

COMMITTEE OF THE WHOLE MARCH 25, 2008

**AWARD OF PROJECT – RFP07- 297
SELECTION OF CONSULTANT
THE ISLINGTON AVENUE STREETSCAPE
MASTER PLAN STUDY – VILLAGE OF KLEINBURG
FILE 21.36**

Recommendation

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

1. THAT a Contract be approved to retain the consulting team led by LANDinc to carry out the Islington Avenue Streetscape Master Plan Study – Village of Kleinburg to an upset limit not exceeding \$104,762.00 plus GST, for completion of the Study by Winter 2009;
2. THAT a contingency allowance in the amount of \$10,000.00 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-9005-07) includes \$118,300.00 in funding for the anticipated cost of the project. The upset cost of the study will not exceed \$118,300.00, 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 and community stakeholders in the Islington Avenue Streetscape Master Plan Study Area will be encouraged to attend. A Steering Committee will be established to provide input from key City departments, community stakeholders and public agencies.

Purpose

The purpose of this report is to obtain Council authorization to award a contract to carry out the Islington Avenue Streetscape Master Plan Study – Village of Kleinburg.

Background – Analysis and Options

At the Council meeting of September 25, 2006, Council approved the following resolution:

1. THAT the Terms of Reference, shown on Attachment #1, for the Islington Avenue Streetscape Master Plan Study – Village of Kleinburg, BE APPROVED; and
2. THAT the \$118,300.00 required to complete the study be referred to the 2007 Capital Budget deliberations.

The 2007 approved Capital Budget Project No. DP-9005-07 provides for the completion of an Islington Avenue Streetscape Master Plan Study – Village of Kleinburg with funding from City-wide Development Charges.

A Request For Proposal (RFP07-297) to undertake this study was issued on November 29, 2007 and advertised in the Vaughan Citizen, on the Ontario Public Buyers Association Website and on the Electronics Tendering Network (ETN) on the same date. The RFP was closed on December 14, 2007 with one addendum issued to clarify proponents' queries and questions. A total of 10 documents were picked up and 5 proposals were received from the following companies before the closing time:

1. NAK Design Inc (Disqualified on a failure to acknowledge receipt of the Addendum)
2. Envision Hough Group
3. IBI Group and PMA Landscape Architects
4. PMA Landscape Architect
5. LANDinc.

A committee comprising staff from Development Planning, Policy Planning, and Engineering & Transportation Departments evaluated each of the proposals based on the following evaluation criteria as indicated on the RFP:

- Qualifications and Experience- 50%
- Quality of the Proposal- 20%
- Project Management- 20%
- Financial-10%

The criteria 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.

Based on the Committee's review of the proposals and subsequent interviews with the project team members of the two short-listed proponents, LANDinc, with the highest score, was identified as the best qualified team to carry out the work. Their job reference was also checked and considered to be satisfactory.

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 Islington Avenue Streetscape Master Plan Study – Village of Kleinburg will conform to Regional and Provincial policy requirements, and establish the basis for future development in the Kleinburg – Nashville Heritage Conservation District. The Region of York is a key public agency, and will be requested to participate on the Islington Avenue Streetscape Master Plan Study – Village of Kleinburg Steering Committee.

Conclusion

The lead consultant, LANDinc., 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 \$118,300.00, including the City's 3% administration fee.

Attachments

1. Location Map

Report prepared by:

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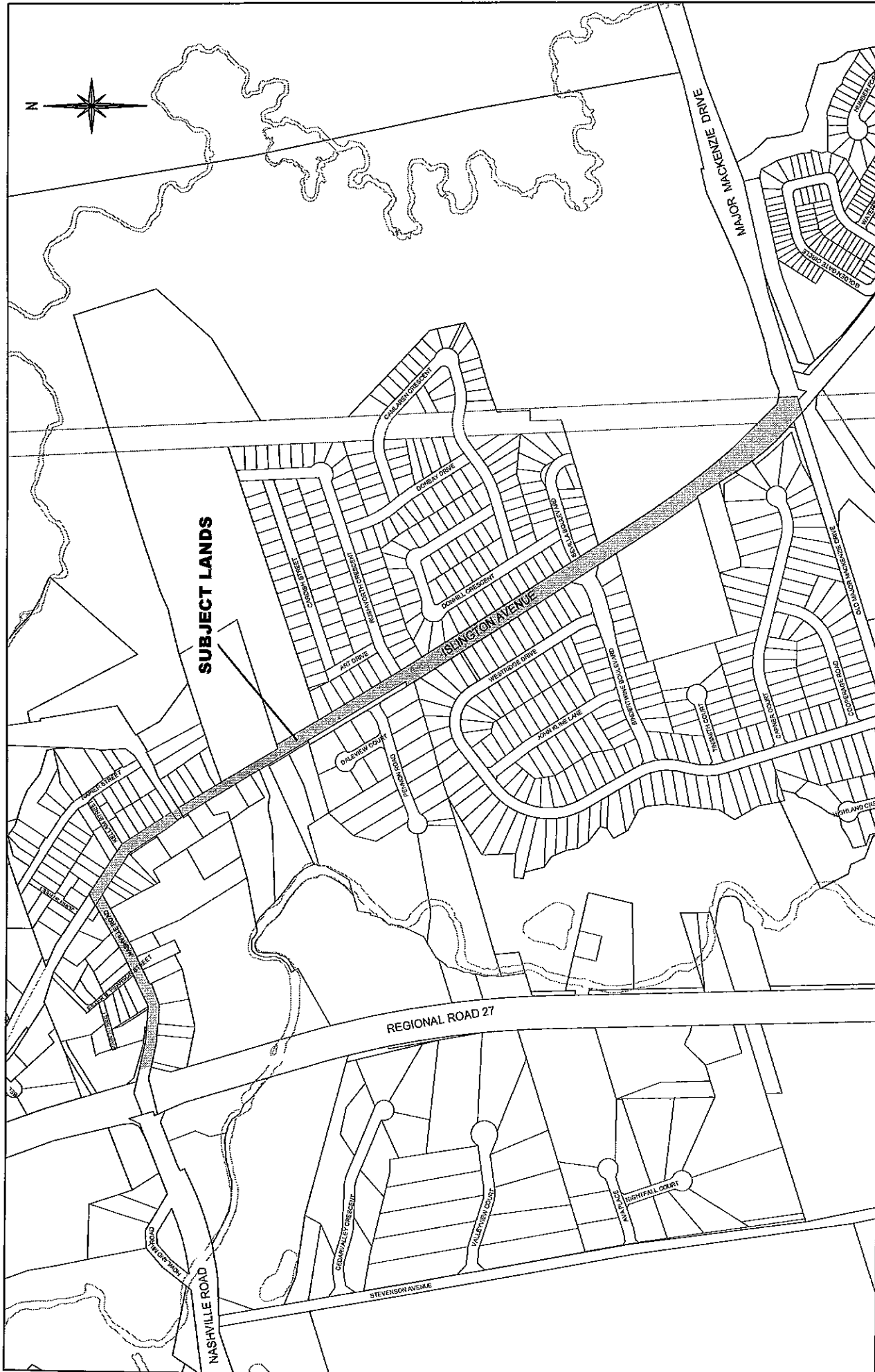
Respectfully submitted,

JOHN ZIPAY
Commissioner of Planning

GRANT UYEHAMA
Manager of Development Planning

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Location Map The Islington Avenue Streetscape Master Plan Study Area - Village of Kleinburg

City of
Vaughan
The City Above Toronto

Development Planning Department

Attachment

1

Not to Scale

March 1, 2008