

COMMITTEE OF THE WHOLE JUNE 23, 2009

**STEELES AVENUE CORRIDOR URBAN DESIGN STREETScape
MASTER PLAN STUDY
FILE 15.42.2
WARD 4**

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 Terms of Reference, shown on Attachment #1, for the Steeles Avenue Corridor 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.

Contribution to Sustainability

The Steeles Avenue Corridor Urban Design Streetscape Master Plan Study will provide guidelines to create a healthy community with minimum environmental impact footprint within the study area. The Study Terms of Reference requires a sustainable design and implementation approach that will be energy efficient, maximize infiltration, evapotranspiration, improve air quality, regulate temperature, provide habitat, u/v protection, use of native drought resistant plant materials (xeriscapes) and integrated stormwater management strategies without compromising the ability of future generations to meet their needs.

Economic Impact

A total budget of \$180,000.00 is required to complete the study and has been included and approved in the Development Planning Department's 2009 Capital Budget (Project DP-9013-09). Ten percent (10%) of the study cost will be funded through taxation, with the balance recoverable through future development charges.

Communications Plan

Upon Council approval of the Study Terms of Reference and consultant selection, the study will be initiated with an Open House to which all land and business groups and other stakeholders in the Steeles Avenue Corridor 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 land and business owner groups.

Purpose

The purpose of this report is to obtain Council direction to proceed with the Steeles Avenue Corridor Urban Design Streetscape Master Plan Study on the basis of the Terms of Reference appended to this report as Attachment #1.

Background – Analysis and Options

The Steeles Avenue Corridor Urban Design Streetscape Master Plan Study area is bounded by Steeles Avenue to the south, Jane to the west, Keele Street to the east, and the Hydro Corridor (parallel to Steeles Avenue) to the north as shown on Attachment #2.

On February 29, 2008, Council approved Official Plan Amendment, OPA 620, The Steeles Corridor – Jane Street to Keele Street Plan, with a general intent that the plan becomes the focus for higher order transit improvements and high-density land uses within the study area.

OPA 620 has been planned to transform the area to a major transit and urban centre with a compact physical form that is sustainable, accessible, pedestrian oriented and cyclist friendly with respect to human scale. Considering the close proximity to York University and the availability of high order transit, a mixed-use urban form should provide opportunities for more intense commercial uses, educational facilities and office spaces along with high-density residential forms of development.

Development throughout the Steeles Avenue Corridor, OPA 620 area will be characterized by high quality urban design. The area has been identified by The Region of York Transportation Master Plan as a “Gateway” to the Region’s and the City of Vaughan’s transit network therefore, its visual attractiveness and image of the area is of prime importance. The Steeles Avenue Corridor Urban Design Streetscape Master Plan Study will create a comprehensive public realm for this area that will provide an attractive urban framework to promote private sector investment.

Urban Design - Detailed Streetscape Master Plan

The Steeles Avenue Corridor Urban Design Streetscape Master Plan Study will prescribe the layout and detailed design of the public and private streetscape spaces, pedestrian and bicycle connections, public amenities and open spaces, provide criteria for building locations, forms, heights and massing in relation to the public realm. The plan will prescribe detailed information that will specifically address the following objectives:

- a) Promote a high quality design within the area including streetscapes, open spaces, public parks, and private buildings and amenities in order to create a comfortable, sustainable and memorable urban centre;
- b) Establish a strong and high-quality “Gateway” and Urban Center image by enhancing the character of the built environment including building design quality, construction detail, landscaping, lighting, signage, and streetscape;
- c) Commence environmental sustainability by encouraging localized and integrated stormwater management strategies, native and drought resistant planting, heat island reduction, renewable energy usage, energy efficiency, district energy heating and cooling systems, as well as Black Creek Valley system protection and watershed management;
- d) Facilitate comfortable and safe pedestrian and cyclist access to the subway station and its components;
- e) Provide for a transitional of urban form, massing and uses to ensure all developments adjacent to the study area are physically compatible and complementary;
- f) Provide a balanced street network and layout that is convenient, comfortable and safe for pedestrians, cyclists, public transit users, and personal vehicle travelers;
- g) Ensure the retail commercial development is planned to support a street-related, pedestrian-oriented and transit-supportive development;
- h) Utilize urban uses and environment to complement and reinforce academic function, bond with York University’s campus environment, and provide direct connection to the university.

- i) Develop consistent, attractive streetscapes through attention to the design of the public realm, built form, the relationship between buildings, streetscapes and other public spaces based on the following principles:
 - i. High-density developments should be designed to establish a comfortable, human-scale environment for pedestrians;
 - ii. Pedestrian travel throughout the study area should be encouraged by establishing a grid network of streets, creation of a comfortable, safe and attractive walking environment, and connectivity to parks, open space areas and land uses;
 - iii. A consistent level of streetscape design, lighting, planting, signage, street furniture and other amenities should be provided;
 - iv. All public and private outdoor spaces, including walkways, building entries and parking areas, should be designed in a manner which is safe, secure, and subject to natural surveillance;
 - v. A strong relationship between buildings and the street should be created by establishing appropriate building setbacks, lane widths, parking and turning radii, as well as orienting main entrances to public sidewalks;
 - vi. Service and parking facilities should be located on the site with minimum exposure to the pedestrian network to enhance the attractiveness of the public realm.

Funding

The Steeles Avenue Corridor Urban Design Streetscape Master Plan Study is a growth related management study and therefore, is to be funded from 10% taxation and 90% from City Wide Development Charges. Development Planning Department Staff has included the Steeles Avenue Corridor Urban Design Streetscape Master Plan Study in the approved 2009 Capital Budget with a budget of \$180,000.00.

Study Time Schedule

The Steeles Avenue Corridor Urban Design Streetscape Master Plan Study will commence with Council's approval of the Study Terms of Reference shown on Attachment #1, and it is expected to require approximately 15 months to complete, with an anticipated completion date of fall 2010.

Relationship to Vaughan Vision 2020/Strategic Plan

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

Regional Implications

The Region of York will be requested to participate in the Steeles Avenue Corridor Urban Design Streetscape Master Plan Study.

Conclusion

The Terms of Reference for the Steeles Avenue Corridor Urban Design Streetscape Master Plan Study provides the basis for carrying out the development of urban design guidelines, and the

preparation of a detailed streetscape master plan based on the urban design objectives of the “*Steeles Corridor – Jane Street to Keele Street Plan, OPA 620*”. The guidelines and detailed master plan should be considered as the final piece that will guide future development in the study area, and encourage its evolution into a strong Urban Centre, complementary to York University and a “Gateway” to the Region’s and the City of Vaughan’s transit network by enhancing the character of the built environment including building design and massing, streetscapes and the pedestrian realm.

Should Council concur with the Terms of Reference, the recommendation should be approved to enable staff to proceed with the consultant selection prior to Fall 2009.

Attachments

1. Terms of Reference
2. Location Map

Report prepared by:

Farhad Jalilli, Urban Designer, ext. 8653
Rob Bayley, Senior Urban Designer, ext. 8254

Respectfully submitted,

JOHN ZIPAY
Commissioner of Planning

GRANT UYEYAMA
Director of Development Planning

/CM



ATTACHMENT #1

TERMS OF REFERENCE

**STEELES AVENUE CORRIDOR URBAN
DESIGN STREETScape MASTER PLAN
STUDY**

JUNE 2009

TERMS OF REFERENCE

STEELES AVENUE CORRIDOR URBAN DESIGN AND STREETSCAPE MASTER PLAN STUDY, 2009

DOCUMENT IV

TERMS OF REFERENCE

INTRODUCTION

The City of Vaughan is seeking a consulting team to prepare an urban design streetscape master plan study for the study area bounded by Steeles Avenue to the south, Jane to the west, Keele street to the east, and the Hydro Corridor (parallel to Steeles Avenue) to the north, in the City of Vaughan which will address the urban design objectives of the Steeles Corridor - Jane Street to Keele Street Plan, OPA 620 as set out below. The Steeles Avenue Corridor Urban Design Streetscape Master Plan Study will comprise of two components, the development of urban design guidelines for the study area and the preparation of a detailed streetscape master plan based on these urban design guidelines.

1. STUDY AREA

Within the study area, Steeles Avenue will receive significant improvements in rapid transit infrastructure and service, mainly driven by the considerable and growing ridership demand at York University. Long term plans for the area include a subway extension to York University that includes a transit station located within the study area and would end at the Vaughan Corporate Centre on Highway 7. The subject lands have a total area of approximately 43 hectares which will serve as a “Gateway” to the Region’s and the City of Vaughan’s transit network.

In keeping with the Steeles Corridor – Jane Street to Keele Street Plan, OPA 620 the achievement of the vision of the study area requires a series of coordinated modifications to the streetscape image and function of the subject lands, from primarily vehicle oriented traffic network to a transit-oriented and multi-purpose urban environment with pedestrian-scaled elements in the public realm.

2. BACKGROUND

On February 29, 2008, Council approved The Steeles Corridor – Jane Street to Keele Street Plan, OPA 620, with a general intent that the plan becomes the focus for higher order transit improvements and high-density land uses within the Steeles Corridor area. OPA 620 has been planned to transform the area to a major transit and urban centre with a compact physical form that is sustainable, accessible, pedestrian oriented and cyclist friendly with respect to human scale. Considering the close proximity to York University and the availability of high order transit, a mixed-use urban form should provide opportunities for more intense commercial uses, educational facilities and office spaces along with high-density residential forms of development.

In recent years, a number of policy documents and guidelines, as well as infrastructure initiatives, have been approved, which will play an important role in the future development of the Steeles Avenue Corridor, OPA 620 area. These include:

Region of York Transit-Oriented Design Guidelines: Endorsed by Regional Council in September 2006, the guidelines are intended to assist the Region of York and the Area Municipalities to implement

planning for well-designed, pedestrian-friendly and transit-supportive development, that reflects and supports existing transit-supportive planning initiatives at the Provincial, Regional and local municipal level.

City of Vaughan Pedestrian and Bicycle Master Plan Study: Endorsed by City Council in April 2007, the Master Plan Study provides the residents of Vaughan with an expanded network of on and off-road pedestrian and cycling facilities with improved access to convenient travel modes that are practical alternatives to the private automobile.

City of Vaughan Crime Prevention Through Environmental Design (CPTED) General Guidelines in the Development Review Process: Endorsed by City Council in May 2007, the main objective of these guidelines is to prevent the occurrence of crime by strategically manipulating the urban space with placement and use of natural elements that is achievable through a coherent planning design and implementation processes.

York Region Official Plan: First approved by Regional Council on October 17, 1994, this document locates the subject lands adjacent Steeles Avenue which is identified as a Regional Corridor. Corridors are designated as mixed-use transit spines that link urban and regional centres. A mix of high-density residential and employment uses is encouraged along Regional Corridors. All municipalities within the region are encouraged to examine corridors comprehensively and identify opportunities for mixed-use and higher densities.

Amendment for Subway Extension, OPA No. 529: Endorsed by City Council in March 2001, OPA 529 amends three specific plan amendments reflecting influence of the transit right of way. The chief purpose of the amendments is to set policies that allow the City to require the conveyance of the transit right of way as a condition of site plan approval in the area.

3. STUDY GOALS

The main goal of the Steeles Avenue Corridor Urban Design Streetscape Master Plan Study is to prepare Urban Design Guidelines and Detailed Streetscape Master Plan to guide future development in accordance with the Urban Design policies of the Steeles Corridor – Jane Street to Keele Street Plan.

The Steeles Avenue Corridor Urban Design Streetscape Master Plan Study will prescribe the layout and detailed design of the public and private streetscape spaces, pedestrian and bicycle connections, public amenities and open spaces, as well as, provide design guidelines and criteria for building locations, forms, heights and massing in relation to the public realm. The plan will prescribe detailed information that will specifically address the following objectives:

- a) Promote a high quality design within the area including streetscapes, open spaces, public parks, and private buildings and amenities, in order to create a comfortable, sustainable and memorable urban centre;
- b) Establish a strong and high-quality “Gateway” and Urban Center image by enhancing the character of the built environment including building design quality, construction detail, landscaping, lighting, signage, and streetscape;
- c) Commence environmental sustainability by encouraging localized and integrated stormwater management strategies, native and drought resistant planting, heat island reduction, renewable energy usage, energy efficiency, district energy heating and cooling systems, as well as Black Creek Valley system protection and watershed management;
- d) Facilitate comfortable and safe pedestrian and cyclist access to the subway station and its components;

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- e) Provide for a transitional of urban form, massing and uses to ensure all developments adjacent to the study area are physically compatible and complementary;
 - f) Provide a balanced street network and layout that is convenient, comfortable and safe for pedestrians, cyclists, public transit users, and personal vehicle travelers;
 - g) Ensure the retail commercial development is planned to support a street-related, pedestrian-oriented and transit-supportive development;
 - h) Utilize urban uses and environment to complement and reinforce academic function, bond with York University's campus environment, and provide direct connection to the university.
 - i) Develop consistent, attractive streetscapes through attention to the design of the public realm, built form, the relationship between buildings, streetscapes and other public spaces based on the following principles:
 - i. High-density developments should be designed to establish a comfortable, human-scale environment for pedestrians;
 - ii. pedestrian travel throughout the study area should be encouraged by establishing a grid network of streets, creation of a comfortable, safe and attractive walking environment with appropriate connectivity to parks, open space areas, public buildings and commercial uses;
 - iii. a consistent level of streetscape design, lighting, planting, signage, street furniture and other amenities should be provided;
 - iv. all public and private outdoor spaces , including walkways, building entries and parking areas, should be designed in a manner which is safe, secure, and subject to natural surveillance;
 - v. a strong relationship between buildings and the street should be created by establishing appropriate building setbacks, lane widths, parking and turning radii, as well as orienting main entrances to public sidewalks;
 - vi. Service and parking facilities should be located on the site with minimum exposure to the pedestrian network to enhance the attractiveness of the public realm.

4. THE STUDY COMPONENTS

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:

4.1 Preliminary Design Framework and Development of Urban Design Guidelines

The services to be provided by the Consultant in the execution of the preliminary streetscape design framework and preparation of Urban Design Guidelines for the project shall include but not be limited to:

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

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- Analysis of the background urban design and streetscape policies outlined in the Steeles Corridor - Jane Street to Keele Street Plan.
 - Prepare an analysis of the various design issues and constraints, and present a recommended preferred urban design strategy to the Steering Committee.
 - Prepare comprehensive Urban Design Guidelines for the Steeles Avenue Corridor Study area that creates a pedestrian-supportive and vibrant environment with attractive streetscapes. These guidelines should address key aspects of the built environment including:
 - Overall vision, goals and objectives for the study area, design issues and solution alternatives;
 - urban morphology and building types;
 - architectural built form, exterior components, finishing materials, and massing;
 - tall building configurations, characteristics and standards;
 - site layouts, sitting and orientation of buildings;
 - street corridor proportions and relation to human scale
 - mix of at-grade uses and street-friendly building facades;
 - Urban public spaces, squares and promenades;
 - streetscape components, materials and details, including signage, lighting, planting, street furniture and paving, for both public and private realms;
 - opportunities for enhanced connectivity and quality of the pedestrian network and bicycle pathways throughout the study area, and presentation of their environment, form and character;
 - persuade sustainable design strategies to minimize the areas environmental impact footprint;
 - micro-climate control measures for pedestrian comfort and health including sun exposure, shade effects and ground level winter wind impact;
 - ensure privacy for all types of residential units located within or adjacent to the study area; and
 - strategies for minimizing the visual and physical impacts of parking areas and vehicular access points.

4.2 Open Space / Streetscape Master Plan

The Consultant shall, upon instruction from the City, provide the following services in the execution of the Open Space / Streetscape Master Plan design of the project.

- Provide the necessary expertise for the final design of the Steele Avenue Corridor Urban Design Streetscape Master Plan Study, to serve the best interests of the public, with due consideration for overall integration with public transit and the immediate interface with the surrounding 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 judgment, deems advantageous to the City.
- 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 City. 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, meditative, 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.

4.3 Detailed Streetscape Development Component

The Consultant shall, upon instruction from the City, provide the following services in the execution of the Detailed Streetscape Design Component of the project:

- The preparation of detailed development drawings in AutoCAD. 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.
- 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.
- 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 based on the detailed development and construction drawings.
- The preparation of a detailed Implementation phasing strategy schedule.

5. THE CONSULTING TEAM

The Steeles Avenue Corridor Urban Design Streetscape Master Plan Study, requires a consulting team to address urban design and landscape architecture issues. The team will be headed by a firm or consortium specializing in landscape architecture, urban design, transportation and civil engineering with a demonstrated record in the design and implementation of large-scale development schemes. The lead firm will identify sub-consultants as part of the proposal and clearly indicate the specific expertise offered to the Study and the extent of their involvement in the project.

6. SCHEDULE AND STAFFING

The Study is expected to begin in Fall 2009 and should be completed by the Winter 2010.

The consultant's detailed prices should identify task costs, meeting costs, costs for disbursements, contingencies and applicable taxes, plus a payment schedule for each study phase. The work program will detail task timing and sequencing and meeting schedules. The proposal will also identify the role and responsibility of each member of the consulting team, their direct involvement in the Study, and their relevant experience. The proposal will also identify the anticipated extent and schedule of City staff involvement in the study process.

7. STUDY PRODUCTS

The key products addressing the Study components (Section 4 above) will include:

- The Urban Design Guidelines Development Framework;
- The Steeles Avenue Corridor Urban Design Guidelines Document;
- The Steeles Avenue Corridor Urban Design / Streetscape Master Plan;
- Detailed streetscape development plans, including cost estimates suitable for incorporation into development agreements and City of Vaughan Development Charges Background Study;
- The Implementation and Phasing Strategy.

Prior to preparation of final reports, one or more draft reports will be prepared for discussion and review by the Technical Advisory Committee.

Copies

The consultant will provide the following copies of the required deliverables:

- 10 copies of the Urban Design Guidelines Report, including illustrations, and maps as required;
- 10 copies of the Urban Design / Streetscape Master Plan ;
- 10 copies of the streetscape development plans, cost estimates and implementation schedule.

In addition, for each of the items noted above, the consultant will provide:

- 1 digital print ready copy;
- 1 digital copy, in a format that is readily editable;
- 1 PDF copy; and
- 1 digital copy of all images and mapping. Where appropriate, digital information shall be georeferenced in accordance with City standards (NAD 83, 6° UTM, Zone 17). Acceptable City formats include: jpeg photos, AutoCAD dwg (2004 version), jpeg/bmp/tif/Adobe graphics. Specific technical information will be provided to the selected consultant.

8. PROJECT ADMINISTRATION

The project will be managed by the Development Planning Department (Urban Design Division). A Steering Committee will be established to provide input from key City departments and public agencies, and to facilitate coordination with the Stakeholders Groups. The Steering Committee will include representation from the following:

- City of Vaughan: Departments of Development Planning, Policy Planning, Engineering, Public Works, Parks Development and Park & Forestry;
- The area's land and business owners groups;
- York University representatives;
- Region of York: Departments of Planning & Development and Transportation & Works;
- Toronto Region Conservation Authority (TRCA); and
- York Region Transit (YRT)

The Study will also require consultation with other agencies and corporations, such as Powerstream, Bell Canada and Canada Post.

9. CONTENT OF PROPOSALS

The consultant will be retained on the basis of a written proposal and interviews with short-listed proponents. The written Proposal shall contain the following information:

- Members of the consulting team, including their qualifications and experience;
- Identification of the Consultant Team Leader;
- An explanation of the approach and methodology to be used and research to be undertaken to achieve the project's goals and objectives, as outlined in the Request for Proposal;
- A Council/staff/public/stakeholder consultation strategy;
- A comprehensive work plan/project schedule, including timelines, milestones, meetings and key dates, which fulfill the requirements of the Terms of Reference;
- An upset cost for the completion of the project, which includes a breakdown of the **hourly** rates attributable to each of the Consultant Team members and the **hourly** time commitment by task, for each of the participants; and all other costs and related disbursements;
- Documentation of related experience;
- A list of three (3) client references in respect of projects similar to the one described in the Terms of Reference, preferably in a municipal environment.
- In the proposal the consultant shall indicate the number and type of projects it is currently undertaking which may represent a professional conflict with the conduct of this study.

In addition to the Original, ten (10) bound copies of the Proposal, in an 8 1/2" X 11" format plus one (1) unbound print ready copy shall be submitted. The maximum length of the Proposal shall be fifteen (15) pages, exclusive of resumes, references and documentation relating to project experience.

10. EVALUATION CRITERIA

The Proposal will be evaluated on the basis of the following criteria:

Qualifications and Experience: 50%

- Capability of the Team Leader;
- Qualifications and expertise of the team members;

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- Skills consistent with the needs of the project;
 - Experience in similar studies;
 - Level of public sector experience;
 - Demonstrated success in public/stakeholder consultation; and the quality of the proposed consultation plan;
 - Demonstrated skill in communicating project proposal and products, including excellent graphic presentation.

Quality of the Proposal: 20%

- 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: 20%

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

Financial: 10%

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

11. SHORT-LIST DISCUSSIONS/INTERVIEWS/PRESENTATION REQUIREMENTS

The City may create a short list of Proponents based on the evaluation results.

The City reserves the right to incorporate discussions/interviews/presentations (the “Interview”) into the Proposal evaluation process at the short-list stage. The City, at its sole discretion, may interview short-listed Proponents and may ask them to make a short formal presentation to the City. (Presenters will be required to supply their own presentation equipment and materials.) The Interview will serve as the mechanism for further evaluation of Proposals of short-listed Proponents at an in-depth and more detailed level in order to establish the finalist for Preferred Proponent status.

The City reserves the right to limit interviews to a number of the top scoring Proponents as determined by the City regardless of the number of Proponents who qualified for the short list and the scoring point spread thereof.

12. NEGOTIATIONS

On completion of the evaluation process, vendor negotiations will be undertaken to refine the details of the contract for all portions of the proposed services described in this Request for Proposals. Negotiations may take the form of adding, deleting or modifying requirements.

Assuming mutually acceptable terms and conditions can be negotiated a contract will be signed with the selected proponent. In the event of default or failure to arrive at mutually acceptable terms and conditions, the City may accept another Proposal or seek new Proposals, or carry out this service in any other way deemed appropriate.

13. BEST AND FINAL OFFERS

Proponents are reminded that since this is a Request for Proposal, a best and final offer may be requested, but this would be considered only with the short-listed proponents, if used at all. Proponents are encouraged to provide their best offer initially and shall not rely on oral presentations or best and final offers.

14. DISBURSEMENT OF FEES

The successful Consultant will be required to submit a payment schedule prior to commencing the project. The payment schedule shall be subject to the approval of the Project Coordinator.

Invoices will be required to contain the following minimum information:

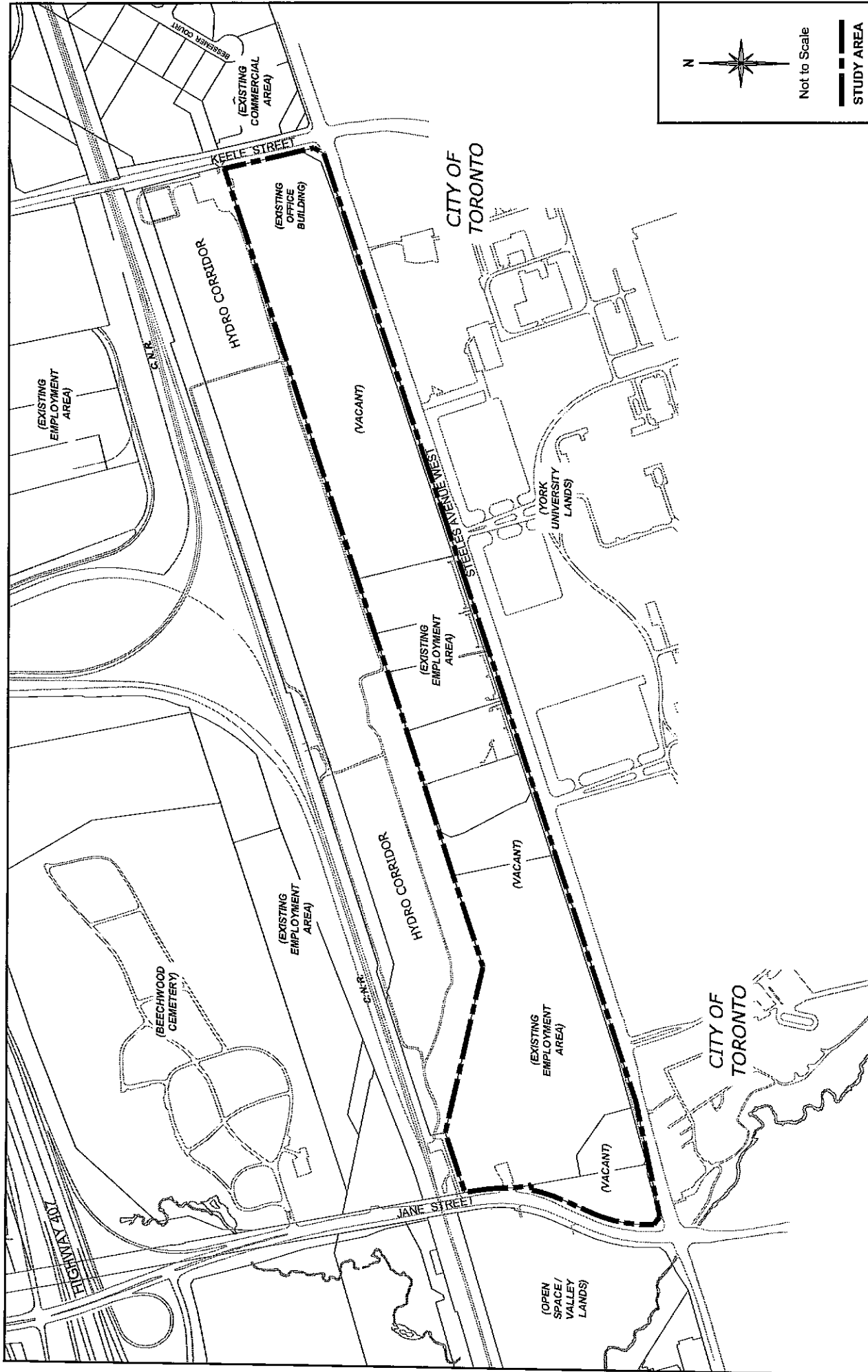
- Description and explanation of work undertaken in each invoice time period;
- Personnel employed and hours expended by the hourly rate;
- Disbursements;
- Total Fee for each invoice;
- Budget expended to-date and remaining budget.
- 10% hold back applicable to all invoices.

The 10% hold back shall be reimbursed upon the City's receipt of the final versions of the Study Products noted in No. 7 above.

15. BUDGET

The budget for this study is anticipated to be in the range of \$170,000.00 which shall include all applicable taxes, disbursements and other project-related costs.

The Consultant shall not exceed the budget or undertake any work that would cause the budget to be exceeded without written permission from the City of Vaughan. Such permission shall be required for any phase or component of the study, as set out in the approved work plan.



Steeles Avenue Corridor Location Map

Applicant: City of Vaughan
 Location: Part of Lot 1, Concession 6

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City of Vaughan
The City Above Toronto
 Development Planning Department

Attachment 2
 File: 15.42.2
 Date: June 9, 2009