

**THE CORPORATION OF THE TOWNSHIP OF LAKE OF BAYS
REPORT**

TO: Mayor and Members of Council
FROM: CAO/Treasurer
DATE: April 28, 2009
SUBJECT: Strategic Plan-Selection of Consultant

Recommendation

Be it resolved that the Council of the Corporation of the Township of Lake of Bays hereby accepts the proposal for strategic planning services submitted from ICA Associates of Toronto in the amount of \$53,000.

Origin

Mayor & Council

Analysis

- Request for Proposal (RFP) # 2009-02 issued February 20, 2009 with a closing date of March 6, 2009.
- Addendum # 1 issued extending closing date to March 13, 2009.
- Fifteen submissions ranging from \$25,500 to \$106,000 were received from consulting firms across Ontario.
- Staff evaluated the submissions (\$27,500 - \$53,000) which resulted in the following top five (5); namely, DPRA, ICA Associates, Lawlor & Associates, McSweeney & Associates and MHBC.
- Councillors provided their comments and evaluations.
- Reference checks were performed on the listed firms resulting in more positive feedback on ICA Associates, McSweeney & Associates and MHBC.
- Interviews were held at the municipal office on April 9th and April 17th with the following personnel present; namely, Mayor Peake, Stefan Szczerbak-Planner, Jennifer Schnier-Community and Recreation Coordinator and Don Chevalier-CAO/Treasurer and the three selected consultants present.

Financial Implications

Potential funding at 50% may be available from FedNor for the Strategic Plan and has been reflected in the 2009 budget.