

THE MUNICIPALITY OF LAMBTON SHORES

Report DCS 03-2023

Council Meeting Date: February 9, 2023

TO: Grand Bend Community Centre Ad-Hoc Advisory Committee
FROM: Ashley Farr, Director of Community Services
RE: Grand Bend Community Centre Feasibility Study Request for Proposal Background

RECOMMENDATION:

THAT Report DCS 03-2023 regarding the “Grand Bend Community Centre Feasibility Study Request for Proposal Background” be received for information.

SUMMARY

This report provides the Grand Bend Community Centre Ad-Hoc Advisory Committee with information regarding the development of a Request for Proposal documents to conduct a Feasibility Study for a community centre in Grand Bend.

BACKGROUND

At its August 9, 2022 meeting, Lambton Shores Council passed the following motion:

22-0809-21 THAT Report DCS 19-2022 regarding the “Grand Bend Community Centre Ad-Hoc Committee Terms of Reference” be received; and

THAT the Terms of Reference for the Grand Bend Community Centre Ad-Hoc Committee be approved; and

THAT staff be directed to begin the recruitment process for members of the public for the committee. Carried

Report DCS 19-2022 and the Committee Terms of Reference are attached to this report for convenience.

The primary mandate of the Grand Bend Community Centre Ad-Hoc Advisory Committee is to assist the Municipality of Lambton Shores in developing a feasibility study for a new community centre in Grand Bend. This process will include developing a Request for Proposals that will be advertised publicly for the competitive bid process required by the Municipality’s purchasing policy.

A Request for Proposal is issued when additional factors beyond the price must be considered in awarding a project. Request for Proposal documents include evaluation criteria when reviewing the proposal submissions. The criteria are typically: project price, firm experience, community consultation strategy, and work plan. Each criterion is given a weighted score, and each member of the committee will be asked to evaluate

the proposals based on the established criteria. The committee may wish to add or change the criteria, and/or include an interview component that requires proponents to present their work plan to the committee.

A Request for Proposal (RFP) will require qualified firms that intend to bid on the project to submit a proposal that may include the following:

- A comprehensive public consultation program.
- A needs assessment to determine the types of recreational infrastructure required to meet community needs.
- A site review to determine the most appropriate location for a new community centre in Grand Bend.
- Identification of possible partnerships (e.g., funding and operational).
- High level conceptual floor plan.
- High level capital costing projections.
- Operating cost projects and operating model considerations.

Next steps:

- Staff will prepare a draft Request for Proposal for consulting services to conduct a “Feasibility Study for a Grand Bend Community Centre”. The Draft RFP will be brought back to the Committee for review and comment.

ALTERNATIVES TO CONSIDER

There are no alternatives presented as this report is for information only.

RECOMMENDED ACTIONS

The recommendation is to receive this report for information.

FINANCIAL IMPACT

There is no financial impact associated with this report, however the committee should be aware that funds have been included in the 2023 operating budget to conduct the feasibility study.

CONSULTATION

Steve McAuley, CAO

Attached:

1. DCS 19-2022 “Grand Bend Community Centre Ad-Hoc Committee Terms of Reference
2. Grand Bend Community Centre Ad-Hoc Committee Terms of Reference