

**Date:** May 25, 2020

**Report To:** Mayor & Council

**Report From:** Cody Vangel, Chief Building Official and Municipal Planner

**Subject:** RFP No. 2021-PD-08 Award – Phase One & Two Environmental Site Assessment  
For The Former Shevlin Wood Yard

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In the 2021 Capital Budget, the Town of Fort Frances allocated funds to retain an Environmental Engineering Firm to conduct the following at the Shevlin Wood Yard:

- Up to three Phase One Environmental Site Assessments
- Conduct survey works to generate reference plan parcels
- Up to three Phase Two Environmental Site Assessments
- File up to three Records of Site Conditions
- Develop remedial action plans if required

The Town of Fort Frances has recently completed a land use and economic development feasibility study which detailed a variety of uses at the Shevlin Wood Yard including residential, commercial, and mixed-use residential/commercial. The Environmental Protection Act and O. Reg 153/04 require that a record of site condition be filed when a properties use is changed so a more sensitive use. The change from a former industrial type of use to a more sensitive use triggers the requirements of these reports and studies.

The intent of this project is to satisfy the necessary environmental parameters or remedial action requirements for the lands to proceed with the development concept that was generated in the land use and feasibility study for the redeveloped Shevlin Wood Yard.

The Town of Fort Frances began advertising the Request for Proposal (RFP) on March 25, 2021 with a closing date of April 27, 2021. The RFP was advertised in the local newspaper, the Town's website, and it was also sent to both the Thunder Bay and Winnipeg construction association requesting advertisement.

A requirement of this RFP was that the environmental engineering firms must conduct a site visit prior to submission of their proposal. With this, all four groups that submitted bids satisfied this requirement.

On April 27, 2021 at 2:00pm proposals were opened publicly through a virtual manner at the Town of Fort Frances Civic Centre in the Committee Room. The following four proposals were received:

Building Design Firm	Project Cost (HST not included)
WSP Group	\$132,665.00
DST Consulting	\$115,868.08
Stantec	\$109,600.00
KGS Group	\$92,306.50

The proposals were evaluated and scored by an internal review team made up of the Chief Building Official, Environmental Superintendent and the Operations and Facilities Manager.

The 2021 capital budget allocation for this project was \$135,000.00. Given this, all four proposals lay within budget.

Through the review process KGS Group scored the highest through provision of a well-prepared proposal, abundant experience within the project team, demonstration of a firm understanding of the project goals, as well as a thorough methodology. With a revision to the project schedule to detail an award date of May 25, 2021, a project completion date would be expected for November 2021 pending the time frame for record of site condition submission/approvals.

The Planning and Development Executive Committee considered this matter at their May 17, 2021 session where they agreed with the recommendation of administration such that RFP No. 2021-PD-08 be awarded to KGS Group at the cost of \$92,306.50 plus the Town's portion of HST and further that an authorizing by-law be prepared and executed by the Mayor and Clerk on behalf of the corporation.

Respectfully submitted

A handwritten signature in black ink, appearing to read 'Cody Vangel', with a stylized flourish at the end.

Cody Vangel  
Chief Building Official & Municipal Planner

**Council approval of this report will** agree with the recommendation of the Planning and Development Executive Committee to award RFP No. 2021-PD-08 to KGS Group at the cost of \$92,306.50 plus the Town's portion of HST and further that an authorizing by-law be prepared and executed by the Mayor and Clerk on behalf of the corporation.