

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF NOVEMBER 15, 2016

Item 3, Report No. 11, of the Finance, Administration and Audit Committee, which was adopted without amendment by the Council of the City of Vaughan on November 15, 2016.

3 BUDGET AMENDMENT AND AWARD OF CONTRACT RFP16-291 VMC PARKING STRATEGY VAUGHAN METROPOLITAN CENTRE

The Finance, Administration and Audit Committee recommends approval of the recommendation contained in the following report of the Deputy City Manager of Planning and Growth Management, the Director of Development Engineering and Infrastructure Planning, dated October 31, 2016:

Recommendation

The Deputy City Manager of Planning and Growth Management, the Director of Development Engineering and Infrastructure Planning, in consultation with the Director of Financial Planning and Development Finance, Deputy City Treasurer, the Director of Procurement Services, the Director of By-law and Compliance Licensing and Permit Services, the Director of Transportation Services Parks and Forestry Operations, and the Chief of Corporate Initiatives and Intergovernmental Relations, recommend:

1. That RFP16-291 for the VMC Parking Strategy be awarded to MMM Group Ltd. in the amount of \$210,000 plus applicable taxes;
2. That a contingency allowance in the amount of \$31,500 plus applicable taxes be approved within which the Director of Development Engineering and Infrastructure Planning or his designate is authorized to approve amendments to the contract;
3. That Capital Budget DT-7085-13 Parking Management Strategy Study be increased by \$60,000 with funding from City-wide Development Charges;
4. That the amounts of the above recommendations, including all contingency allowances, applicable taxes and administration recovery be funded from the amended Capital Project DT-7085-13 Parking Management Strategy Study;
5. That the inclusion of this matter on a Public Committee or Council agenda with respect to amending the capital budget identified as Budget Amendment And Award of Contract RFP16-291 VMC Parking Strategy is deemed sufficient notice pursuant to Section 2(1)(c) of By-Law 394-200; and
6. That the Mayor and Clerk be authorized to sign the contract documents associated with this project.

Contribution to Sustainability

Consistent with the goals and objectives of the City's Community Sustainability and Environmental Master Plan (Green Directions Vaughan), the Vaughan Metropolitan Centre (VMC) Parking Strategy will contribute to:

- Achieving sustainable growth and development
- The creation of a City with sustainable built form
- Sharing sustainable best practices and ideas between and among municipal staff and the community

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Economic Impact

The total estimated cost of the project including contingency allowance and all applicable taxes and administration recovery is \$253,123. The current approved budget in capital project DT-7085-13 Parking Management Strategy Study is not sufficient to accommodate the total cost of the project and therefore a capital budget amendment of \$60,000 is required. The recommended capital budget increase will be funded from City-wide Development Charges. Further details of the contract costs and capital project funding are included in the section below of this report.

Communications Plan

The VMC Parking Strategy is a fundamental study that will assist the City to properly plan for parking to support the downtown's full build-out and implementation as an industry leading example of city building.

Once the project is initiated, the successful consultant will finalize a detailed study work plan including a communications plan with staff to ensure that stakeholder engagement is generated throughout the project. Staff anticipates that engagement will be coordinated within the VMC Working Group platform comprised of stakeholders/landowners and agencies to provide continued input throughout the study and support a collaborative parking strategy for the downtown.

Regular updates of the project will also be brought before the VMC Sub-Committee of Council and communicated through the VMC Newsletter, Moving Forward.

Purpose

The purpose of this report is to obtain Council approval to retain MMM Group Ltd. to complete the VMC Parking Strategy (RFP16-291).

Background – Analysis and Options

At the VMC Sub-Committee meeting on June 27, 2016 (Report No.3, Item No.3), staff identified key deliverables included in the draft Terms of Reference for the VMC Parking Strategy:

- An overview of the parking needs in the VMC at full build out
- A high level parking strategy starting from when the subway opens to full build out
- Recommended changes to city parking by-laws to facilitate urban parking needs (street parking, taxi stands, pick-up/drop-off, cycling facilities)
- An examination of the City's role in public parking and governance model options
- The identification of private-public partnership opportunities
- An assessment of potential funding options to support public parking initiatives/programs

The Terms of Reference were finalized in July 2016 and the procurement process was initiated.

A Request for Proposal was released to retain a qualified consultant to develop a Parking Strategy for the VMC

Since the last update to VMC Sub-Committee in June 2016, a Request for Proposal (RFP) was released on September 12, 2016, with a closing date of September 28, 2016. The RFP was advertised on Bids and Tenders, Biddingo, and Ontario Public Buyer's Association websites. The

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RFP package provided details of the contract, including the evaluation criteria used in the assessment of competing proposal bids.

The City received a total of two proposals for the Parking Strategy

A total of nine proposal documents were picked up. One addendum was issued on September 20, 2016 to answer questions from the Proponents. Of these, two proposals were received from the following Proponents before the closing schedule:

1. MMM Group Ltd.
2. HDR Inc.

Both proposals submitted were considered compliant and further evaluated by an evaluation committee comprised of staff from Development Engineering and Infrastructure Planning, Urban Design and Cultural Heritage, By-law and Compliance Licensing and Permit Services and Transportation Services, and facilitated by the Procurement Services Department. 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, quality of its written presentation and financials.

The submitted proposals were evaluated based on the following criteria:

i.	Qualifications and Experience:	30%
ii.	Approach and Methodology:	25%
iii.	Quality of the Proposal:	10%
iv.	Work Program and Project Management	20%
v.	Financial	15%

Based on the evaluation committee's review of the proposals, MMM Group Ltd. scored the highest ranking for this study

The selection process to retain consulting services to develop the Parking Strategy for the VMC is complete. Based on the evaluation committee's review of the proposals, MMM Group Ltd. scored the highest ranking for this study, and successfully fulfilled all of the City's technical requirements and qualifications related to this project. Accordingly, the evaluation committee is satisfied that MMM Group Ltd. has met all the required qualifications to successfully complete the study.

The total estimated cost to complete this study which includes consulting services, contingency allowance, administrative recovery and applicable taxes is \$253,123 as summarized in Table 1 below:

TABLE 1: CONSULTING COSTS DT-7085-13	
	Total
MMM Group Ltd (Excluding H.S.T.) RFP Bid Price	\$ 210,000
Contingency Allowance (15%)	31,500
Sub-Total	241,500
H.S.T. (1.76%) Not Recoverable	4,250
Total	245,750
Administration Recovery (3%)	7,373
Net Total Cost	\$ 253,123

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TABLE 2: PROJECT FUNDING POSITION SUMMARY DT-7085-13	
	Total
Approved Budget	\$ 206,000
Less: Expenses/Commitments to date	12,054
Current Funds Remaining	193,946
Less: Net Total Cost	(253,123)
Amount Exceeding Capital Project Budget	\$ (59,177)
ROUNDED	\$ (60,000)

The study is technical in nature and involves the collection and review of large amount of data. In accordance with the Contingency Matrix (identified in Appendix 1 of the Capital Project Financial Administration and Reporting Policy), a contingency allowance of 15% has been identified as an appropriate amount to address any unforeseen work in completing the scope of this study. Any residual funds will be returned to the original funding source.

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

In consideration of the strategic priorities set by Council, the recommendations of this report will assist in:

- Facilitate development in the VMC
- Planning and managing growth and economic vitality
- Cultivating an environmentally sustainable City
- Investing, renewing and managing infrastructure and assets
- Ensure the safety and well-being of citizens
- The pursuit of excellence in service delivery

The recommendations contained in this report are consistent with the priorities set by Council. The necessary resources have been allocated and approved.

Regional Implications

As a key stakeholder on this project, York Region, York Region Rapid Transit Corp (YRRTC), and TTC staff will be directly involved throughout the duration of the project.

Conclusion

Based on the results of RFP16-291, MMM Group Ltd. scored the highest overall ranking and successfully fulfilled all of the City's technical requirements related to the study.

It is recommended that MMM Group Ltd. be retained to provide the detailed design services to complete the VMC Parking Strategy in the total amount of \$210,000 plus applicable taxes.

It is anticipated that the VMC Parking Strategy will be completed by Q3-2017.

Attachment

N/A

Report prepared by:

Jennifer Cappola-Logullo, VMC Project Manager Ext.8433

**BUDGET AMENDMENT AND AWARD OF CONTRACT RFP16-291
VMC PARKING STRATEGY
VAUGHAN METROPOLITAN CENTRE****Recommendation**

The Deputy City Manager of Planning and Growth Management, the Director of Development Engineering and Infrastructure Planning, in consultation with the Director of Financial Planning and Development Finance, Deputy City Treasurer, the Director of Procurement Services, the Director of By-law and Compliance Licensing and Permit Services, the Director of Transportation Services Parks and Forestry Operations, and the Chief of Corporate Initiatives and Intergovernmental Relations, recommend:

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Report prepared by:

Jennifer Cappola-Logullo, VMC Project Manager Ext.8433

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JOHN MACKENZIE,
Deputy City Manager,
Planning & Growth Management

ANDREW PEARCE,
Director Development Engineering &
Infrastructure Planning