



**Report**  
**Staff Report**  
The Corporation of the City of Brampton  
**5/8/2024**

**Date:** 2024-04-22

**Subject:** **Request to Begin Procurement – Consulting Services for Various Parks Projects**

**Contact:** Mitchell Wiskel, Manager, Parks Planning, Development & Capital Delivery

**Report number:** Community Services-2024-383

**RECOMMENDATIONS:**

1. That the report from Mitchell Wiskel, Manager, Parks Planning, Development & Capital Delivery to the Committee of Council Meeting of May 8, 2024, re: **Request to Begin Procurement – Consulting Services for Various Parks Projects**, be received; and
2. That the Purchasing Agent be authorized to commence the procurement for consulting services for various parks and trails projects.

**OVERVIEW:**

- **The City's Parks Maintenance & Forestry Division intends to enter into separate contracts with 3 consulting firms for up to 5 years, to ensure efficient and timely project delivery of outdoor recreational amenities.**
- **The Division utilizes consulting services for technical background investigations, design, tender document preparation and for construction contract administration.**
- **Sufficient funding is available through various capital projects in the Parks Maintenance & Forestry division on a as needed and when required basis. If additional funding is required beyond the current approved funding, staff will include requests in future budget submissions.**

**BACKGROUND:**

To meet the growing demands for outdoor recreational amenities such as accessible play spaces, sports amenities and parks infrastructure, there is a need to procure design consulting services. This will enable the effective and timely execution of various capital projects managed by Parks Maintenance & Forestry.

The City's Parks Maintenance & Forestry Division utilizes design consultant services for the following recurring needs:

- Technical Background Investigations
- Design, Specification and Tender Document Preparation
- Construction Contract Administration

**CURRENT SITUATION:**

Currently, the Parks Division utilizes 2 consulting services for the following recurring needs at a maximum of \$60,000 per project however, the current blanket purchase orders are expiring in June 2024.

To meet the requirements of various capital projects, the City's Parks Maintenance & Forestry Division intends to enter into separate contracts with 3 design consulting firms.

The consultant's scope of work will include, but not limited to:

- Project initiations
- Engagement, retention and administration of sub-consultants
- Conceptual design development
- Detail design preparation
- Specification and bid document preparation
- Cost Estimation
- Permit acquisition
- SPA submission
- Contract administration using the CCDC contract format
- Warranty review
- Project Closeout

**CORPORATE IMPLICATIONS:****Financial Implications:**

Sufficient capital funding is available for this procurement through various capital projects in the Parks Maintenance & Forestry division on a as needed and when required basis. If additional funding is required beyond the current approved funding, staff will include requests in future budget submissions or through a budget amendment report to be presented to Council.

**Purchasing Implications:**

A public procurement process will be conducted and the bid submissions shall be evaluated in accordance with the published evaluation process within the bid document. Purchase approval shall be obtained in accordance with the Purchasing By-law.

All communication with bidders involved in the procurement must occur formally, through the contact person identified in the bid document.

**STRATEGIC FOCUS AREA:**

**Health & Well-being:** Focusing on citizens' belonging, health, wellness, and safety, by continuing to design, build and maintain community assets that will encourage active and healthy lifestyles, while improving the mental health of all ages and abilities.

**CONCLUSION:**

This report recommends that the Purchasing Agent be authorized to commence the procurement for consulting services for various landscape architectural projects for up to 5 years.

Authored by:

Reviewed by:

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