



MEMORANDUM

To: Chair and Members of the Community Affairs Committee

From: Rukshan de Silva, Planner – Policy

Mem No. MEM-PI-2016-0018

Subject: Award of Request for Proposal No. P-050-16 for the
Mature Neighbourhoods Character Study

Date: April 29, 2016

PURPOSE OF THE MEMORANDUM:

The purpose of this Memorandum is to notify Council that the Chief Administrative Officer for the Town of Halton Hills has approved the award of Request for Proposal No. P-050-16 for the Mature Neighbourhoods Character Study to MacNaughton Hermsen Britton Clarkson Planning Limited (MHBC). Pursuant to the Town's Purchasing Policy for projects budgeted at less than \$75,000, Council approval is not required.

BACKGROUND:

On February 29, 2016, Council approved Report No. PI-2016-0009 titled "Comprehensive Zoning By-law 5-Year Review: Terms of Reference," which included the Terms of Reference for the Mature Neighbourhoods Character Study.

The Mature Neighbourhoods Character Study will respond to the increasing demand and pressure for large scale residential rebuilds in the Town's mature neighbourhoods, by examining whether the regulatory framework of the Town's Zoning By-law is effective in maintaining the character of mature neighbourhoods, and proposing recommendations for amendments if necessary.

Upon Council approval of the Mature Neighbourhoods Character Study Terms of Reference, Town staff prepared a Request For Proposal (RFP) to retain a qualified planning consultant to conduct the study.

COMMENTS:

The RFP for the Mature Neighbourhoods Character Study was issued on March 2, 2016, and set out the project objectives, scope, budget, and time frame based on the

Terms of Reference. The RFP was posted on the Town's website and advertised on the Ontario Public Buyers Association website and www.biddingo.com. 42 firms downloaded the RFP. Proposals were received from the following planning consultants by the March 29, 2016 RFP closing date for this project:

FOTENN Planning and Design Consultants	Toronto
MacNaughton Hermsen Britton Clarkson (MHBC)	Burlington
Meridian Planning Consultants	Vaughan
Sorensen Gravely Lowes (SGL)	Toronto
Stantec	Waterloo

The consultant selection team, composed of the Executive Director of Planning, Manager of Planning Policy, and Planner – Policy, and facilitated by the Manager of Purchasing, reviewed the proposal submissions based upon predetermined evaluation criteria. The criteria used to assess the proposals focused on the following key areas:

Consultant Team Experience

- Experience and success of consultant team with municipal studies of similar scope and scale, related to neighbourhood character, zoning, and urban design;
- Expertise of consultant team in zoning *and* urban design within a low density residential context; and,
- Experience of consultant team in facilitation of public engagement initiatives, inclusive of public workshops and open houses.

Approach and Work Plan

- Responsiveness of the proposed project approach, methodology, and detailed work program to the Town's requirements as described in this Request For Proposal;
- Commitment to, and integration of, public engagement in the proposed project approach, methodology, and detailed work program;
- Creativity in addressing the issue of large-scale residential rebuilds in the Town's mature neighbourhoods, within the context of the Town's planning framework;
- Understanding of the Town's planning framework (Official Plan, Zoning By-law, etc.);
- Understanding of local strengths, weaknesses, opportunities, and constraints; and,
- Compliance with the 12-month project time frame.

Cost Effectiveness

- Appropriateness of fee proposal, inclusive of a breakdown of total and hourly costs, by task, by consultant team member, as well as costs for any disbursements.

The three highest ranked consultants were MHBC, Meridian Planning Consultants, and SGL. These shortlisted consultants were invited to an interview with the consultant selection team on April 20, 2016, to allow the proponents to further elaborate on their proposed work plans.

Based on the proposal submissions and interviews, Town staff recommended the selection of MHBC to complete the Mature Neighbourhoods Character Study.

MHBC demonstrates an excellent understanding of the planning issues facing the Town with regard to increased pressure for large scale home rebuilds, and has considerable experience in conducting character studies of this nature for municipalities throughout the Greater Toronto Area. MHBC also demonstrates a strong commitment to community engagement, and has proposed a collaborative, interactive, and meaningful consultation strategy consisting of community walking tours, stakeholder interviews, public workshops, and open houses. MHBC has also proposed an aggressive yet achievable project timeline with completion in February 2017.

Council approved a budget of \$154,000 in the 2015 Capital Budget for the Comprehensive Zoning By-law 5-Year Review (Project 7100-22-1501). This account is being used to fund the Mature Neighbourhoods Character Study, amongst other matters. As per this Council-approved budget, Town staff have allocated \$59,785.00 (\$67,557.05 with HST) to the Mature Neighbourhoods Character Study, based on MHBC's fee proposal.

CONCLUSION:

Staff have awarded the contract for the Mature Neighbourhoods Character Study to MHBC Planning Limited, and will meet with the consultant team from MHBC in May 2016 to kick-off the Mature Neighbourhoods Character Study.

Respectfully submitted,

Rukshan de Silva, MCIP, RPP, LEED GA
Planner – Policy

Reviewed and Approved by,

John Linhardt, MCIP, RPP
Executive Director of Planning and
Chief Planning Official

Brent Marshall
Chief Administrative Officer