

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF JUNE 28, 2016

Item 23, Report No. 27, of the Committee of the Whole, which was adopted without amendment by the Council of the City of Vaughan on June 28, 2016.

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**AWARD OF REQUEST FOR PROPOSAL RFP 16-155
VAUGHAN CITY-WIDE URBAN DESIGN GUIDELINES
SELECTION OF CONSULTANT
FILE 24.4
WARDS 1-5**

The Committee of the Whole recommends approval of the recommendation contained in the following report of the Deputy City Manager, Planning and Growth Management, Director of Development Planning and Manager of Urban Design and Cultural Heritage, dated June 21, 2016:

Recommendation

The Deputy City Manager, Planning and Growth Management, Director of Development Planning and Manager of Urban Design and Cultural Heritage, in consultation with the Director of Procurement Services and the Chief Financial Officer and City Treasurer recommend:

1. THAT Brook McIlroy be retained to provide consulting services to develop the Vaughan City-Wide Urban Design Guidelines and that the project be funded from the approved Capital Project DP-9528-14, to an upset limit not exceeding \$168,797.00 plus applicable taxes.
2. THAT a 10% contingency allowance in the amount of \$16,879.70 plus applicable taxes be approved, within which the Deputy City Manager, Planning and Growth Management or his designate is authorized to approve change orders to the Contract with Brook McIlroy, 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 City-Wide Urban Design Guidelines 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 \$200,000, which includes a contingency allowance, administrative recovery and applicable taxes, can be accommodated within the approved capital budget DP-9528-14 City of Vaughan City-Wide Urban Design Study. The financial impact is illustrated in the table below.

RFP 16-155	\$ 168,797.00
Contingency (10%)	\$ 16,879.70
HST (1.76%)	\$ 3,267.91
3% administration fees	\$ 5,668.34
Total Cost	\$ 194,612.95
Rounded	\$ 195,000.00
Approved Capital Budget (DP-9528-14)	\$ 200,000.00
Balance Remaining	\$ 5,000.00

A total contingency amount of 10% of the RFP price (\$16,879.70) is requested and is covered within the approved Capital budget. The development of strategic City-Wide Urban Design Guidelines will require the consultant team to work closely with stakeholders to identify coordinated urban design goals and challenges across the City. 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 than are initially anticipated.

Communications Plan

A detailed public, agency and stakeholder consultation strategy will be developed at the start of the project, in collaboration with the consultant team and broader Technical Advisory Committee that will be established to provide input from key City departments through the study.

An initial stakeholder information session will be organized to solicit feedback and ideas related to the application of urban design guidelines in the City as part of the design process. In addition, a special Stakeholder/Landowner Advisory Group will be established to ensure that continuous feedback from the development community is provided throughout the project. Key public engagement events will also be scheduled through the project. The information generated during these sessions will be considered by the design team as they develop the detailed urban design guidelines.

Once the new City-Wide Urban Design Guidelines is approved by Vaughan Council, this document will be placed on the City's website, which will allow future development proponents to reference this guiding document prior to submission of a development proposal.

Purpose

The purpose of this report is to obtain Council authorization to award RFP 16-155 to Brook McIlroy to develop the Vaughan City-Wide Urban Design Guidelines.

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Background – Analysis and Options

Executive Summary/Synopsis

This report recommends retaining the firm of Brook McIlroy to prepare City wide urban design guidelines following the outcome of a Request for Proposals. The upset limit for this work is not to exceed \$194,612.00 including contingencies taxes and administrative fees.

The Urban Design Guidelines will be a leading and innovative toolkit for the City of Vaughan to help shape development and promote high quality design excellence, connectivity and placemaking in its many Community, Intensification and Employment Areas. Fundamentally, the Guidelines will take a principle-based approach in order to clearly define the key urban design priorities for the City of Vaughan.

Evaluation Process

A Request for Proposal (RFP) was released on Friday, April 8, 2016, with a closing date of Friday, April 29, 2016. The RFP was advertised on Bids and Tenders, Biddingo and OPBA websites. The RFP package provided details of the contract, including the evaluation criteria used in the assessment of competing proposal bids. Nineteen (19) Proposal Documents were picked up. Two (2) Addendums were issued on April 21, 2016 and April 25, 2016, to answer questions from the Proponents. Submissions were received from the following Proponents:

1. Bogdan Newman Caranci Inc. (BNC)
2. Brook McIlroy Inc.
3. DTAH
4. Fotenn Consultants Inc.
5. O2 Planning + Design Inc.
6. Perkins + Will Canada Inc.
7. SvN Architects + Planners Inc. (SvN)
8. Urban Strategies Inc.

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

i. Qualifications and Experience:	40%
ii. Project Management:	25%
iii. Quality of the Proposal:	20%
iv. Financial:	15%

An Evaluation Committee, comprised of staff from Urban Design and Cultural Heritage, Development Planning, and Policy Planning, and facilitated by the Procurement 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 four (4) top-scoring proponents were then further evaluated through a short-list interview process conducted by the Evaluation Committee and facilitated by the Procurement Services Department. Brook McIlroy was the highest scorer.

The selection process to retain consulting services to develop the Vaughan City-Wide Urban Design Guidelines is complete, and the recommended firm to carry out the contract is Brook McIlroy based on the Committee's evaluation of their proposal and interview.

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

The development of Vaughan City-Wide Urban Design Guidelines contributes to Term of Council Service Excellence Strategy Map (2014-2018):

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Term of Council Priorities

- Continue to ensure the safety and well-being of citizens
- Update the Official Plan and supporting studies
- Continue to cultivate an environmentally sustainable city

Service Excellence Strategic Initiatives:

- Citizen Experience: Consistent Service Delivery

Regional Implications

The development of City-Wide Urban Design Guidelines supports the Region of York Official Plan vision of building sustainable communities that achieve the highest standard in urban design and green building. In support of growth management, new community areas are planned to a higher standard in urban design, sustainable buildings, mobility and sense of place, including the following objectives:

- 3.1.3 To require high-quality urban design and pedestrian-friendly communities that provide safety, comfort and mobility so that residents can walk to meet their daily needs.
- 3.4.8 To encourage local municipalities to consider urban design standards in core historic areas that reflect the areas' heritage, character and streetscape.
- 4.4.1 To require that retail be designed to be walkable, transit-supportive, and integrated into communities and pedestrian and cycling networks, with high-quality urban design.
- 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 Urban Design Guidelines will be used as a tool for staff in the review of development applications and by the development community by guiding design development within the private realm and outlining the City's expectations for built form quality and interface with the public realm.

The lead consultant Brook McIlroy is well qualified to fulfill the requirements of the contract, and therefore, it is recommended that Brook McIlroy be retained by the City to undertake consulting services to develop the Vaughan City-Wide Urban Design Guidelines, to an upset limit not exceeding \$168,797.00 plus contingency allowance, applicable taxes and administration recovery.

Attachments

N/A

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Report prepared by:

Amy Roots, VMC Project Manager, ext. 8035

Rob Bayley, Manager of Urban Design and Cultural Heritage, ext. 8254

COMMITTEE OF THE WHOLE JUNE 21, 2016

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Attachments

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Report prepared by:

Amy Roots, VMC Project Manager, ext. 8035
Rob Bayley, Manager of Urban Design and Cultural Heritage, ext. 8254

Respectfully submitted,

JOHN MACKENZIE
Deputy City Manager,
Planning and Growth Management

GRANT UYEYAMA
Director of Development Planning

ROB BAYLEY
Manager of Urban Design and Cultural
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/CM