

# THE MUNICIPALITY OF LAMBTON SHORES

**Report DCS 18-2023**

**Committee Meeting Date: June 21, 2023**

**TO:** Chair Maguire and Committee Members  
**FROM:** Ashley Farr, Director of Community Services  
**RE:** Feasibility Study Update

**RECOMMENDATION:**

**THAT** Monteith Brown Planning Consultants are selected to complete the Grand Bend Community Centre Feasibility Study.

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**SUMMARY**

This report provides an update on the RFP process for the Grand Bend Community Centre Feasibility Study and recommends that Monteith Brown Planning Consultants are selected to complete the study.

**BACKGROUND**

At the last Committee meeting, staff provided a report on the Request for Proposal (RFP) process to develop a Feasibility Study for a community centre in Grand Bend. The RFP was released on April 17, and closed May 12. The RFP was available on the Municipal website and sent directly to numerous consulting firms with experience in this type of work. Upon closing, no submissions were received.

One consultant, Monteith Brown Planning Consultants (MBPC) indicated that they did not provide a submission to the RFP due to the timing for the project completion but could complete the study if the committee is able to provide flexibility on the timing.

Monteith Brown has extensive experience in developing recreation-related planning documents. MBPC has worked with the Municipality in the past, having completed both the Recreation and Leisure Services Master Plan (2011) and the Recreation and Leisure Services Master Plan Update (2018). Staff and Council have been satisfied with both their process and deliverables associated with these projects.

Since there were no submissions received for the RFP staff are recommending the award of the project to MBPC, with an anticipated start date in the fall of 2023 and project completion expected mid 2024.

Next steps:

The Consultant will meet with the committee prior to finalizing the study workplan to obtain feedback on the preferred method of public consultation. It is anticipated that this meeting will occur in fall 2023 prior to the project commencing.

### **ALTERNATIVES TO CONSIDER**

The committee may choose to re-release the RFP document.

### **RECOMMENDED ACTIONS**

The recommendation is to select Monteith Brown Planning Consultants to complete the Feasibility Study.

### **FINANCIAL IMPACT**

Costs to develop a feasibility study were included in the 2023 municipal budget, and Monteith Brown Planning Consultants can complete the project within the budgeted amount.

### **CONSULTATION**

Steve McAuley, CAO