

COMMITTEE OF THE WHOLE MARCH 23, 2010

**CONCORD WEST URBAN DESIGN STREETScape MASTER PLAN STUDY
FILE 14.63
WARD 4**

Recommendation

The Commissioner of Planning, in consultation with the Commissioner of Finance/City Treasurer and the Director of Reserves and Investments recommends:

1. THAT the Terms of Reference, shown on Attachment #2, for the Concord West 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

Consistent with Green Directions Vaughan, the City's Sustainability and Environmental Master Plan, the Concord West Urban Design Streetscape Master Plan Study will support environmental sustainability and fulfill a number of goals and objectives outlined by the plan, specifically:

Goal 2: To ensure sustainable development and redevelopment.

Goal 3: To ensure that Vaughan is a city that is easy to get around with low environmental impact.

The needs of pedestrians, compact development and public transit will be supported by the strengthening and improvement of the public realm. The Concord West Urban Design Streetscape Master Plan Study will integrate environmentally sustainable materials and features into the streetscape design, facilitate pedestrian and bicycle movement throughout the area, create new open space and recreational connections, ensure transit-supportive land organization, and outline strategies and measures to achieve environmentally sustainable development. Additionally, the Upper West Don River subwatershed regeneration measures will be integrated into the Study, in consultation with the Toronto and Region Conservation Authority.

Economic Impact

A total budget of \$90,000.00 is required to complete the study and was included and approved in the Development Planning Department's 2010 Capital Budget (Project # DP-9018-10).

Communications Plan

Upon Council approval of the Study Terms of Reference and consultant selection, the Study will be initiated with a Public Workshop to which all stakeholders in the Study Area will be encouraged to attend and provide input. A Public Open House will be held to present the recommended Urban Design Vision and Draft Streetscape Master Plan. A graphic poster that summarizes the final study vision will be made available for printing and/or posting to the City's web site. A Stakeholder Consultation Group (SCG) will be established to facilitate input from residents and landowners (represented by the non-statutory Concord West Streetscape Community Advisory Committee), key municipal and regional departments, and public agencies. Regular project updates will be communicated by Urban Design staff to the Concord West Streetscape Community Advisory Committee at their scheduled meetings.

Purpose

The purpose of this report is to obtain Council direction to proceed with the Concord West Urban Design Streetscape Master Plan Study on the basis of the Terms of Reference appended to this report as Attachment #2.

Background - Analysis and Options

A Concord West Urban Design Streetscape Master Plan Study is necessary to enhance and improve the public realm of Keele Street and Regional Road 7 in the area known as the Concord West Community shown on Attachment #1. The Study will address key issues and opportunities facing the community; namely to improve its visual quality and sense of place; buffer noise levels for residents; improve pedestrian connectivity and access to open space; improve safety for pedestrians, cyclists and vehicles; and, to create an urban design framework for transit-supportive development.

The Streetscape Master Plan will build upon planned Regional capital road improvement projects for Keele Street and Regional Road 7. It will provide City of Vaughan and York Region with a vision to prescribe the layout and design of the public streetscape/spaces in the study area, including the detailed design of community gateways.

The Urban Design Guidelines are necessary to provide a framework to guide future development applications and will form the basis for subsequent submissions for zoning by-law amendments and site development applications.

Importantly, the Concord West Urban Design Streetscape Master Plan will provide direction to the non-statutory Concord West Streetscape Community Advisory Committee (CWSCAC) for organized and collaborative input to the City of Vaughan and York Region on the upcoming streetscape-related improvements and future development applications.

Study Time Schedule: The Study will be initiated in Summer 2010, following Council's approval of a consulting team to carry out the work plan, and is required to be completed by the end of 2010 in order to co-ordinate with Regional works and maximize potential Regional cost-sharing benefits under the Region's Municipal Streetscape Partnership Policy.

Selection of Consultant: A consultant team will be chosen primarily based upon their demonstrated expertise in planning and urban design, landscape architecture, architecture, engineering, and public facilitation.

Relationship to Vaughan Vision 2020/Strategic Plan

This report is consistent with the priorities set forth in Vaughan Vision 2020, specifically:

- Service Excellence: "Enhance and Ensure Community Safety, Health and Wellness" and "Lead and Promote Environmental Sustainability"
- Management Excellence: "Maintain Assets and Infrastructure" and "Plan and Manage Growth & Economic Vitality"

Regional Implications

The Concord West Urban Design Streetscape Master Plan Study will build upon and complement planned Regional capital road improvements and vivaNext surface transit projects: timing is to be coordinated with the Keele Street Environmental Assessment/ Detailed Design and the vivaNext preliminary streetscape design for Regional Road 7. The Streetscape Master Plan will enable the City of Vaughan to apply to York Region's Municipal Streetscape Partnership Program for partnership funding on streetscape enhancements.

Conclusion

The Terms of Reference for the Concord West 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 for the Concord West area. The Guidelines and Streetscape Master Plan will transform the corridors into an inviting, distinctive urban place that is attractive, sustainable, transit-supportive, pedestrian-friendly and connected with the existing Concord West community. The Concord West Urban Design Streetscape Master Plan Study will build upon and complement planned Regional capital road improvement projects for Keele Street and Regional Road 7.

Attachments

1. Study Area Location Map
2. Terms of Reference

Report Prepared by:

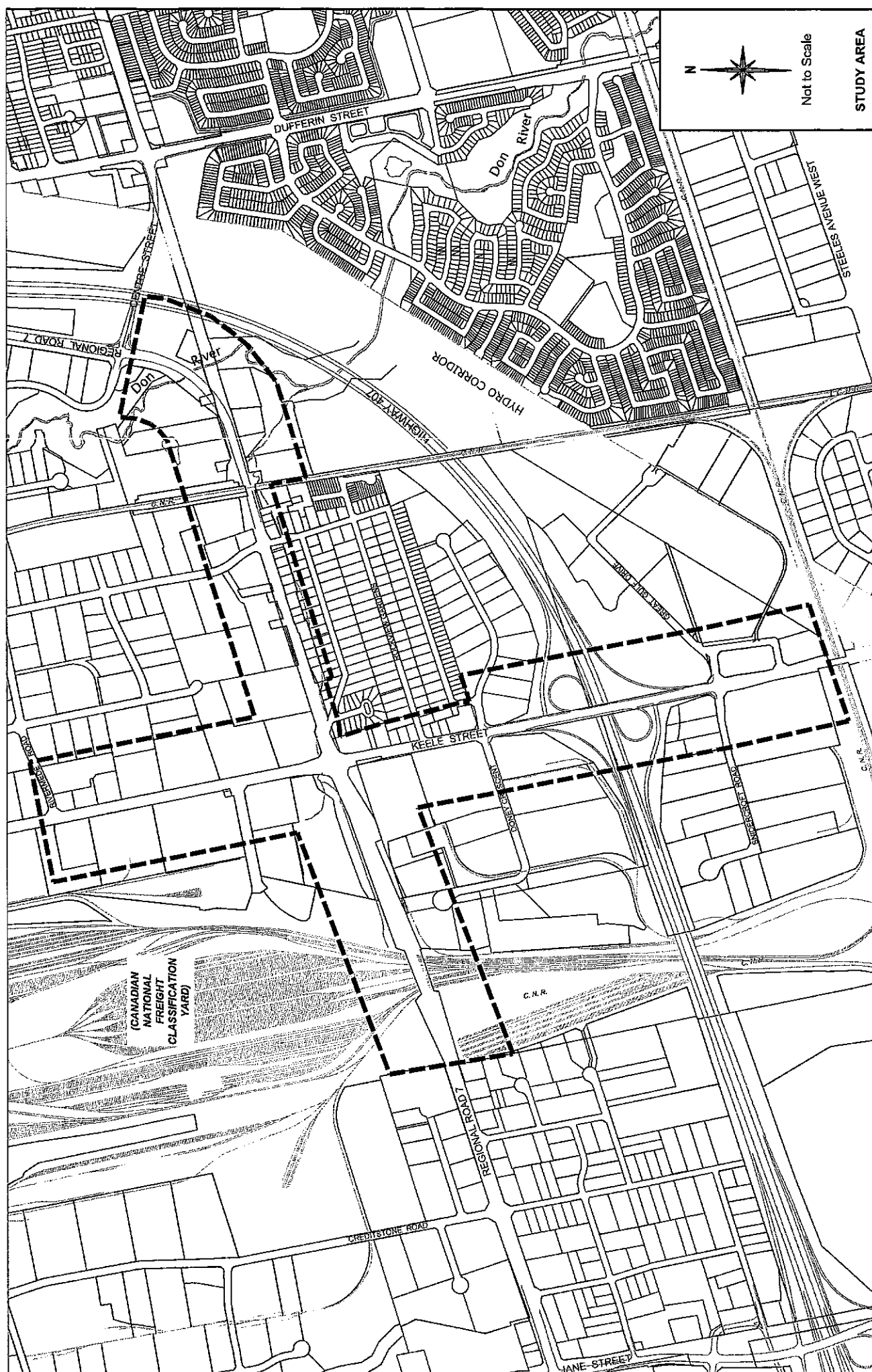
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Respectfully submitted,

JOHN ZIPAY
Commissioner of Planning

GRANT UYEVAMA
Director of Development Planning

/CM



Attachment
 File: 14.63
 Date: March 3, 2010

CITY OF Vaughan
The City Above Toronto
 Development Planning Department

**Concord West
 Urban Design Guidelines**

Applicant: City of Vaughan
 Location: Part of Lots 2 - 8,
 Concession s 3 & 4

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The City Above Toronto

ATTACHMENT # 2

TERMS OF REFERENCE

CONCORD WEST URBAN DESIGN STREETSCAPE
MASTER PLAN STUDY

MARCH 23, 2010

TERMS OF REFERENCE

CONCORD WEST URBAN DESIGN STREETSCAPE MASTER PLAN STUDY

DOCUMENT IV

TERMS OF REFERENCE

INTRODUCTION

The City of Vaughan is seeking a consulting team to prepare Urban Design Guidelines and a Streetscape Master Plan for the Concord West Community in the vicinity around Keele Street and Regional Road 7 (formerly named Highway 7).

The Concord West Urban Design Streetscape Master Plan Study will build upon and complement planned Regional capital road improvement projects: timing is to be coordinated with the Keele Street Environmental Assessment/Detailed Design and the vivaNext preliminary streetscape design for Regional Road 7.

The Urban Design Streetscape Master Plan is necessary to provide City of Vaughan staff with a framework to review future development applications and will form the basis for subsequent submissions for zoning by-law amendments and site development applications. It will provide the City of Vaughan and York Region with a vision to prescribe the layout and detailed design of the public realm in the Study Area. In addition, the Urban Design Streetscape Master Plan will provide direction to the non-statutory Concord West Streetscape Community Advisory Committee (CWSCAC) for organized and collaborative input to the City of Vaughan and York Region on upcoming streetscape-related improvements and future development applications.

A critical outcome of the Study is to allow City of Vaughan staff to determine implementation funding strategies that may be funded through development charges, and conditions of development approval. Of equal importance is that the Master Plan will enable the City of Vaughan to apply to York Region's Municipal Streetscape Partnership Program for partnership funding on streetscape enhancements. Lands within the study area have been identified as a "Community Improvement Project Area" in the City of Vaughan's Official Plan Amendments No. 660 and No. 664.

1. STUDY AREA

The Concord West Urban Design Streetscape Master Plan Study Area includes public and private lands on both sides of Regional Road 7 and Keele Street in the area of the Concord West Community. The established Concord West Community low density residential neighbourhood is not included in the Study Area, with the exception of lands directly fronting Keele Street and Regional Road 7.

The Urban Design Guidelines Study Area boundaries extend east-west along Regional Road 7 from Centre Street, along to the westerly end of the CN rail yards (bordering the Vaughan Metropolitan Centre); and north-south along Keele Street from the intersection of Rivermede Road in the north, to two blocks south of Highway 407, municipally known as 7250 Keele Street (bordering the Steeles Avenue Corridor Study Area). (Study Area Map-Attachment #1).

The Streetscape Master Plan Study Area boundaries extend east-west along Regional Road 7 from Centre Street to just west of the intersection of Keele and Regional Road 7; and north-south along Keele Street from just north of the Keele and Regional Road 7 intersection to Highway 407 (Study Area Map-Attachment #2).

Regional Road 7 is an east-west arterial roadway and is the second main arterial for York Region's VIVA rapid transit service. Keele Street is a north-south arterial roadway also under York Region jurisdiction. The low density residential Concord West Community is located at the south-east corner of the intersection of Keele Street and Regional Road 7. The community is represented by the non-statutory Concord West Streetscape Community Advisory Committee (CWSCAC).

Currently, the character of the area surrounding the residential Concord West Community is industrial and commercial, with a built form reflective of earlier policies and land-use conditions. Arterial roadways in the Study Area accommodate very high traffic volumes and demands of commercial vehicle traffic accessing the CN multimodal distribution centre and other industrial/commercial developments situated along both corridors. In addition, commuter traffic requiring access to the 407 ETR and travelling through the Study Area to and from growing residential communities has increased traffic volume and concerns for safety and need for road and streetscape improvements.¹

2. BACKGROUND

York Region Road Construction Program

In York Region's 2010 10-Year Roads Construction Capital Plan, the following projects have been identified: reconstruction of Keele Street (Steeles-407) in 2012, Keele Street & Regional Road 7 intersection improvements in 2014, and Keele Street (Regional Road 7-Rutherford) reconstruction in 2017.

Transit Plans

Regional Road 7 is the key east-west corridor linking the planned Regional Centres of Vaughan, Richmond Hill and Markham in York Region. Regional transit vivaNext plans include the construction of surface rapid transit in the Regional Road 7 corridor, integrated with the extension of the Spadina subway line that extends north to the Vaughan Metropolitan Centre. The surface rapid transit network will include the construction of a planned commuter GO Rail station (the Concord GO Centre) located at the intersection of Regional Road 7 and the north-

¹ Report No. 1 of the Transportation and Works Committee Regional Council Meeting of January 26, 2006.

south Bradford GO Rail line. Additionally, a “Transit Node” (for BRT on Regional Road 7 and Regional/ Local Transit Stop) will be located at the intersection of Keele Street and Regional Road 7. When the regional transit initiatives are fully implemented, the Concord West area will accommodate multi-modal traffic including bicycles, pedestrians, vehicles and higher order public transit service, becoming a multi-modal urban avenue that is both a corridor and an urban place.

Urban Transformation

In the near future, significant initiatives will transform the uses and character of the Concord West Study Area and its context. Provincial, regional and municipal policies have created a new vision for Regional Road 7 as a “necklace” on which are a series of “pearls” – centres developed around major transit connections. The Vaughan Metropolitan Centre (VMC) is planned directly to the west, bordering the Study Area. The VMC Plan is based on a grid of roads, urban sized blocks, and open spaces to create a pedestrian friendly environment and promote a mix of higher intensity employment, entertainment, cultural, municipal and residential land uses that can evolve over time. With the implementation of surface rapid transit connections and the two transit facilities within the Study Area, the Concord West area gains a high degree of accessibility and will become a prime location for intensified employment and residential development. The Concord West Area will support higher density mixed use development, employment lands and established low rise residential. Additionally, there exists the possibility of future development of the railway lands between Creditstone and Keele, Regional Road 7 and Rutherford, as a science and technology research park, as outlined in Vaughan Vision 2020.

Upper West Don River Watershed

The Study Area lands are located in the Upper West Don River sub watershed. The Bartley Smith Greenway, at the eastern edge of the Study Area, is a natural valley corridor with a continuous multi-use trail following the course of the West Don River for 15 km. However, currently there is only limited public access to the Bartley Smith Greenway from Regional Road 7 along the east side of the CN Bradford Rail line. A tributary stream of the West Don River runs east-west on the south and north sides of Regional Road 7, mostly underground and with unassessed instream structures. The area is identified in the *Toronto Region Conservation Authority (TRCA) Don River Watershed Plan 2009* as a Priority Basin for Implementation of “At-Source” Stormwater Management in the Upper Don. The TRCA Plan identifies how regeneration activities and sustainable practices in existing residential and industrial areas will help drive regeneration of the watershed. The high concentration of industrial and commercial existing land use with redevelopment potential presents the opportunity to explore regeneration within those land uses. Additionally, flood vulnerable areas are identified in industrial lands north of Regional Road 7 and east of Keele Street. The Upper West Don River Regeneration Plan includes the following actions specific to the Study Area: Improve water balance and stormwater management through lot level source controls (infiltration, evapotranspiration, reuse) in priority subbasins (tributaries of the Upper West Don River are specified), and in the industrial lands west of Dufferin Street; create and enhance natural cover in the target Terrestrial Natural Heritage System including in redevelopment areas along Regional Road 7; and implement sustainable technologies and practices in redevelopment and intensification areas and through retrofits in existing developed areas.

Provincial, Regional, Municipal and Stakeholder Policy Documents and Guidelines:

A number of provincial, regional and municipal policy documents and guidelines, as well as infrastructure initiatives will play an important role in the future development of the Regional Road 7 and Keele Street corridors. These include:

- Vaughan Vision 2020 – The City of Vaughan Strategic Plan
- Green Directions Vaughan – Community Sustainability and Environmental Master Plan (2009)
- Vaughan Tomorrow: A Plan for Transformation (January 22, 2010 draft, in progress)
- City of Vaughan Official Plan Amendments:
 - > Official Plan Amendment No. 4 (1960)
 - > Official Plan Amendment No. 210 (1997)
 - > Official Plan Amendment No. 276 (1989)
 - > Official Plan Amendment No. 333 (1990)
 - > Official Plan Amendment No. 450 (1997)
 - > Official Plan Amendment No. 453 (1995)
 - > Official Plan Amendment No. 467 (1996)
 - > Official Plan Amendment No. 543 (2001)
 - > Official Plan Amendment No. 549 (2001)
 - > Official Plan Amendment No. 589 (2003)
 - > Official Plan Amendment No. 660 (2007) amends Official Plan Amendment no. 450 - Employment Area Growth and Management Plan, and promotes a new vision for a sustainable urban structure with higher intensity centres and corridors complemented by lower intensity employment districts and residential neighbourhoods. Avenue Seven (Regional Road 7) will become a multi-purpose urban street with a wide range of uses and users, and the focus will be on public transit service. This transit supportive street network and pedestrian realm is expected to be a fully connected system with a high level of pedestrian amenity. The Official Plan Amendment designates the lands located adjacent to Avenue Seven (Regional Road 7) as follows:

- a) In the Concord industrial area, OPA 660 includes lands on the north side of Regional Road 7 at a depth of approximately 200 metres, from the CN line crossing of Regional Road 7 westward to the CN rail yards, and the southwest corner of Keele Street and Regional Road 7.
- b) A “Centre” (the Concord GO Centre) has been designated generally to encompass the lands within a 400 metre walking distance radius of the intersection of the CN Bradford rail line with crossing of Regional Road 7 in the Concord industrial area. Convenient connections will be made between the east-west rapid transit service on Regional Road 7 and the commuter GO Rail services. The Concord GO Centre is identified in OPA 660 as a centre within the “Prestige Areas – Centres and Avenue Seven Corridor” land use designation. Policies for the Concord Go Centre designate a broad mix of uses, including office, business, retail, institutional and civic uses in addition to a focus on high density residential development. The centre is anticipated to accommodate a major concentration of development, targeting a minimum Floor Space Index (FSI) of 3.5 and minimum density of 2.5 FSI. The maximum height in the GO Centre shall be established through the Tertiary Plan, and may exceed 10 storeys subject to development compatibility with adjacent uses. There shall be appropriate height transition between development within the Centre and adjacent sensitive land use designation. For sites that abut a low density residential designation, the maximum height of development within 30 metres of such designation is 4 storeys or 12.8 metres, whichever is less. Drive through uses within the Centre are prohibited. This area will be the subject of a tertiary planning exercise to more clearly define the planning framework governing the future development of these lands in conjunction with a new transit station on the Concord GO line.
- c) A “Transit Node” (including LRT in Hwy 7, Regional/Local Transit stop) is located at the intersection of Keele Street and Regional Road 7. The size of the Transit Node is based on 200 m walking distance from the transit stop. Transit Node land use is a mix of uses, with a focus that depends on adjacent land uses, the target density for a transit node is 3.0 FSI, and a minimum density requirement of 2.0 FSI. The maximum allowable height of any building is 10 storeys and there shall be an appropriate transition between development and adjacent, sensitive land uses. For sites that abut a low density residential designation, the maximum height of development is 4 storeys.
- d) A “Corridor” is based on a 200 metre walking distance on either side of Regional Road 7. The target average density in a Corridor is 1.5 FSI with a maximum of 2.5 FSI. The maximum height is 8 storeys abutting non-residential, and a maximum of 4-storeys abutting low density residential. The land use is a mix of uses, and the focus depends on adjacent land uses.

- e) The “Prestige Areas – Centres and Avenue Seven Corridor” land use designation applies to portions of the Regional Road 7 (Avenue Seven) corridor where opportunities for redevelopment are present. The designation applies to properties north and south of the Regional Road 7 right-of-way, generally to a maximum depth of 200 metres.
- f) Policies for Interstitial Lands on the Avenue Seven (Regional Road 7) Corridor -between the series of designated centres on Avenue Seven, the lands are generally designated “Prestige Areas – Centres and Avenue Seven Corridor”. The overall density target within the Avenue Seven Corridor is 1.5 FSI with a maximum density of 2.5 FSI. The minimum density required is 1.0 FSI. The maximum height of a building is 8 storeys and there shall be an appropriate transition between development and adjacent, sensitive land uses. For sites abutting non-residential designation, a maximum of 4-storeys is permitted. The land use is a mix of uses, and the focus depends on adjacent land uses.

> Official Plan Amendment No. 664 – Highway 7 Policy Review (2007)

- City of Vaughan - Highway 7 Land Use Futures Study (2001)
- City of Vaughan - The Corridor and Employment Area Design Standards Study
- City of Vaughan Active Together Master Plan, Parks, Recreation, Culture & Libraries Master Plan (2008)
- City of Vaughan Pedestrian and Bicycle Master Plan Study (2008)
- City of Vaughan Crime Prevention Through Environmental Design (CPTED) General Guidelines in the Development Review Process
- York Region Official Plan (as adopted by Regional Council, 16 December 2009)
- Planning for Tomorrow - York Region Growth Management Study (2006)
- York Region Sustainability Strategy (2007)
- York Region Transportation Master Plan – Planning (2003)
- York Region Pedestrian and Cycling Master Plan (2008)
- Making it Happen! The York Region Centres and Corridors Study
- York Region Transit Highway 7 Corridor and Vaughan N-S Link Public Transit Improvements Environmental Assessment

- Viva Rapidway Design Standards (2007)
- Regional Transit-Oriented Development Guidelines (2006)
- York Region Transit Coordinated Street Furniture Urban Design Guidelines (2009)
- York Region Street Tree Preservation and Planting Design Guidelines (2009)
- Government of Ontario, Places to Grow Act, 2005 (Ontario Bill 136)
- Government of Ontario, The 2005 Provincial Policy Statement (PPS)
- Toronto Region Conservation Authority Don River Watershed Plan (2009)

3. STUDY GOALS

The main goals of the Concord West Urban Design Streetscape Master Plan Study are to prepare:

- i) Preliminary Design Framework and Detailed Urban Design Guidelines;
- ii) Streetscape Master Plan;
- iii) Implementation and Phasing Plan and Schedule.

These components should be consistent with the design vision for the area identified in provincial, regional and municipal design policies and guidelines. Specifically, The Concord West Urban Design Streetscape Master Plan Study will address the following key objectives:

- a) Improve the visual quality and sense of place in the Study Area, building on the identity and vision for the Concord West Community.
- b) Transform Regional Road 7 and Keele Street to reflect their new roles as multi-purpose urban avenues which are a seamless combination of transportation corridors and pedestrian-oriented places.
 - Facilitate pedestrian and bicycle movement throughout the area by establishing the creation of connected, clearly defined, safe, and enjoyable environments with varied visual interest.
 - Integrate open spaces with the pedestrian realm to encourage social interaction, recreation, and streetscape animation.
 - Ensure transit-supportive land organization.
 - Minimize negative impacts of surface parking.
- c) Create unified and high quality streetscapes for Regional Road 7 and Keele Street within the Study Area, including but not limited to: community gateways, pedestrian connections, buffering noise levels, lighting, planting, signage, paving, street furniture, and other pedestrian-oriented amenities.

- Integrate environmental assessment/detailed design on the Region’s transit and roads capital projects into the master plan.
 - Integrate environmentally sustainable materials and features into the design.
- d) Ensure development and re-development is appropriate in scale, form, siting, and orientation to integrate with the existing residential community, engage the streetscape, contribute to character of the Concord West Community, and to support transit.
- e) Contribute to a sustainable community – social, environmental, economic and cultural.

4. 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 development of a Preliminary Design Framework and Urban Design Guidelines will ensure that development applications are consistent with the vision for the area as established in planning policies, guidelines, and plans. This component will include the following:

- Preliminary Design Framework and Objectives of the Urban Design Guidelines: Develop Preliminary Design Framework and Objectives based upon an inventory and assessment of existing conditions, identification of opportunities and constraints, stakeholder interviews, and planned regional capital projects within the Study Area. This component also includes the review and analysis of provincial, regional and municipal policy documents that pertain to the area in relation to the development of Urban Design Guidelines.
- Develop an Urban Design Vision and Concept.
- Public Realm Design Guidelines: Develop Public Realm Guidelines including: streetscapes; pedestrian crossings and connections; bicycle routes; bicycle parking; weather protection; public transit facilities; grade relationships; paving and soft landscaping; boulevard planting; signage, noise buffering; visual screening; gateways, open space access, and the enhancement and protection of the watershed and natural features. The Streetscape Master Plan will be prepared based on these guidelines.
- Built Form and Site Development Guidelines: Develop Built Form and Site Development Guidelines including: a digital 3D model and demonstration plan; build-within zones; setbacks; minimum built frontage; spacing between buildings; maximum building depths; minimum and maximum building heights; building massing; angular plane setbacks; the relationship between adjacencies; loading, service and garbage areas;

parking; site access; landscape; lighting; public and private traffic and pedestrian circulation systems; and watershed regeneration including urban forest enhancement, stormwater management and infiltration. A digital 3D model of Keele Street and Regional Road 7 streetscapes is required for conveying and testing ideas throughout the design process. The demonstration plan is a 3D visualization exercise using the digital model to demonstrate the appropriate scales and forms that achieve the target densities and heights outlined in City policies.

- **Circulation and Parking Strategy and Guidelines:** Outline current and proposed pedestrian, bicycle, transit and vehicular circulation networks, including improved pedestrian and bicycle linkages, parking, and integration with transit services including future transit node/GO Centre. Guidelines to include: enhanced pedestrian crossing points; hierarchy of connections; access to open space; the location of primary pedestrian entrances to buildings in relation to the streetscape; the relationship of street frontages; universal accessibility; and how the role of the public street, public transit, and pedestrian movement along the street are supported. Develop strategies for minimizing the visual and physical impacts of parking and vehicular access points on the streetscape.
- **Sustainability Strategy and Guidelines:** Outline strategies and measures to achieve sustainable development and an environmentally sustainable streetscape addressing: tree health and longevity; native and low input plantings; biodiversity; surface water; irrigation; heat island reduction; sustainable materials; energy efficient lighting; and reduction of light pollution. Incorporate the Upper West Don River Subwatershed Regeneration Plan, outlined within the Toronto and Region Conservation Authority Don River Watershed Plan (2009).

4.2 Streetscape Master Plan:

The Streetscape Master Plan will provide the layout and detailed design of the public streetscape spaces, enhanced community gateways and pedestrian, bicycle and transit connections. Because the timeline of the Concord West Streetscape Masterplan precedes completion of York Region capital road improvements, the streetscape design should offer a level of flexibility that can be accommodated during detailed design of Keele Street and vivaNext's plans for Regional Road 7. This component will include, but shall not be limited to, the following:

- Preliminary site investigation and inspection of the topographical features and field survey work required to carry out and complete the project. Prepare criteria to guide future geotechnical analysis required as a component of the streetscape construction.
- Review and analyze relevant provincial, regional, municipal and stakeholder background policies, plans and studies pertaining to the Study Area.
- Prepare and present a recommended Streetscape Design Strategy based on a detailed analysis of existing conditions and Urban Design Guidelines.
- Design a Streetscape Master Plan for the defined Study Area. The Streetscape Master Plan is to enhance Regional capital road improvement projects, and will provide detailed

design for community gateways. The Streetscape Master Plan is to include, but is not limited to: street furniture; railings; street lighting; wayfinding; street signage; bicycle parking; planting; pedestrian weather protection; paving; and gateways.

- Prepare a graphic Streetscape Improvement Plan Matrix for the proposed streetscape design components.
- Prepare and submit preliminary drawings, investigations, and recommendations to the City on such alternatives or modifications to the Project that the Consultant, in her/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.

4.3 Implementation and Phasing Plan and Schedule:

- Prepare a detailed Implementation and Phasing Plan and Schedule. The Phasing Plan will strategize and illustrate how development is likely to occur, and how the intensification of space and extensive uses, like shopping plazas, may occur over time.
- The Implementation and Phasing Plan and Schedule will need to incorporate York Region/ vivaNext project schedules.
- Prepare cost estimates for the Streetscape Master Plan in accordance with the Implementation and Phasing Plan.

4.4 Public Participation, Meetings and Presentations:

- Public participation is important to the success of the study with the following public process required at minimum:
 - i) A public consultation-workshop to generate preliminary ideas, and;
 - ii) A public open house to present the recommended Urban Design Vision and Streetscape Master Plan design.
- 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 the Concord West Streetscape Community Advisory Committee (CWSCAC) and staff from City of Vaughan, York Region, and Toronto Region Conservation Authority. The meetings

of the SCG will be open to anyone wishing to attend and inform themselves of the progress of the study.

- Participate in a reasonable number of meetings and presentations for informative, mediative, 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. Two (2) presentations to Council will be required, at minimum, to present draft Urban Design Guidelines and the final report. In addition, two (2) presentations to the Concord West Streetscape Community Advisory Committee (CWSCAC) will be required for input into the Streetscape Master Plan and Urban Design Guidelines.
- Deliverables include summary of public event outcomes in a web-ready format for posting on the City's web site, and a graphic poster that summarizes the final study vision for printing and/or posting to the web.

5. THE CONSULTING TEAM

The Concord West Urban Design Streetscape Master Plan Study requires a consulting team to address urban design, architecture, landscape architecture, engineering, and environmental sustainability issues. The team will be headed by a firm or consortium specializing in landscape architecture, architecture or planning and urban design, with a demonstrated record in public consultation and in the design and implementation of sustainable public realm projects. 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 early Summer 2010 and should be completed by December 2010 to align with York Region's capital road improvements and funding opportunities.

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 three (3) study products of the Concord West Urban Design Streetscape Master Plan Study are:

- Concord West Urban Design Guidelines;
- Concord West Streetscape Master Plan;
- Concord West Streetscape Implementation and Phasing Plan and Schedule.

Prior to preparation of final reports, one or more draft reports will be prepared for discussion and review by the Technical Advisory Committee (TAC) and Stakeholder Consultation Group (SCG).

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 Plan and Schedule Document;
- 1 copy of digital 3D model

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 (ex. 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 Urban Design Division of the City of Vaughan Development Planning Department. A Stakeholder Consultation Group (SCG) will be established to provide input into the project throughout the design process. The Stakeholder Consultation Group will include representation from the following:

- City of Vaughan: Departments of Planning, Community Services, Engineering & Public Works;
- York Region: Departments of Planning and Development Services and Transportation Services;
- Concord West Streetscape Community Advisory Committee (CWSCAC);
- Toronto 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;
- Deliverables/value-added work if applicable;
- 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 Proposal, ten (10) bound copies of the Proposal, in an 8½" 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:

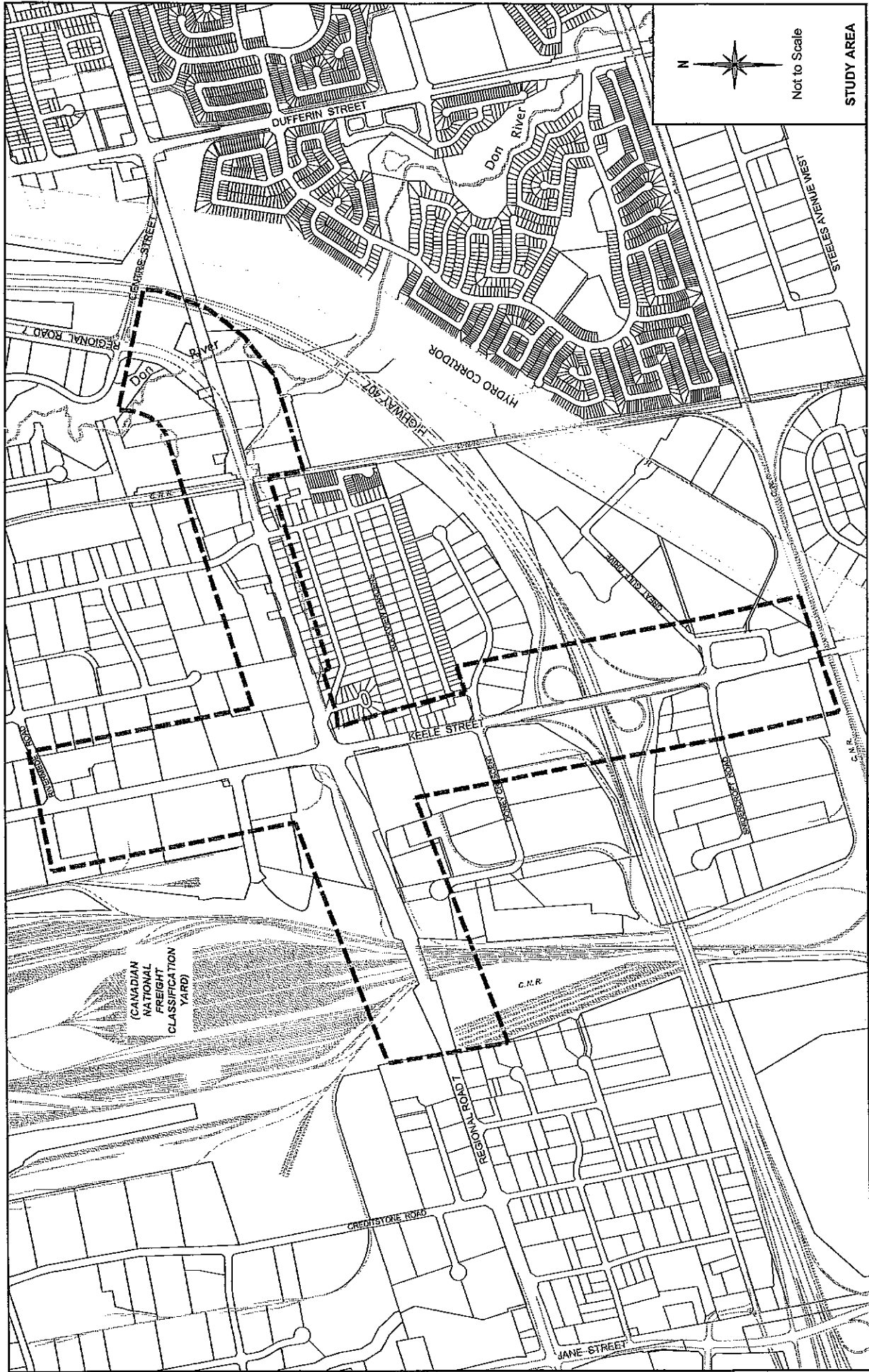
- Description and explanation of work undertaken in each invoice time period;
- Personnel employed and hours expended by the hourly rate;
- Disbursements;
- Total Fee for each invoice;
- Budget expended to-date and remaining budget.
- 10% hold back applicable to all invoices.

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 \$85,000.00 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 1

File: 14.63
Date: March 3, 2010

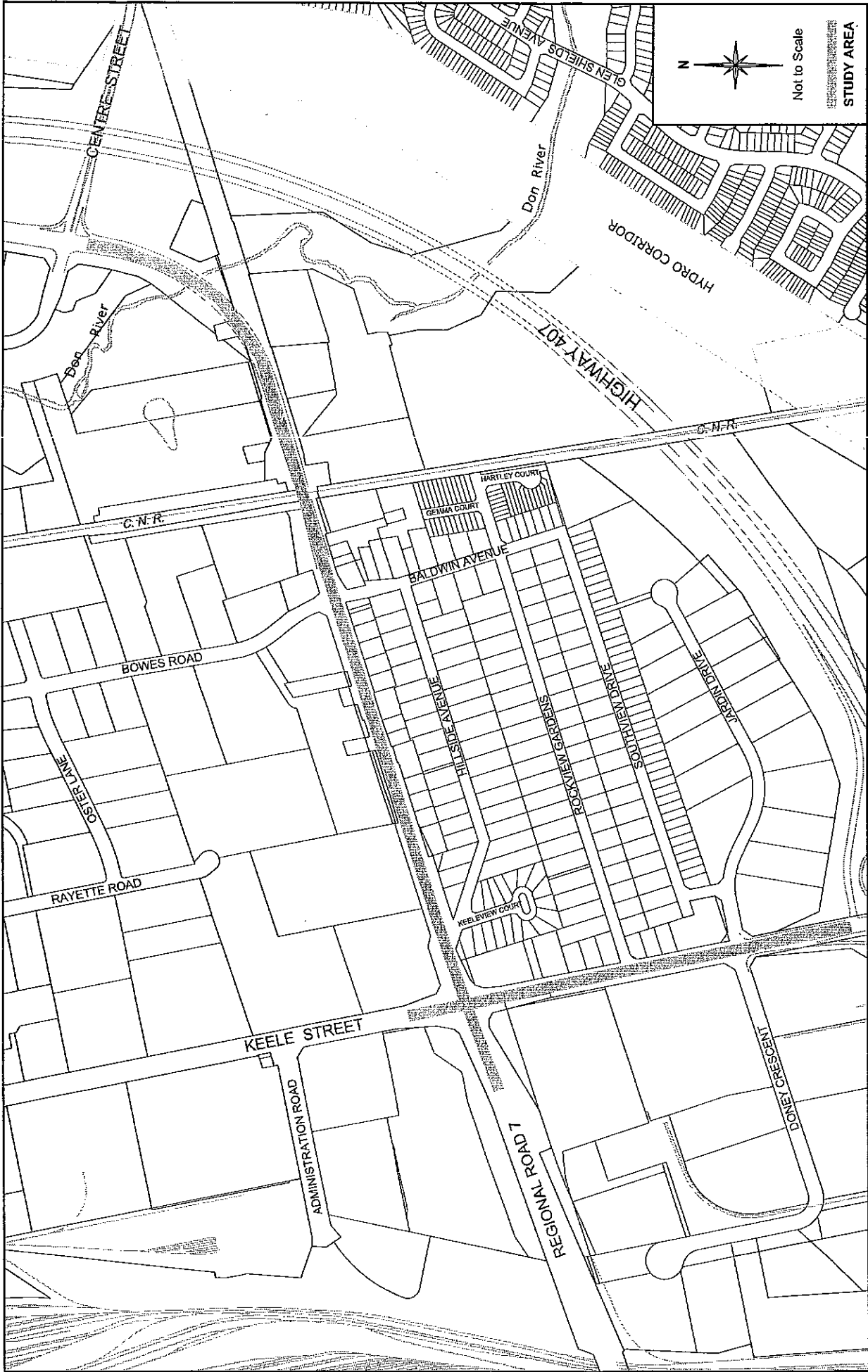


Development Planning Department

Concord West Urban Design Guidelines

Applicant: City of Vaughan
Location: Part of Lots 2 - 8,
Concession 3 & 4

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Concord West Streetscape Master Plan



Development Planning Department

Attachment 2

File: 14.63
Date: March 3, 2010

Applicant: City of Vaughan
Location: Part of Lots 2 - 8, Concessions 3 & 4

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