

## **COMMITTEE OF THE WHOLE FEBRUARY 19, 2008**

### **CARRVILLE DISTRICT CENTRE URBAN DESIGN STREETScape MASTER PLAN STUDY APPROVAL OF CONSULTING TEAM CONTRACT FILE 14.60**

#### **Recommendation**

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

1. THAT a Contract be approved to retain the consulting team led by EDA Collaborative Inc. to carry out the Carrville District Centre Urban Design Streetscape Master Plan Study to an upset limit not exceeding \$104,720.00 plus GST, for completion of the Study by winter 2009;
2. THAT a contingency allowance in the amount of \$5,500.00 plus GST be approved within which the Commissioner of Planning or his designate is authorized to approve amendments to the contract; and
3. THAT the Mayor and Clerk be authorized to sign the necessary documents.

#### **Economic Impact**

The City's 2007 Capital Project (DP-9006-07) includes \$113,500.00 in funding for the anticipated cost of the project. The upset cost of the study will not exceed \$113,500.00, including a 3% administration fee. The cost of the project will be funded primarily (90%) through future development charge revenues associated with anticipated new development, and 10% through taxation.

#### **Communications Plan**

The Study process includes a public consultation program throughout the duration of the contract. The Study will be initiated with an Open House to which all landowner stakeholders in the Carrville District Centre Study Area will be encouraged to attend. A Steering Committee will be established to provide input from key City departments and public agencies and to facilitate coordination with the respective landowner groups.

#### **Purpose**

The purpose of this report is obtain Council authorization to award a contract to carry out the Carrville District Centre Urban Design Streetscape Master Plan Study.

#### **Background – Analysis and Options**

At the Council meeting of September 10, 2007, Council approved the following resolution:

1. THAT the Terms of Reference, shown on Attachment #1, for the Carrville District Centre Urban Design Streetscape Master Plan Study, BE APPROVED; and
2. THAT the Development Planning Department initiate the process to retain the required consulting services to undertake the required work.

A Request For Proposal to undertake this Study was advertised in Lo Specchio, the Vaughan Citizen, on the Ontario Public Buyers Association web site, and on the Electronic Tendering

Network (ETN) on November 1, 2007 with a closing of 3:00 p.m., November 22, 2007. Two addendums were issued to clarify queries and questions and as a result the closing date was extended to November 29, 2007. Subsequently, 9 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- 50%
- Quality of the Proposal- 20%
- Project Management- 20%
- Financial-10%

The criteria above dealt with each of the disciplines required on each team – urban design, architecture, landscape architecture, transportation and servicing. Each team was evaluated based on its capability, experience, expertise and skills in each discipline, and in terms of suitability with respect to team organization, project management, public consultation, and quality of its written and oral presentation.

Four (4) proposals from NAK Design Inc, EDA Collaborative, Land Inc and Office for Urbanism were received by the Purchasing Services Department at the closing date and time. A committee comprising staff from Development Planning, Policy Planning and Engineering & Transportation Departments evaluated each of the proposals and identified two teams which best satisfied the evaluation criteria. Purchasing Services facilitated and monitored the evaluation process. Subsequently, this committee received presentations and conducted interviews with the two teams.

The consultant selection process to retain external consulting services to carry out the Carrville District Centre Urban Design Streetscape Master Plan Study is complete, and the recommended firm/team is EDA Collaborative Inc. The team led by EDA Collaborative Inc. was identified as the highest scorer and best qualified team to carry out the contract, based on the Committee's evaluation of their proposal, interview and check of qualified customer references.

#### **Relationship to Vaughan Vision 2020**

This staff report is consistent with the priorities set forth in Vaughan Vision 2020, particularly "Plan & Manage Growth & Economic Vitality".

#### **Regional Implications**

The products of the Carrville District Centre Urban Design Streetscape Master Plan Study will conform to Regional and Provincial policy requirements, and establish the basis for future development in the Carrville District Centre. The Region of York is a key public agency, and will be requested to participate on the Carrville District Centre Urban Design Streetscape Master Plan Study Steering Committee.

#### **Conclusion**

The lead consultant, EDA Collaborative Inc., and their team of sub-consultants are well qualified to fulfill the requirements of the contract, and should be retained by the City. The upset cost of the Study will not exceed \$113,500.00, including the City's 3% administration fee.

**Attachments**

N/A

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Respectfully submitted,

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/CM