

COMMITTEE OF THE WHOLE – NOVEMBER 3, 2008

COMMERCIAL LAND USE REVIEW RFP AWARD – RFP08-200 FILE #25.1.13

Recommendation

The Commissioner of Planning, in consultation with the Purchasing Services Department, recommends:

1. That RFP08-200 for the retention of consulting services to prepare the City of Vaughan Commercial Land Use Review, be awarded to the firm 'The Climans Group', in association with CBRE Richard Ellis Limited, in the amount of \$142,900.00; and
2. That the Mayor and City Clerk be authorized to sign the contract and necessary documents.

Economic Impact

There will be no additional economic impact. This study was included in the 2008 Capital Budget as part of the City's Official Plan Review (Project No. PL-9003-07) a component of the City's *Vaughan Tomorrow* growth management program.

Communications Plan

The Request for Proposal (RFP08-200) was advertised in the Vaughan Citizen, Globe & Mail, Electronic Tendering Network, and the Ontario Public Buyer's Association web site on July 3, 2008, with a closing date of July 29, 2008.

Purpose

The purpose of this report is to obtain direction to retain consulting services to prepare the City of Vaughan Commercial Land Use Review. The Commercial Land Use Review is a component of the Official Plan Review project, and will inform the preparation of the City's new Official Plan.

Background – Analysis and Options

The City has not carried out a comprehensive analysis of its commercial space requirements and associated issues since the Vaughan Retail Planning Study was carried out in 1993-94 by Stamm Economic Research. The Retail Planning Study was completed as part of the planning process which led to the approval of the City's Official Plan Amendment #400 in 1995.

In May 7, 2007 Council approved the Terms of Reference for the City's Official Plan Review, including a number of component studies, one of which was a comprehensive commercial study. The approved 2008 Capital Budget included funds to carry out a commercial study to inform the Official Plan's preparation. On June 23, 2008, Council approved the Terms of Reference for the Commercial Land Use Review.

Scope and Focus of the Commercial Land Use Review

The scope of the Review encompasses an examination of the City's current commercial structure to develop an understanding of its strengths, weakness and opportunities, and an assessment of its capability to meet current and future needs. The focus of the Review is on defining the City's long term requirements for commercial uses, determining their optimal spatial distribution, and developing a commercial uses policy framework to achieve the City's objectives. The Review will also examine a wide variety of issues and questions pertaining to existing commercial development, and future requirements and trends. The attached draft Terms of Reference outlines the project specifications in detail.

In carrying out the assignment, the selected consultant will be required to coordinate with the Core Consulting Team engaged in preparation of the new Official Plan. Also, two separate but related studies will be carried out concurrently with this assignment. The first is the Employment Lands Needs Study based on the population and employment forecasts of the Region of York. The second is the Employment Sectors Strategy which will analyze Vaughan's employment structure, strengths and opportunities in order to develop strategic policy measures to enable the City to retain and attract the businesses and industries that will contribute to the City's economic health in the short and long term. Together these studies will comprehensively address the City's core non-residential land uses.

In planning for the City's future commercial space requirements, and in developing a policy framework to guide future decision-making, there is clearly a need for a coordinated and integrated approach which will be reflected in the new Official Plan. The consultants engaged in all three studies will be required to interact and, together with the Official Plan Core Team, produce results which are complementary and supportive of the City's future plans.

The Commercial Land Use Review is expected to be completed within nine months of the start of the work to enable its results to be integrated with other ongoing Official Plan-related work. The Review will include a public consultation component which will be described in the approved proposal.

The Procurement Process

The Request for Proposal (RFP08-200) was advertised in the Vaughan Citizen, Globe & Mail, Electronic Tendering Network, and the Ontario Public Buyer's Association web site on July 3, 2008, with a closing date of July 29, 2008.

A total of thirteen (13) documents were issued. One addendum to the RFP was subsequently released.

A total of three (3) proposals were received from the following proponents:

The Climans Group
Toronto, Ontario

urbanMetrics Inc.
Toronto, Ontario

John Winter Associates Ltd.
Toronto, Ontario

All of the proposals were within the upset fee of \$150,000.00 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) and Economic Development (2). A representative from the Purchasing Department provided support with the process and administrative matters.

The Committee evaluated the written proposals on the basis of the criteria set out in the RFP, as summarized below:

Qualifications and Experience:	40%
<ul style="list-style-type: none">• Capability of the Consultant Team Leader;• Degree of Participation of senior staff;• Qualifications and expertise of the team members;• Skills consistent with the needs of the project;• Experience in similar studies;• Level of public sector experience;• Experience in multi-disciplinary teams;• Demonstrated success in public/stakeholder consultation; and the quality of the proposed consultation plan.	
Quality of the Proposal:	30%
<ul style="list-style-type: none">• 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 and innovative ideas and concepts.	
Project Management:	15%
<ul style="list-style-type: none">• Work program and scheduling of major milestones and meetings;• Timelines consistent with study requirements;• Approach to reporting and invoicing;• Monitoring of budget;• Ability to commit to the timing objectives for the completion of the study;• Appropriate allocation of resources to various phases of the study.	
Financial:	15%
<ul style="list-style-type: none">• Proposal Fee	

As a result of the evaluation of the written proposals, the Committee determined that all three firms should be interviewed. The three firms were interviewed on October 14th, 2008.

Based on the evaluation process, including consideration of the written proposals, the interviews and a positive reference check, it is recommended that the highest scoring consulting team led by The Climans Group, in association with CBRE Richard Ellis Limited, be retained to prepare the City of Vaughan Commercial Land Use Review.

The Climans Group will be the lead consultant and will be responsible for overall project management. They will work with CBRE Richard Ellis Limited to undertake the necessary technical analyses and prepare the resulting policy recommendations to be coordinated and integrated with the new Official Plan's policy framework being developed by the City's Core Consulting Team.

Relationship to Vaughan Vision 2020

This report is consistent with Vaughan Vision 2020's Strategic Initiatives respecting planning and managing growth and economic vitality, specifically "Complete and Implement the Growth Management Strategy".

This report is consistent with the priorities previously set by Council and necessary resources have been allocated and approved.

Regional Implications

The Commercial Land Use Review will address the City's future commercial space requirements and their spatial allocation within the context of the Region of York's long term employment forecasts.

Conclusion

Based on the evaluation of the written proposals, the subsequent interviews and reference checks, The Climans Group, in association with CBRE Richard Ellis Limited 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, The Climans Group, be retained to carry out the Commercial Land Use Review.

Attachments

N/A

Report prepared by:

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Respectfully submitted,

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Commissioner of Planning

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