

## **COMMITTEE OF THE WHOLE OCTOBER 15, 2007**

### **RFP07-183 NEW VAUGHAN OFFICIAL PLAN APPROVAL OF CONTRACT - CORE CONSULTING TEAM SELECTION FILE NO. 25.1**

#### **Recommendation**

The Commissioner of Planning in consultation with the Director, Reserves and Investments, and the Director of Purchasing Services, recommend:

1. That a Contract be approved to retain the consulting team led by Urban Strategies Inc. as the Official Plan Core Consulting Team to undertake the new Vaughan Official Plan Project to an upset limit of \$580,000 including GST, for the first year of the contract, with the remaining project costs subject to separate budget approvals in subsequent years; and
2. That the Mayor and Clerk be authorized to sign the necessary documents.

#### **Economic Impact**

The City's 2007 Capital Budget Project #PL-9003-07 includes \$750,000 in funding for the anticipated costs of the first year of this project. This budget includes:

- \$580,000 for the first year of the Core Team contract;
- \$130,000 toward the Transportation Master Plan; and
- \$40,000 toward an addendum to the Parks and Recreation Master Plan to extend its time horizon to 2031, consistent with the horizon of the new Official Plan.

The total budget required to undertake the new Vaughan Official Plan is estimated to total \$1,505,000. Subsequent budget approvals will be required to complete the project over the 2008-2010 period. The cost of the project will be funded primarily (90%) through future development charge revenues associated with anticipated future development, and intensification of some areas within the existing urban envelope, and 10% through taxation.

#### **Communications Plan**

The process includes an extensive and ongoing public consultation program throughout the duration of the contract. Details of the public consultation process will be refined in coordination with the consultants engaged in the Environmental Master Plan, under direction from the Policy Planning Department, Communications Department and the City Manager's Office.

#### **Purpose**

To seek authorization to award a contract to undertake the new Vaughan Official Plan Project.

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

The consultant selection process to retain external consulting services to carry out the new Vaughan Official Plan Project is complete, based on the Study Terms of Reference, approved by Council on May 7, 2007. At that time the total cost to complete the new Official Plan including the Core Team contract and other associated studies was estimated at \$3.5 million.

A Request For Proposals to undertake this Study was advertised in Novae Res Urbis on August 1, 2007, in the Globe & Mail on August 3, 2007, in the Vaughan Citizen on August 2, 2007, and

on the Electronic Tendering Network (ETN) and the Ontario Public Buyers Association web site on August 3, 2005, with a closing of 3 p.m., September 7, 2007. Ten proponents picked up the RFP document from the Purchasing Services Department.

The package provided details of the contract, including the following evaluation criteria used in assessing competing bid submissions:

**Qualifications and Experience: 40%**

- Capability of the Core Team Leader;
- 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;
- Demonstrated skill in communicating project proposal and products, including excellent graphic presentation.

**Quality of the Proposal: 30%**

- 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.

**Project Management: 15%**

- Work program, timelines and scheduling consistent with study requirements;
- Degree of participation of senior staff;
- Ability to commit to timing objectives for the completion of the study.

**Financial: 15%**

- Proposal Fee;
- Appropriate allocation of resources to various phases of study.

**Short Listed Proponents Interview 50**

The criteria dealt with each of the disciplines required on the Core Team – planning, urban design, environment, housing, and demographics. The Core Team will also include a transportation consultant, to be retained through a separate Request for Proposal to be managed by the Engineering Department. Each team was evaluated based on its capability, experience, expertise and skills in each discipline, and in terms of its suitability with respect to team organization, project management, public consultation, and quality of its written and oral presentation.

Three proposals were received by the Purchasing Services Department at the closing date and time. A consultant evaluation committee consisting of the Commissioner of Planning, staff from the City departments of Policy Planning, Engineering, Economic Development, Community Services, Parks Development, and the City Manager's Office evaluated the proposals.

Purchasing Services facilitated and monitored the evaluation process. Subsequently, this committee received presentations and conducted interviews with two teams on October 2, 2007.

The team led by Urban Strategies Inc. with the highest score was identified as the team best qualified to carry out the contract, based on the Committee's evaluation of their proposal and interview. The recommended firm is one of the leading planning and design firms in Ontario, and has considerable relevant experience throughout the Greater Toronto Area and Vaughan in major multi-disciplinary planning projects. The supporting team of sub-consultants are similarly well-qualified.

Urban Strategies is advised that although the project is expected to require four years of work, the City's commitment for the first year of work totals \$580,000 for the Core Team's work. The Request For Proposals included the following proviso:

"The total budget for this contract is \$1,505,000. For the purpose of bidding on this contract, proposals should address this budget to explain how the full scope of the OP Project will be addressed. For 2007 Council has approved a budget to begin the work on the OP Project. A total of \$580,000 is reserved for this contract for 2007. The Consultant's agreement to undertake the Core Team consulting contract implies the City's commitment to the 2007 budget only. Separate budget approvals by Council will be needed in 2008, 2009, and 2010, to provide the necessary funds to complete the balance of the OP-related tasks outlined herein."

#### **Relationship to Vaughan Vision 2007**

The proposed new Official Plan is consistent with the Vaughan Vision Statement, and in particular to Section 4 of the Vision, 'Planning and Managing Growth'.

#### **Regional Implications**

The new Vaughan Official Plan will conform with Regional and Provincial policy requirements, and establish the ground rules for the City's future development and redevelopment. The Plan will accommodate the Region's forecast growth estimates for Vaughan, and will have implications for Regional servicing, transportation and community services infrastructure.

#### **Conclusion**

The team led by Urban Strategies Inc. should be retained by the City to fulfill the requirements of the first year of the contract to an upset limit of \$580,000. The remaining project costs will be subject to separate Capital Budget approvals in subsequent years. Urban Strategies Inc. is well qualified to undertake and complete the required work to the City's specifications. Should Council concur, staff will proceed to finalize the contract and workplan with the consulting team.

#### **Report prepared by:**

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Respectfully Submitted,

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Commissioner of Planning

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