

## **COMMITTEE OF THE WHOLE – FEBRUARY 10, 2009**

### **COMMERCIAL LAND USE REVIEW RFP AWARD – RFP08-200 FILE #25.1.13**

#### **Recommendation**

The Commissioner of Planning, in consultation with the Purchasing Services Department, recommends:

1. That RFP08-200 for the retention of consulting services to prepare the City of Vaughan Commercial Land Use Review, be awarded to the firm 'urbanMetrics Inc.', in the amount of \$142,838.00, excluding taxes; and
2. That the Mayor and City Clerk be authorized to sign the contract and necessary documents.

#### **Economic Impact**

There will be no additional economic impact. This study was included in the 2008 Capital Budget as part of the City's Official Plan Review (Project No. PL-9003-07) a component of the City's *Vaughan Tomorrow* growth management program.

#### **Communications Plan**

The Request for Proposal (RFP08-200) was advertised in the Vaughan Citizen, Globe & Mail, Electronic Tendering Network, and the Ontario Public Buyer's Association web site on July 3, 2008, with a closing date of July 29, 2008.

#### **Purpose**

The purpose of this report is to obtain direction to retain a new consulting firm to prepare the City's Commercial Land Use Review, due to failure by the first team selected by the Evaluation Committee to sign the contract to undertake the work. The Commercial Land Use Review is a component of the Official Plan Review project, and will inform the preparation of the City's new Official Plan.

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

The City has not carried out a comprehensive analysis of its commercial space requirements and associated issues since the Vaughan Retail Planning Study was carried out in 1993-94 by Stamm Economic Research. The Retail Planning Study was completed as part of the planning process which led to the approval of the City's Official Plan Amendment #400 in 1995.

In May 7, 2007 Council approved the Terms of Reference for the City's Official Plan Review, including a number of component studies, one of which was a comprehensive commercial study. The approved 2008 Capital Budget included funds to carry out a commercial study to inform the Official Plan's preparation. On June 23, 2008, Council approved the Terms of Reference for the Commercial Land Use Review.

## The Procurement Process

The Request for Proposal (RFP08-200) was advertised in the Vaughan Citizen, Globe & Mail, Electronic Tendering Network, and the Ontario Public Buyer's Association web site on July 3, 2008, with a closing date of July 29, 2008.

A total of thirteen (13) documents were issued. One addendum to the RFP was subsequently released.

A total of three (3) proposals were received from the following proponents:

The Climans Group  
Toronto, Ontario

urbanMetrics Inc.  
Toronto, Ontario

John Winter Associates Ltd.  
Toronto, Ontario

All of the proposals were within the upset fee of \$150,000.00 prescribed in the Request for Proposals.

An Evaluation Committee of City Staff was struck to review the proposals. The Committee included representatives from the City Manager's Office (1), Policy Planning (2) and Economic Development (2). A representative from the Purchasing Department provided support with the process and administrative matters.

The Committee evaluated the written proposals on the basis of the criteria set out in the RFP. As a result of the evaluation of the written proposals, the Committee determined that all three firms should be interviewed. The three teams were interviewed on October 14<sup>th</sup>, 2008.

Based on the evaluation process, including consideration of the written proposals, the interviews and a positive reference check, the consulting team led by The Climans Group was recommended and approved by Council to undertake the Commercial Land Use Review.

On Nov. 10, 2008, the team led by The Climans Group was approved by Council to be retained to undertake the Commercial Land Use Review. However, due to failure to sign the agreement by the selected consultant, "The Climans Group Inc", as required by the terms and conditions of the RFP, it is now recommended that the contract be awarded to the next highest scorer, "urbanMetrics Inc".

Therefore, a team led by urbanMetrics Inc., is now being recommended to undertake the Commercial Land Use Review. In the consultant selection process, the urbanMetrics team placed second. The team is capable of fully addressing the project requirements. Both urbanMetrics and its sub consultant SGL have previously completed other contracts on the City's behalf.

urbanMetrics will be the lead consultant and will be responsible for overall project management. urbanMetrics will work with SGL to undertake the necessary technical analyses and prepare the resulting policy recommendations to be coordinated and integrated with the new Official Plan's policy framework being developed by the City's Core Consulting Team.

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

This report is consistent with Vaughan Vision 2020's Strategic Initiatives respecting planning and managing growth and economic vitality, specifically "Complete and Implement the Growth Management Strategy".

This report is consistent with the priorities previously set by Council and necessary resources have been allocated and approved.

### **Regional Implications**

The Commercial Land Use Review will address the City's future commercial space requirements and their spatial allocation within the context of the Region of York's long term employment forecasts.

### **Conclusion**

Based on the evaluation of the written proposals, the subsequent interviews and reference checks, urbanMetrics Inc., was found to have the experience and expertise to fully address the requirements of the Request for Proposals. Therefore, it is recommended that the contract be awarded to the team led by the consulting firm, urbanMetrics Inc., to carry out the Commercial Land Use Review.

### **Attachments**

N/A

### **Report prepared by:**

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Respectfully submitted,

John Zipay  
Commissioner of Planning

Diana Birchall  
Director of Policy Planning