

REPORT

REPORT TO: Chair and Members of Community Affairs Committee

REPORT FROM: Tara Buonpensiero, Senior Planner - Policy

DATE: May 20, 2016

REPORT NO.: PI-2016-0059

RE: Agricultural and Natural Heritage Systems Review – Award of Contract for Request for Proposal P-033-16
File: D08 AN

RECOMMENDATION:

THAT Report PI-2016-0059 dated May 20, 2016, regarding the Agricultural and Natural Heritage Systems Review – Award of Contract for Request for Proposal P-033-16 be received;

AND FURTHER THAT the Manager of Purchasing be authorized to issue a purchase order to Meridian Planning Consultants, 9100 Jane Street, Toronto, ON, L4K 0A4 in association with Palmer Environmental, Caldwell Consulting and GLPi in the amount of \$86,880 plus applicable taxes for consulting services for the Agricultural and Natural Heritage Systems Review as per Request for Proposal Number P-033-16;

AND FURTHER THAT should additional meetings or other work be required during preparation of the Agricultural and Natural Heritage Systems Review that is not within the original scope of work, that staff be authorized to increase Meridian's purchase order as required, provided that any increase does not exceed the approved \$100,000 upset limit for this project.

PURPOSE:

The purpose of this report is to:

- Update Council on the completion of the Request for Proposal process for the Agricultural and Natural Heritage Systems Review.
- Obtain Council approval to retain the successful candidate consulting team to undertake the project for the Town.

BACKGROUND:

Town of Halton Hills Approach to Regional Plan Conformity (ROPA 38)

The Town of Halton Hills has adopted a phased approach to achieve conformity with the Region of Halton’s Official Plan Amendment No. 38 (ROPA 38), which was prepared to conform to the Provincial Growth Plan, the Provincial Greenbelt Plan and be consistent with the Provincial Policy Statement. The phased approach is outlined below:

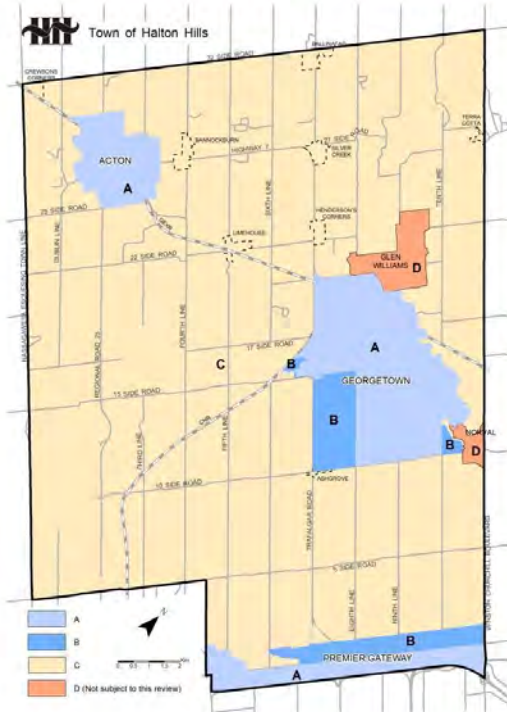
- Category I - Growth Plan Conformity Amendments – Urban Areas
- Category II - Amendments Arising from Town Initiated Studies
- Category III - Amendments Arising from ROPA No. 38 – Agricultural and Natural Heritage Systems Review

The Category I and II Amendments addressing urban matters have been undertaken, and are at various stages of approval. The purpose of this review is to complete the Category III Amendments. Once this review is completed, the Town’s Official Plan and Zoning By-law will be in full conformity with the Region of Halton’s Growth Plan Amendment No. 38.

Study Area

The study areas for the project are shown on Map 1.

Map 1: Study Areas



A	Existing Urban Areas to 2021 – mapping already updated, this study to update policies
B	Urban Expansion Areas to 2031 – mapping already updated through OPA 10 subject to refinement through Secondary Plans
C	Rural Agricultural Area/Rural Clusters and Protected Countryside – this study to update mapping and policies
D	Hamlets of Glen Williams and Norval – this study does not apply to these areas (to be updated through future Secondary Plan reviews)

Terms of Reference for the Agricultural and Natural Heritage Systems Review

The Terms of Reference for the Agricultural and Natural Heritage Systems Review outlines a three Phase Planning Process with the key deliverables/task in each phase outlined below:

Phase I - Background

- A final Work Plan with corresponding fees and completion dates
- A final Community Consultation Strategy
- A Policy Review and Directions Report outlining the policy framework and preliminary observations on necessary amendments
- A Project Technical Committee (PTC) Meeting, Project Liaison (PLC) Committee Meeting, and a Council Report

Phase II - Draft Official Plan and Zoning Amendments

- Prepare Draft Official Plan and Zoning Amendments
- A public consultation event, PTC Meeting, PLC Meeting and Council Report

Phase III - Council Adoption

- Revised Draft Official Plan and Zoning Amendments
- PTC Meeting, PLC Meeting and Statutory Public Meeting
- Response to Agency and Public Comments
- Final Amendments to Council for Adoption

The Terms of Reference for the Agricultural and Natural Heritage Systems Review was approved by Council (through Report PI-2016-0021) in March 2016.

COMMENTS:

A Request for Proposal was issued on March 23, 2016 that set out the project scope, budget and time frames for completion. Bids were posted on the Town's website and advertised on the Ontario Public Buyers Association (www.opba.ca) website and on www.biddingo.com. Thirty-two firms downloaded the bid. One proposal was received from Meridian Planning Consultants, from Vaughan Ontario.

The Meridian proposal had assembled a project team in accordance with the requirements outlined in the Terms of Reference. The three sub consultants are:

1. Palmer Environmental – Dirk Janas (Ecology)
2. Caldwell Consulting – Wayne Caldwell (Agriculture)
3. GLPi – Glenn Pothier (Consultation Specialist)

The proposal was reviewed by an Interview Committee comprised of staff from Planning, Development and Sustainability and was facilitated by the Manager of Purchasing. The criteria used to assess the proposal focused on the following key areas:

<p>Consultant Team Composition, Qualifications and Experience</p> <ul style="list-style-type: none"> • Team composition that meets the requirements outlined in the Terms of Reference • Comprehensive municipal planning experience of similar scope and scale and project management experience ideally related to Agricultural and Natural Heritage • Demonstrated knowledge of the planning policy framework of the Growth Plan, Region Official Plan (incl. ROPA 38), and Town of Halton Hills Official Plan and Zoning By-law • Sufficient hours devoted by project manager
<p>Approach and Work Plan</p> <ul style="list-style-type: none"> • Proposal responds effectively to all components of the Terms of Reference • Clear outline for the development of a Detailed Work Program complete with timeline/Gantt chart • Understanding of the local planning framework (e.g. Halton Region and Halton Hills Official Plans) including the opportunities and constraints • Commitment to community consultation and tailoring consultation to the audiences and circumstances of this project
<p>Cost Schedule and Effectiveness</p> <ul style="list-style-type: none"> • Appropriateness of fee proposal • Comprehensive fee proposal which includes a breakdown of total costs, hourly costs by task and by team member including the cost of disbursements • Meeting costs are included and itemized in the fee proposal • Any/all additional costs are clearly and properly itemized • Any added value items are identified and associated costs are included • Demonstrates commitment to directly aligning project tasks with budget amounts and completing the project within the set budget

Meridian was invited to attend an interview session. This allowed the proponent to further elaborate on their proposed work plans and highlight their experience and skills. Based on the submission and the above criteria, the Interview Committee recommends that the firm of Meridian Planning Consultants in association with Palmer Environmental, Caldwell Consulting and GLPi, be awarded the contract to complete the Agricultural and Natural Heritage Systems Review.

The Meridian proposal contains a clear and detailed work plan that responds effectively to the Terms of Reference. The work plan anticipates completion of the project within the 12-18 month timeframe as specified in the Terms of Reference.

The Meridian proposal demonstrates past experience and familiarity with the Region of Halton policies related to agriculture, natural heritage and aggregate resources which should prove beneficial to the successful and timely completion of the Town's project.

Planning staff also note that Meridian has successfully assisted the Town with a number of projects including preparation of the Town of Halton Hills Official Plan, Comprehensive Zoning By-law and the Aggregate Related Uses Study. In addition, Meridian, Palmer Environmental and GLPi are all currently working on the Town's Vision Georgetown project.

Finally, the Meridian proposal recognizes the importance of public consultation in this process and given the broad policy areas that this project will cover, and broad audience that this project could influence, that different techniques for public consultation may be required.

Next Steps

Subject to the approval of the recommendations of this report, Planning Staff will meet with the successful candidate consulting team to commence Phase 1 of the project which includes preparing a project charter, finalizing a detailed work program and preparation of the public consultation strategy.

RELATIONSHIP TO STRATEGIC PLAN:

This Report does not have a direct relationship to the Strategic Plan, as its purpose is to seek approval to retain a consultant to prepare the Agricultural and Natural Heritage Systems Review. Once the review is underway, recommendations will align and advance directions in the Town's Strategic Plan.

FINANCIAL IMPACT:

The budget to undertake this project has been allocated and approved in the Town's Capital Budget Acct. 7000220001 - Official Plan.

The budget impact of this award will be in the amount of \$86,880 plus applicable taxes which is \$11,500 under the upset limit approved by Council. Planning Staff note that the remaining \$11,500 will be used by the Town to cover meeting costs (room rentals etc.), advertisements (newspaper etc.), and for contingency.

COMMUNICATIONS IMPACT:

Public consultation will be an important component of the project and as such a Consultation Strategy will be developed in Phase I of the Review.

In order to initiate the community consultation process at the earliest opportunity, a web page is being developed, and a Notice of Project Commencement will be posted in the Independent & Free Press and the New Tanner.

SUSTAINABILITY IMPLICATIONS:

The work being undertaken as part of the Agricultural and Natural Heritage Systems Review is required to meet the Town's legislative requirements under the Planning Act.

Protection of the Natural Heritage System in the Town of Halton Hills supports the Environmental Health Pillar of the Integrated Community Sustainability Strategy.

CONSULTATION:

The Manager of Purchasing from the Corporate Services Department facilitated development of the RFP, consultant evaluation and selection process, and is in agreement with the recommendations of this report.

CONCLUSION:

Staff recommends that Meridian Planning Consultants in association with Palmer Environmental, Caldwell Consulting and GLPi, be awarded the contract to complete the Agricultural and Natural Heritage Systems Review for the work outlined in Proposal No. P-033-16.

The Meridian proposal is well articulated and demonstrates an understanding of Regional and Town policies as well as the importance of a tailored community consultation strategy which should prove beneficial to the successful and timely completion of the Town's project.

Respectfully submitted,

Tara Buonpensiero, MCIP, RPP
Senior Planner - Policy

Reviewed and Approved by,

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

Chris Mills, P. Eng.
Commissioner of Planning &
Infrastructure

Brent Marshall
Chief Administrative Officer & Fire Chief