

Town of Riverview

COUNCIL REPORT FORM



Presented to: Mayor & Council

Department: Corporate Services

Date: June 3, 2019

Subject: Award of RFP – Holiday Lights Project Management

BACKGROUND

The Town of Riverview's Light Up Riverview Committee was established in March 2016 and given the mandate to create a Holiday Light Display along the riverfront that would make Riverview a destination for visitors and a source of pride for our residents. To date, the project has been an overwhelming success which has attracted many visitors from neighbouring communities, involved school children who help in assembling the lights and saw an increase in holiday shopping. Over the past three years, through budget funding from Council, sponsorships from businesses, a Canada 150 grant and the installation of underground infrastructure, the lights now extend from the Chocolate River Station to the covered bridge. Immediate plans for expansion involve continuing the display to the Gunningsville Bridge, creating a display around the "Riverview" sign at the bridge and decorating the decorative lamp posts in the area of the riverfront park. In addition to expansion plans there is ongoing annual maintenance of existing lights and infrastructure.

As the project continues to grow it became necessary to contract out the project management component of this project. Proponents were asked to provide a detailed response to the RFP that would include planning, purchasing, implementation, maintenance and support services for the town's holiday lights program. The financial portion of the RFP asked proponents to provide an hourly rate for project management services and the estimated number of hours that would be needed for the project.

Council's budgeted amount of \$40,000 for this project includes the project management services provided by the successful proponent.

The RFP was issued on May 6, 2019 and closed on May 31, 2019. Only one proposal was received from Nuttall Restoration. Nuttall Restoration's proposal was reviewed by the Light Up Riverview Committee and was found to have met all criteria outlined in the RFP.

CONSIDERATIONS

Legal:

Staff issued a Request for Proposal for this project under the guidelines of the Town's Procurement Standards which are based on the Government of New Brunswick's Procurement Act and Regulations.

Financial:

Nuttall's proposal included an hourly rate for project management services of \$69 per hour (including HST) with an estimated number of 80 hours.

Stakeholders:

As a community wide initiative the Holiday Lights Project includes a number of interested stakeholders, including business owners, school students, residents and visitors to Riverview.

Strategic Plan:

- Foster civic engagement and volunteerism
- Retain and grow our strong local business community

Interdepartmental Consultation:

The Holiday Lights project is managed by a committee consisting of representatives from Corporate Services, Parks & Recreation and Economic Development and is chaired by Mayor Seamans. The successful proponent will sit on this committee as well.

Communication Plan:

As in previous years, activities from this project are reported to Council and the reveal of the lights at the Mayor's tree lighting is highly communicated through our website, social media channels and activity guide.

RECOMMENDATION FROM STAFF

Staff recommends to Council that the Town of Riverview enter into a three (3) year contract with Nuttall Restoration for the provision of project management services for the Holiday Lights project at a rate of \$69.00 per hour.

The contract will contain an option to extend the agreement on the same terms and conditions for two (2) additional two (2) year terms.

