulloch	MHBC
Past Ability	7	7	7	9
Stability and Reputation	19	15	17	16
Qualification and Experience	20	15	20	20
Understanding	10	7	10	10
Fee schedule	38	28	34	36
<b>Total</b>	<b>94</b>	<b>72</b>	<b>88</b>	<b>91</b>
<p>Note:</p> <p>Most firms provided flat fees for certain planning work. MHBC did not Of those, JL Richards was the lowest</p> <p>JL Richards is slightly higher in some areas on a per hour basis but this is offset with the flat rate on planning processes.</p>				

Based on this, Staff is recommending that J.L. Richards be contacted with the intention of developing an agreement for the provision of Consulting Planning Services.

**Respectfully Submitted By:**

Craig Davidson  
Treasurer / Administrator