

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF FEBRUARY 16, 2016

Item 4, Report No. 2, of the Finance, Administration and Audit Committee, which was adopted without amendment by the Council of the City of Vaughan on February 16, 2016.

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**NORTH MAPLE REGIONAL PARK
DRAFT TERMS OF REFERENCE FOR PARK MASTER PLAN
WARD 1**

The Finance, Administration and Audit Committee recommends:

- 1) That the recommendation contained in the following report of the Deputy City Manager of Planning & Growth Management and the Director of Parks Development, dated February 1, 2016, be approved; and**
- 2) That the deputation by Ms. Marcella Di Rocco, Gracefield Court, Maple, be received.**

Recommendation

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

1. That staff issue a Request for Proposals for consultant services to prepare a detailed Park Master Plan for North Maple Regional Park based on the draft Terms of Reference included in this report; and
2. That the Deputy City Manager of Planning & Growth Management be provided the delegated authority to award a contract for consultant services to prepare a detailed Park Master Plan for North Maple Regional Park to the highest scoring Proponent, notwithstanding the City's Consolidated Purchasing Policy, provided that the total contract award amount is within the \$200,000 funding allocation approved by Council on June 23, 2015 for this purpose.

Contribution to Sustainability

Developing a detailed Park Master Plan to guide development and advance implementation of North Maple Regional Park (NMRP) and to assist with procurement processes for seeking private partners for this project demonstrates a coordinated and sustainable approach that is consistent with the priorities previously set by Council in Green Directions Vaughan, specifically:

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

Economic Impact

An allocation for funding up to \$200,000 for the completion of a detailed Park Master Plan was approved by Council on June 23, 2015 to be funded from approved Capital Project 5961-2-03.

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Communications Plan

Consultation with project stakeholders, local residents and the greater city-wide community will be an important component of the master plan process. Staff will also coordinate with Corporate Communications to develop promotion and marketing initiatives to raise awareness of North Maple Regional Park.

Purpose

The purpose of this report is to obtain Council approval to issue a Request for Proposals (RFP) for consultant services to prepare a detailed Park Master Plan for North Maple Regional Park based on the draft Terms of Reference included in this report.

Background - Analysis and Options

Council at its December 15, 2015 meeting adopted, in-part, the following recommendations from the Finance, Administration and Audit Committee meeting of December 8, 2015 (Item 5, Report No. 17, as amended):

- 1. That based on the results of the Stage 1 RFI15-500 Potential Public-Private-Partnership Opportunities at North Maple Regional Park and the recommendations of previous financial advisory reviews, that staff undertake a Park Master Plan process to clearly define the City's vision for development of the PPP lands and scope for potential recreation partnership opportunities on the balance of the parkland prior to proceeding with Stage 2 RFP's for private partnership proposals;*
- 2. That staff report back in February, 2016 with a draft Terms of Reference for the Park Master Plan process for Council review and approval;*

Preparation of a detailed Park Master Plan for North Maple Regional Park is important for defining the City's vision for the PPP Lands along Keele St. and to detail planned facilities for the balance of the parkland areas.

In June, September and December 2015 Council discussed and considered the results of the Financial Advisory Review, results of RFI submissions for potential public-private-partnerships, and options for proposed go-forward strategies for further development of NMRP. Based on the results of these reports it has been confirmed that:

- Potential exists with the development of a portion of the PPP lands to generate funding sufficient to advance development of NMRP faster and at a lower cost to the City compared to developing the park using conventional methods and funding sources (Development Charges and Taxation);
- There is market interest in purchasing or leasing a portion of NMRP lands for residential and/or mixed-use type development;
- There may be some market interest in partnering with the City on recreation type partnerships;
- Clarity of scope is required for the City to adequately solicit, review and assess proposals both financially and in terms of relationship to achieving the NMRP Park Vision.

A high-level Vision Plan for NMRP was completed in January 2013 with input from the community and project stakeholders. The Vision Plan (appended as Attachment 1) identifies a portion of the NMRP lands along Keele Street to be used for potential public-private-partnerships to assist with advancing development of the park; however no detail is provided in terms of the type or size of possible development scenarios.

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The Vision Plan also provides a conceptual layout of park facilities based on the 2003 plan prepared for NMRP. This conceptual layout provides an indication of the types of facilities desired in the park, but cannot be used to detail park development costs or final layout of facilities which requires more detailed consideration with respect to site constraints such as topography, required setbacks and/or servicing requirements.

It is therefore important to develop a new detailed Park Master Plan for NMRP which includes both a preferred land use concept plan for the PPP lands and a detailed layout of proposed park facilities for the balance of parkland areas. This level of detailed plan will assist the City in clearly defining the terms of reference for a Stage 2 RFP process for potential public-private-partnership opportunities and for issuing RFP's to seek recreation partnerships.

The Terms of Reference for a detailed Park Master Plan for NMRP identifies a 6-month process that includes preparation of concepts and options, presentation of a Final Park Master Plan and recommendations to be provided to Council by October 2016.

In June 2015 Council approved an allocation of funding for the completion of a detailed Park Master Plan. In December 2015 Council received and considered the results of RFI15-500 Potential Public-Private-Partnerships for NMRP and approved a motion to proceed with developing a detailed Park Master Plan prior to a Stage 2 RFP process to solicit proposals for potential partnerships. The purpose of the Park Master Plan is to clearly define a park development and implementation plan including the preparation of land use concepts and financial analysis options for potential residential/mixed-use development of a portion of the PPP lands and to confirm the detailed layout and servicing requirements for planned park facilities on the balance of the parkland.

The scope of work for the Park Master Plan is intended to include, but not be limited to, the following. A Draft Terms of Reference is appended as Attachment 2 which provides additional detail on the planned work program and anticipated project schedule.

- Establish a vision and land use design concept for the lands along the Keele Street frontage, including confirmation of the size of parcel to market for development;
- Detail the layout and design of park facilities/programs and integration of adjacent land uses and open space connections;
- Identify preferred locations for vehicular access and circulation;
- Develop a signature design for the Keele Street frontage of the park;
- Determine the location, type and coordination requirements for site servicing;
- Coordinate park design development with planning and transportation studies currently underway for the New Communities Secondary Plans;
- Update park development cost estimates;
- Review operating and maintenance costs and identify opportunities to incorporate sustainable design features into the park development to reduce long-term costs and to enhance the environmental aspects of the project.

The implementation schedule for completion of the Park Master Plan is proposed as follows:

- Draft Terms of Reference (January 2016)
- Council Approval of Terms of Reference (February 2016)
- RFP for Park Master Plan (February/March 2016)
- Review of RFP and Contract Award (April 2016)
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(NOTE – Staff will do all they can to expedite this project and meet the above milestones, however additional time may be required to adequately finalize each stage of the Park Master Plan process and meet the required reporting deadlines for Committee and Council agendas.)

A high-level schedule of the entire NMRP implementation plan is appended as Attachment 3. The schedule has been updated to show the timing of parallel processes for projects associated with implementation of NMRP including the Phase 1 Park Development project, Block 27 Secondary Planning process and the North Vaughan New Communities Transportation Master Plan process.

Relationship to Term of Council Service Excellence Strategy Map (2016-2018)

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
- Support and promote arts, culture, heritage and sports in the community

Regional Implications

Implementation of the NMRP plan will require York Region involvement and approval related to the ~~Block 27 Secondary Plan process~~, location of the proposed driveway entrance along Keele Street, as well as input and approvals associated with site servicing.

Conclusion

In December 2015 Council directed staff to report back in February 2016 with a draft Terms of Reference for the Park Master Plan process for Council review and approval. The purpose of the Park Master Plan is to clearly define a park development and implementation plan including the preparation of land use concepts and financial analysis options for the potential residential/mixed-use development of a portion of the PPP lands and to confirm the detailed layout and servicing requirements for planned park facilities on the balance of the parkland. Following Council approval of the draft Terms of Reference, an RFP for consulting services will be initiated with the master plan process to be expedited for completion by December 2016.

Attachments

1. NMRP Vision Plan January 2013
2. Draft Terms of Reference for NMRP Park Master Plan
3. NMRP Project Schedule Overview

Report prepared by

Jamie Bronsema, Director of Parks Development, Ext. 8858
Martin Tavares, Manager of Parks & Open Space Planning, Ext. 8882
Gerardo Paez Alonso, VMC Project Manager, Parks Development, Ext. 8195

(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.)

Regional Councillor Di Biase declared an interest with respect to this matter as his children own land in Block 27 given to them by their maternal Grandfather, as well, he is a named defendant in a lawsuit by Di Poce Management who own lands in Block 27 and did not take part in the discussion or vote on the matter.

**NORTH MAPLE REGIONAL PARK
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WARD 1****Recommendation**

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Respectfully submitted,

John MacKenzie,
 Deputy City Manager
 Planning & Growth Management

Jamie Bronsema,
 Director of Parks Development

SPORTS FACILITY AREA



ACTIVE AREA AND PLAY ZONE



WOODLAND GARDENS AND NATURALIZATION



POTENTIAL
PRIVATE - PUBLIC
PARTNERSHIP
LANDS

KEELE ST.

PICNIC AREA

LEGEND

- PROPERTY BOUNDARY
- SPORTS FACILITY AREA
- ACTIVITY AREA AND PLAY ZONE
- PICNIC AREA
- WOODLAND GARDENS AND NATURALIZATION

FACILITY IDENTIFICATION

1. SENIOR SOCCER FIELD, LIT
2. FOOTBALL/ RUGBY FIELD
3. SENIOR BASEBALL FIELD, LIT
4. TENNIS COURT
5. BASKETBALL COURT
6. SKATE PARK
7. OUTDOOR RINK SKATE FEATURE
8. SPLASH PAD/ WATER PLAY
9. SENIOR AND JUNIOR PLAYGROUND
10. CRICKET PITCH
11. NATURE TRAIL
12. NATURE POND

POTENTIAL TRAIL CONNECTION

0 25 50 75 100 150 200 300 METRES



North Maple Regional Park Vision Plan

*Note: North Maple Regional Park facility fit plan subject to change during design development and construction.

**NORTH MAPLE REGIONAL PARK
PARK MASTER PLAN**

Draft Terms of Reference for Consultant Services

JANUARY 2016

1. INTRODUCTION

The Corporation of the City of Vaughan is seeking proposals from qualified Consultant Teams for the provision of services to develop a **detailed Park Master Plan for NORTH MAPLE REGIONAL PARK (Project)**. The purpose of this Project is to clearly define a park development and implementation plan including the preparation of land use concepts and financial analysis options for potential residential/mixed-use development on a portion of the park property and to confirm the detailed layout and servicing requirements for planned park facilities on the balance of the parkland based on the 2013 Park Vision Plan. This Project will assist the City in defining the scope for consideration of potential public-private partnerships on a portion of the property and/or recreation partnerships for proposed park facilities to help reduce park development costs and speed delivery of the park to the community.

Consultant Teams must have specific experience in large scale park design and land-use planning including sports facility design and development; innovative cultural and recreational facility design; proven grading and site servicing design capabilities for parks and mixed-use residential/commercial developments; environmentally sustainable design; Municipal and Provincial planning experience and including experience working knowledge of the Provincial Oak Ridges Moraine and Green Belt policy; urban design experience in public realm, mixed-use and medium density development plans and experience preparing real estate and development financial evaluations. In addition to Landscape Architects and Planners, the consulting team is expected to include, but is not necessarily limited to, expertise in the following disciplines:

- i. Real Estate Planning and Land Use Development (including financial modeling, valuation and analysis)
- ii. Engineering, including Civil (with innovative storm water management expertise), Structural, Mechanical, Electrical, and Transportation
- iii. Urban Design and Architecture
- iv. Financial Analysis and Construction Cost Estimating
- v. Public Consultation / Public Engagement
- vi. Place-making, Marketing and Branding
- vii. Sustainable Design (including LEED AP)
- viii. Environmental Science (including terrestrial and aquatic ecology and environmental site assessment which may include access to qualified person as defined by MOECC regulations)

2. BACKGROUND

North Maple Regional Park (NMRP) is an 81ha (200acre) property that is envisioned to become a signature park for the City of Vaughan and a major recreational and cultural

destination within the Greater Toronto Area. The park is located on the east side of Keele Street, between Teston Road and Kirby Road with surrounding land uses that include residential development, open space lands, designated ESA and ANSI areas and the former Vaughan Township and Keele Valley Landfill sites. A portion of the park property is within the boundaries of the Oak Ridges Moraine and is subject to the regulations of the ORM Conservation Plan. The various property parcels that comprise NMRP are currently zoned OS1 (Open Space Conservation), A (Agricultural) and M4 (Pits and Quarries Industrial). The eastern portion of the lands were previous buffer areas for Municipal landfill sites and includes wells and landfill monitoring infrastructure that need to be recognized in the park design.

The original concept plan for NMRP was created in 2003, which set the stage for approximately ten years of property acquisition and land assembly. In 2012 the City undertook a public consultation process to confirm the Park Vision and to establish an implementation strategy which included identifying a portion of the NMRP property for potential development through public-private-partnership (PPP) in order to lower the overall cost of the park and to speed the implementation of park development. In 2014 a Financial Advisory Review was completed to review possible structures for PPP opportunities, and in 2015 the City issued a Request For Information (RFI) to identify market interest in potential private partnerships. Funding for completion of Phase 1 Park Development was also approved in 2015 and this work is currently in-progress and in the detailed design stage.

Prior to issuing an RFP or series of RFP's to solicit detailed proposals from private partners to assist with implementation of this Project, a detailed Park Master Plan is required to articulate the City's vision for the PPP lands located along the Keele Street park frontage and to clearly establish a park development plan. The design for the NMRP property and PPP lands requires creative and distinct design elements that respect and reinforce a strong connection to the natural setting of the property and to ensure that NMRP provides a unique and memorable experience for all visitors.

3. PROJECT DESCRIPTION & SCOPE OF WORK

Due to its prominent location, natural setting and significant size, NMRP will be a very special public space for Vaughan residents and visitors. The successful Consultant Team will have the task to elaborate on the established Park Vision, and through comprehensive public consultation, will develop an iconic detailed Park Master Plan that celebrates the site's unique environmental and topographic conditions and proposes a balanced design of active and passive recreation facilities. The Consultant Team is also tasked to explore land use planning options for the potential development of compatible residential/mixed-use/recreation & cultural facilities within the designated PPP lands.

SCOPE OF WORK

3.1 Prepare a thorough background information summary

Given the vast planning history and previous land uses of the NMRP property and surrounding lands, the Consultant is required to prepare a chronological summary of plans, reports and initiatives undertaken through the last 16 years. An executive summary (which includes a chronological list) must be prepared to help the City and citizens of Vaughan to thoroughly understand the planning context of NMRP.

Deliverable: Background Information & Site Inventory Summary Report

3.2 Establish Goals, Objectives and Design Principles to guide the design, implementation and maintenance of the park

One of the first tasks to be completed is to establish goals, objectives and design principles for NMRP in consultation with stakeholders; these will form the foundation of the detailed Park Master Plan and will help inform the provision of future detailed design for the park as well as park implementation and operations.

Deliverable: Park Master Plan goals, objectives and design principles

3.3 Review the current list of programs and facilities proposed for NMRP and identify other compatible recreational and City infrastructure uses

The Consultant Team shall thoroughly review the proposed park program and identify if there are any other compatible recreational uses that could be considered. The Consultant, City staff and Citizens of Vaughan may identify new uses and opportunities that can be further explored through the public consultation process. The Consultant is required to coordinate with the City's operating departments to review facility permitting and allocation considerations and to develop revenue projection strategies and business case estimates.

Deliverable: Memo with summary of findings

3.4 Prepare a Comprehensive Communication Plan to engage the public and stakeholders

A comprehensive communication plan is required to ensure that a clear and engaging public process becomes part of the preparation of the NMRP Master Plan. Being such an important City asset, the planning for NMRP must be open for public dialog. Public consultation must take into consideration active planning studies that are currently underway including the North Vaughan New Communities Transportation Master Plan and the Block 27 Secondary Plan process, which includes the potential location of a new Go Station/Mobility Hub located just west and north of Keele Street immediately across from NMRP.

Stakeholder involvement is crucial; as such the City will work with the Consultant to provide a list of stakeholders that is comprehensive and inclusive.

Deliverable: Public Consultation Plan (Including preparation and delivery of at least two (2) Public Information Centre meetings)

3.5 Identify a vision and suitable land use configuration options for the PPP lands that are compatible with the NMRP Vision Plan, and prepare a substantive Financial Evaluation for the PPP lands options including an evaluation matrix to assist the decision-making process.

The Consultant will build upon previous City work and studies for the subject lands to prepare more defined land use configuration options for the PPP lands that will vary from low density residential, to mixed-use residential-commercial development and mixed-use recreation & cultural facility development. The options shall be prepared with the objective to introduce compatible PPP land uses with a positive interface and relationship to the balance of the NMRP property, and to minimize the amount of parkland required for

public-private partnership. The options developed will be assessed for compatibility with the Park Vision and in terms of level of positive financial impact to park development and implementation timing.

The Consultant will prepare design scenarios for the PPP land based on various land use configurations. For all three scenarios the Consultant will prepare a minimum of 3 preliminary options.

Scenario 1: Low density residential land use

Scenario 2: Mixed-use residential and commercial

Scenario 3: Mixed-use recreational and/or cultural facilities

Transition between PPP land and NMRP

All concept options shall promote a suitable interface and positive integration between the PPP lands and NMRP. The proposed land configurations shall:

- i. Generate a combined access to the park and the PPP lands through one main road (from here on referred as “Main Street”). The Main Street will become an internal edge to the park and the transition space between NMRP and the PPP lands;
- ii. Recognize land use compatibility issues and interface with built and zoned, industrial uses to the south and residential uses to the north;
- iii. Activate the edges of NMRP through a purposeful urban design strategy which will consider:
 - a) size of blocks and streets/driveways fronting Main Street shall promote active transportation modes and a pedestrian bicycle circulation porosity,
 - b) height of proposed land use/blocks should transition from high (along Keele Street) to low as they approach the Park;
 - c) internal roads and/or driveways should promote pedestrian circulation and the inclusion of a healthy tree canopy (i.e. sufficient tree planting soil volume);
 - d) establish the preliminary design of Main Street right of way that promotes active transportation modes and a generous pedestrian boulevard design that can accommodate the design of a healthy tree canopy;

Financial evaluation of PPP land use options

As part of the financial evaluation of the PPP land use options, the Consultant Team will prepare a Real Estate Report that contains Narrative Appraisals for each of the development options to provide individual estimates of current market value. An evaluation matrix is required to summarize the financial evaluation with number of hectares/acres for each option, proposed land use, envisioned GFA and/or Residential Units and the resulting Market Value.

Deliverables: Summary of PPP design options with financial analysis and evaluation; Real Estate Narrative appraisal document

3.6 **Connect NMRP and PPP lands to other City resources through the Master Plan design process**

The consultant shall establish meaningful and effective connections between NMRP and the PPP lands, adjacent residential communities, the area's Natural Heritage Network, Keele Valley Lands and Block 27 New Community.

Deliverable: Incorporate into the Park Master Plan design and Design Brief

3.7 **Create a sustainable park that is designed to a Regional Park standard with appropriate levels of service for operations and maintenance**

The design for NMRP is to incorporate sustainability best practices to reduce the overall impact of required operations and maintenance. Part of this task will include development of an Operations and Maintenance Manual that breaks down maintenance tasks per facility, program, structure, infrastructure and/or natural feature such as planting areas and forested areas, details of which are to be coordinated with the City's operating departments. The O&M Maintenance Manual must taking into consideration seasonal usage and transitional changes throughout the year (e.g. summer requirements vs. winter requirements).

Deliverable: Incorporate into the Park Master Plan design and Design Brief

3.8 **Identify required infrastructure and site servicing (including order of magnitude-costing) for the proposed land uses and facilities**

Through the process of vetting suitable options through the Master Plan process, the Consultant shall identify any infrastructure and services that are required for each proposed land use including the PPP lands and all proposed park facilities. An order of magnitude cost estimate is to be prepared for all required infrastructure and services, as well as an indication of their implementation timing and resulting financial implication and net present value (e.g. externally planned servicing/infrastructure outside the City's control) to help inform the decision-making process and selection of a suitable option.

Deliverable: Summary of Findings Memo from discussions with internal departments and external stakeholders; Order of Magnitude cost estimates

3.9 **Coordinate with other municipal projects (i.e. future Teston Road alignment, municipal services upgrade at Keele St.)**

The Consultant shall coordinate the foreseen construction and implementation of NMRP, including development of the PPP lands, with projects such as the future Teston Road EA (which may have an impact on the southern boundary of NMRP) and Keele Street municipal services upgrades, timing of which is yet to be determined. Details of municipal projects that may impact the final design of NMRP are to be determined through consultation with City departments and external agencies.

Deliverable: Summary of Findings Memo from discussions with internal departments and external stakeholders and recommendations on impact to the Park Master Plan

3.10 Ensure that NMRP's frontage at Keele St. is engaging and iconic

The Consultant shall make sure that a balanced land use designation (i.e. parkland and PPP lands development) is maintained along the Keele Street frontage in order to ensure that NMRP has a very strong presence within the community. A marketing and branding program is also required to be developed in coordination with the City's Corporate Communications department.

Deliverable: Incorporate into the Park Master Plan design and Design Brief

3.11 Prepare a Demonstration Plan (property Site Plan) and Design Brief to serve as a road map for the future detailed design, phasing and implementation of NMRP and the PPP lands.

Demonstration Plan

The Demonstration Plan will provide a rendered site plan with sufficient detail to understand the design components of the park and their integral and interdependent relationships.

Design Brief

Prepare a design brief to guide and document the design work and other associated tasks in the development of the refined site plan. The design brief will be captured in a report with specific chapters that summarize the Master Plan analysis and design process. The brief should include but not be limited to:

i. Site Inventory and review of background info.

Summarize the review of background information, site inventory and identify Strength, Weaknesses, Opportunities and Threats (SWOT). Attain a comprehensive understanding of the historical, physical, environmental and cultural context of NMRP that may guide the parks design and proper integration with its surrounding.

ii. Park's design vision - design narrative

With a comprehensive understanding of the site's history and context, the Consultant will prepare a design narrative that defines and describes all design initiatives proposed for the Park and PPP lands. The design narrative must be developed to thoughtfully integrate the design with NMRP's rich historical, physical, environmental and cultural context.

iii. Park facilities & programming (facilities with detailed description, proposed design character and size).

The design brief should break down the Park's design initiatives into areas that include one or more facilities and/or programs. Each design initiative should be illustrated with drawings (preliminary design plan and sections), renders and precedents that help to understand the design vision and how it is integrated to the sum of all the other design initiatives. Design statistics should be included for each design initiative; stats may include: size, elements of design (including planting),

distance to other relevant park services and/or park's entrance, etc. Park facilities may also be designed to accommodate a phased implementation.

iv. Heritage building reuse and/or relocation.

The existing heritage building location is one of the PPP land's major constraint. When developing options for the PPP land, the Consultant should prepare options for the reuse and/or relocation (within NMRP) of the heritage building.

v. Public events accommodation,

vi. Internal circulation – circulation hierarchy (e.g. what circulation paths will be used for service access, what paths are for pedestrian and cycling, etc.),

vii. Trail network at a micro and macro level (i.e. how NMRP gets connected to the existing and future trail network system planned within Vaughan's Natural Heritage Network and parkland)

viii. Lighting scheme,

ix. Infrastructure and services (including sanitary, storm water, water, electrical, etc.)

x. Construction phasing, staging and coordination with other municipal projects.

Deliverables: Detailed Park Master Plan for NMRP; Design Brief final report

3.12 Prepare an updated Cost Estimate for park development and implementation

Once a Preliminary Design Site Plan has been developed and approved by City Staff, the Consultant (or Cost Estimator sub-consultant) will prepare a Class D Cost Estimate that may help confirm that the proposed construction budget is within the current Capital Budget. The cost consultant should provide advice on design and pricing allowances for items not yet known, as well as risk allowances. Inflation due to the length of time for working document production, as well as the duration of construction should also be included in the unit rates.

Deliverable: Class D Cost Estimate

4. PROJECT SCHEDULE

4.1 Procurement Process timeline

RFP Bid Opening & Closing	February 18 – March 24, 2016 (4 weeks + 1 week contingency if extension is requested)
RFP Review & Evaluation	March 28 – April 8, 2016
Proponent Interviews (if required)	April 11 – April 15, 2016
Contract Award	April 22, 2016

4.2 Project Work Plan timeline

April / May 2016

- Project kick-off
- Background review and research
- Internal and external stakeholder meetings
- Development of project goals and objectives

June 2016

- Internal and external stakeholder meetings
- Development of vision, design ideas and preliminary concept options
- Preparation and delivery of Public Information Centre #1
- Public input summary of findings

July/August 2016

- Refinement of vision, design ideas and preliminary concept options
- Internal and external stakeholder meetings
- Development of final concepts for each Scenario option
- Preliminary draft development of Demonstration Plan and Design Brief

September 2016

- Preparation and delivery of Public Information Centre #2
- Public input summary of findings
- Submission of final concepts for each Scenario option
- Draft development of Demonstration Plan and Design Brief
- Preparation of report for Committee

October 2016

- Submission of Final Demonstration Plan and Design Brief
- Report to Committee for comments and consideration
- Preparation for report to Council

November/December 2016

- Finalization of Demonstration Plan and Design Brief
- Report to Committee and Council for Final Park Master Plan Approval

(Note – This Draft Terms of Reference is subject to change pending comments received from Council and/or Internal Departments. The final Terms of Reference will include Bid Instructions, Bid Form and Evaluation Criteria as appropriate for this type of Proposal.)

NORTH MAPLE REGIONAL PARK RELATED INITIATIVES PROCESS CHART

