

## **COMMITTEE OF THE WHOLE – FEBRUARY 28, 2012**

### **RFP11-524 CONTRACT AWARD VAUGHAN MILLS CENTRE SECONDARY PLAN STUDY FILE 26.1 WARDS 3 & 4**

#### **Recommendation**

The Commissioner of Planning, in consultation with the Director of Purchasing Services, the Director of Policy Planning and Director of Budgeting and Financial Planning recommends:

1. THAT contract RFP11-524 for the retention of Consulting Services to prepare the Vaughan Mills Centre Secondary Plan Study be awarded to Dialogue Ontario Inc., as lead Consultant with a bid of \$193,833.28;
2. THAT a contingency allowance of 15% or \$29,100 plus applicable taxes and charges be approved within which the Commissioner of Planning or his designate is authorized to approve amendments to the contract;
3. THAT the total cost of the study, including all fees and expenses not exceed \$233,700; and
4. THAT the Mayor and Clerk be authorized to sign the necessary documents.

#### **Contribution to Sustainability**

Sustainability will be addressed through subsequent reports.

#### **Economic Impact**

The total cost of the Vaughan Mills Secondary Plan Study of \$233,700 including consulting services, a contingency allowance, applicable taxes (HST) and treasury administration, falls within the approved 2011 capital budget amount of \$278,000 and is summarized in Table 1 below. Given the complex planning issues associated with this project and based on past experience with similar studies, it is recommended that a contingency of 15% be carried to cover unexpected costs which may arise during the project.

#### **Communications Plan**

As part of the study, a comprehensive communication and public consultation plan will be developed and implemented.

#### **Purpose**

The purpose of this report is to secure Council's approval to award a contract to a consulting team to carry out the Vaughan Mills Centre Secondary Plan Study.

#### **Background - Analysis and Options**

Council approved the Terms of Reference and Budget for the Vaughan Mills Centre Secondary Plan on September 27, 2011.

A Request for Proposals (RFP) to undertake the Study was advertised on the following websites: Biddingo, OPBA, and the City Webpage on December 20, 2011, with a closing date of January 25, 2012.

Twenty-two (22) firms picked up the RFP documents. Six (6) proposals were received by the deadline all of which were found to be compliant. A committee comprising staff from the Policy Planning, Development Planning/Urban Design, Engineering and Economic Development Departments and chaired by the Purchasing Services Department, carried out this evaluation process.

The consultant selection process is now complete. Based on its proposal to carry out the approved Terms of Reference and an interview process, staff recommends that the team led by Dialog Ontario Inc. be retained to complete the Vaughan Mills Centre Secondary Plan Study.

The RFP package provided details of the contract, including the evaluation criteria used in the assessment of competing proposal bids. The criteria dealt with land use planning, urban design and sustainable development, transportation planning, land economics/retail planning, servicing infrastructure, public consultation and facilitation. Each team was evaluated based on its capability, experience, expertise, and skills in each discipline, and its suitability with respect to team organization, project management, public consultation, and quality of the oral and written presentations.

From the six proposals received by the Purchasing Services Department, two firms best satisfied the RFP evaluation criteria. Both of the two short-listed teams were interviewed on February 9 – 10, 2012.

Through this evaluation, Dialog Ontario Inc. and its sub-consultants were identified as the team best qualified to carry out the contract, based on staff's evaluation scores of their proposals and interviews. Staff are satisfied that this team is capable of fulfilling the requirements of the Council-approved Terms of Reference.

**Table 1  
Project Funding Summary**

RFP11-524	193,833.23
Contingency 15%	29,074.98
HST (1.76%)	3,923.18
3% administration fees	6,804.94
<b>Total Cost</b>	<b>233,636.34</b>
<b>Rounded</b>	<b>233,700.00</b>
<b>PL-9026-11 Budget</b>	<b>278,000.00</b>
<b>Less:</b> Commitments/Expenses to Date	
3% administration fees	-
Total Cost RFP11-524	233,700.00
<b>Remaining Budget</b>	<b>44,300.00</b>

**Relationship to Vaughan Vision 2020/Strategic Plan**

The preparation of the Vaughan Mills Centre Secondary Plan is consistent with the City's objectives for planning and managing economic growth and vitality by responding to the following:

- Plan and Manage Growth and Economic Vitality;
- Complete and implement the Growth Management Strategy;

**Regional Implications:**

There are no Regional implications resulting from the adoption of this report. The Region will be consulted during the preparation of the Study in matters relevant to its jurisdiction.

**Conclusion**

Therefore, it is recommended that Dialog Ontario Inc. be retained by the City to undertake the Vaughan Mills Centre Secondary Plan Study.

**Attachments**

None

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Respectfully submitted,

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Commissioner of Planning

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