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## ADMINISTRATIVE REPORT

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**TO:** Mayor and Council  
**FROM:** CAO  
**DATE:** April 3, 2017  
**RE:** Award of consulting contract

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### ISSUE/PURPOSE

To seek Council's approval to award a consulting contract for the Downtown Visual Enhancement Project, May 2017 to May 2018.

### RECOMMENDATION

**THAT Council authorize the CAO to enter into a contract with CTQ for consulting services on the Downtown Visual Enhancement Project.**

### STRATEGIC PRIORITY

Communication – To inform residents of our activities, plans and issues to ensure accountability and transparency.

### DISCUSSION

On March 2, 2017, the Village was fortunate to receive a grant of \$100,000 to further our work on visually enhancing the downtown area. On March 3, 2017, an invitation to submit a request for quotation (RFQ) was sent to five consulting groups, and the RFQ was also placed on the Village website as a Bid Opportunity. Interested proponents had until Friday, March 24 to submit their RFQ.

The Village only received one expression of interest from CTQ, the group that prepared the initial downtown plan in September, 2016. The budget for consulting on the project is \$77,000 for four major elements, though the consultant's public consultation may include other aspects of the project:

No.	Initiative and key steps:	Timing	Anticipated Deliverable
1	Keremeos Downtown Visual Improvement Comprehensive Concept Plan	May-Jul, 2017	Written Comprehensive Concept Plan
2	Updated Design Theme and Design Guideline Package	Jun-Oct, 2017	Updated Downtown Design Guidelines
3	Location and Design of Gateway and Other Significant Signs	Sept, 2017-May, 2018	Gateway signs design concept, implementation of main gateway signs
4	Downtown "Pocket Park" Project	Sept, 2017-May, 2018	Design for downtown pocket park; implementation of initial elements

CTQ has confirmed that they can perform the scope of work for the budgeted amount of \$77,000, however, CTQ's quotation was for \$87,500. They had heard about the new downtown watermain grant, and assumed that some coordination work would be required as sidewalk and public amenities were replaced.

It is too early in the planning of the watermain project to anticipate the extent of coordination possible. I therefore propose that CTQ be awarded the contract in the amount of \$77,000, with an option to coordinate with the watermain work, if practicable and affordable.

Respectfully submitted for Council's consideration,



Marg Coulson  
CAO