

**CITY OF VAUGHAN**

**EXTRACT FROM COUNCIL MEETING MINUTES OF SEPTEMBER 9, 2014**

Item 14, Report No. 36, of the Committee of the Whole, which was adopted without amendment by the Council of the City of Vaughan on September 9, 2014.

**14**

**AWARD OF REQUEST FOR PROPOSAL RFP 14-239  
VAUGHAN METROPOLITAN CENTRE URBAN DESIGN GUIDELINES  
SELECTION OF CONSULTANT  
FILE 25.5.12.3  
WARD 4**

**The Committee of the Whole recommends approval of the recommendation contained in the following report of the Commissioner of Planning, Interim Director of Planning/Director of Development Planning and Manager of Urban Design, dated September 2, 2014:**

**Recommendation**

The Commissioner of Planning, Interim Director of Planning/Director of Development Planning and Manager of Urban Design, in consultation with the Executive Director, Office of the City Manager, Director of Purchasing Services and the Commissioner of Finance & City Treasurer recommend:

1. THAT regional Architects be retained to provide consulting services to develop the Vaughan Metropolitan Centre Urban Design Guidelines and that the project be funded from the approved Capital Project DP-9538-14, to an upset limit not exceeding \$114,880 plus applicable taxes.
2. THAT a 15% contingency allowance in the amount of \$17,232.00 plus applicable taxes be approved, within which the Commissioner of Planning or his designate is authorized to approve change orders to the Contract with regional Architects, if necessary.
3. THAT the Mayor and City Clerk be authorized to sign the necessary agreements and documents.

**Contribution to Sustainability**

Green Directions Vaughan, the City's Community Sustainability and Environmental Master Plan, embraces a Sustainability First principle and states that sustainability means we make decisions and take actions that ensure a healthy environment, vibrant communities and economic vitality for current and future generations. Promoting high quality and context sensitive design is a key component of achieving this vision.

The development of Urban Design Guidelines for the Vaughan Metropolitan Centre (VMC) has the potential to contribute to achieving the goals and objectives outlined in Green Directions Vaughan, specifically:

Goal 2: To ensure sustainable development and redevelopment

- Objective 2.2: To develop Vaughan as a City with maximum greenspace and an urban form that supports our expected population growth
- Objective 2.3: To create a City with sustainable built form

Goal 4: To create a vibrant community where citizens, business and visitors thrive

- Objective 4.1: To foster a city with a strong social cohesion, an engaging arts scene, and a clear sense of its culture and heritage

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Goal 5: To be leaders in advocacy and education on sustainability issues

- Objective 5.1: To share sustainable best practices and ideas between and among municipal staff and the community

#### **Economic Impact**

Funding for this project in the amount of \$150,000, which includes a contingency allowance, administrative recovery and applicable taxes, can be accommodated within the approved capital budget DP-9538-14 VMC Urban Design Guidelines.

#### **Communications Plan**

The Urban Design Guidelines will be used as a tool by the City, development community and stakeholders to guide design development within private realm projects in the downtown, outlining the City's expectations related to built form quality in the VMC. As part of the design process, the project schedule will include several information and education sessions led by the Consultant team to generate feedback and provide instruction on the use and application of the guidelines for landowners, stakeholders and other interested parties. In addition, Staff will work in concert with the VMC Development Facilitator to form a stakeholder/landowner Advisory group to provide continued input throughout the design process and support a collaborative urban design framework for the project.

#### **Purpose**

The purpose of this report is to obtain Council authorization to award RFP 14-239 to regionalArchitects to develop the VMC Urban Design Guidelines.

#### **Background - Analysis and Options**

The following is the resolution respecting Item 17, Report No. 30, of the Committee of the Whole, which was adopted without amendment by the Council of the City of Vaughan on June 24, 2014:

1. THAT staff be authorized to prepare and release a Request for Proposal (RFP) to retain a consultant to develop the Vaughan Metropolitan Centre Urban Design Guidelines and that the project be funded from the approved Capital Project DP-9538-14.
2. THAT staff report back to a future Committee of the Whole meeting with a Recommendation for Award of Contract.

A Request for Proposal (RFP) was released on Monday, July 14, 2014 with a closing date of Wednesday, August 6, 2014. The RFP was advertised in Biddingo, OPBA and City Webpage on July 14, 2014. The RFP package provided details of the contract, including the evaluation criteria used in the assessment of competing proposal bids. Eleven (11) Proposal Documents were picked up. One (1) Addendum was issued on Monday, July 28, 2014, to answer questions from the Proponents. Submissions were received from the following Proponents:

1. Urban Strategies Inc., Toronto, ON
2. Brook McIlroy, Toronto, ON
3. MMM Group Ltd., Thornhill, ON
4. HOK, Toronto, ON
5. The MBTW Group, Toronto, ON
6. regionalArchitects, Toronto, ON

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

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i. Qualifications and Experience:	40%
ii. Quality of the Proposal:	20%
iii. Project Management:	30%
iv. Financial:	10%

An Evaluation Committee, comprised of staff from Development Planning, Policy Planning and Parks Development, and facilitated by the Purchasing Services Department, carried out the evaluation process. Each proposal was evaluated based on the capability, experience, expertise, and skills of the team members, and in terms of suitability with respect to team organization, project management, and quality of its written presentation. The two top-scoring proponents were then further evaluated through a short-list interview process conducted by the Evaluation Committee and facilitated by the Purchasing Services Department. regionalArchitects was the highest scorer.

The selection process to retain consulting services to develop the VMC Urban Design Guidelines is complete, and the recommended firm/team to carry out the contract is regionalArchitects based on the Committee's evaluation of their proposal and interview.

Financial Summary

<b>RFP 14-239</b>	<b>\$ 114,880.00</b>
Contingency (15%)	\$ 17,232.00
HST (1.76%)	\$ 2,325.17
3% administration fees	\$ 4,033.12
<b>Total Cost</b>	<b>\$ 138,470.29</b>
Rounded	\$ 138,500.00
<b>Approved Capital Budget</b>	<b>\$ 150,000.00</b>
Balance Remaining	\$ 11,500.00

A total contingency amount of 15% of the RFP price (\$17,232.00) is requested and is covered within the approved Capital budget. The VMC Urban Design Guidelines will be developed as a highly custom and graphic document that addresses the potential character of each neighbourhood in the downtown, and tackles the challenge of guiding incremental built form growth and phased development interfaces in the VMC that are tailored to market realities, yet steer growth in such a way as to fulfill the vision of the VMC Secondary Plan over time. The development of such strategic guidelines will require the consultant team to work closely with stakeholders to identify coordinated urban design goals on a finer grain quadrant basis. As such, this contingency allowance will be used to address any unforeseen work that may arise through the extensive consultation process required. Given the complexity of the project, the residual funding should be used to fund the administrative costs associated with holding any additional public and stakeholder meetings or education sessions than are initially anticipated.

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#### **Relationship to Vaughan Vision 2020/Strategic Plan**

The development of detailed urban design guidelines for the VMC contributes to the goals and themes within Vaughan Vision 2020, the City of Vaughan's Strategic Plan, specifically:

Service Excellence:

- Demonstrate Excellence in Service Delivery
- Promote Community, Safety, Health & Wellness
- Lead & Promote Environmental Sustainability

Organizational Excellence

- Manage Growth & Economic Well-being

#### **Regional Implications**

The development of Urban Design Guidelines for the VMC supports the Region of York Official Plan vision of building sustainable communities that achieve the highest standard in urban design and green building, particularly the implementation of the following objective:

5.2.8 To employ the highest standard of urban design, which:

- a. provides pedestrian scale, safety, comfort, accessibility and connectivity;
- b. complements the character of existing areas and fosters each community's unique sense of place;
- c. promotes sustainable and attractive buildings that minimize energy use;
- d. promotes landscaping, public spaces and streetscapes;
- e. ensures compatibility with and transition to surrounding land uses;
- f. emphasizes walkability and accessibility through strategic building placement and orientation;
- g. follows the York Region Transit-Oriented Development Guidelines; and,
- h. creates well-defined, centrally-located urban public spaces.

#### **Conclusion**

The lead consultant regionalArchitects is well qualified to fulfill the requirements of the contract, and therefore, it is recommended that regionalArchitects be retained by the City to undertake consulting services to develop the VMC Urban Design Guidelines, to an upset limit not exceeding \$114,880 plus contingency allowance, applicable taxes and administration recovery.

#### **Attachments**

N/A

#### **Report prepared by:**

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