



PLANNING & DEVELOPMENT REPORT

To: Council

Meeting Date: October 8, 2024

Prepared by: Tim Van Hinte
Director of Planning

Date Prepared: October 1, 2024

Subject: Community Improvement Plan Update
Award of Contract

Recommendation:

That the Council of the Township of Wellesley receive this report for information.

Summary:

Township staff issued a Request for Quotation (RFQ) through an invitation to bid in September 2024 for consulting services to update the Township Community Improvement Plan (CIP). The purpose of this report is to inform Council that the contract for this work has been awarded to Nethery Planning.

Report:

Township staff issued an RFQ through an invitation to bid on September 4, 2024, for the services of a qualified consultant to update the Township CIP. The CIP is a key tool available to municipalities that sets out programs and strategies for improving the built, economic, and social environment in designated areas of a municipality. The CIP will strive to enhance rural economic development in the Township by encouraging investment in land and building restoration, revitalization of core areas and economic development based on local priorities.

The closing date for bids was September 25, 2024, and Township staff received three quotations as follows:

| | |
|--------------------------------------|-------------|
| Nethery Planning (Dundas) | \$34,620.00 |
| Stantec Consulting (London/Waterloo) | \$39,701.88 |
| J.L. Richards (Guelph) | \$40,000.00 |

The submission by Nethery Planning demonstrated a very clear understanding of the scope of work and provided an effective and highly detailed work plan. The proposed team consists

of senior level professionals who have comprehensive experience preparing CIPs, including the previous iteration of the Township's CIP (2017). In addition, Nethery Planning submitted the lowest bid for the work.

The CIP project will start at the beginning of October 2024 and work is expected to be complete by March 31, 2025.

Township Strategic Plan:

This report aligns with the initiative of Growth Management/Sustainable Growth with the strategic goal to ensure the Township of Wellesley is carefully planned and that Township policies provide for well-managed, balanced, and sustainable growth.

Financial Implications:

The project consulting costs for the Township will be \$34,620.00 (not including HST). The Rural Economic Development (RED) program grant will cover up to 50% of the costs of this project. The remaining \$17,310.00 will be funded from the CIP reserve fund. The current balance of the CIP reserve fund is \$66,901.36.

Other Department / Agency Comments:

As per the Township's Procurement By-law, Council is to be informed of this award.

Legal Considerations:

None

Attachment(s):

None

Approved By:

Chief Administrative Officer, Rik Louwagie