



TOWN OF LADYSMITH

A Regular Meeting of the
Council of the Town of Ladysmith
will be held in Council Chambers at City Hall on

MONDAY, JANUARY 11, 2010
Immediately Following the Closed Session of Council

A G E N D A

CALL TO ORDER

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1 **EXECUTIVE SESSION (4:00 p.m.)**

In accordance with Section 90(1) of the *Community Charter*, the first section of the meeting will be held *In Camera* to consider the following items:

- the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

2 **RISE AND REPORT**

3 **CALL TO ORDER**

4 **AGENDA APPROVAL**

5 **STAFF REPORTS**

5.1 Award of Landscape Architecture Services Contract for Ladysmith Civic Square

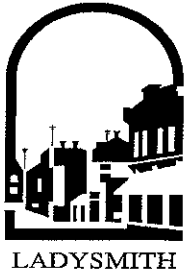
1 - 2

5.2 Submission in Response to RFP for the Purchase of Part of DL 108 and
Manufactured Home Park Development (Verbal Report)

6 **NEW BUSINESS**

7 **QUESTION PERIOD**

ADJOURNMENT



Town of Ladysmith
STAFF REPORT

To: Council
From: Ruth Malli, City Manager
Date: January 4, 2010
File No: 0760-20

RE: LANDSCAPE ARCHITECTURE SERVICES FOR THE LADYSMITH CIVIC SQUARE

RECOMMENDATION(S):

That the landscape architectural firm of HB Lanarc (Nanaimo) be awarded the contract for landscape architecture services for the Ladysmith Civic Square project for the fixed price \$52,415 plus estimated costs of \$8,160 for construction and post-construction support.

PURPOSE:

The purpose of this staff report is to provide Council with the outcome of staff's review of the submissions received in response to the Request for Proposals for the provision of landscape architectural services for the Ladysmith Civic Square project.

INTRODUCTION/BACKGROUND:

Four firms submitted proposals in response to the Request for Proposals. The proposals were evaluated on the following criteria, as outlined in the Request for Proposals:

1. Proponent's body of work
2. Nominated staff experience (technical and other) on public buildings and projects of a similar type and size
3. Commitment of key team members to the project for the term of the project, including consideration of current workload
4. Quality and completeness of proposal submission
5. Fee proposal - total fixed fee, rates and charges

SCOPE OF WORK:

N/A

ALTERNATIVES:

Council can choose to accept another bid, or not to accept any of the bids.

FINANCIAL IMPLICATIONS:

The costs of the Landscape Architect services are included in the financial plan for the Ladysmith Community Services Centre / Civic Square project, which Council has already approved.

LEGAL IMPLICATIONS:

This was an open tender process and all relevant procedures have been followed.

CITIZEN/PUBLIC RELATIONS IMPLICATIONS:

The community is excited about the Spirit Square project and participating in a public process for its design.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:

N/A

RESOURCE IMPLICATIONS:

N/A

ALIGNMENT WITH STRATEGIC PRIORITIES:

The new Civic Square is one of the town's Top 25 Strategic Priorities for 2009.

SUMMARY:

It is recommended that Council award the contract for Landscape Architecture services to HB Lanarc. Staff believe that HB Lanarc offer the best value for this important initiative, due to their bid price, previous experience, expertise and knowledge of the Town of Ladysmith and the preferences of Ladysmith citizens with respect to public spaces.

ATTACHMENTS:

None.