



## **REPORT**

**REPORT TO:** Mayor Bonnette and Members of Council

**REPORT FROM:** Melissa Ricci, Senior Policy Planner

**DATE:** January 23, 2020

**REPORT NO.:** PD-2020-0014

**RE:** Scoped Glen Williams Secondary Plan Review - Award of Contract

### **RECOMMENDATION:**

That Report No. PD-2020-0014 dated January 23, 2020 regarding the Scoped Glen Williams Secondary Plan Review - Award of Contract be received;

AND FURTHER THAT Council approve the award of the Request for Proposal of the Scoped Glen Williams Secondary Plan Review to MacNaughton Hermesen Britton Clarkson Planning (MHBC), 442 Brant Street, Suite 204, Burlington, On L7R2G4 in the amount of \$118,388.75 (excluding HST);

AND FURTHER THAT the Senior Manager of Purchasing and Risk Management be authorized to issue a Purchase Order in the amount of \$118,388.75 excluding HST for consulting services for the Scoped Glen Williams Secondary Plan Review as per Request for Proposal #P-081-19;

AND FURTHER THAT Council approves the total transfer of \$25,949 (\$25,500 plus \$449 non-refundable HST) comprised of \$3,532 from the General Government Development Charges Reserve Fund; \$18,100 from the Capital Replacement Reserve and \$4,317 from the Strategic Planning Reserve in order to fund the shortfall between the budgeted amount and the consultant's bid.

## **BACKGROUND:**

The Terms of Reference for the Scoped Glen Williams Secondary Plan Review were approved by Council on October 21, 2019 through Report No. PLS-2019-0043. The Town allocated \$100,000 to undertake the review, which has been approved by Council in the 2020 Capital Budget.

The main purpose of the Scoped Glen Williams Secondary Plan Review is to review and update the in-effect Secondary Plan to ensure conformity with Provincial and Regional legislation.

Other key items that will be considered through this review include parkland and trail policies, the Hamlet buffer policy framework, and transportation issues such as community core parking requirements and associated pedestrian flow, and student access to the Glen Williams Public School. The Review will be a community-integrated process shaped by input from the public and local key-stakeholders.

## **COMMENTS:**

### **Request for proposal Process**

A Request for Proposal (RFP) for the Scoped Glen Williams Secondary Plan Review #P-081-19 was issued on October 22, 2019. Bids were posted on the Town's website and advertised on [www.bidsandtenders.ca](http://www.bidsandtenders.ca). In total, six (6) firms downloaded the bid.

By the RFP closing date of December 17, 2019, the Town received a proposal from one Consultant team - MacNaughton Hermesen Britton Clarkson Planning (MHBC), in association with WSP.

The proposal was assessed against the following evaluation criteria:

- Experience and Consultant Team Qualifications:
  - Experience and success of the consultant team in conducting municipal studies of similar scope and scale (i.e. land use planning, secondary plans, urban design, cultural heritage studies, transportation studies);
  - Experience and success of the consultant team in designing and facilitating meaningful public and stakeholder engagement; and
  - Local knowledge.
- Approach, Methodology and Value Ad:
  - Work plan and deliverables meeting the Town's requirements as described in the Request for Proposal;
  - Overall public and stakeholder engagement strategy;
  - Understanding of local strengths, weaknesses, opportunities, and threats; and,
  - Compliance with the project timeframe

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

The review of the proposal and interview was facilitated by the Senior Manager of Purchasing and Risk Management and evaluated by the Project Team for the Study. The consultant team attended an interview with the Project Team, which provided the proponent with an opportunity to outline their proposed work plan and highlight their experience and skills, and allow the Project Team to ask for clarification on the proposed work plan and community engagement strategy.

Based on the review and evaluation of the proposal received and interview conducted, staff recommends that MHBC together with WSP, be awarded the contract to complete the scoped Glen Williams Secondary Plan Review.

### **Recommended Consultant Team**

The MHBC proposal contains a clear and detailed work plan that clearly responds to the Terms of Reference for the Scoped Glen Williams Secondary Plan Review. The work plan anticipates completion of the Study within a time-frame of 12 months from commencement.

### **Consultant Team Qualifications and Experience:**

As the lead project consultant for the Study, MHBC has partnered with WSP to complete the transportation and environmental components of the review.

- Project Management/Secondary Planning (MHBC);
- Community Engagement (MHBC);
- Urban Design (MHBC);
- Cultural Heritage Scan (MHBC);
- Environmental and Natural Heritage (WSP);
- Transportation (WSP);
- Storm Water Management (WSP);

The consulting team has extensive local knowledge of both the Town of Halton Hills and the Hamlet of Glen Williams having recently completed projects such as the Mature Neighbourhood Study and the Glen Williams Mature Neighbourhood Study for the Town. They also have proven experience completing Secondary Plans and other detailed studies in Ontario including the Elfrida Secondary Plan, the City of Cambridge Secondary Plan and the Downtown Oakville Heritage Conservation District Study.

### Approach, Work Plan, and Understanding of Issues:

MHBC and WSP's proposal demonstrated a good understanding of the study objectives outlined earlier in this report. The team has reiterated in their proposal the importance of meaningful public consultation to understand the local context and engage the local community and Council. The proposal emphasizes many opportunities and many ways for the community to participate in the project.

### **RELATIONSHIP TO STRATEGIC PLAN:**

The Strategic Plan sets the Corporate Mission, Strategic Directions and Goals of the Town. The purpose of the Glen Williams Scoped Secondary Plan Review relates to the following Strategic Directions:

- Preserve, Protect and Enhance our Countryside
- Provide Responsive, Effective Municipal Government

#### *Preserve, Protect and Enhance our Countryside*

Objectives E1 (a) and E.2 (b) of the Strategic Plan directly indicate the need to actively participate in the statutory review of Provincial Plans and update the Glen Williams Secondary Plan respectively.

#### *Provide Responsive, Effective Municipal Government*

Objective I of the Strategic Plan speaks about initiating dedicated community consultations on issues of significant importance to communities-of-interest or the public at large. The Glen Williams Scoped Secondary Plan Review will include a review of planning issues that have been raised by the community in consultation with the Glen Williams Community Association including Hamlet buffers, transportation issues, parkland and trail policies, and potential community core parking requirements

### **FINANCIAL IMPACT:**

The original team's proposal generally adheres to the budget established for this project, inclusive of disbursements (\$100,551.60 excluding HST). However, staff has asked the consulting team to adjust the resources amongst the various tasks and deliverables in order to account for a more robust public consultation strategy. Staff has also included the completion of a Heritage Scan and Character Area Assessment for the area to review the current heritage resources and inventory within the Secondary Plan area, identify potential additional heritage resources and prepare updated heritage policies and design guidelines. Considering the community context and level of community engagement in the Glen, staff believes that the additional work is required as part of the Secondary Plan Review. The updated work plan will require a total budget of \$118,390.54 (excluding HST).

The Town has allocated \$100,000 (including HST) to undertake the review, which has been approved by Council in the Capital Budget. In addition, staff will require the total transfer of \$25,949 from the reserve funds identified in the recommendations of this report in order to fund the shortfall between the budgeted amount and the consultant's bid.

### **CONSULTATION:**

Staff worked in conjunction with Town Purchasing staff from the Corporate Services Department and they are in agreement with this recommendation.

### **PUBLIC ENGAGEMENT:**

Once the project is awarded, Planning staff will work with the consulting team and the Town's Corporate Communication Team to create a consultation plan for the project that identifies objectives, key stakeholder identification and consultation strategy and activities.

In order to ensure widespread community awareness of the project, and foster significant community engagement in the process, the Project Team will be initiating early community outreach in the spring by hosting a project launch event and creating a project website and Let's Talk Halton Hills page.

### **SUSTAINABILITY IMPLICATIONS:**

This report supports the Environmental Health and Social Well-Being pillars of sustainability. Consistency with Regional and Provincial policy will ensure that the updated Secondary Plan policies that incorporate best practices with regards to the environment, climate change and resiliency. The Secondary Plan Review will also update design guidelines and ensure that best practices in conservation are incorporated. In addition, by working with the residents of Glen Williams to address relevant issues and concerns in the community, the Town will ensure that residents feel welcomed, safe, connected, respected and actively engaged in Halton Hills.

Overall, the alignment of this report with the Community Sustainability Strategy is: Good.

### **COMMUNICATIONS:**

Not applicable.

**CONCLUSION:**

Staff recommends awarding the contract for the Scoped Glen Williams Secondary Plan Review to MHBC in association with WSP (Proposal #P-081-19).

The consulting team has extensive experience working in the community and in similar projects around the Province. The team offers a qualified and experienced team in the key areas of project management, secondary planning, community engagement, urban design and, cultural heritage conservation, sustainability, transportation, and environmental planning. The team's proposal clearly aligns with the Study's objectives and Town's expectations, as defined in the project Terms of Reference.

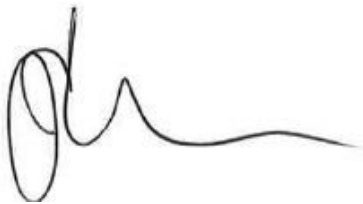
Reviewed and Approved by,

A handwritten signature in cursive script that reads "Simone Gourlay".

**Simone Gourlay, Senior Manager of Purchasing and Risk Management**

A handwritten signature in cursive script that reads "Bronwyn Parker".

**Bronwyn Parker, Director of Planning Policy**

A handwritten signature in cursive script that appears to read "John Linhardt".

**John Linhardt, Commissioner of Planning and Development**

A handwritten signature in cursive script that reads "Brent Marshall".

**Brent Marshall, Chief Administrative Officer**