



# Memo

**TO:** Chair, Public Works, and Environmental Services

**SUBJECT:** Contract for Review of Development Cost Charges

**DATE:** November 5, 2021

**FROM:** Chief Administrative Officer

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Proposals on the DCC review process was issued a second time. Two bids were received by the second closing date of September 23<sup>rd</sup>, 2021. They were from entirely unrelated firms:

- Urban Systems; and
- Urbanics Consultants.

After a detailed review process and based on its experience and expertise on identical projects plus its lower bid quote, it is recommended that Urban Systems be awarded the contract. However, while the quote from Urban Systems of \$38,828 does exceed the budget appropriation, council needs to be aware the expenditure will form of the final DCC calculation. Further there may be additional costs associated with any DCC budget refinements and required attendance at council meetings.

The project should be completed before the summer of 2022 which would allow for adjustments to the 2022 budget.

## **Staff Recommendation**

that it be recommended that the contract to undertake a review of Development Cost Charges for the Town of Lake Cowichan be awarded to Urban Systems for the quoted bid of \$38,828, with the Town being responsible for any ancillary costs for additional work it may require of the successful bidder.

A handwritten signature in black ink, appearing to read 'Joseph A. Fernandez', written over a horizontal line.

Joseph A. Fernandez