

COMMITTEE OF THE WHOLE JUNE 23, 2009

CENTRE STREET CORRIDOR URBAN DESIGN STREETScape MASTER PLAN STUDY FILE 19.29 WARDS 4 AND 5

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 Centre Street 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 Terms of Reference for the Centre Street Corridor Urban Design Streetscape Master Plan Study requires an environmental sustainable design approach that will be energy efficient, maximize infiltration and evapotranspiration, improve air quality, regulate temperature, provide habitat, have regard for ultra violet (u/v) protection, use of native drought resistant plant materials (xeriscapes) and integrated stormwater management strategies.

Economic Impact

A total budget of \$100,000.00 is required to complete the study and has been included and approved in the Development Planning Department's 2009 Capital Budget (Project #DP-9012-09). Ten percent (10%) of the study cost will be funded through taxation, with the balance recoverable through future development charges.

Communications Plan

Upon Council's approval of the Study Terms of Reference and consultant selection, the study will be initiated with an Open House to which all landowner stakeholders in the 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 to obtain Council direction to proceed with the Centre Street 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 Centre Street Corridor area is approximately three kilometres in length, and extends on the north and south sides of Centre Street from Bathurst Street to just west of the Centre Street and Dufferin Street intersection as shown on Attachment #2.

In 2003 - 2004, the City of Vaughan initiated and completed The Thornhill Centre Street Study, in recognition of the changing Provincial, Regional and Municipal policy environment, the land use

context, and continuing pressure for further development. Two Official Plan Amendments, OPA 671 and OPA 672, were the outcome of this Study to update the policy framework for Centre Street. The purpose of the Amendments is to guide development consistent with the recommendations of the study, including policy provisions addressing land use, urban design and streetscaping.

In July 2005, OPA 671 and OPA 672 came into force for the Centre Street Corridor that recommends detailed Urban Design Guidelines and a Master Plan to be prepared to ensure that development applications are in keeping with the vision of the urban design policies established in the Thornhill Centre Street Study. The Urban Design Guidelines should be prepared to address, but not be limited, to the following: Built Form Guidelines, Public Realm Guidelines, Site Access, Parking, Service and Utility Locations, and Attributes.

Urban Design – Detailed Streetscape Master Plan

The Urban Design Streetscape Master Plan 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 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) Create a strong community image by enhancing the character of the built environment including building design and massing, signage, planting and streetscapes;
- b) Ensure that neighbouring developments within the Centre Street Corridor and adjoining it are physically compatible and complementary;
- c) Create a pedestrian-friendly environment in relation to the layout of streets, configuration of lots, and siting of buildings and entrances;
- d) Ensure that the commercial development is planned to support a street-related, pedestrian-oriented and transit-supportive development;
- e) Develop attractive streetscapes through attention to the design of the public realm, built form, and the relationship between buildings, streetscapes and other public spaces based on the following principles:
 - i. Development in the Centre Street Corridor should be designed to establish a comfortable, human-scale environment for pedestrians;
 - ii. Encourage pedestrian travel throughout the Centre Street Corridor community by establishing the creation of a comfortable, safe and attractive walking environment, and connectivity to public space areas, transit and commercial uses;
 - iii. Provide a consistent level of streetscape design, lighting, planting, signage, street furniture and other amenities;
 - iv. Ensure that all public and private spaces are designed in a manner which is safe, secure, and subject to informal surveillance, including walkways, building entries and parking areas;
 - v. Establish a strong relationship between buildings and the street by minimizing setbacks and orienting main entrances to public sidewalks;

- vi. Design service and parking facilities to complement the pedestrian system network and enhance the attractiveness of the public realm.

Funding

The Centre Street 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 Centre Street Corridor Urban Design Streetscape Master Plan Study in the approved 2009 Capital Budget (Project # DP-9012-09) with a budget of \$100,000.00.

Study Time Schedule

The Centre Street 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 14 months to complete, with an anticipated completion date of Fall 2010.

Selection of Consultant

The Consultant Team will be chosen primarily based upon their demonstrated expertise in urban design, landscape architecture, engineering, and public consultation and facilitation.

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".

Conclusion

The Terms of Reference for the Centre Street 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 Thornhill Centre Street Study and OPA 671 and OPA 672. The guidelines and detailed master plan should be considered as the final piece that will guide future development in the Centre Street Corridor, and encourage its evolution into a strong community image by enhancing the character of the built environment including building design and massing, streetscapes and 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. Study Area Location Map

Report prepared by:

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Respectfully submitted,

JOHN ZIPAY
Commissioner of Planning

GRANT UYEVAMA
Director of Development Planning

/CM

TERMS OF REFERENCE

CENTRE STREET CORRIDOR URBAN DESIGN / STREETSCAPE MASTER PLAN STUDY 2009

DOCUMENT IV

TERMS OF REFERENCE

INTRODUCTION

The City of Vaughan is seeking a consulting team to prepare detailed urban design guidelines and a streetscape master plan study for the Centre Street corridor from Bathurst Street to just west of Dufferin Street in Thornhill.

The Centre Street Corridor Urban Design / Streetscape Study will be comprised of two components: i) a preliminary design framework and development of urban design guidelines for Centre Street between Bathurst Street to just west of Dufferin Street, and, ii) a streetscape master plan.

Urban design guidelines for the Study Area are necessary to ensure that development applications are in keeping with the vision of the urban design policies established in OPA 671 and OPA 672, which were adopted in July 2005 following the Thornhill Centre Street Study. The streetscape master plan for the Study Area will provide City of Vaughan staff with the necessary framework to prescribe the layout and detailed design of the public and private streetscape spaces, pedestrian and bicycle connections, as well as provide criteria for building locations, forms, heights and massing in relation to the public realm within this important planned area.

In addition, The Centre Street Corridor Urban Design / Streetscape Master Plan Study will allow staff to determine implementation funding strategies that may be funded through development charges, Region of York cost sharing initiatives, and conditions of development approval.

1. STUDY AREA

The proposed Centre Street Corridor Urban Design Guidelines and Streetscape Master Plan Study Area is located within the Thornhill community. The Study Area is approximately three kilometres in length, and extends from Bathurst Street in the east to just west of the intersection at Centre Street and Dufferin Street. The corridor includes lands fronting Centre Street on the north and south sides as well as the Thornhill Town Centre at the Centre Street and Bathurst intersection.

As the character of the corridor varies in terms of land use, building heights, streetscape, connectivity and adjacent uses, the Thornhill Centre Street Study recommended that separate Official Plan Amendments be prepared that deal with the three distinct sub-areas within the Corridor: the Eastern Gateway/ Town Centre; the Central Spine; and the Western Gateway.

OPA 671 addresses the Town Centre portion of the Study Area between Bathurst Street and New Westminster Drive. OPA 672 addresses the Study Area lands between New Westminster Drive to just west of Dufferin Street.

2. BACKGROUND

The Thornhill Centre Street Study was undertaken by the City in 2003-2004 in recognition of the changing Provincial, Regional and Municipal policy environment, the land use context, and continuing pressure for further development. It was a multi-disciplinary planning exercise combining land use, urban design and transportation considerations, to examine the lands fronting Centre Street from Bathurst Street to west of Dufferin Street.

Following out of the Thornhill Centre Street Study, two amendments to the Official Plan, OPA 671 and OPA 672, have been approved. Both OPAs came into force in July 2005. They establish the policy framework to guide development consistent with the recommendations of the study, including policy provisions addressing land use, urban design and streetscaping.

The Study Area lands are largely developed with the exception of some large vacant parcels at the Bathurst St./Centre St. and Dufferin St./Centre St. intersections. The Centre Street corridor will accommodate higher order public transit service when the Highway 7 transit initiatives are fully implemented. The Thornhill Centre Street Study acknowledges that, "one of the greatest challenges within the corridor is the spine and its transformation from a primary highway and major transportation corridor to an attractive urban space that reinforces the connectivity to the surrounding community". The opportunity is to gradually evolve the Centre Street corridor into a more attractive urban place that is pedestrian-oriented, human in scale, transit-supportive, and well-connected to the larger community.

The recommended Urban Design Structure is outlined as follows: "As outlined in the Study findings, much of the Study Area is developed with stable commercial and residential development which limits the opportunities to change the fabric or overall structure. Some urban design improvements can be achieved in these areas mostly in the context of the public realm and guidelines for future redevelopment opportunities."

The Thornhill Centre Street Study concluded with a number of key recommendations, including:

7.4.3 URBAN DESIGN GUIDELINES: "It is recommended that detailed Urban Design Guidelines be prepared for each component of the Study Area based on the recommended policy framework outlined in this Study."

7.2.1.1 General Provisions, item *n*: "Urban Design Guidelines should be prepared to address, but not be limited, to the following:

Built Form Guidelines

- i. Build-within zones;
- ii. Setbacks;
- iii. Minimum built frontage;

- iv. Spacing between buildings;
- v. Maximum building depths;
- vi. Minimum/ maximum building heights; and
- vii. Angular plan setbacks.

Public Realm Guidelines

- i. Streets;
- ii. Pedestrian crossings;
- iii. Mid-block connections;
- iv. Bicycle routes;
- v. Weather protection;
- vi. Public transit facilities;
- vii. Grade relationships;
- viii. Bicycle parking.

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 Centre Street corridor. These include:

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

3. STUDY GOALS

The main goals of the Centre Street Corridor Urban Design / Streetscape Master Plan Study are:

- i) To prepare a preliminary design framework and detailed urban design guidelines for Centre Street from Bathurst Street to just west of Dufferin Street, and, ii) To prepare a conceptual streetscape master plan for the same area.

These two components will detail the comprehensive set of planning and urban design principles outlined in the Thornhill Centre Street Study, and support both the City of Vaughan's and Region of York's Official Plan objectives.

Specifically, The Centre Street Corridor Urban Design / Streetscape Master Plan Study will address the following objectives:

- a) Promote high quality design within the Centre Street corridor including streetscape, open spaces, architecture, and amenities;
- b) Create a sense of place and strong identity by enhancing the character of the landscape and built environment including streetscape, planting, wayfinding, building design;
- c) Develop attractive and memorable streetscapes through attention to the design of the public realm, built form, and the relationship between buildings, streetscapes and other public spaces based on the following principles:
 - o To evolve Centre Street from an auto oriented thoroughfare to a multi modal corridor that will provide more opportunity for people to walk, cycle, and take transit;
 - o Encourage pedestrian travel throughout the area by establishing the creation of a comfortable, safe and attractive walking environment and pedestrian and bike linkages;
 - o Ensure development is at an appropriate scale and building form to respect adjacent development and the overall architectural strategy of the area;
 - o Ensure that all public and private spaces are designed in a manner which is safe, secure, and subject to informal surveillance, including walkways, building entries and parking areas;
 - o Provide a consistent level of streetscape design, lighting, planting, signage, street furniture and other amenities;
 - o Provide a set of performance measures that assist in achieving an environmentally sustainable streetscape design, including but not limited to, energy efficiency, planting, improved air quality, storm water retention, temperature regulation, ultra violet (u/v) protection, and habitat creation.

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 preliminary design framework and urban design guidelines will ensure that development applications are in keeping with the vision of the urban design policies and objectives established in OPA 671 and OPA 672. This component will include the following:

- Preliminary design framework and objectives of the urban design guidelines;
- Analysis of OPA 671, OPA 672, and York Region Official Plan in relation to the development of urban design guidelines;
- Development of an Urban Design Concept based upon an assessment of the existing urban fabric, existing streetscape, identification of opportunities and constraints, and the recommended policy framework outlined in the Thornhill Centre Street Study;
- Development of Streetscape Theme and Streetscape Guidelines including street furniture, railings, street lighting, street signage, pedestrian weather protection and microclimates, and bicycle parking;
- Development of Landscape Guidelines, including paving and soft landscaping, boulevard planting, visual screening and buffering, protection and enhancement of significant views and landscape focal points;
- Outline pedestrian and vehicular circulation networks, including improved pedestrian linkages, vehicular parking, and integration with transit services. This section to include enhanced and identifiable pedestrian crossing points, connections between open spaces, parks, streets and walkways, and the location of street-related uses and primary pedestrian entrances to buildings and the relationship of street frontages and how the role of the public street and pedestrian movement along the street are supported;
- Strategies for minimizing the visual and physical impacts of parking areas and vehicular access points;
- A set of performance measures that assist in achieving an environmentally sustainable streetscape design, including but not limited to, energy efficiency, planting, improved air quality, storm water retention, temperature regulation, u/v protection, and habitat creation.

4.2 Streetscape Master Plan:

The Streetscape Master Plan will provide the layout and detailed design of private and public streetscape spaces, pedestrian and bicycle connections, as well as an architectural strategy for building locations, forms, heights and massing in relation to the public realm within this important key planned area.

- Preliminary site investigation and inspection of the topographical features, geotechnical analysis and field survey work required to carry out and complete the project.
- Analysis of the background streetscape policies outlined in the Thornhill Centre Street Study, OPA 671, OPA 672 and York Region Official Plan, including York Region Official Plan Amendment 43 (Centres and Corridors).
- Prepare an analysis of the various design issues and constraints, and present a recommended preferred streetscape design strategy to the City Steering Committee.
- Prepare a streetscape and pedestrian system master plan design and cost estimate for both the north and south sides of Centre Street, from Bathurst Street to west of Dufferin Street.
- The preparation and submission of preliminary drawings, investigations and recommendations to the City 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 the 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.
- Public participation is important to the success of the study, and it is envisioned that a Stakeholder Consultation Group (SCG) will be organized and actively participate throughout the design process. The (SCG) will consist of representatives from area ratepayer associations, local residents, and staff from City of Vaughan, Region of York and Toronto and Region Conservation Authority.
- Participate in a reasonable number of meetings for informative, mediative, preventative or coordinating 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.
- The preparation of cost estimates based on the streetscape master plan.
- The preparation of a detailed implementation phasing strategy and schedule.

5. THE CONSULTING TEAM

The Centre Street 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 and urban design, 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 Fall 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:

- Centre Street Urban Design Guidelines;
- Centre Street Streetscape Master Plan;
- 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 Document;
- 10 copies of the Streetscape Master Plan Document;
- 10 copies of the Implementation and Phasing Strategy Document.

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 or higher), 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 Group. The Coordinating Committee will include representation from the following:

- City of Vaughan: Departments of Development Planning (Urban Design Division), Policy Planning, Engineering, Public Works, Parks Development and Parks Forestry;
- Centre Street Community Stakeholders Group;
- Region of York: Departments of Planning & Development and Transportation Services;
- Toronto and Region Conservation Authority (TRCA)

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

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;
- 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:

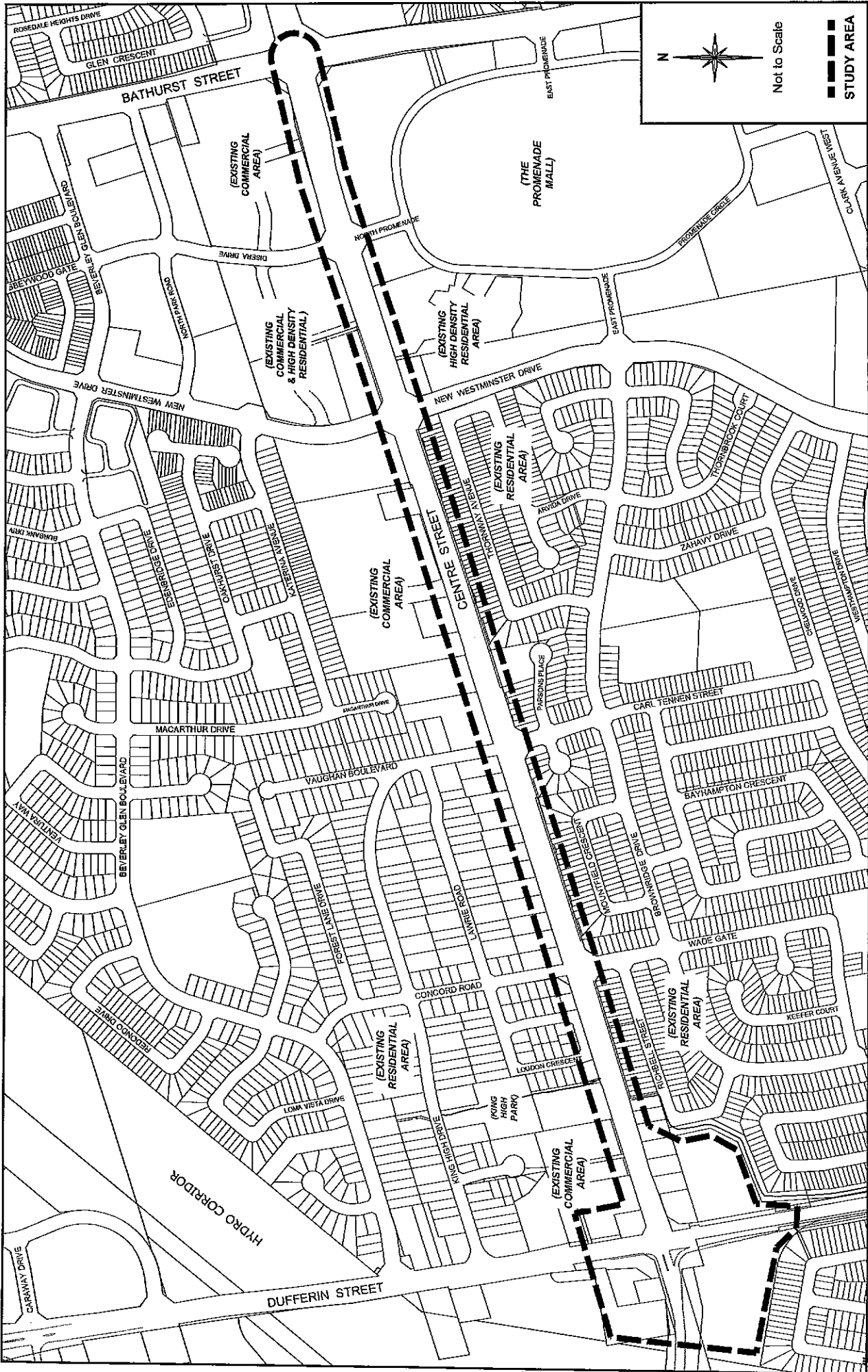
- Description and explanation of work undertaken in each invoice time period;
- Personnel employed and hours expended by the hourly rate;
- Disbursements;
- Total Fee for each invoice;
- Budget expended to-date and remaining budget.
- 10% hold back applicable to all invoices.

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 \$95,000.00 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.



Attachment

File: 19.29
 Date: June 5, 2009



Development Planning Department

Centre Street Corridor Location Map

Applicant: City of Vaughan
 Location: Parts of Lot 5 & 6,
 Concession 2

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