

COMMITTEE OF THE WHOLE SEPTEMBER 4, 2007

CARRVILLE DISTRICT CENTRE URBAN DESIGN STREETScape MASTER PLAN STUDY FILE 14.60

Recommendation

The Commissioner of Planning recommends:

1. THAT the Terms of Reference, shown on Attachment #1, for the Carrville District Centre Urban Design Streetscape Master Plan Study, BE APPROVED; and
2. THAT the Development Planning Department initiate the process to retain the required consulting services to undertake the required work.

Economic Impact

A total budget of \$113,500.00 is required to complete the study and has been included and approved in the Development Planning Department's 2007 Capital Budget (Project DP-9006-07). Ten percent (10%) of the study cost will be funded through taxation, with the balance recoverable through future development charges.

Communications Plan

Upon Council approval of the Study Terms of Reference and consultant selection, the study will be initiated with an Open House to which all landowner stakeholders in the Carrville District Centre Study Area will be encouraged to attend. A Steering Committee will be established to provide input from key City departments and public agencies and to facilitate coordination with the respective landowner groups.

Purpose

The purpose of this report is to obtain Council direction to proceed with the "Carrville District Centre Urban Design Streetscape Master Plan Study" on the basis of the Terms of Reference appended to this report as Attachment #21.

Background – Analysis and Options

The Carrville District Centre is generally located at the four corners of Rutherford Road and Dufferin Street, including lands in Blocks 10, 11, 12 and 18, in Carrville-Urban Village 2, shown on Attachment #2.

On May 23, 2006, Council approved The Carrville District Plan OPA 651, with a general intent that the plan becomes the focus for higher order land uses within the Carrville community. The District Centre has been planned to evolve into an urban centre, with a physical form that is compact, human in scale, and designed to be 'pedestrian-friendly' and transit supportive. The District Centre should provide opportunities for community scale commercial facilities, along with more intense residential forms of development, and encourage mixed-use development.

Development throughout the Carrville District Centre will be characterized by high quality urban design. The visual attractiveness and image of the District Centre is of prime importance, and the Carrville District Centre Urban Design Streetscape Master Plan Study will create a comprehensive public realm for this planned City core area that will provide an attractive urban framework to promote private sector investment.

Urban Design - Detailed Streetscape Master Plan

The Urban Design Streetscape Master Plan will prescribe the layout and detailed design of the public and private streetscape spaces, pedestrian and bicycle connections, public amenities and open spaces, as well as, provide criteria for building locations, forms, heights and massing in relation to the public realm. The plan will prescribe detailed information that will specifically address the following objectives:

- a) Promote high quality design within the area including streetscapes, open spaces, public parks, and private buildings and amenities, in order to create a comfortable, sustainable and memorable District Centre;
- b) Create a strong community image by enhancing the character of the built environment including building design and massing, signage, planting and streetscapes;
- c) Provide a sensitive transition between the concentration, mix and massing of uses and buildings within the District Centre and the low density community adjacent to the District Centre;
- d) Ensure that neighbouring developments within the District Centre and adjoining it are physically compatible and complementary;
- e) Create a pedestrian-friendly environment through the layout of streets, configuration of lots, and siting of buildings and entrances;
- f) Ensure that the retail commercial development is planned to support a street-related, pedestrian-oriented and transit-supportive development;
- g) Develop attractive streetscapes through attention to the design of the public realm, built form, and the relationship between buildings, streetscapes and other public spaces based on the following principles:
 - i. Development adjacent to the District Centre 'Main Street' should be designed to establish a comfortable, human-scale environment for pedestrians;
 - ii. Encourage pedestrian travel throughout the Carrville District Centre community by establishing a grid network of streets, creation of a comfortable, safe and attractive walking environment, and connectivity to parks, open space areas, public buildings and commercial uses;
 - iii. Provide a consistent level of streetscape design, lighting, planting, signage, street furniture and other amenities;
 - iv. Ensure that all public and private spaces are designed in a manner which is safe, secure, and subject to informal surveillance, including walkways, building entries and parking areas;
 - v. Establish a strong relationship between buildings and the street by minimizing setbacks and orienting main entrances to public sidewalks and on-street parking;
 - vi. Design service and parking facilities to complement the pedestrian system network and enhance the attractiveness of the public realm.

Funding

The Carrville District Centre Urban Design Streetscape Master Plan Study is a growth related management study and therefore, is to be funded from 10% taxation and 90% from City Wide Development Charges. Development Planning Department Staff has included the Carrville District Centre Urban Design Streetscape Master Plan Study in the approved 2007 Capital Budget with a budget of \$113,500.00.

Study Time Schedule

The Carrville District Centre Urban Design Streetscape Master Plan Study will commence with Council's approval of the Study Terms of Reference, shown on Attachment #1, and it is expected to require approximately 15 months to complete, with an anticipated completion date of January 2009.

Relationship to Vaughan Vision 2007

This staff report is consistent with the priorities set forth in Vaughan Vision 2007, particularly 'A5', "Plan and Manage Growth".

Regional Implications

The Region of York will be requested to participate in the Carrville District Centre Urban Design Streetscape Master Plan Study.

Conclusion

The Terms of Reference for the Carrville District Centre Urban Design Streetscape Master Plan Study provides the basis for carrying out the development of urban design guidelines, and the preparation of a detailed streetscape master plan based on the urban design objectives of the Carrville District Centre Plan OPA 651. The guidelines and detailed master plan should be considered as the final piece that will guide future development in the Carrville District Centre Plan, and encourage its evolution into a strong community image by enhancing the character of the built environment including building design and massing, streetscapes and pedestrian realm.

Should Council concur with the Terms of Reference, the recommendation should be approved to enable staff to proceed with the consultant selection prior to Fall 2007.

Attachments

1. Terms of Reference
2. Location Map

Report prepared by:

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Respectfully submitted,

JOHN ZIPAY
Commissioner of Planning
/CM

MARCO RAMUNNO
Director of Development Planning



ATTACHMENT # 1

TERMS OF REFERENCE

**CARRVILLE DISTRICT CENTRE URBAN
DESIGN STREETScape MASTER PLAN
STUDY**

AUGUST 2007

TERMS OF REFERENCE

CARRVILLE DISTRICT CENTRE URBAN DESIGN STREETScape MASTER PLAN STUDY 2007

DOCUMENT IV

TERMS OF REFERENCE

INTRODUCTION

The City of Vaughan is seeking a consulting team to prepare an urban design streetscape master plan study for the Carrville District Centre which will address the urban design objectives of the Carrville District Centre Plan OPA 651, as set out below. The Carrville District Centre Urban Design Streetscape Master Plan Study will comprise of two components, the development of urban design guidelines for the Carrville District Centre and the preparation of a detailed streetscape master plan based on these urban design guidelines.

1. STUDY AREA

The Carrville District Centre encompass approximately 57 hectares, and is generally planned at the intersection of two Regional arterial roads, Rutherford Road and Dufferin Street, including lands in Blocks 10, 11, 17 and 18. In keeping with the Regional Official Plan, the achievement of the vision of the Carrville District Centre requires a modification to the image and function of these Regional roads within the District Centre, from the primarily high-speed vehicle routes to multi-purpose urban streets that are corridors for traffic, transit and pedestrians.

The Study Area is shown on the Secondary Plan for Carrville District Centre.

2. BACKGROUND

On May 23, 2006, City of Vaughan Council approved The Carrville District Plan OPA 651, with a general intent that the plan becomes the focus for higher order land uses within the Carrville community. The District Centre has been planned to evolve into an urban centre, with a physical form that is compact, human in scale, and designed to be 'pedestrian-friendly' and transit supportive. The District Centre should provide opportunities for community scale commercial facilities, along with more intense residential forms of development, and encourage mixed-use development.

In the past two years, a number of policy documents and guidelines, as well as infrastructure initiatives, have been approved, which will play an important role in the future development of the Carrville District Centre Area. These include:

Region of York Transit-Oriented Design Guidelines: Endorsed by Regional Council in September 2006, the guidelines are intended to assist the Region and the Area Municipalities to implement planning for well-designed, pedestrian-friendly and transit-supportive development, that reflects and supports existing transit-supportive planning initiatives at the Provincial, Regional and local municipal level.

City of Vaughan Pedestrian and Bicycle Master Plan Study: Endorsed by City Council in April 2007, the Master Plan Study provides the residents of Vaughan with an expanded network of on and off-road pedestrian and cycling facilities with improved access to convenient travel modes that are practical alternatives to the private automobile.

City of Vaughan Crime Prevention Through Environmental Design (CPTED) General Guidelines in the Development Review Process: Endorsed by City Council in May 2007, the main objective of these guidelines is to prevent the occurrence of crime by strategically manipulating the urban space with placement and use of natural elements that is achievable through a coherent planning design and implementation processes.

3. STUDY GOALS

The main goal of the Carrville District Centre Urban Design Streetscape Master Plan Study is to prepare Urban Design Guidelines and Detailed Streetscape Master Plans to guide future development in accordance with the Urban Design policies of the Carrville District Plan OPA 651.

The Carrville District Centre Urban Design Streetscape Master Plan Study will prescribe the layout and detailed design of the public and private streetscape spaces, pedestrian and bicycle connections, public amenities and open spaces, as well as, private criteria for building locations, forms, heights and massing in relation to the public realm. The study will prescribe detailed information that will specifically address the following objectives:

- a) Promote high quality design within the area including streetscapes, open spaces, public parks, and private buildings and amenities, in order to create a comfortable, sustainable and memorable District Centre;
- b) Create a strong community image by enhancing the character of the built environment including building design and massing, signage, planting and streetscapes;
- c) Provide a sensitive transition between the concentration, mix and massing of uses and buildings within the District Centre and the low density community adjacent to the District Centre;
- d) Ensure that neighbouring developments within the District Centre and adjoining it are physically compatible and complementary;
- e) Create a pedestrian-friendly environment through the layout of streets, configuration of lots, and siting of buildings and entrances;
- f) Ensure that the retail commercial development is planned to support a street-related, pedestrian-oriented and transit supportive development;
- g) Develop attractive streetscapes through attention to the design of the public realm, built form, and the relationship between buildings, streetscapes and other public spaces based on the following principles:
 - i) Development adjacent to the District Centre 'Main Street' should be designed to establish a comfortable, human-scale environment for pedestrians;
 - ii) Encourage pedestrian travel throughout the Carrville District Centre community by establishing a grid network of streets, creation of a comfortable, safe and attractive walking environment, and connectivity to parks, open space areas, public buildings and other amenities;
 - iii) Provide a consistent level of streetscape design, lighting, planting, signage, street furniture and other amenities;

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- iv) Ensure that all public and private spaces are designed in a manner which is safe, secure, and subject to informal surveillance, including walkways, building entries and parking areas;
 - v) Establish a strong relationship between buildings and the street by minimizing setbacks and orienting main entrances to public sidewalks and on-street parking;
 - vi) Design service and parking facilities to complement the pedestrian system network and enhance the attractiveness of the public realm.
 - vii) To provide a set of performance measures that assist in achieving environmentally sustainable development, including green roofs, energy efficiency, improved air quality, stormwater retention, temperature regulation, u/v protection, habitat creation, etc.;

4. THE STUDY COMPONENTS

The following sections are intended to give an overview of the project and are not intended to be an exhaustive listing of the work activities required in each phase. The Consultant will be required to provide all of the necessary personnel and resources to complete the project except where materials or information are to be supplied by the City or other agencies as specifically indicated below:

4.1 Preliminary Design Framework and Development of Urban Design Guidelines

The services to be provided by the Consultant in the execution of the preliminary streetscape design framework and preparation of Urban Design Guidelines for the project shall include but not be limited to:

- Preliminary site investigation and inspection of the topographical features, geotechnical analysis and field survey work required to carry out and complete the project.
- Analysis of the background urban design and streetscape policies outlined in the Carrville District Centre Plan OPA 651.
- Prepare an analysis of the various design issues and constraints, and present a recommended preferred urban design strategy to the City Steering Committee.
- Prepare comprehensive Urban Design Guidelines for the Carrville District Centre that creates a pedestrian-supportive and vibrant environment with attractive streetscapes. These guidelines should address key aspects of the built environment including:
 - built form and massing;
 - siting and orientation of buildings;
 - mix of at-grade uses and street-friendly building facades;
 - detailed streetscaping (signage, lighting, planting, street furniture and paving) for the public and private realm;
 - parks and open space;
 - opportunities for enhanced pedestrian connections throughout the District Centre, and a description of their form and character;

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- performance measures for sustainable design considerations, including energy efficiency, micro-climate, sun, shade, light, privacy and sun exposure for pedestrian comfort, u/v protection; and
 - strategies for minimizing the visual and physical impacts of parking areas and vehicular access points.

4.2 Open Space / Streetscape Master Plan

The Consultant shall, upon instruction from the City, provide the following services in the execution of the Open Space / Streetscape Master Plan design of the project.

- Provide the necessary expertise for the final design of the Carrville District Centre Streetscape Master Plan, based on the finalized Carrville District Centre Urban Design Guidelines, to serve the best interests of the public, with due consideration for overall integration with public transit and the immediate interface with the surrounding Block Plans 11, 18, 17 and 10 streetscape fabric, environmental concerns, capital cost and operating efficiency in accordance with current state of the art and acceptable urban design and engineering standards established by the City and other applicable regulatory agencies.
- The preparation and submission of preliminary drawings, investigations and recommendations to the Client on such alternatives or modifications to the Project that the Consultant, in his professional judgment, deems advantageous to the City.
- The Consultant will confirm any land requirements identified during preliminary design for the proposed works, and make recommendations regarding property acquisitions and working easements both for the project and for investigation purposes.
- Investigation and confirmation of the present location of all above ground utilities, and the preparation of additional drawings required for alternative utility relocation as required by the City. Underground utilities are to be indicated on the plans and profiles in accordance with information submitted by the respective utility.
- Participate in a reasonable number of meetings for informative, mediative, preventative or coordinative purposes with the City, Utilities and/or other regulatory agencies, in connection with the services provided under the terms of reference between the City and the Consultant.

4.3 Detailed Streetscape Component

The Consultant shall, upon instruction from the City, provide the following services in the execution of the Detailed Streetscape Design Component of the project:

- The preparation of detailed development and construction drawings in AutoCAD 2007. The Consultant shall review the design with City staff and make any revisions as instructed by City staff. The Consultant shall, upon completion of the final design and subsequent to approval by the City, supply the City with a set of Mylar contract drawings, stamped and signed by a Landscape Architect (O.A.L.A.) suitable for "White Print" reproduction as well as drawings in digital format on CD-ROM.

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- Establish requirements for geotechnical investigations (including chemical analysis), arranging for the investigation to be conducted, analysis of the report, and incorporation of recommendations into the detailed design. The Consultant shall supply the City with three copies of the report.
 - The submission of plans, specifications, schedules and applications for approval to the Client and to appropriate authorities, as required. Attendance at meetings at the offices of these public authorities to discuss designs and to provide explanations for the purpose of furthering the applications towards approval.
 - The preparation of special applications or reports to assist the City in obtaining regulatory agency approval as required (except City of Vaughan Council approvals), grants or special financing from appropriate regulatory agencies or senior levels of government as applicable.
 - The preparation of detailed quantity and cost estimates based on the detailed development and construction drawings.
 - The preparation of a detailed Implementation phasing strategy schedule.

5. THE CONSULTING TEAM

The Carrville District Urban Design Streetscape Master Plan Study requires a consulting team to address urban design and landscape architecture issues. The team will be headed by a firm or consortium specializing in landscape architecture and urban design, with a demonstrated record in the design and implementation of large-scale development schemes. The lead firm will identify sub-consultants as part of the proposal and clearly indicate the specific expertise offered to the Study and the extent of their involvement in the project.

6. SCHEDULE AND STAFFING

The Study is expected to begin in Winter 2008 and should be completed by the Winter 2009.

The consultant's detailed prices should identify task costs, meeting costs, costs for disbursements, contingencies and applicable taxes, plus a payment schedule for each study phase. The work program will detail task timing and sequencing and meeting schedules. The proposal will also identify the role and responsibility of each member of the consulting team, their direct involvement in the Study, and their relevant experience. The proposal will also identify the anticipated extent and schedule of City staff involvement in the study process.

7. STUDY PRODUCTS

The key products addressing the Study components (Section 4 above) will include:

- The Urban Design Guidelines Development Framework;
- The Carrville District Centre Urban Design Guidelines Document;
- The Carrville District Centre Open Space / Streetscape Master Plan;
- Detailed streetscape development plans and construction drawings, including cost estimates suitable for incorporation into development agreements and City of Vaughan Development Charges Background Study;
- The Implementation and Phasing Strategy.

Prior to preparation of final reports, one or more draft reports will be prepared for discussion and review by the Technical Advisory Committee.

Copies

The consultant will provide the following copies of the required deliverables:

- 10 copies of the Urban Design Guidelines Report, including illustrations, and maps as required;
- 10 copies of the Open Space / Streetscape Master Plan ;
- 10 copies of the streetscape development/construction drawings, cost estimates and implementation schedule.

In addition, for each of the items noted above, the consultant will provide:

- 1 digital print ready copy;
- 1 digital copy, in a format that is readily editable;
- 1 PDF copy; and
- 1 digital copy of all images and mapping. Where appropriate, digital information shall be georeferenced in accordance with City standards (NAD 83, 6° UTM, Zone 17). Acceptable City formats include: jpeg photos, AutoCAD dwg (2004 version), jpeg/bmp/tif/Adobe graphics. Specific technical information will be provided to the selected consultant.

8. PROJECT ADMINISTRATION

The project will be managed by the Development Planning Department (Urban Design Division). A Coordinating Committee will be established to provide input from key City departments and public agencies, and to facilitate coordination with the Stakeholders Group. The Coordinating Committee will include representation from the following:

- City of Vaughan: Departments of Development Planning (Urban Design Division), Policy Planning, Engineering & Public Works, Community Services;
- Carrville District Centre Stakeholders Group;
- Region of York: Departments of Planning & Development and Transportation & Works;
- Toronto Region Conservation Authority (TRCA)

The Study will also require consultation with other agencies and corporations, such as Powerstream and Bell Canada.

9. CONTENT OF PROPOSALS

The consultant will be retained on the basis of a written proposal and interviews with short-listed proponents. The written Proposal shall contain the following information:

- Members of the consulting team, including their qualifications and experience;
- Identification of the Consultant Team Leader;
- An explanation of the approach and methodology to be used and research to be undertaken to achieve the project's goals and objectives, as outlined in the Request for Proposal;
- A Council/staff/public/stakeholder consultation strategy;
- A comprehensive work plan/project schedule, including timelines, milestones, meetings and key dates, which fulfill the requirements of the Terms of Reference;

- An upset cost for the completion of the project, which includes a breakdown of the **hourly** rates attributable to each of the Consultant Team members and the **hourly** time commitment by task, for each of the participants; and all other costs and related disbursements;
- Documentation of related experience;
- A list of three (3) client references in respect of projects similar to the one described in the Terms of Reference, preferably in a municipal environment.
- In the proposal the consultant shall indicate the number and type of projects it is currently undertaking which may represent a professional conflict with the conduct of this study.

In addition to the Original, ten (10) bound copies of the Proposal, in an 8 1/2" X 11" format plus one (1) unbound print ready copy shall be submitted. The maximum length of the Proposal shall be fifteen (15) pages, exclusive of resumes, references and documentation relating to project experience.

10. EVALUATION CRITERIA

The Proposal will be evaluated on the basis of the following criteria:

Qualifications and Experience: 50%

- Capability of the Team Leader;
- Qualifications and expertise of the team members;
- Skills consistent with the needs of the project;
- Experience in similar studies;
- Level of public sector experience;
- Demonstrated success in public/stakeholder consultation; and the quality of the proposed consultation plan;
- Demonstrated skill in communicating project proposal and products, including excellent graphic presentation.

Quality of the Proposal: 20%

- Complete and comprehensive submission;
- Demonstrated understanding of the project requirements;
- Organization and clarity of presentation;
- Introduction of innovative ideas and concepts;
- Skill in communicating the project plan.

Project Management: 20%

- Work program, timelines and scheduling consistent with study requirements;
- Degree of participation of senior staff;
- Ability to commit to the timing objectives for the completion of the study;

Financial: 10%

- Proposal Fee;
- Appropriate allocation of resources to various phases or study tasks.

11. SHORT-LIST DISCUSSIONS/INTERVIEWS/PRESENTATION REQUIREMENTS

The City may create a short list of Proponents based on the evaluation results.

The City reserves the right to incorporate discussions/interviews/presentations (the "Interview") into the Proposal evaluation process at the short-list stage. The City, at its sole discretion, may interview short-listed Proponents and may ask them to make a short formal presentation to the City. (Presenters will be required to supply their own presentation equipment and materials.) The Interview will serve as the mechanism for further evaluation of Proposals of short-listed Proponents at an in-depth and more detailed level in order to establish the finalist for Preferred Proponent status.

The City reserves the right to limit interviews to a number of the top scoring Proponents as determined by the City regardless of the number of Proponents who qualified for the short list and the scoring point spread thereof.

12. NEGOTIATIONS

On completion of the evaluation process, vendor negotiations will be undertaken to refine the details of the contract for all portions of the proposed services described in this Request for Proposals. Negotiations may take the form of adding, deleting or modifying requirements.

Assuming mutually acceptable terms and conditions can be negotiated a contract will be signed with the selected proponent. In the event of default or failure to arrive at mutually acceptable terms and conditions, the City may accept another Proposal or seek new Proposals, or carry out this service in any other way deemed appropriate.

13. BEST AND FINAL OFFERS

Proponents are reminded that since this is a Request for Proposal, a best and final offer may be requested, but this would be considered only with the short-listed proponents, if used at all. Proponents are encouraged to provide their best offer initially and shall not rely on oral presentations or best and final offers.

14. DISBURSEMENT OF FEES

The successful Consultant will be required to submit a payment schedule prior to commencing the project. The payment schedule shall be subject to the approval of the Project Coordinator.

Invoices will be required to contain the following minimum information:

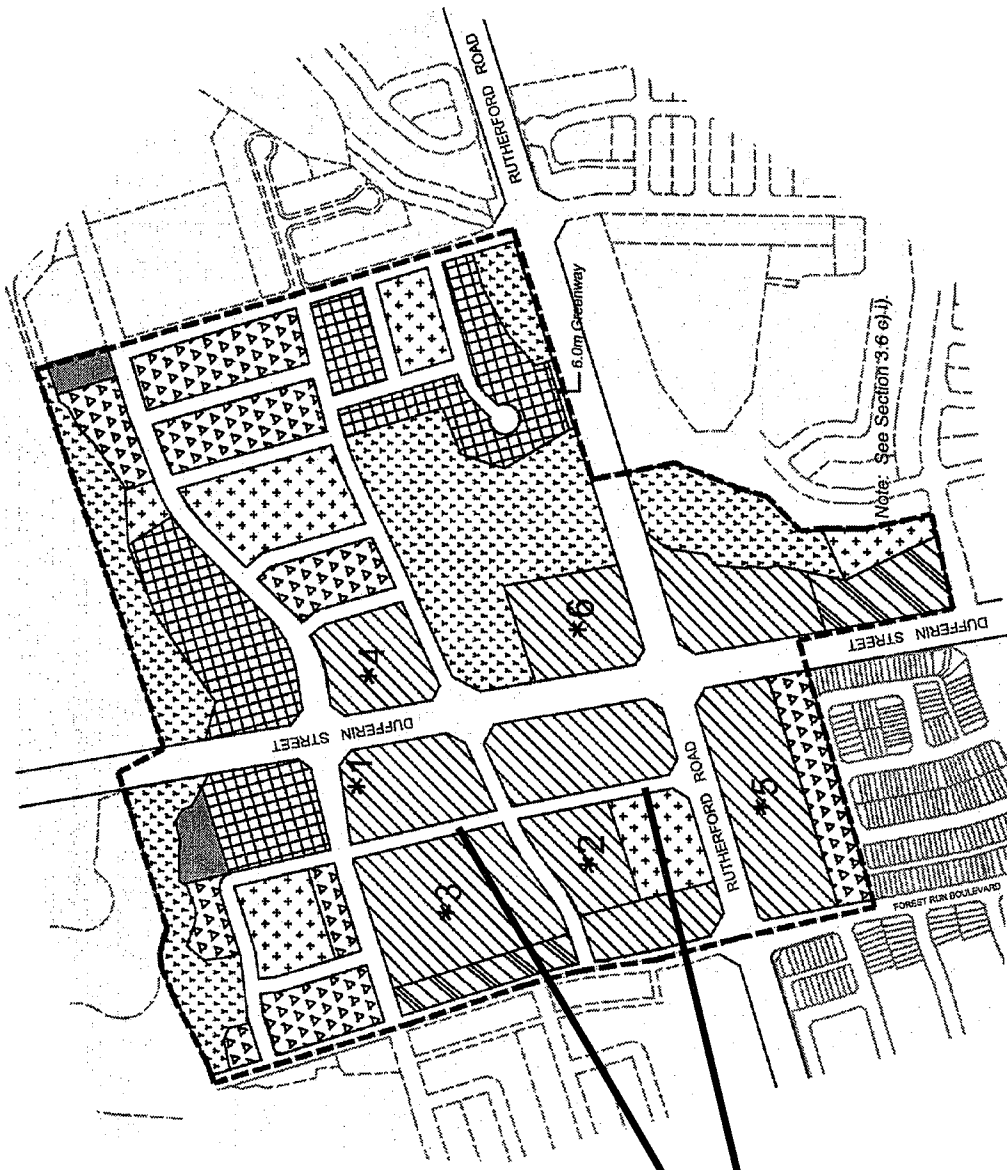
- Description and explanation of work undertaken in each invoice time period;
- Personnel employed and hours expended by the hourly rate;
- Disbursements;
- Total Fee for each invoice;
- Budget expended to-date and remaining budget.
- 10% hold back applicable to all invoices.

The 10% hold back shall be reimbursed upon the City's receipt of the final versions of the Study Products noted in No. 7 above.

15. BUDGET

The budget for this study is anticipated to be in the range of \$113,500 which shall include all applicable taxes, disbursements and other project-related costs.

The Consultant shall not exceed the budget or undertake any work that would cause the budget to be exceeded without written permission from the City of Vaughan. Such permission shall be required for any phase or component of the study, as set out in the approved work plan.



"Main Street"



**SECONDARY PLAN FOR
CARRVILLE DISTRICT CENTRE**

- Mixed Use 1
- Mixed Use 2
- High Density Residential
- Medium Density Residential
- Stormwater Management
- Parks
- Valleylands/Woodlots
- Study Area
- Exceptions to MU-1 Designation

Note: Transit Facility to be located in Block 18.
Future location to be identified as described in Section 6.3.

**Carrville District Centre
Plan - Location Map**

APPLICANT:
CITY OF VAUGHAN
Part of Lot 15 & 16,
Concession 2 & 3

N:\Projects\Carrville District Plan\January 13 2006\Carrville Composite 3.dwg

**Attachment
2**

FILE: 14.60

June 08, 2007



Development Planning Department