



The Corporation of the Town of Tecumseh

Public Works & Engineering Services

To: Mayor and Members of Council

From: Phil Bartnik, Director Public Works & Engineering Services

Date to Council: November 26, 2024

Report Number: PWES-2024-54

Subject: Urban Forestry and Naturalization Management Plan
Award of Consulting Services

Recommendations

It is recommended:

That report PWES-2024-54 Urban Forestry and Naturalization Management Plan **be received**;

And that Council **award** the Consulting Services for the Urban Forestry and Naturalization Management Plan in the amount of \$197,696.50 excluding HST to Dillon Consulting Ltd.;

And further that By-law 2024-102 be considered for first, second, third and final reading, **to authorize** the Mayor and Clerk to execute and agreement, satisfactory in form to the Town's solicitor, with Dillon Consulting Ltd.;

And further that project funding allocations, reflecting a total budget requirement of \$272,408 with a \$72,408 increase to the original allocation **be approved** as follows:

- Infrastructure Reserve – increase from \$200,000 to \$272,408

Background

As part of an amendment to the 2024-2028 PWES Capital Works Plan, Council approved the Urban Forestry and Naturalization Management Plan as detailed in report [PWES-2024-38](#) titled “Amendment to the 2024-2028 PWES Capital Works Plan, Urban Forestry and Naturalization Master Plan” which was received by Council at their July 23, 2024 Regular Meeting of Council (Motion: RCM-174/24).

Comments

In accordance with the Town’s Purchasing Policy (Policy No. 17) and Schedule ‘A’ of By-law 2021-60, projects with a value greater than \$50,000 require a Request for Tender or proposal process.

A Request for Proposal (RFP) was posted on the Town’s Bids & Tenders account and on the Town’s website on September 18, 2024. Proposals were received up to and including October 31, 2024, at which time five (5) consulting firms submitted a proposal.

The RFP submissions were received and reviewed by an Evaluation Committee comprised of Town staff. The Evaluation Committee evaluated each proposal on its own merit according to the criteria, which included: Understanding the Scope, Proposed Implementation Plan, Relevant Project Experience, Project Manager, Project Staff, Indigenous Procurement and Fees.

Based on a review of the RFP submissions, no mathematical errors were noted, and all proposals were complete and deemed acceptable.

Upon completion of the evaluation by the Evaluation Committee, the following rankings were determined:

Firm	Rank
Dillon Consulting Ltd.	1
Dougan & Associates	2
GEI Consultants	3
Diamond Head Consulting Ltd	4
Davey Tree Expert Co. of Canada Ltd.	5

The proposal submitted by Dillon Consulting Ltd. was deemed acceptable and satisfies the requirements of the RFP for Consulting Services for the Urban Forestry and Naturalization Management Plan.

These services include:

- Recommending short, medium and long-term strategies to enhance and protect the Town's Urban Forest for the next 20 years;
- Documenting the benefits of enhanced urban forestry in reducing the impacts of climate change;
- Reviewing and documenting a comprehensive inventory of the Town's existing canopy coverage, while determining a target urban forestry canopy coverage;
- Identifying key areas for potential urban forestry expansion on both public and private properties, including integration within new developments;
- Identifying key areas for naturalization to support vegetation requirements and community interests in public spaces and parks;
- Providing planning recommendations and objectives to achieve the Town's goals to reduce the impacts of climate change through successful tree planting programs and forest restoration on both public and private properties;
- Outlining robust best management practices and techniques for enhancing and maintaining the urban forest, including protection, replacement, and monitoring;
- Identifying key communication strategies with stakeholders, the public and Indigenous communities;
- Delivering a robust engagement program, designed to ensure meaningful engagement with stakeholders and;
- Emphasizing the benefits to communities from investing in urban forestry.

Administration recommends that Council award the RFP for Consulting Services for the Urban Forestry and Naturalization Management Plan in the amount of \$197,696.50 excluding HST to Dillon Consulting Ltd.

Consultations

Community & Recreation Services
Financial Services

Financial Implications

Council previously approved the allocation of \$200,000 for this study within the amendment to the PWES Capital Works Plan as detailed under Report No. [PWES-2024-38](#). The projected costs are summarized below:

Cost Item	Amount
Consulting Services	\$197,697
Indigenous Consultation Allowance ¹	\$30,000
Agencies Consultation Allowance ²	\$20,000
Budgetary Contingency	\$20,000
Sub-total	\$267,697
Non-rebated HST (1.76%)	\$4,711
Total	\$ 272,408

Notes:

- 1) It is normal practice for Indigenous Communities to enter into agreements with municipalities for cost recoveries for consultation throughout a municipal study or project. In this instance Administration is recommending an Allowance of \$30,000 to cover the costs for consultation with Indigenous Communities that the Town normally engages with. Only those costs incurred will be assessed to the Allowance and the project.
- 2) There are a number of agencies that may be local, provincial or national who can offer advice, direction and recommendations on the approach towards naturalization efforts including public education. Only those costs incurred will be assessed to the Allowance and the project.

The total projected cost for the Urban Forestry and Naturalization Management Plan is \$272,408, which is \$72,408 above the previously approved funding allocation of \$200,000. The cost increase is a result of allowances and contingencies for consultations with Indigenous, Regulatory and Non-Profit organizations.

Link to Strategic Priorities

Applicable	2023-2026 Strategic Priorities
<input checked="" type="checkbox"/>	Sustainable Growth: Achieve prosperity and a livable community through sustainable growth.
<input type="checkbox"/>	Community Health and Inclusion: Integrate community health and inclusion into our places and spaces and everything we do.
<input type="checkbox"/>	Service Experience: Enhance the experience of Team Tecumseh and our citizens through responsive and respectful service.

Communications

Not applicable

Website

Social Media

News Release

Local Newspaper

This report has been reviewed by Senior Administration as indicated below and recommended for submission by the Chief Administrative Officer.

Prepared by:

Joseph Lappalainen, E.I.T.
Project Technician

Reviewed by:

Beth Gignac, BA Hons
Director Community & Recreation Services

Reviewed by:

Tom Kitsos, CPA, CMA, BComm
Director Financial Services & Chief Financial Officer

Reviewed by:

Phil Bartnik, P.Eng.
Director Public Works & Engineering Services

Recommended by:

Margaret Misek-Evans, MCIP, RPP
Chief Administrative Officer

Attachment Number	Attachment Name
None	None