

## **ENVIRONMENT COMMITTEE – SEPTEMBER 24, 2007**

### **CONTRACT AWARD – RFP07-077** **CITY OF VAUGHAN ENVIRONMENTAL MASTER PLAN STUDY**

#### **Recommendation**

The City Manager, in consultation with the Senior Management Team and the Purchasing Services Department, recommends:

1. That contract RFP07-077, for the retention of consulting services to prepare the City of Vaughan Environmental Master Plan, be awarded to the firm DPRA Inc; and
2. That a by-law be enacted to authorize the Mayor and Clerk to execute all necessary documents.

#### **Economic Impact**

There will be no additional economic impact. The project has been included in the approved Capital Budget for 2007.

#### **Communications Plan**

The Request for Proposal (RFP07-077) was advertised in the *Globe and Mail* and the *Vaughan Citizen*, on the Electronic Tendering Network and on the Ontario Public Buyer's Association Website on Thursday, June 21, 2007.

#### **Purpose**

The purpose of the Request for Proposal is to retain consulting services to prepare the City of Vaughan Environmental Master Plan. The Environmental Master Plan will function as the City's "Sustainability" plan and will inform and support the preparation of the Growth Management Strategy and provide guidance in how the City undertakes its operational, administrative and regulatory functions over the life of the plan.

#### **Background – Analysis and Options**

##### **Previous Council Action**

On September 25, 2006 Council adopted a recommendation originating with the Environmental Task Force which provided that a corporate-wide Environmental Master Plan (the "EMP") be developed as part of the Consolidated Growth Management Strategy – 2031. Staff was directed to prepare Terms of Reference for the EMP and report back with a draft, with timelines in concert with the Growth Management Strategy.

The Environmental Master Plan (the EMP) is one part of the four pronged Growth Management Strategy, which includes the updating of the Strategic Plan (Vaughan Vision 2020), the Official Plan Review and the preparation of a number of supporting Master Plans (e.g. Water and Sewer and Storm Water/Drainage).

On February 12, 2007 Council gave direction for Staff to proceed with the preparation of the Vaughan Consolidated Growth Management Strategy – 2031. On February 19, 2007 the Environmental Task Force approved the draft Terms of Reference for the Environmental Master Plan and authorized staff to issue a Request for Proposals to

retain consulting services to assist in the preparation of the EMP on the basis of an upset budget of \$200,000.00. This decision was ratified by Council on March 19, 2007.

Also on March 19, Council directed that the Environmental Task Force's name be changed to the Environment Committee and that its mandate be broadened. The new mandate also included responsibility for the Environmental Master Plan. On June 11, 2007 Council formally established the Environment Committee as a Special Purpose Committee of Council under the Procedural By-law and adopted operating Terms of Reference for the Committee. The amendment to the Procedural By-law was enacted on June 25, 2007.

### The Procurement Process

On June 21, 2007 the Request for Proposal (RFP07-077) was advertised in the *Globe and Mail* and the *Vaughan Citizen* and on the Electronic Tendering Network and the Ontario Public Buyer's Association Website. A total of seventeen RFP documents were issued. The closing date for submissions was Tuesday, July 17, 2007. A proponents' meeting was held on Tuesday, July 3, 2007.

A total of four compliant proposals were received from the following proponents.

#### **Consultant**

Gartner Lee Limited  
Markham, Ontario

Lura Consulting  
Hamilton, Ontario

The Sheltair Group/Jacques Whitford  
Vancouver, B.C.

DPRA Inc.  
Vaughan, Ontario

All of the proposals were within the upset fee range of \$175,000.00 to \$185,000.00 prescribed in the Request for Proposals.

An Evaluation Committee of City Staff was struck to review the proposals. The Committee included representatives from the City Manager's Office (1), Policy Planning (2), Buildings and Facilities (1), Economic and Technology Development (1) and Engineering (1). A representative from the Purchasing Department provided support with the process and administrative matters.

The Committee met on July 27 to evaluate the proposals on the basis of the criteria set out in the RFP, as summarized below:

- **Qualifications and Experience (50% of Score)**

This included factors like capability of the consultant team leader; qualifications and expertise of the team members; experience in similar studies; public sector experience; success in public and stakeholder consultation processes and quality of the proposed consultation plan.

- **Quality of the Proposal (20% of Score)**

This included the completeness of the submission; an understanding of the project requirements, organization and skill in communicating the project plan.

- **Project Management (20% of Score)**

This covered matters like the draft work program and timelines and the ability to meet the timing objectives for the completion of the study.

- **Financial (10% of Score)**

This included the project fee and the appropriate allocation of resources to the various phases or study tasks.

As a result of the evaluation of the written proposals, the Committee determined that the firms Gartner Lee, Sheltair/Whitford and DPRA should be interviewed. The RFP provided that a bonus of up to 25 points could be awarded as a result of the interviews. The three short-listed firms were interviewed on August 10, 2007.

Based on the evaluation process, including consideration of the written proposals, the interviews and a positive reference check, it is recommended that the consulting team led by the firm DPRA Inc. be retained to prepare the City of Vaughan Environmental Master Plan.

DPRA was found to have the skills and experience best attuned to the needs of the City. This includes experience in successfully completed projects in the City of Windsor (Environmental Master Plan) and the Town of Oakville (Environmental Strategic Plan); a sound preliminary consultation plan; and a diverse team that includes expertise in strategic planning, public consultation, social/cultural/economic issues; sustainable land use planning; and sustainable transportation.

#### Next Steps

Subject to their retention, the consultant will be preparing a detailed consultation plan, to obtain the input of Council, staff, stakeholders and the public. This will be presented at a future Environment Committee meeting along with the updated work plan.

#### Relationship to Vaughan Vision 2007

This report is consistent with priorities previously set by Council and funds for this project have been included in the 2007 Capital Budget. Preparation of the EMP is consistent with the objectives of Vaughan Vision 2007. Section 4, "Planning and Managing Growth", identifies the following objectives:

- 4.4 Ensure City wide protection of the Environment
  - 4.4.4 Ensure that municipal operations are undertaken in an environmentally responsible manner.

#### Regional Implications

There are no Regional implications resulting from the adoption of this report.

**Conclusion**

Based on the evaluation of the written proposals, the subsequent interviews and reference checks, DPRA Inc. was found to have the experience and expertise that best addressed the requirements of the Request for Proposals. Therefore, it is recommended that the consulting firm DPRA Inc. be retained to prepare the City of Vaughan Environmental Master Plan.

**Attachments**

N/A

**Report Prepared by:**

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Respectfully submitted,

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