



TO: Chair and Members of the Finance & Facilities Committee

FROM: Christopher Mackie, Medical Officer of Health / CEO

DATE: 2018 June 7

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## **SUPERVISED CONSUMPTION FACILITY – MUNICIPAL PLANNING CONSULTANT SERVICES PROPOSAL**

### ***Recommendation***

***It is recommended that the Finance & Facilities Committee receive Report No. 024-18FFC re: Municipal Planner Consultant Services RFP for information.***

### **Key Points**

- The Middlesex-London Health Unit requires planning services to assist with the zoning and site plan application process for Supervised Consumption Facilities to ensure compliance with municipal bylaws, to maintain transparency, and to ensure that the necessary due diligence is conducted.
- Proposals were requested and Monteith Brown Planning Consultants was selected.
- Work will commence immediately in drafting zoning application process documents.
- The estimated value of the contract is approximately \$35,000 for both locations. The cost to apply for a City of London zoning change is approximately \$7,500 per site.

### **Background**

In order to ensure that the zoning application process is completed in a thorough and timely manner for the establishment of Supervised Consumption Facilities (SCF) at 241 Simcoe Street and 446 York Street, it is recommended that the Finance & Facilities Committee and MLHU staff utilize a municipal planning consultant for the following purposes:

- Guide Health Unit and Regional HIV/AIDS Connection (RHAC) management staff in the municipal planning application process with the City of London;
- Advise the MLHU and RHAC on zoning by-laws;
- Develop conceptual site plans for both locations;
- Meet with Planning and Development Services during the pre-consultation stages to determine a course of action;
- Submit and process zoning applications;
- Coordinate community information meetings;
- Submit and process site plans, as applicable;
- Represent MLHU and RHAC during the appeals process, as applicable; and
- Advise staff on the necessary steps for due diligence.

## Procurement Process

On May 11, 2018, MLHU Procurement solicited proposals from three highly recommended municipal planning consultants for planning services relating to the SCF zoning application process. Please find details on the bid list in [Appendix A](#). Two proposals were received on May 16, 2018. The third consultant declined to bid. Reference checks were completed on May 16 and 17 to validate the extent and quality of work completed by both proponents. Comparison of proposal costing and reference checks led to a contract award to Monteith Brown Planning Consultants (MBPC). MBPC is an award-winning firm that has been in business for forty years, and which offers a full range of land-use planning services to the public and private sectors. The firm has been extensively involved in community development, providing a wide range of land-use planning services, from the official plan and zoning by-laws to housing needs assessments and downtown revitalization plans.

## Next Steps

The next steps would be to award a contract to the successful proponents; initiate a kick-off meeting to bring the consultants up to speed on the SCF project; and to begin development of the action plan and necessary documentation.

This report prepared by the Procurement and Operations Team, Healthy Organization Division, and the Environmental Health and Infectious Diseases Division.



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