

ISLINGTON AVENUE STREETScape STUDY – VILLAGE OF KLEINBURG

Recommendation

The Commissioner of Planning, in consultation with the Commissioner of Finance and Corporate Services and the Director of Reserves and Investments recommends:

1. **THAT** the proposed Terms of Reference appended to this report as Attachment No. 2, BE APPROVED.
2. **THAT** the \$110,000.00 required to complete the study be referred to the 2007 Capital Budget deliberations.

Economic Impact

A total budget of \$110,000.00 is required to complete the study and should be referred to the 2007 Capital Budget deliberations.

Purpose

To obtain direction from Council to proceed with the "Islington Avenue Streetscape Study" for the subject lands shown on Attachments No. 1, on the basis of the Terms of Reference appended to this report as Attachment No. 2.

Background - Analysis and Options

On September 11, 2006, Council directed that a study be initiated by adopting the following recommendation:

"That Council direct the Planning Department to prepare a Terms of Reference for a Streetscape Master Plan Study for Islington Avenue in the Village of Kleinburg in accordance with the policies set forth in OPA 601 The Kleinburg-Nashville Community Plan and the Kleinburg-Nashville Heritage Conservation District Study and Plan."

OPA No. 601 – Kleinburg-Nashville Community Plan contains multiple policies and references related to the need for a comprehensive streetscape study for "Islington Avenue" in the Village of Kleinburg. Specifically, Section 4.7.6.3 Islington Avenue states:

"In recognition of Islington Avenue as the primary entrance into Kleinburg and its importance as a public amenity area, a comprehensive streetscape design shall be developed for the public right-of-way of Islington Avenue and the McMichael Gallery, that incorporates the following features:

- traffic calming measures with particular attention to the intersection of Islington Avenue and Bindertwine Boulevard;
- a consistent landscaping treatment that effectively screens the rear yards of existing residential properties backing onto Islington Avenue;
- landscaped boulevards on both sides of the street that incorporate public sidewalks, landscaping, pedestrian-scaled street lighting and other streetscape elements; and
- well-marked pedestrian crossing areas at identified locations.

In addition, the comprehensive streetscape design shall include the public right-of-way of Islington Avenue north of Nashville Road to Regional Road 27.”

The City's commitment to improving and reinforcing the built form and heritage landscape of Kleinburg is further reinforced in Section 9.8 of the Kleinburg-Nashville Heritage Conservation District Plan. The Heritage Conservation Plan recommends that a streetscape plan should be prepared and identify items that should be considered during its preparation.

Advancing the Islington Avenue Streetscape Study will allow the proper design considerations to take place and integrate the planning and design objectives outlined in OPA 601 and Kleinburg-Nashville Heritage Conservation Plan.

Goals & Objectives

The purpose of the proposed Islington Avenue Streetscape Study is to:

- Prescribe the layout and Master Plan design of the streetscape and pedestrian system along both sides of Islington Avenue from Major Mackenzie Drive, north to Regional Road 27, and along Nashville Road from Regional Road 27 west to Islington Avenue, with an emphasis on establishing a high quality pedestrian precinct for the Village of Kleinburg;
- Prepare a detailed implementation strategy for the purposes of funding;
- Prepare streetscape design and tender documents for the construction of the streetscape elements for Islington Avenue from Major Mackenzie Drive, north to Regional Road 27.

Public Consultation Process

The Terms of Reference provides for a public consultation process, wherein City staff and consultants work closely with a Stakeholder Consultation Group (SCG) through a number of working meetings focused on urban design and streetscape issues relevant to the Islington Avenue corridor.

The main product of this process will be a development of a Master Streetscape Plan for Islington Avenue to be presented at a public Open House, followed by a Public Hearing late in 2007.

It is anticipated that the SCG will include residents from Kleinburg and representatives from Kleinburg and Area Ratepayers association (KARA). The SCG will also include representation from businesses and development interests in the vicinity of Islington Avenue from Major Mackenzie Drive, north to Regional Road 27, and the Kleinburg community. The meetings of the SCG will be open to anyone wishing to attend and inform themselves of the progress of the study.

Selection of Consultant

The Consultant Team will be chosen primarily based upon their demonstrated expertise in urban design, landscape architecture, engineering, and public consultation and facilitation.

Study Time Schedule

The Study will be initiated in early 2007, following Council's approval of a consulting team to carry out the work plan, and is expected to require approximately nine months from the date of project initiation, and be completed by the end of 2007.

Relationship to Vaughan Vision 2007

This report is consistent with the priorities set forth in Vaughan Vision 2007, specifically 'A-5', "Plan and Manage Growth".

Conclusion

In accordance with Council direction, the Development Planning Department has prepared a Terms of Reference for the Islington Avenue Streetscape Study in the Village of Kleinburg. The Streetscape Study will provide the City with the detailed design work related to the Islington Avenue streetscape and the pedestrian system from Major Mackenzie Drive, north to Regional Road 27. This work should be considered as the final piece in the overall integration of the Islington Avenue Link and the immediate interface of the Village of Kleinburg Commercial Core streetscape fabric.

The total budget of \$110,000.00 that is required to complete the study be deferred to the 2007 Capital Budget deliberations.

Attachments

1. Study Area Location Map
2. Terms of Reference

Report prepared by:

Rob Bayley, Senior Urban Designer, ext. 8254
Grant Uyeyama, Manager of Development Planning, ext. 8635

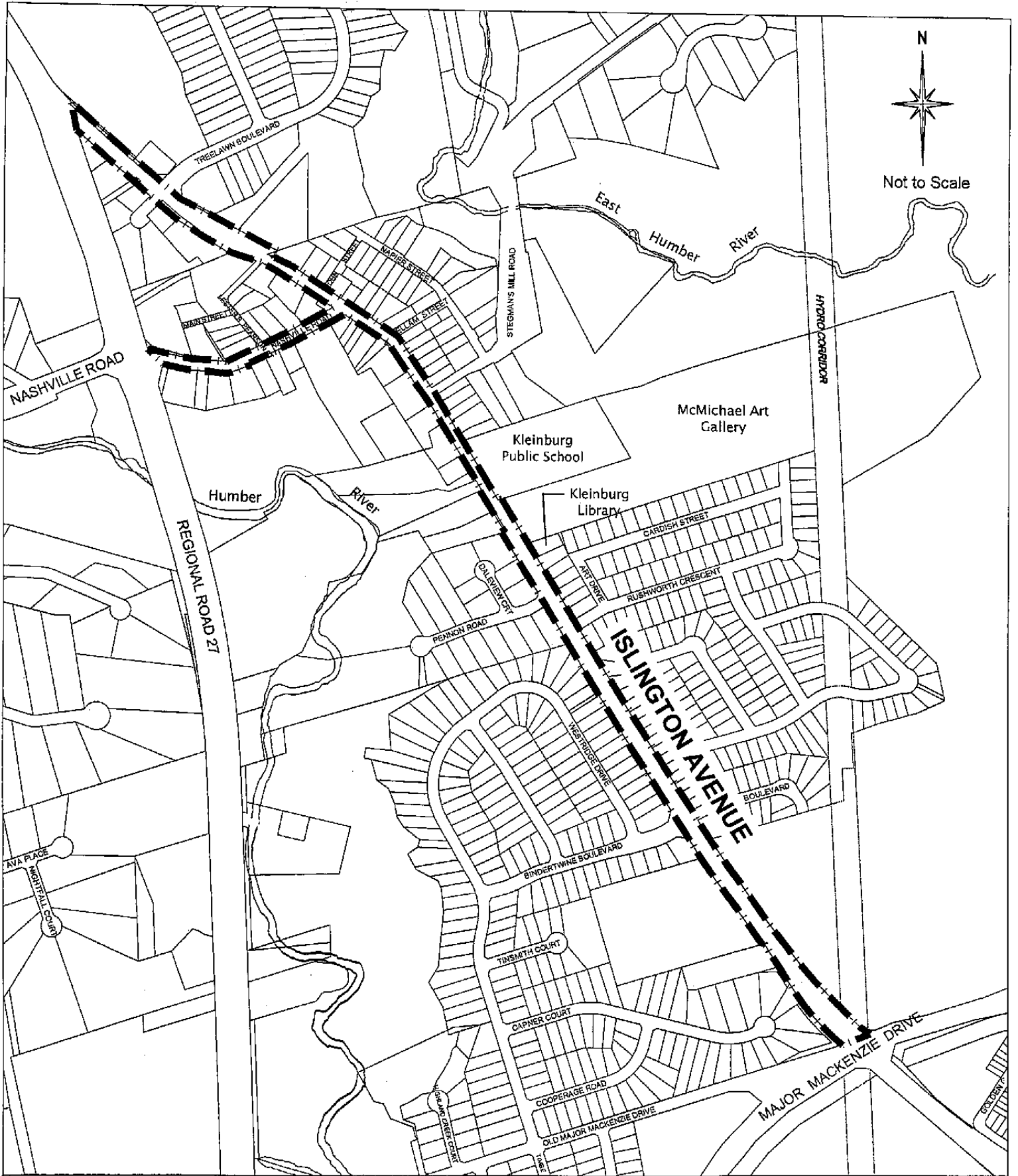
Respectfully submitted,

JOHN ZIPAY
Commissioner of Planning

MARCO RAMUNNO
Director of Development Planning

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KLEINBURG MASTER STREETScape PLAN

SUBJECT LANDS **— — — —**



The City Above Toronto

Policy Planning / Urban Design Department

Attachment

September 18, 2006

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The City Above Toronto

ATTACHMENT #2

TERMS OF REFERENCE

ISLINGTON AVENUE STREETSCAPE STUDY

SEPTEMBER 2006

TERMS OF REFERENCE

ISLINGTON AVENUE STREETScape STUDY 2006

INTRODUCTION AND BACKGROUND

OPA No. 601 – Kleinburg–Nashville Community Plan contains multiple policies and references related to the need for a comprehensive streetscape study for Islington Avenue from Major Mackenzie Drive, north to Regional Road 27 in the Village of Kleinburg. Specifically, Section 4.7.6.3 “Islington Avenue” states:

“In recognition of Islington Avenue as a primary entrance into Kleinburg and its importance as a public amenity area, a comprehensive streetscape design shall be developed for the public right-of-way of Islington Avenue and the McMichael Gallery, that incorporates the following features:

- Traffic calming measures with particular attention to the intersection of Islington Avenue and Bindertwine Boulevard;
- A consistent landscaping treatment that effectively screens the rear yards of existing residential properties backing onto Islington Avenue;
- Landscape boulevards on both sides of the street that incorporate public sidewalks, landscaping, pedestrian-scaled street lighting and other streetscape elements; and
- Well-marked pedestrian crossing areas at identified locations.

In addition, the comprehensive streetscape design shall include the public right-of-way of Islington Avenue, north of Nashville Road to Regional Road 27.”

The City of Vaughan requires the services of a consultant team to prepare a streetscape design and tender documents for the future construction of the Islington Avenue streetscape from Major Mackenzie Drive, north to Regional Road 27.

SCOPE OF WORK

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:

CONSULTANT’S SERVICES FOR PRELIMINARY DESIGN

The services to be provided by the Consultant in the execution of the preliminary streetscape design of the project shall include but not be limited to:

- Preliminary site investigation and inspection of the topographical features and field survey work required to carry out and complete the project.

- Prepare a preliminary streetscape and pedestrian system master plan design and cost estimate for both the east and west sides of Islington Avenue, from Major Mackenzie Drive, north to Regional Road 27, and along Nashville Road, from Regional Road 27, east to Islington Avenue. The design should identify the Village of Kleinburg as a special precinct and provide an appropriate integration of the architecture and landscape architecture of the Islington Avenue streetscape design, with the heritage inspired landscape elements of the Village of Kleinburg streetscape.
- Liaise with and attend meetings, as necessary, with the appropriate authorities, including but not limited to the Regional Municipality of York, Toronto and Region Conservation Authority, the City of Vaughan, affected Utility Companies, and other regulatory agencies as required, to obtain their input and requirements for the project.
- Prepare preliminary plans, details and profiles in accordance with the City's design criteria, standards, policies and informed by "OPA No. 601 - Kleinburg-Nashville Community Plan and the Kleinburg-Nashville Heritage Conservation Plan". These plans, details and profiles shall be submitted to the City for consideration, revision if necessary and approval prior to proceeding to the detailed design stage. Should revision(s) be required, the Consultant shall carry out these revisions and review them with the City or any other agency as appropriate. The Consultant shall identify additional land requirements (if any), for the proposed construction and recommend any necessary property acquisitions and working or grading easements.
- Verify and confirm the EA status of this project and prepare the necessary reports as required by the Environmental Assessment Act including meetings, public information meeting, and public notices of events if required, and obtain all necessary approvals relating to this process.
- Prepare newsletter, newspaper ad, presentation material for and attendance at one public information meeting and follow up on issues which may arise out of the public information center regardless of the EA status of this project.
- Public participation is important to the success of the study. It is envisioned that a Stakeholder Consultation Group (SCG) will be organized and actively participate throughout the design process. The (SCG) will consist of representatives from area ratepayer associations (KARA), local residents, and Staff from the City of Vaughan, Region of York and Toronto Region Conservation Authority.

CONSULTANT'S SERVICES FOR DETAILED DESIGN

The Consultant shall, upon instruction from the City, provide the following services in the execution of the detailed design of the project:

- Provide the necessary expertise for the final design of the Islington Avenue streetscape and pedestrian system, to serve the best interests of the public, with due consideration for overall integration of the Village of Kleinburg Commercial Core 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 judgement, deems advantageous to the Client.
- 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 Client. 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.
- 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.
- Incorporate into the contract document package comprising design drawings and specifications for work designed by others if and when required.
- 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 for the proposed work.
- The design of temporary detour and traffic diversion works, if required, in accordance with the requirements of the Highway Traffic Act and in accordance with Ontario Traffic Manual – Temporary Conditions – Book 7.
- The preparation of detailed 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.
- The preparation of tender documents and bid forms using Microsoft Word 2007. The Consultant shall review the tender documents with City staff and make any revisions as

instructed by City staff. The Consultant shall, upon completion of the final tender documents and subsequent to approval by the City, supply the City with one hard copy as well as in digital format of the tender documents on CD-ROM.

- The Consultant shall, barring unforeseen circumstances, complete the detailed design so that the contract is ready for tender by the City on or before December 2007.
- The Consultant shall, when directed by the City, review and analyze bids received, check references and make recommendation thereon.

PROPOSAL REQUIREMENTS

The Proposal should be a maximum of ten pages in length excluding attachments. Consultants are invited to also provide copies of any recent reports relevant to the work. The Proposal should include, as a minimum, the following:

- A description of the understanding of the assignment by the Consultant;
- A description of the proposed approach and work plan to be undertaken by the Consultant to achieve the project objectives. The activities, deliverables and required input from others should be identified, where applicable, for each task;
- A project schedule (Gantt Chart) prepared using Microsoft Projects of the proposed work plan from the date of the City awarding the work to the anticipated completion of the project including construction, commissioning and maintenance;
- A project fees spreadsheet prepared using Microsoft Excel 2000 showing the estimated time in hours to be spent by each staff member on each task, the respective hourly rates, sub-total for each task, reimbursable expenses and disbursements and the total estimated fees excluding G.S.T. The tasks must be the same as those presented in the project schedule;
- Key personnel to be assigned to the project (i.e. project manager, project landscape architect, project engineer) including their respective Curriculum Vitae; hourly rates, and;
- Names of any sub-consultants or services to be retained to complete the assignment.

In addition, an appendix may be included with the proposal to provide background information on recently completed relevant projects undertaken by the Consultant and other applicable background information.

INFORMATION TO BE PROVIDED BY THE CITY

In preparing the Proposal, the consultant should consider that the City of Vaughan will provide the successful Consultant with the following available information:

- Most current Teranet property fabric mapping and orthophotography for the study area in a digital format.
- Prints of all required plan and profile drawings available for the surrounding areas.
- Tender document and bid form.
- OPA 601 – Kleinburg-Nashville Community Plan.
- Kleinburg-Nashville Heritage Conservation District Study and Plan.

EXECUTION OF AGREEMENT

The successful Consulting Firm will be required to draft and execute an agreement satisfactory to the City within ten working days of notice of the award. The Agreement will provide that the Consultant must not undertake any work, which he believes is beyond the terms of reference for the project and his written proposal without authorization of the City.

PROJECT BUDGET AND PAYMENT

The cost estimate in the proposal shall include the total cost of the work associated with each phase of the project and shall show the labour and out-of pocket disbursements separately. The cost associated with the geotechnical investigation shall be shown separately. The Consultant will be responsible for payments to all sub-consultants, geotechnical firms, testing firms, legal surveyors, etc., which they require in order to complete the assignment. The costs in this regard must be shown as disbursements. The City prior to their being engaged by the Consultant must approve all sub-consultants, testing and geotechnical firms, legal surveyors, etc.

An upset limit shall be provided by the Consultant for the preliminary and detail design phases of the project, the upset limit shall not be exceeded without prior authorization in writing from the Commissioner of Planning.

Monthly payments will be made on invoice amounts based on the actual hours of work by each personnel on a task plus expenses and disbursements and updated monthly on the project fees spreadsheet. On a monthly basis, submit together with the invoice for the preceding month, a report on the project progress, an updated project fees spreadsheet and an updated tracking Gantt Chart, addressing the following:

- Activities for the month and project status in terms of meeting the scheduled milestones of the work plan.
- Anticipated delays to the project schedule, the reasons and any measures necessary to remedy the situation.

The Proposal must confirm that the Consultant will not undertake any work that they believe is beyond the terms of reference for the project and their written Proposal, without written authorization from the City. The Proposal shall indicate that Consultant staff identified in the Proposal and their respective role shall not be altered unless written authorization is obtained from the City.

INSURANCE

The successful Consultant shall maintain and pay for **Comprehensive General Liability Insurance** with an insurer acceptable to the City. The coverage shall include premises and all operations liability to be performed by the Consultant and their employees, and/or agents. This insurance coverage shall be subject to limits of not less than Five Million Dollars (\$5,000,000.00) inclusive per occurrence for bodily injury, death and damage to property including loss of use thereof for anyone occurrence.

The policy shall include The Corporation of the City of Vaughan, the Regional Municipality of York as an additional insured in respect of all operations performed by or on behalf of the Consultant. The Consultant will be entirely responsible for the cost of any deductible that is maintained in any insurance document.

Where applicable, the successful Consultant shall carry **Standard Automobile and Non-Owned Automobile Liability Insurance** and shall protect themselves against all liability arising out of the use of owned or leased vehicles, used by the Consultant, its employees or agents. The limits of the liability for both owned and non-owned vehicles shall not be less than Two Million Dollars (\$2,000,000.00) per occurrence.

In addition, the successful Consultant shall carry **Professional Liability Insurance** in the amount of not less than Two Million Dollars (\$2,000,000.00) per occurrence.

The Insurance Policy shall not be altered, canceled or allowed to expire or lapse, without thirty (30) days prior written notice to the City. Consultants shall clearly identify in their Proposal the insurance requirements as outlined above and shall include the cost of such insurance therein.

CONFLICT OF INTEREST

Each Consultant must declare in their Proposal, any situation that may be a conflict of interest or that may appear as potentially a conflict of interest in submitting a Proposal for this undertaking. If such a conflict of interest does exist, the City may, at its discretion, refuse to consider the Proposal.

DELIVERABLES/SCHEDULE

The following deliverables will be required:

- Eight (8) copies of rendered conceptual design drawings for presentation purposes;
- Eight (8) copies of all final contract document package, seven bound and one unbound, including any geotechnical, survey information and other technical appendices and plans suitable for photocopying;
- One (1) complete set of original stamped and signed drawings on mylars; and
- One (1) electronic copy of both the approved contract document package, including technical appendices and plans. All electronic text files are to be in Microsoft Word 2000. All drawings shall be produced in AutoCAD 2007 format.

SUBMISSION OF THE PROPOSAL

Four copies of the Proposal shall be submitted to the offices of the City of Vaughan, Development Planning Department to the attention of Rob Bayley, O.A.L.A., C.S.L.A., Senior Urban Designer by 12:00 noon EST, on _____ (to be determined).

It is anticipated that the selection of a Consultant will be made in early January 2007 with an award expected in February 2007. Consultants are advised that the City reserves the right to reject any or all of the Proposals. The City is not obligated to select the Proposal with the lowest price. The City reserves the right to negotiate with any or all proponents. A fee will not be paid for the preparation or presentation of Proposals in response to this RFP.

All other questions may be directed to Rob Bayley, Senior Urban Designer at 905-832-8585 ext 8254.

APPENDIX
