

NOTICE OF INTENT TO DIRECT AWARD NWN0I-24-02

Date Issued: June 26, 2024

Notice is hereby given that City of New Westminster (City) intends to direct award a purchase contract to Urban Systems Ltd. for the development of an updated interim development cost charges (DCC) bylaw, and an interim amenities cost charges (ACC) bylaw.

Scope of Services

The scope of services include, but are not limited to the following:

1. Reviewing the requirements, and existing background documents from the City, to determine what can be utilized in the preparation of an interim DCC bylaw update, and an interim ACC bylaw.
2. Leading engagement sessions with respective departments within the City (i.e., Engineering, Parks & recreation, Fire, Police, Libraries, Civic Buildings and Properties, Community Services, etc.)
 - a. Collaboration with City subject matter experts (SME) to determine best practices values and/or parameters that could be utilized in the preparation of the interim DCC bylaw update, and the interim ACC bylaw.
 - b. Providing Class D cost estimates ($\pm 50\%$) of the facilities identified to feed into interim ACC and DCC programs, and
 - c. Determination of what additional studies will need to be conducted to address any outstanding information, or values, in order to prepare a comprehensive update to the DCC bylaw, and a robust and comprehensive ACC bylaw.
3. Compilation of the supporting information and documents, in order to establish an interim DCC bylaw update, and an interim ACC bylaw (i.e., including supplementary tasks such as, collaboration with various departments within the City, analyses, calculations, consultative engagement sessions, reporting, etc.)

Background

Development financing tools, such as DCC and ACC, can be complex programs with many nuances that need to be taken into consideration. The BC Provincial housing legislation updates (late 2023), introduced new eligible categories to DCC, and an entirely new development financing tool, the ACC.

Value

The expected value of the purchase is approximately \$150,000 - \$200,000 CAD.

Reasons

The City has chosen not to proceed with a competitive process for the following reasons:

1. Urban Systems are the only subject matter experts in the market with respect to the development of DCC's and ACC's.
2. Urban Systems prepared the previous DCC bylaw for the City (familiarity and continuity).
3. Urban Systems has experience and expertise in the DCC program.
 - a. The ACC program is an entirely new program, and as such, is in a dynamic and ever-changing state; Urban Systems' experience and expertise in the development of the City's latest DCC bylaw, makes them well-suited to also assist the City in the development of an ACC bylaw.

Consultants who wish to challenge this decision should submit a detailed written objection to the attention of: Patrick Shannon, Purchasing Manager, by email to nwpurchasing@newwestcity.ca on or before 2:00 PM local time (Vancouver BC), July 11, 2024.

Written objections must include the consultants' ability to perform the contemplated work and/or services, in addition to being available, and have the resources. These items will be the criterion used to determine whether the work/services will be contemplated.

Written objections must be signed by an individual authorized to represent the consulting company that is submitting the objection.

The City will review the submitted objection, and where it is reasonable, the City may meet with the consultant in regard to this NOI, and may choose to release a competitive document.