

March 8th, 2019

Report To: Mayor & Council

From: Doug Brown, CAO

**SUBJECT: Awarding Request for Proposal (RFP) 17-AF-14 – Land Use & Economic Development Feasibility Study for the Shevlin Wood Yard & Former Nursing Station**

As you are probably not aware, back in September of 2018, the Town submitted economic development funding applications to both levels of senior government; Fednor (Federal) & Rural Economic Development (RED) Program (Provincial) to complete a feasibility study on the re-development of the Shevlin Wood Yard and former Resolute Forest Products' nursing station (hereon referred to as a Gateway to the Market Square). The study is to be conducted through consultation with local stakeholders, the economic development office, Mayor and Council. The purpose of this study is to evaluate how the properties can be best utilized to maximize its economic potential. The study will analyze the sites and the surrounding environment to understand which investments are appropriate and which steps are needed to attract new investment. To date the Town received verbal approval that the Fednor funding is in place where the funding agreements are forth coming for execution.

The scope of study identified in the Terms of Reference document included the following 5 main components;

1. Review the background reports and conceptual designs previously completed for the property redevelopment.
2. Conduct public consultations on the proposed use of the property.
  - a. Consultations are to be conducted with the Economic Development Office, Mayor and Council, key stakeholders, and community at large.
  - b. Consultations are to take place during times that will facilitate the majority of stakeholders.
3. Evaluate the recommendations & feedback from the public consultations and previous studies and develop three draft design plans, to be presented in-person to Mayor and Council.
4. Complete any revisions and present in-person a final report to Mayor and Council.
5. The successful firm will be required to travel to the Town of Fort Frances to conduct the public consultations as well as to present the draft and final report to Mayor and Council.

The Town administration & Tannis Drysdale, ED consultant prepared the RFP package which closed on Tuesday, December 18, 2018. Seven (7) proposals were received where administration established a committee to review the proposals and make recommendations to Council. The review committee consisted of; Travis Rob- Operation & Facilities Manager, Crystal Tan- AMP Coordinator, Tyson Dennis – CBO/Planner, Tannis Drysdale – ED consultant and myself.

The proposals submitted by each consultant firm were reviewed and scored. A scoring system utilized the following 6 main categories:

- 1) Quality of the proposal submitted - ease of understanding, required components of the proposed structure, work schedule.
- 2) Past Experience in completing similar projects.
- 3) Key Personnel assigned to the project.
- 4) Cost of Proposal.
- 5) Value of proposal (considers quality & cost).
- 6) Schedule.

The review committee is of the opinion that the quality of proposals were outstanding and several of the firms were more than capable of completing the project within the established scope of work outlined in the term of reference and had extensive experience in completing similar projects for other municipalities in Northwestern Ontario. See attached summary spreadsheet No. 1. The review committee is of the opinion that it is not necessary to establish a steering committee based on the fact that the entire community will be engaged through public consultation throughout the process and the Town itself has no partners on the project. Also Administration, Council and our ED consultant will participate and be consulted in finalizing the preferred way of developing these two properties in order to maximize economic return to our community for the long term.

The review and selection committee is recommending that HTFC planning and design out of Winnipeg, Manitoba be selected based on the following factors;

- 1) Past Experience – HTFC was previously involved with developing and establishing several long term visionary economic development plans for our community such as the reinventing Fort Frances, Gateway to Canada Plan, Fort Frances Heritage Tourism Implementation, Fort Frances Active Transportation, Phase 1 of the Rainy Lake Square Property.
- 2) Highest Time allotment to complete the study – 963 hours.
- 3) Most public consultation sessions and visits to Fort Frances - 6 trips total
- 4) The lowest average hourly rate at \$ 136.18 per hour.

- 5) All-encompassing project team assembled for the study consisting of an Economic Development firm– Catapult Community Planning, Real Estate firm – CSB Management and local engineering firm- Saulteaux Engineering.
- 6) 6 month completion schedule for the feasibility study once awarded.

### **Financial Implications**

The feasibility study is estimated to have a net cost of \$ 131, 138.11. It is funded by three components;

Town – \$ 16,000

Provincial Government- Rural Economic Development (RED) Program- \$ 75,000

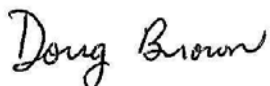
Federal Government- Fednor - \$ 60,000.

Total Funding is estimated at \$ 151,000

The review committee recommends the following;

- 1) That once all funding from senior levels of government is secured and in place, that the feasibility study on the re-development of the Shevlin Wood Yard and former RFP's nursing station be awarded to HTFC of Winnipeg at a total estimated cost of \$ 145,623.10 (all taxes included) as per the Town's terms of reference and as outlined in their proposal dated December 18, 2018.
- 2) That the Mayor and Clerk be authorized to execute the contract documents with HTFC on behalf of the Corporation of the Town of Fort Frances once all funding from senior levels of government is secured and in place.
- 3) That the Mayor and Clerk be authorized to execute the funding agreements under the Fednor funding program through the Federal Ministry of Innovation, Science and Economic Development Canada behalf of the Corporation of the Town of Fort Frances.
- 4) That the Mayor and Clerk be authorized to execute the funding agreements under the Rural Economic Development (RED) Program through the Provincial Ministry of Agriculture, Food and Rural Affairs behalf of the Corporation of the Town of Fort Frances.

Respectfully Submitted  
Operations & Facilities Division



Doug Brown, P. Eng.  
CAO

**Council approval of this report will ensure the following;**

- 1) That once all funding from senior levels of government is secured and in place, that the feasibility study on the re-development of the Shevlin Wood Yard and former RFP's nursing station be awarded to HTFC of Winnipeg at a total estimated cost of \$ 145,623.10 (all taxes included) as per the Town's terms of reference and as outlined in their proposal dated December 18, 2018.
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- 4) That the Mayor and Clerk be authorized to execute the funding agreements under the Rural Economic Development (RED) Program through the Provincial Ministry of Agriculture, Food and Rural Affairs behalf of the Corporation of the Town of Fort Frances.