

COMMITTEE OF THE WHOLE – JUNE 19, 2012

RFP12-250 CONTRACT AWARD MAPLE GO STATION SECONDARY PEER REVIEW AMENDMENT TO 2012 CAPITAL BUDGET FILE 26.8 WARD 4

Recommendation

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

1. THAT the Request for Proposal RFP12-250 for the retention of consulting services to peer review the draft secondary plan and technical submissions for the Maple GO Station Secondary Plan Study and support the public consultation process be awarded to the consulting team led by the firm Urban Strategies Inc. with a bid of \$88,158.00, plus a contingency allowance of \$7,060.00, applicable taxes, and administration recovery;
2. THAT the Mayor and Clerk be authorized to sign the necessary documents;
3. THAT the 2012 Capital Budget be increased by \$100,000.00 to add a developer funded capital project for the Maple GO Station Secondary Plan Peer Review; and
4. THAT the inclusion of the matter on a public Committee or Council Agenda with respect to increasing the Capital Budget is deemed sufficient notice pursuant to Section 2(1)(c) of By-law 394-2002.

Contribution to Sustainability

Sustainability will be addressed through subsequent reports.

Economic Impact

It has been determined that the cost of retaining a consultant to provide peer review and public consultation services to assist in the development of the Maple GO Station Secondary Plan will be \$100,000.00, including applicable taxes (HST) and Administration Recovery. The preparation of this secondary plan was not included in the 2012 Capital Budget. York Major Holdings Inc. as the proponent has agreed to fund the peer review of its proposal and the facilitation of the public consultation process in the amount of \$100,000.00, under the direction of City staff, in order for work to proceed on this plan. As such, there will be no economic impact resulting from the undertaking of the study.

Communications Plan

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

Purpose

The purpose of this report is to obtain:

- Direction to award the contract (RFP12-250) to retain a consulting team to provide peer review and public consultation services in respect of the Maple GO Station Secondary Plan; and
- Add a developer funded capital project for the Maple GO Station Secondary Plan Peer Review to the 2012 Capital Budget;

Background - Analysis and Options

On December 13, 2011 Council directed that staff proceed with the retention of consulting services to provide Peer Review assistance to City staff, including public consultation, in the preparation of the "Maple GO Station Secondary Plan" in accordance with draft Terms of Reference set out in the report. The Maple GO Station Area was added to the list of "Required Secondary Plan Areas" on Schedule 14-B to Volume 1 of the Vaughan Official 2010 by Council modification on September 27, 2011. The Owner of the site (York Major Holdings Inc.) expressed an interest in proceeding with the preparation of the secondary plan in 2012.

The City has already made a number of commitments with respect to the review of secondary plans including the Vaughan Mills Centre Secondary Plan, the Concord GO Centre Secondary Plan and the Highway 7 – Weston Road Secondary Plan all of which are budgeted. In addition to other priorities, these secondary plans represent a substantial financial and staff commitment by the City. Proceeding with the preparation of the Maple GO Station Secondary Plan, under the normal procedures would be challenging for the City. It would divert resources from other projects and require additional funding in the 2012 Capital Budget. Otherwise, this secondary plan would have to wait at least until the approval of the 2013 Capital Budget.

In response to the concerns cited above, and the Owner's expressed interest in proceeding with the Secondary Plan, the City determined it appropriate to undertake an alternative peer review process, based on a draft secondary plan and technical submissions prepared by the Owner, instead of a standard secondary plan review conducted by the City. The peer review and public consultation process will be funded in its entirety by the Owner and there will be no financial resources contributed by the City through the 2012 Capital Budget, as this is a developer funded project.

The City has received a cheque in the amount of \$100,000.00 from the Owner (York Major Holdings Inc.) and the funds are currently deposited in a suspense account (an account set aside for funds to be allocated once a specific account for the project has been established). Once the funds have been allocated through the 2012 Capital Budget, the City will use the \$100,000.00 to retain the peer review consultant and cover other associated costs.

Request for Proposal Process

On Wednesday May 16, 2012 the Request for Proposals (RFP12-250) related to the Maple GO Station Secondary Plan was released, providing interested consulting firms with an opportunity to make submissions. On May 16, 2012, the RFP was advertised on the following websites: Bidding, OPBA, and the City Webpage. The RFP closing date was Friday June 1, 2012 and the evaluation process began during the week of June 4, 2012.

Sixteen (16) firms picked up the RFP documents and one addendum was issued to clarify questions raised by a prospective proponent. Two (2) proposals were received by the deadline both of which were found to be compliant. The proposals originated with the following firms, as lead consultants:

- The Planning Partnership, Toronto, ON
- Urban Strategies Inc., Toronto, ON

A committee comprising staff from the Policy Planning, Development Planning/Urban Design, and Transportation/Development Engineering Departments and chaired by the Purchasing Services Department, carried out the evaluation process.

The RFP package provided details of the contract, including the following evaluation criteria used in the assessment of competing proposals:

- Qualifications and Experience: 45%**
 - 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 and a history of success in multi-disciplinary teams;
 - Demonstrated success in public/stakeholder consultation; and the quality of the proposed consultation plan.

- Quality of the Proposal: 35%**
 - 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;
 - Preliminary identification of stakeholders.

- Project Management: 10%**
 - Work program and scheduling of major milestones and meetings;
 - Timelines consistent with study requirements;
 - Ability to commit to the timing objectives for the completion of the study.

- Financial: 10%**
 - Proposal Fee;
 - Appropriate allocation of resources by phase of study;
 - Ability to meet the study budget.

Both proponents were interviewed. The interviews took place on Tuesday June 12, 2012. Based on the proposal and the subsequent interview process, Urban Strategies Inc. had the highest score. Therefore, it is recommended that the team led by Urban Strategies Inc. be retained to undertake the Maple GO Station Secondary Plan Peer Review. The team provides the required disciplines necessary to complete the study and includes:

- URS Corp. (Traffic and Transportation, Functional Servicing Report, Stormwater Management and Environmental site Assessment)
- Gradient Microclimate Engineering Inc. (Noise and Vibration)
- SPL Consultants Ltd. (Geotechnical Report)

The cost to carry out the peer review process on a fixed fee basis is calculated below:

Table 1 - Project Funding Summary

Costs	
RFP12-250	88,160.00
Contingency (8%)	7,060.00
HST (1.76%)	1,670.00
3% Administration Fees	2,910.00
Total Cost	99,800.00
Budget	100,000.00
Remaining Budget	200.00

A contingency in the amount of \$7,060.00 (approximately 8% of the bid price) is requested to address any unforeseen work required to complete the scope of the project.

Relationship to Vaughan Vision 2020/Strategic Plan

The preparation of the Maple GO 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

In order to proceed, it is recommended that the 2012 Capital Budget be increased by \$100,000.00 to add the Maple GO Station Secondary Plan as a developer funded capital project and it be deemed that the inclusion of this report on this public Committee agenda is sufficient notice for a change in the Capital Budget, pursuant to Section 2(1)(c) of By-law 394-2002. It is further recommended that Urban Strategies Inc. be retained by the City to undertake the Maple GO Station Secondary Plan Peer Review.

Attachments

1. Location Map

Report prepared by:

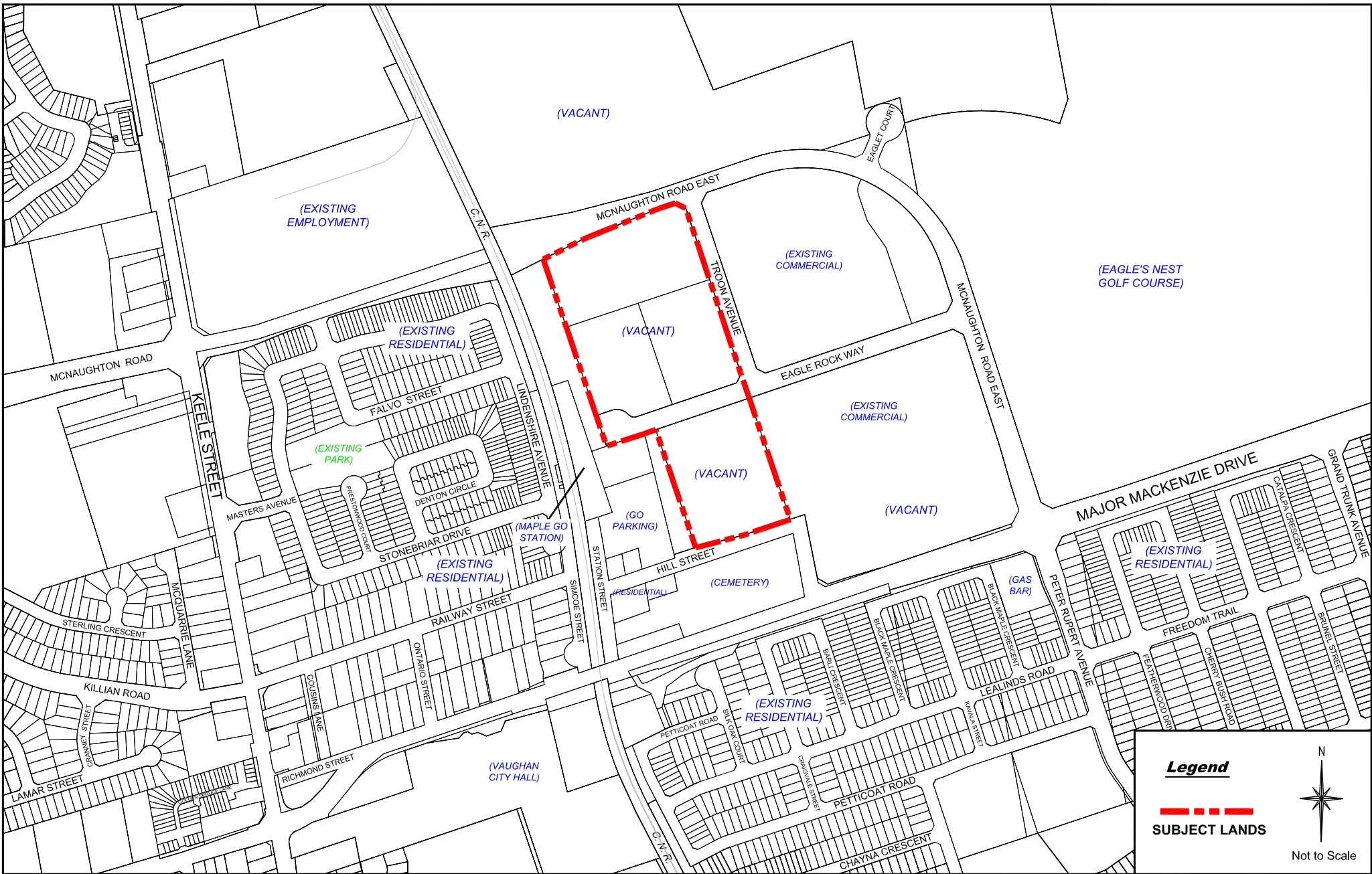
Arminé Hassakourians, Planner, ext. 8368
Roy McQuillin, Manager of Policy Planning, ext.8211

Respectfully submitted,

John MacKenzie
Commissioner of Planning

for: Diana Birchall
Director of Policy Planning

/lm



Location Map

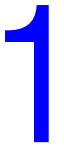
Location: Part of Lot 27,
Concession 3
Applicant:
City of Vaughan



Attachment

File: 26.8

Date: March 27, 2012



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