

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF APRIL 19, 2016

Item 9, Report No. 18, of the Committee of the Whole, which was adopted without amendment by the Council of the City of Vaughan on April 19, 2016.

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**BLOCK 40 DISTRICT PARK
PARK DEVELOPMENT
AWARD OF RFP16-027 CONSULTING SERVICES
WARD 3**

The Committee of the Whole recommends approval of the recommendation contained in the following report of the Deputy City Manager Planning & Growth Management and the Director of Parks Development, dated April 5, 2016:

Recommendation

The Deputy City Manager Planning & Growth Management and the Director of Parks Development, in consultation with the Director of Purchasing Services and the Director of Financial Planning and Development Finance & Deputy City Treasurer recommend:

1. That RFP16-027 Landscape Architectural Consultant Team Services for UV1-D4 Block 40 District Park Development be awarded to Landscape Planning Ltd. in the amount of \$267,800.00, plus administrative recovery;
2. That a contingency allowance in the amount of \$40,170.00 plus administrative recovery be approved, within which the Director of Parks Development, or his designate is authorized to approve amendments to this contract;
3. That the amounts identified in the above recommendations, including all contingency allowances and administrative recovery be funded from Capital Project PK-6365-14; and
4. That the Mayor and City Clerk be authorized to sign the appropriate documents.

Contribution to Sustainability

This report is consistent with the priorities previously set by Council in the Green Directions Vaughan, Community Sustainability Environmental Master Plan, Goal 2, Objective 2.2:

- To develop Vaughan as a City with maximum green space and an urban form that supports our expected population growth.

Economic Impact

Funding for this project in the total amount of \$317,209.10, which includes a contingency allowance and administrative recovery, can be accommodated within the approved Capital Project PK-6365-14.

Communications Plan

Community consultation will be an integral component of the park design and development process.

Purpose

The purpose of this report is to seek Council approval to award RFP16-027 to Landscape Planning Ltd. to undertake design and contract administration services for UV1-D4 Block 40 District Park development (see Attachment 1 for project location).

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Background - Analysis and Options

Staff prepared and issued a Request for Proposal (RFP) to retain a consultant team to undertake the following scope of work:

- Research, Inventory and Analysis
- Concept Plan
- Detailed Design Development
- Construction Documentation
- Tender Preparation Phase
- Contract Administration (including Warranty and Final Clearance)

RFP16-027 Landscape Architectural Consultant Team Services for UV1-D4 Block 40 District Park Development was released on January 14, 2016 with a closing date of February 4, 2016. The RFP was advertised in Bidding, OPBA, City Webpage on January 15, 2016. The RFP package provided details of the contract, including the evaluation criteria to be used in the assessment of competing proposal bids. Two (2) Addendums were issued on February 1, 2016, including an extended closing date of February 8, 2016, and to answer questions from Proponents.

A total of Sixteen (16) proposal documents were picked up and ten (10) proposals submitted. Submissions were received from the following Proponents:

1. Baker Turner Inc.
2. Cosburn Giberson Landscape Architects
3. Landscape Planning Ltd
4. MMM Group Ltd.
5. NAK Design Strategies
6. PMA Landscape Architects
7. Scott Torrance Landscape Architects Inc.
8. Stantec
9. Terraplan Landscape Architects
10. The MBTW Group

The City's bid package provided details of the contract, including the following criteria to be used in the evaluation of competing proposal submissions:

- | | |
|---|-----|
| i. Completeness of Team and Appropriate Resourcing: | 45% |
| ii. Examples of Related Work: | 35% |
| iii. Vision and Approach: | 10% |
| iv. Proposal Submission: | 10% |

An Evaluation Committee comprised of staff from Parks Development, Transportation Services, Parks and Forestry Operations and facilitated by Purchasing Services carried out the evaluation process. Each proposal was evaluated based on the proposed consultant team, experience, vision and approach, and the quality of the written proposal. Following a preliminary evaluation of technical expertise, Proponents scoring higher than 75 points were moved to a second stage of evaluation where the financials were scored. An additional 10 points were available for the financial component. Following the completion of both review stages, Landscape Planning Ltd. was the highest scoring Proponent.

The Landscape Planning Ltd. team includes expertise in landscape architecture and architecture, sports field design and construction (including artificial turf), civil, structural and

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mechanical engineering, public consultation, transportation services, sustainable design, electrical services, costing consultant, geotechnical and topographic survey services, irrigation services, skatepark design and construction administration. Key example projects provided by the Landscape Planning Ltd. team include completion of the North Oshawa District Park (City of Oshawa), Rocking Horse Ranch (Town of Richmond Hill) and Lampman Lane Community Park (City of Barrie). The Landscape Planning Ltd. team provided an excellent proposal that clearly identifies their interest in developing an award winning park in accordance with the Block 40 District Park RFP stated vision.

The selection process to retain consulting services for the UV1-D4 Block 40 District Park Development project is complete, and staff recommend awarding the contract for consulting services to Landscape Planning Ltd. based on the Committee's evaluation.

Financial Summary	
PK-6365-14 (UV1-D4 Block 40 District Park Development)	
RFP Cost RFP16-027 (excluding HST)	267,800.00
Contingency (15%)	40,170.00
HST (1.76%)*	0.00
3% administration fees	9,239.10
Total Cost	317,209.10
PK-6365-14 Budget	392,112.00
Less: Commitments/Expenses to Date	0.00
3% administration fees	0.00
Tender Total Cost RFP16-027	317,209.10
Budget Remaining for future expenses	\$74,902.90

* Permitting parks receive a full HST rebate and therefore HST is not included in capital project.

The project is considered moderate in complexity and the scope of work is mostly defined, however there are many external constraints and potential interests from user groups. In accordance with the Contingency Matrix (identified in Appendix 1 of the Capital Project Finance Administration and Reporting Policy), a contingency allowance of 15% has been identified as an appropriate amount to address any unforeseen work in completing the scope of the project. Accordingly a contingency amount of \$40,170.00 is requested and covered within the approved Capital budget. Residual funds remaining following the completion of the project will be recommended to be returned to the original source, upon closure of the project

Relationship to Term of Council Service Excellence Strategic Map (2014-2018)

This report is consistent with the priorities established in the updated Term of Council Service Excellence Strategy Map, specifically:

- Invest, renew and manage infrastructure and assess;
- Continue to ensure the safety and well-being of citizens;
- Continue to cultivate an environmentally sustainable City; and
- Support and promote arts, culture, heritage and sports in the community.

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Regional Implications

There are no regional implications.

Conclusion

In January 2016 staff undertook an RFP process to secure a consultant team to advance the UV1-D4 Block 40 District Park development. Following a review of submissions by the City's evaluation team, staff recommend awarding the contract to the highest scoring Proponent Landscape Planning Ltd. The Landscape Planning Ltd. team provided an excellent proposal that demonstrates a thorough understanding of the assignment and they are well qualified to fulfill the requirements of the contract. Following design and tendering and pending budget approval for the construction of the District Park, the construction will take place starting in 2017 and go into 2018.

Attachment

1. Project Location Map

Report prepared by:

Melanie Morris, Manager, Parks Development & Construction, Ext. 8058
Michael McNamara, Landscape Architect, Ext. 8110

(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.)