

2013- 36

January 31, 2013

To: Mayor and Council

From: Municipal Clerk

Re: **Official Community Plan Project Advisory Committee (OPAC) Contract Award Recommendation – OCP Review Consultant**

A request for Expressions of Interest was issued in May of 2012 for consultants to assist with undertaking the Official Community Plan (OCP) Review process.

A total of eight responses were received and evaluated by the OPAC, and a request for proposals was issued in December 2012 to the following top four ranked consultants:

02 Planning + Design Inc.
Bazink Solutions Inc.
Catherine Berris Associates Inc.
Golder Associates

The request for proposals advised that the budget currently allotted for the OCP review is \$140,000, and also indicated that completion of the final OCP is required by Spring 2014. All respondents provided proposals within the budgeted amount and required time frames.

A thorough review by the OPAC of the responses received as a result of the request for proposals was carried out. The evaluations were based upon responses to eight questions included in the request for proposals (see attached) as well as the proposed scope of work and deliverables. Three shortlisted consulting firms were selected for interviews.

All members of the OPAC were present for the interviews and participated in the final analysis. While all proponents were strong, it was felt that one firm in particular would be the best fit for the project. It was the OPAC's unanimous recommendation that the contract be awarded to Catherine Berris Associates Inc., at a cost of \$132,420, plus applicable taxes.



Lorraine Hilton
Municipal Clerk

Attach.

Appendix A

This Appendix contains questions that require a response for the OCP RFP. Please respond to each question using the corresponding numbering system below in the RFP response

- 1. Attitudes, issues and technologies have changed in Oak Bay since the existing OCP was developed. In what ways do you expect the renewed OCP to be different in approach, format or content?*
- 2. What kind of stakeholder strategy would you propose to ensure that there is a robust and meaningful engagement of the community and other interests? As part of your response, describe how you will ensure that the variety of municipal commissions, working committees and community organizations provide input to this process? Also describe how you will include municipal staff and Mayor/Council in this process.*
- 3. Related to the question above on a stakeholder strategy, how will you go about designing a process to describe the future of our community so that we can effectively engage residents with a vision that preserves the best of what we have while creating a future that will sustain us all, in diverse areas such as housing, infrastructure, environment, transportation, economic and cultural development and recreation?*
- 4. Oak Bay has a number of distinct neighbourhoods (e.g. Oak Bay Village; Oak Bay Marina; Uplands; Henderson) that have no formal recognition, either in the existing OCP or Zoning bylaws. How would your organization propose to consider these neighbourhoods in a renewed OCP?*

5. *What skills and strategies can you bring to this project to help Oak Bay deal with complex and competing issues? How will you manage differing expectations in the community and if needed, what kind of conflict resolution process(es) would your organization use to sort out issues as they arise?*
6. *Given that Oak Bay does not currently have a qualified urban planning staff position, how will you effectively address the OCP development process without being able to make this link?*
7. *All proponents invited to the RFP stage for the Oak Bay OCP are qualified to undertake the work. What special qualities can you/your organization offer, and what other special elements would you incorporate into your work that sets you apart from others?*
8. *Can you suggest any ideas on how to make the OCP process run as smoothly as possible? Can you provide any examples of where “reflection” helped with the process and the success of your work?*