
Award of Request for Proposals - Environmental Engagement Planning & Support Services

Recommendations

1. That the proposal submitted by Lura Consulting for “as needed” environmental engagement planning and support services up to an upset limit of \$75,000 be accepted; and
2. That the City Solicitor be requested to prepare the appropriate agreement and that His Worship the Mayor and the City Clerk be authorized to execute the agreement under the Corporate Seal.

Topic and Purpose

The purpose of this report is to obtain City Council approval to award the Request for Proposal (RFP) to provide “as-needed” scalable engagement support to help design and facilitate engagement activities on upcoming environmental initiatives in the areas of waste diversion and climate change mitigation.

Report Highlights

1. Communications and education are needed to build awareness and support in the community for waste diversion. The City of Saskatoon (City) is preparing to engage the public during the fall of 2017 to gather input and prioritize the recommendations from the Waste Diversion Opportunities Report.
2. The City is aiming to begin Greenhouse Gas (GHG) mitigation engagement in the fall of 2017. The outcomes will directly influence the development of the City’s first Greenhouse Gas Mitigation Business Plan to be delivered by Administration to City Council in 2018.
3. The Project Evaluation Committee recommends that Lura Consulting, the Preferred Proponent, be awarded the contract to provide “as-needed” scalable engagement support for a period of one year with an upset limit of \$75,000.

Strategic Goals

This report supports the Strategic Goal of Environmental Leadership through the four-year priorities of promoting and facilitating city-wide composting and recycling to reduce the rate and volume of waste sent to the landfill and implementing energy-efficient practices in City buildings, transportation, and operations. It also supports the long-term strategy to reduce greenhouse gas (GHG) emissions tied to City operations.

Engagement will directly support the City's corporate performance target to divert 70% of the community's waste from the landfill by 2023, as well as the City's recent GHG targets to reduce corporate and community GHGs emissions by 80% below 2014 levels by 2050.

Background

City Council, at its meeting held on June 26, 2017, considered the Waste Diversion Communications and Engagement report and approved that a Request for Proposal be issued for an engagement consultant for a period of one year with an upset limit of \$130,000 to help facilitate engagement on upcoming environmental initiatives including waste diversion and climate change mitigation.

Report

Award of RFP

On July 21, 2017, an RFP was issued to hire an engagement consulting firm to provide “as-needed” scalable engagement support to help design and facilitate engagement activities on upcoming environmental initiatives in the areas of waste diversion and climate change mitigation.

Proposals were received from the eight following companies:

- At heritage Services Corp (Saskatoon, SK)
- Dialogue Partners Inc. (Ottawa, ON)
- Dillon Consulting (Saskatoon, SK)
- GHD (Edmonton, AB)
- Lura Consulting (Toronto, ON)
- Malatest & Associates Ltd. (Edmonton, AB)
- MNP LLP (Saskatoon, SK)
- Prairie Wild Consulting (Saskatoon, SK)

Initial review and scoring of submissions were completed individually by the Project Evaluation Committee members. Individual scores assigned by each committee member were consolidated and averaged to determine the total score of submissions. Proposals were ranked from highest to lowest score.

Preferred Proponent

Upon completion of the evaluation, the Project Evaluation Committee determined that the proposal submitted by Lura Consulting best met the requirements of the RFP and achieved the highest score. Lura Consulting has strong engagement skills and broad experience working with municipalities across Canada on the topics of waste diversion and climate change mitigation.

Public and/or Stakeholder Involvement

Many of the topics within the waste diversion and GHG mitigation plans require community conversations and engagement. Administration hopes to present a Waste Diversion Engagement Strategy and Framework to the Standing Policy Committee on Environment, Utilities and Corporate Services in October to enable engagement activities to begin later that month. A Climate Change Mitigation Business Plan Update Report will also be presented to the Committee in September 2017. An overview of the communications and engagement approaches will be provided in more detail in those reports.

Communication Plan

Communications plans will be developed for both waste diversion and GHG mitigation plan projects. Details of which will be provided in separate reports to the Standing Policy Committee on Environment, Utilities and Corporate Services this fall. The Administration is preparing for significant communication activities in support of these initiatives.

Financial Implications

Communications about Waste Diversion and the Waste Characterization Study have already begun and the results support engagement activities. These activities have a budget of \$80,000 (including planning and implementation) and are funded from Capital Project #2184 – Waste Characterization Study. Communications for climate change mitigation will be starting in the fall. This activity has a budget of \$80,000 and is funded from Capital Project #2183 – Greenhouse Gas Reduction.

Sufficient funding for the engagement consultant for a period of one year is available from Capital Project #2184 – Waste Characterization Study and Capital Project #2183 – Greenhouse Gas Reduction.

Base	\$75,000
GST (5%)	3,750
PST (6%)	<u>4,500</u>
Sub-Total	\$83,250
GST Rebate	<u>(3,750)</u>
Net Cost to the City	<u>\$79,500</u>

Privacy Implications

Access and permissions granted to the external contractor will be appropriately limited to ensure that no confidential, sensitive, or personal information is shared.

Other Considerations/Implications

There are no environmental, policy, or CPTED implications or considerations at this time.

Due Date for Follow-up and/or Project Completion

A Climate Change Mitigation Business Plan Update Report will be presented to Standing Policy Committee on Environment, Utilities and Corporate Services in September 2017. A Waste Diversion Engagement Strategy and Framework will be presented to the Standing Policy Committee on Environment, Utilities and Corporate Services in October 2017.

Results stemming from engagement activities will be reported at a variety of times throughout 2018; the first of these several reports is expected to be presented to Committee in February 2018.

Public Notice

Public notice, pursuant to Section 3 of Public Notice Policy No. C01-021, is not required.

Report Approval

Written by: Michael Klein, Marketing Consultant II, Communications
Reviewed by: Maeghan Carstairs, Communications and Engagement Manager,
Corporate Performance
Brenda Wallace, Director of Environmental & Corporate Initiatives
Approved by: Jeff Jorgenson, Acting General Manager, Corporate Performance
Department

CP – City Council MK – Admin Report - Award of Request for Proposals - Environmental Engagement Planning & Support Services