



The Corporation of the Town of LaSalle

Date	March 23, 2018	Report No:	CAO-08-18
Directed To:	Mayor and Members of Council	Attachments:	
Department:	Administration	Policy References:	
Prepared By:	Kevin Miller, CAO		
Subject:	RED Grant Request for Proposal Contract Award		

1.0 RECOMMENDATION:

That Council award the Economic Development Plan Request for Proposal (RFP) contract to Mellor Murray Consulting for the creation of an Economic Development Plan for the Town of LaSalle.

2.0 BACKGROUND:

Ontario's Rural Economic Development (RED) program helps rural communities remove barriers to community economic development. Administration submitted the grant application to the RED program back in September 2017; and, the Town was approved in March 2018. The application was made to provide funding for the Town to hire a consultant to undertake the creation of an Economic Development Plan. The purpose of this plan is to identify how the Town can continue to grow and encourage new businesses to locate in the Town.

The RED program is a 50% cost-share program and the Town has been approved up to \$75,000, leaving the Town with an approximate cost of \$37,500; which, has been budgeted in the 2018 Strategic Planning Budget.

Following the approval from the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA), administration released the RFP on February 23, 2018 with a closing date of March 9, 2018.

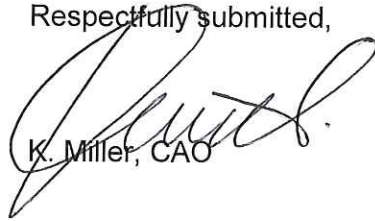
3.0 REPORT:

A total of twelve (12) firms registered to receive the RFP, and from that, administration received a total of four (4) submitted proposals. A review of each proposal was undertaken by administration. Based on the review, a short list of two proponents were selected and arrangements were made for interviews, during which a presentation was made detailing their proposals.

As noted above, four (4) firms submitted proposals. The proposed fees ranged from a low \$56,427 to a high of \$67,800. The RFP noted that submissions would be evaluated based on understanding of project, proposed approach, methodology and process (25%); experience of project manager and team (25%); demonstrated success with the development of an economic development plan for a community of similar size and context (25%); and, proponent cost/project timelines (25%).

Based on the submissions and results of the interviews, it is recommended by administration that the Town retain the services of Mellor Murray Consulting for completing the Town's Economic Development Plan for an amount of \$57,466. The project would commence during the second week of April 2018 and wrap up by the end of September 2018.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "K. Miller", is written over the typed name. The signature is fluid and cursive, with a large loop at the end.

K. Miller, CAO