

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF JANUARY 29, 2013

Item 1, Report No. 1, of the Committee of the Whole, which was adopted without amendment by the Council of the City of Vaughan on January 29, 2013.

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**RFP12-466
NATURAL HERITAGE NETWORK STUDY – PHASES 2 TO 4
APPROVAL OF CONSULTING TEAM CONTRACT
FILE 25.5.4**

The Committee of the Whole recommends approval of the recommendation contained in the following report of the Commissioner of Planning and the Director of Policy Planning, dated January 15, 2013:

Recommendation

The Commissioner of Planning and the Director of Policy Planning in consultation with the Director of Purchasing Services and the Director of Budgeting and Financial Planning recommend:

1. That the Request for Proposal RFP12-466 be awarded to North-South Environmental Inc., to carry out Phases 2 to 4 of the Natural Heritage Network (NHN) Study in the amount of \$148,780 plus a contingency allowance of \$20,000, applicable taxes, and administration recovery.

Contribution to Sustainability

The Vaughan Official Plan (VOP 2010) was adopted by Council on September 7, 2010 and was subject to further modifications on September 27, 2011, March 20, 2012 and April 17, 2012. VOP 2010 designates a natural heritage system, the Natural Heritage Network, which is delineated on Schedule 2. Environmental policies in Chapter 3 of VOP 2010 direct that appropriate studies be undertaken to determine the precise limits of "natural heritage features and any additions to the mapped network". The Plan is consistent with York Region Official Plan policies directing local municipalities to develop local greenlands systems.

Two specific action items in Green Directions Vaughan (2009), the City's Community Sustainability and Environmental Master Plan, relate to the need to complete a natural heritage system.

1.3.2. Through the development of the City's new Official Plan, and in partnership with the Toronto and Region Conservation Authority, ensure protection of remaining natural features and explore opportunities for habitat restoration in headwater areas, along riparian corridors, and around wetlands.

2.2.4. Develop a comprehensive Natural Heritage Strategy that examines the City's natural capital and diversity and how best to enhance and connect it. As part of this action:

- *Develop an inventory of Vaughan's natural heritage, and identify opportunities for habitat restoration;*
- *Ensure that policies in the City's new Official Plan protect all ecological features and functions as per current provincial and regional policies, and also include consideration for locally significant natural features and functions;*
- *Develop policies to create opportunities for near urban agriculture within Vaughan's rural areas, through policies described in the City's new Official Plan.*

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The refinement of the Natural Heritage Network in Phase 1 of the Natural Heritage Network Study, and the further refinement and development of a stewardship strategy in Phases 2 through 4 of the Natural Heritage Network Study, are key components in support of Green Directions Vaughan.

Economic Impact

The total tender cost of \$176,903.04 includes a project cost of \$168,780.00, applicable taxes, and administration recovery. This is within the 2011 and 2012 approved capital budgets for the project Natural Heritage Network (NHN) Inventory and Improvements (Capital Project No. PL-9025-11).

Communications Plan

Submission of a public consultation strategy was a specific element of RFP12-466. Public consultation emerged from Phase 1 of the NHN Study as a critical component of the overall project. A Steering Committee has been established including City staff and representatives of York Region, the Ministry of Natural Resources and the Toronto and Region Conservation Authority. The Steering Committee will provide input throughout the study process.

Purpose

To obtain approval to retain North-South Environmental Inc., in collaboration with Orland Conservation, LURA and R.J. Burnside, to carry out Phases 2 to 4 of the NHN Study as detailed in the Terms of Reference for RFP12-466.

Background - Analysis and Options

The Terms of Reference to undertake Phases 2 to 4 of the NHN Study was presented as an attachment to the September 4, 2012 Committee of the Whole report (Report No. 33, Item 18). The Terms of Reference was approved, with modifications, by Council on September 25, 2012 and staff was authorized to issue a Request for Proposals.

A Request For Proposals (RFP) was advertised on City Page, the Electronic Tendering Network (Biddingo) and the Ontario Public Buyers Association website on November 8, 2012, with a closing date of November 30, 2012. One Addendum was issued to clarify proponents' queries and questions. Subsequently, 13 RFP documents were picked up from the Purchasing Services Department.

In response four submissions were received prior to the closing time on November 30, 2012, from the following:

1. Natural Resource Solutions Inc.;
2. Stantec Consulting;
3. North-South Environmental Inc. (in collaboration with Orland Conservation, LURA and R.J. Burnside); and
4. Dougan and Associates (in collaboration with SLR Consulting, Orland Conservation, C. Portt & Associates, Parish Geomorphic, and Biodiversity Institute of Ontario).

The consultant selection process to retain external consulting services to carry out Phases 2 to 4 of the NHN Study is complete, and the recommended firm/team is North-South Environmental Inc. in collaboration with Orland Conservation, LURA and R.J. Burnside.

The RFP package provided details of the contract, including the following evaluation criteria used in assessing competing bid submissions:

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- a) Consultant Profile and Consultant Resources: 45%
- Capability of the Consultant Team Leader;
 - Degree of Participation of the Consultant's senior staff;
 - Qualifications and expertise of the team members;
 - Project team organization chart and designation/allocation of resources (i.e. breakdown of each team member with their assigned tasks and the time commitment for each assigned task);
 - Experience in similar studies;
 - Level of public sector experience;
 - Experience in multi-disciplinary teams;
 - Demonstrated success in public/stakeholder consultation.
- b) Proposed Approach and Methodology: 35%
- Complete and comprehensive submission, with emphasis to the proposed methodology;
 - Demonstrated understanding of the project requirements, with emphasis to the expected deliverables;
 - Appropriate commitment of resources by project phases and/or components;
 - Introduction of innovative ideas and concepts;
 - Skill in communicating the project plan; and
 - Value added.
- c) Work Schedule: 10%
- Work program and scheduling of major milestones and meetings;
 - Steps and timing for Deliverables;
 - Ability to commit to the timing objectives for the completion of the study.
- d) Financial: 10%
- Proposal Fee;
 - Approach to reporting and invoicing, and monitoring of the budget.

A committee comprising staff from the Policy Planning, Development Planning, Parks Development, and Development/Transportation Engineering departments evaluated each of the proposals and identified one team which best satisfied the evaluation criteria. Purchasing Services facilitated and monitored the evaluation process.

North-South Environmental Inc., in collaboration with Orland Conservation, LURA and R.J. Burnside, was identified as the team best qualified to carry out the contract, based on the Committee's evaluation of their proposal.

The estimated cost to carry out the Phases 2 to 4 of the Natural Heritage Network (NHN) Study is \$176,903.04 as calculated below. The balance remaining will be used for incidental costs relating to the public meetings. The contingency allowance for consulting services is calculated at approximately 10% of the total remaining funds in the approved budget following the Phase 1 work. Only a small contingency was required to be identified for Phase 1 given the straight-forward work plan. Phases 2 to 4 includes field investigations and a more comprehensive public consultation strategy, such that more of the contingency is allocated to Phases 2 to 4 of the NHN Study.

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PL-9025-11 Natural Heritage Network (NHN)

Approved Capital Budget (PL-9025-11)		252,100.00
Less: Expenses/ Commitments to Date		48,323.89
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Current Funds Remaining		203,776.11
	148,780.00	
RFP 12-466 North South Environmental Inc.,		
Contingency Allowance	20,000.00	
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Sub-Total	168,780.00	
	2,970.53	
Non Refundable Portion of HST (1.76%)		
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Sub-Total	171,750.53	
	5,152.52	
Administration Recovery (3%)		
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Total Tender Costs	176,903.04	176,903.04
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Balance Remaining		26,873.07
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Relationship to Vaughan Vision 2020/Strategic Plan

In consideration of the strategic priorities related to Vaughan Vision 2020, the NHN Study will fulfill the following criteria:

- STRATEGIC GOAL:
Service Excellence - Providing service excellence to citizens.
- STRATEGIC OBJECTIVES:
Plan and Manage Growth & Economic Vitality;
Lead and promote environmental sustainability.

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

Regional Implications

Policies in the York Region Official Plan (ROP 2010) support the efforts of local municipalities to identify and implement local greenlands systems.

Conclusion

Staff recommends that Phases 2 to 4 of the NHN Study be awarded to North-South Environmental Inc., in collaboration with Orland Conservation, LURA and R.J. Burnside, in the amount of \$148,780 plus contingency allowance, applicable taxes and treasury administration for a total of 176,903.04.

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Attachments

N/A

Report prepared by:

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(A copy of the attachments referred to in the foregoing have been forwarded to each Member of Council and a copy thereof is also on file in the office of the City Clerk.)