

**CITY OF VAUGHAN**

**EXTRACT FROM COUNCIL MEETING MINUTES OF DECEMBER 11, 2012**

Item 8, Report No. 48, of the Committee of the Whole, which was adopted without amendment by the Council of the City of Vaughan on December 11, 2012.

**8**

**RFP12-370 CONTRACT AWARD  
RETENTION OF BLOCK PLAN PEER REVIEW CONSULTANT  
FILE 15.60.1  
CITYWIDE**

**The Committee of the Whole recommends approval of the recommendation contained in the following report of the Commissioner of Planning, dated November 27, 2012:**

**Recommendation**

The Commissioner of Planning, in consultation with the Acting Director of Purchasing Services, the Director of Policy Planning and Commissioner of Finance/City Treasurer recommends:

1. That the Request for Proposal RFP12-370 be awarded to the consulting team led by the firm Urban Strategies Inc. to provide Peer Review Services to assist staff in the review of Block Plan applications subject to a minimum annual retainer fee of \$10,000 per annum over a three year term and subject to the hourly rates for consulting services specified in the proposal document, which are fixed for the three year term;
2. That the funding be provided from the Block Plan deferred fee account and that associated disbursements be applied to the Policy Planning professional fees account;
3. That the Mayor and Clerk be authorized to sign the necessary 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 greenspace and an urban form that supports our expected population growth.

**Economic Impact**

Funding for the Block Plan Peer Review will be provided through the Block Plan Fees, which were collected in prior years and placed in a deferred revenue account for this purpose.

As previously reported to Council the peer review services are estimated at approximately \$50,000 annually. This amount may vary year to year. The retainer applies against these amounts.

**Communications Plan**

Each individual peer review assignment will be guided by a scope of work. Depending on the circumstance, a communication plan will be provided in the approved scope of work for implementation by the consultant and/or staff.

**Purpose**

To obtain approval to retain a consultant to assist staff in the review of Block Plans through the provision of peer review services in accordance with the Terms of Reference RFP12-370.

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**Background - Analysis and Options**

The submission of a number of Block Plan approval applications is anticipated over the next 5 years resulting from the Official Plan approvals emerging from the VOP 2010 process and decisions related to the Regional Official Plan. To assist staff in completing the technical reviews it would be beneficial to retain the services of a consulting firm or team that can provide land use planning and urban design and supporting services to assist in the review of the Block Plan applications. The Peer reviewer would be on a three year extendable retainer and would be available to provide targeted assistance to staff on any Block Plans submitted during the term of the contract. The capacity to review block plans will be necessary to ensure the thorough and timely review of landowner applications.

City staff will still be responsible for the processing and review of the Block Plan applications. The consultant would be brought in to assist on unique situations where the City does not have the specialized expertise or where workload considerations will not allow staff to complete the review in a timely manner. The Peer Review consultant will be retained on a long-term basis (three to five years) to be available to provide these services on short-notice on the basis of a scope of work approved by the Commissioner of Planning. This would eliminate the need for an individual recruitment process, which would add time to the review. This approach will provide the Commissioner of Planning with the flexibility to bring on expertise on short notice, in order to ensure an expeditious and comprehensive review of the Block Plan application.

On June 26, 2012 Council approved a recommendation that a Request for Proposal be issued for the retention of a Block Plan Peer Review Consultant to review and comment on existing and future Block Plan applications.

Request for Proposal (RFP12-370) to retain the Peer Reviewer was issued on October 5, 2012 and was advertised on the following websites: Biddingo, OPBA, and the City Webpage with a closing date of October 29, 2012. One addendum was issued to respond to questions from a proponent.

Twelve firms picked up the RFP documents. Two (2) proposals were received by the deadline one of which was found to be non-compliant. The compliant proposal originated with the following firm, as lead consultant:

- Urban Strategies Inc., Toronto, ON

The RFP package provided details of the contract, including the following evaluation criteria to be used in the assessment of the competing proposals:

**a) Qualifications and Experience:**

**45%**

- Capability of the Consultant Team Leader;
- Degree of participation of senior staff;
- Qualifications and expertise of the team members;
- Skills consistent with the needs of the project;
- Experience in similar studies i.e. peer reviews;
- Level of public sector experience;
- Experience and a history of success in multi-disciplinary teams;
- Demonstrated success in public/stakeholder consultation;
- Demonstrated skill in preparation of high quality illustrations and graphics portraying alternative concepts.

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**b) Quality of the Proposal: 30%**

- Complete and comprehensive submission;
- Demonstrated understanding of the project requirements;
- Organization and clarity of presentation;
- Demonstrated access to all the identified skill sets;
- Demonstrated skill in written and visual communication of the project plan.

**c) Project Management: 15%**

- Demonstrated capability in project management;;
- Ability to commit to the timing objectives of the City for rapid response to high priority assignments;

**d) Financial: 10%**

- Hourly rates;

A committee comprising staff from the Policy Planning Department, chaired by the Purchasing Services Department, carried out the evaluation of the compliant proposal. The proposal by Urban Strategies Inc. satisfactorily addressed the evaluation criteria set out in the Request for Proposal. It assembled a team that could be drawn upon to support the review, across a range of potential disciplines.

In addition, Urban Strategies indicated in the proposal that it would source additional specialty expertise as required to fulfill the needs of any particular assignment. The types of resources would be specified in the scope of work issued for each assignment subject to consultation with any affected City departments. The fixed hourly rates specified in the proposal are competitive and the proponent concurred with the City's maximum upset annual retainer of \$10,000 per year. On this basis it is recommended that the firm Urban Strategies Inc. be retained as the Block Plan Peer Review Consultant.

There are currently funds available to finance the Peer Review work. These funds were accumulated through the Block Plan application fees, which were collected over the years for this purpose. They currently reside in a deferred revenue account. In order to access them for the purpose of funding the peer review work, they will need to be transferred to an expenditure account. A recommendation to that effect has been included.

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

The retention of a Peer Review Consultant to assist in targeted reviews of Block Plan applications is consistent with the City's objectives for planning and managing economic growth and vitality by responding to the following:

- Plan and Manage Growth and Economic Vitality;
- Complete and implement the Growth Management Strategy;

#### **Regional Implications:**

There are no Regional implications arising from the retention of a Block Plan Peer Review Consultant.

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**Conclusion**

One compliant proposal was received to provide Peer Review Services for the Review of Block Plan Applications. The proposal was reviewed and was found to satisfy the evaluation criteria established in the Request for Proposal. Therefore, it is recommended that the team led by the firm Urban Strategies Inc. be retained.

**Attachments**

N/A

**Report prepared by:**

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