

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF APRIL 19, 2017

Item 8, Report No. 13, of the Committee of the Whole, which was adopted without amendment by the Council of the City of Vaughan on April 19, 2017.

8

**AWARD OF RFP17-033
CONSULTANT SERVICES FOR
ACTIVE TOGETHER MASTER PLAN 2018 UPDATE**

The Committee of the Whole recommends:

- 1) That the recommendation contained in the following report of the Deputy City Manager, Planning & Growth Management, the Deputy City Manager, Community Services and the Chief Executive Officer, Vaughan Public Libraries, dated April 4, 2017, be approved; and
- 2) That the following be approved in accordance with Communication C37, Memorandum from the Deputy City Manager, Planning and Growth Management, dated April 4, 2017:
 1. That RFP17-033 for consulting services for the update of the Active Together Master Plan for 2018 be awarded to Monteith Brown Planning Consultants in the amount of \$119,900.00 plus applicable taxes;
 2. That a contingency allowance in the amount of \$11,990.00 plus applicable taxes, 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, applicable taxes and administration recovery be funded from Capital Project PK-6433-16 Active Together Master Plan Update; and
 4. That the Mayor and the City Clerk be authorized to sign the appropriate documents.

Recommendation

The Deputy City Manager, Planning & Growth Management, the Deputy City Manager, Community Services and the Chief Executive Officer, Vaughan Public Libraries in consultation with the Director of Procurement Services and the Director of Financial Planning and Development Finance & Deputy City Treasurer recommend:

1. That the Committee of the Whole, at its meeting of April 4, 2017 give consideration to the recommendations contained within a Communication to be provided following the completion of the procurement evaluation for RFP17-033 Consultant Services for Active Together Master Plan 2018 Update.

Contribution to Sustainability

Green Directions Vaughan 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. Specifically, this report aligns with the following objectives:

- Objective 2.2 To develop Vaughan as a City with maximum green space and an urban form that supports our expected population growth.

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- Objective 3.1 To develop and sustain a network of sidewalks, paths and trails that supports all modes of non-vehicular transportation.
- Objective 4.1 To foster a City with strong social cohesion, an engaging arts scene, and a clear sense of its culture and heritage.
- Objective 6.1 To fully support the implementation of Green Directions at all levels of City operations.

Economic Impact

The economic impact of this project will be fully identified upon completion of the evaluation process for RFP17-033. Funding for this project is included in approved Capital Project PK-6433-16.

Communications Plan

The RFP process was advertised on the Bids and Tenders Section of the City's Website, Biddingo and Ontario Public Buyers Association (OPBA) on February 8, 2017 with a closing date of February 28, 2017. All proponents will be notified of the City's acceptance or non-acceptance of their respective proposals in accordance with standard procedure.

Several forms of public consultation will be proposed as part of the implementation plan for this project to gather information from Vaughan residents and user groups that will inform the update to the ATMP in terms of desired levels of service for parks, recreation and libraries programs and facilities.

Purpose

The purpose of this report is to seek Council approval to award Request for Proposal RFP17-033 Consultant Services for Active Together Master Plan 2018 Update.

Background - Analysis and Options

In 2013 the City completed an update to the Active Together Master Plan (ATMP), the City's strategic plan for Parks, Recreation and Libraries. The City's Parks Development, Recreation Services, Infrastructure Delivery, Transportation Services, Parks & Forestry Operations and Facility Maintenance Services departments along with Vaughan Public Libraries, depend on the ATMP to guide the planning and provision of parks and open space areas, recreation programs, facilities and services both for the short and the long-term.

The 2013 ATMP was considered an update to the previous and original ATMP created in 2008. A key recommendation of the 2013 ATMP is to undertake a five-year review in 2018, in collaboration with the 5-year Development Charges Study.

Since the 2013 ATMP update there have been a number of changes that have taken place and several key issues and trends have emerged necessitating a greater need for an updated plan. Some of the notable changes/trends that have taken place since the last update include:

- Continuing significant population growth and changes in demographics
- Significant development activity, in both greenfield and intensification areas
- Passage of Bill 73 *Smart Growth of Our Communities Act (2015 – An Act to amend the Development Charges Act, 1997 and the Planning Act)*

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- Updates to the Provincial Plans (*Growth Plan for Greater Golden Horseshoe, Greenbelt Plan, and Oak Ridges Moraine Conservation Plan*)
- Increasing need to effectively manage aging assets and infrastructure

Request for Proposal RFP17-033 Consultant Services for Active Together Master Plan 2018 Update was issued and will close on February 28, 2017. Evaluation of RFP submissions will consist of scoring the proposal submissions for qualifications/experience and for pricing.

Relationship to Term of Council Service Excellence Strategy 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 assets
- Continue to ensure the safety and well-being of citizens
- Update the Official Plan and supporting studies
- Continue to cultivate an environmentally sustainable city
- Support and promote arts, culture, heritage and sports in the community
- Enhance civic pride through a consistent city-wide approach to citizen engagement

Regional Implications

N/A

Conclusion

A Communication Item will be provided to the Committee of the Whole at its meeting on April 4, 2017 outlining the recommendation for the award of RFP17-033 Consultant Services for Active Together Master Plan 2018 Update.

Attachment

N/A

Report prepared by:

Martin Tavares, Manager, Parks & Open Space Planning, Ext. 8882
Kevin Huang, Senior Planner, Parks Development, Ext. 8094



memorandum

C-37
 COMMUNICATION
 CW - APRIL 4/17
 ITEM - 8

DATE: APRIL 4, 2017
TO: HONOURABLE, MAURIZIO BEVILACQUA, MAYOR & MEMBERS OF COUNCIL
FROM: JOHN MACKENZIE – DEPUTY CITY MANAGER PLANNING & GROWTH MANAGEMENT
SUBJECT: COMMUNICATION – COMMITTEE OF THE WHOLE MEETING – APRIL 4, 2017
 REPORT NO. 13, ITEM 8, COMMITTEE OF THE WHOLE – APRIL 4, 2017
 AWARD OF RFP17-033 – ACTIVE TOGETHER MASTER PLAN 2018 UPDATE

Recommendation

The Deputy City Manager Planning & Growth Management in consultation with the Director of Parks Development, Director of Recreation Services, the Chief Executive Officer of Vaughan Public Libraries, the Director of Procurement Services and the Chief Financial Officer and City Treasurer, recommends:

1. That RFP17-033 for consulting services for the update of the Active Together Master Plan for 2018 be awarded to Monteith Brown Planning Consultants in the amount of \$119,900. plus applicable taxes;
2. That a contingency allowance in the amount of \$11,990. plus applicable taxes, be approved within which the Director of Parks Development or his designate is authorized to approve amendments to this contact;
3. That the amounts identified in the above recommendations, including all contingency allowances, applicable taxes and administration recovery be funded from Capital Project PK-6433-16 Active Together Master Plan Update; and
4. That the Mayor and the City Clerk be authorized to sign the appropriate documents.

Economic Impact

Funding for this project in the total amount of \$119,900 plus a contingency allowance of \$11,990, plus applicable taxes and administration recovery is available within the approved Capital Project PK-6433-16.

Financial Summary PK-6433-16(Active Together Master Plan Update)	
Tender Cost RFP17-033(excluding HST)	119,900.00
Add: Contingency (10%)	11,990.00
Add: HST (1.76%)	2,321.26
Add: 3% administration recovery	4,026.34
Net Total Costs	138,237.60
PK-6433-16 Budget	138,588.00
Less:	
Commitment/Expenses to Date	-
Current Funds Remaining	138,588.00
Less: Net Total Cost RFP17-033	138,237.60
Budget Remaining for future expenses	350.40

Purpose

The purpose of this communication is to seek Council approval to award Request for Proposal RFP17-033 to the lowest scoring proponent, Monteith Brown Planning Consultants to undertake the update to the Active Together Master Plan for the City of Vaughan.

Background

RFP17-033 Consultant Services for the Active Together Master Plan 2018 Update was advertised on the Bids and Tenders Section of the City's Website, Biddingo and Ontario Public Buyers Association (OPBA) on February 8, 2017 and closed on February 28, 2017. 1 addendum was issued to respond to questions received. A total of 6 Plan Takers registered for this RFP, and 2 compliant bids were received as per below:

- LeisurePlan International Inc.; and
- Monteith Brown Planning Consultants.

An Evaluation Committee comprised of staff from Parks Development, Financial Planning and Development Finance, Recreation Services, Transportation Services, Parks and Forestry Operations, Vaughan Public Libraries and facilitated by Procurement Services carried out the evaluation process. The City's bid package provided details of the contract, including the following criteria to be used in the evaluation of the submissions:

Evaluation Criteria	Weight
Experience of Consulting Team & Examples of Related Work	35
Approach & Methodology	25
Project Schedule	10
Proposed Fees/Pricing	20
References	5
Proposal Submission	5

Submissions from all compliant proponents were evaluated and scored based on the above criteria. Based on the Evaluation Committee's review, Monteith Brown Planning Consultants scored the highest and successfully fulfilled the requirements set forth in the RFP.

Conclusion

The lead consultant, Monteith Brown Planning Consultants has the most qualified team to fulfill the requirements of this contract and scored the highest marks based on the evaluation criteria set forth in the Request for Proposal documents. Therefore, it is recommended that Monteith Brown Planning Consultants be retained by the City of Vaughan to undertake the update of the Active Together Master Plan.

Report prepared by:

Kevin Huang, Senior Planner, Ext. 8094

Respectfully submitted,



John MacKenzie
Deputy City Manager Planning & Growth Management

Copy to: Daniel Kostopoulos, City Manager
Barbara McEwan, City Clerk

**AWARD OF RFP17-033
CONSULTANT SERVICES FOR
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Recommendation

The Deputy City Manager, Planning & Growth Management, the Deputy City Manager, Community Services and the Chief Executive Officer, Vaughan Public Libraries in consultation with the Director of Procurement Services and the Director of Financial Planning and Development Finance & Deputy City Treasurer recommend:

1. That the Committee of the Whole, at its meeting of April 4, 2017 give consideration to the recommendations contained within a Communication to be provided following the completion of the procurement evaluation for RFP17-033 Consultant Services for Active Together Master Plan 2018 Update.

Contribution to Sustainability

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- Objective 6.1 To fully support the implementation of Green Directions at all levels of City operations.

Economic Impact

The economic impact of this project will be fully identified upon completion of the evaluation process for RFP17-033. Funding for this project is included in approved Capital Project PK-6433-16.

Communications Plan

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Regional Implications

N/A

Conclusion

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Attachment

N/A

Report prepared by:

Martin Tavares, Manager, Parks & Open Space Planning, Ext. 8882
Kevin Huang, Senior Planner, Parks Development, Ext. 8094

Respectfully submitted,

John MacKenzie,
Deputy City Manager
Planning & Growth Management

Mary Reali,
Deputy City Manager
Community Services

Margie Singleton,
Chief Executive Officer
Vaughan Public Libraries