



## REPORT

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

**REPORT FROM:** Keith Hamilton, Planner - Policy

**DATE:** February 24, 2021

**REPORT NO.:** PD-2021-0013

**RE:** Stewarttown Secondary Plan – Award of Contract

### RECOMMENDATION:

That Report No. PD-2021-0013 dated February 24, 2021 regarding the Stewarttown Secondary Plan - Award of Contract be received;

AND FURTHER THAT Council approve the award of the Request for Proposal for the Stewarttown Secondary Plan to MacNaughton Hermsen Britton Clarkson Planning (MHBC), 442 Brant Street, Suite 204, Burlington, ON, L7R2G4 in the amount of \$211,970.85 (excluding HST);

AND FURTHER THAT the Senior Manager of Purchasing and Risk Management be authorized to issue a Purchase Order in the amount of \$211,970.85 (excluding HST) to MacNaughton Hermsen Britton Clarkson Planning (MHBC), 442 Brant Street, Suite 204, Burlington, ON, L7R2G4, for consulting services for the Stewarttown Secondary Plan as per Request for Proposal #P-006-21;

AND FURTHER THAT the capital budget for Stewarttown the Secondary Plan (7300-22-1001) be increased by \$65,702; from \$150,000 to \$215,702; and that the additional funding requirement of \$65,702 be financed by transferring \$43,899 from the General Government Development Charges Reserve, and \$3,406 from the New Capital Reserve, and \$18,397 from the Strategic Planning Reserve, as set out in PD-2021-0013.

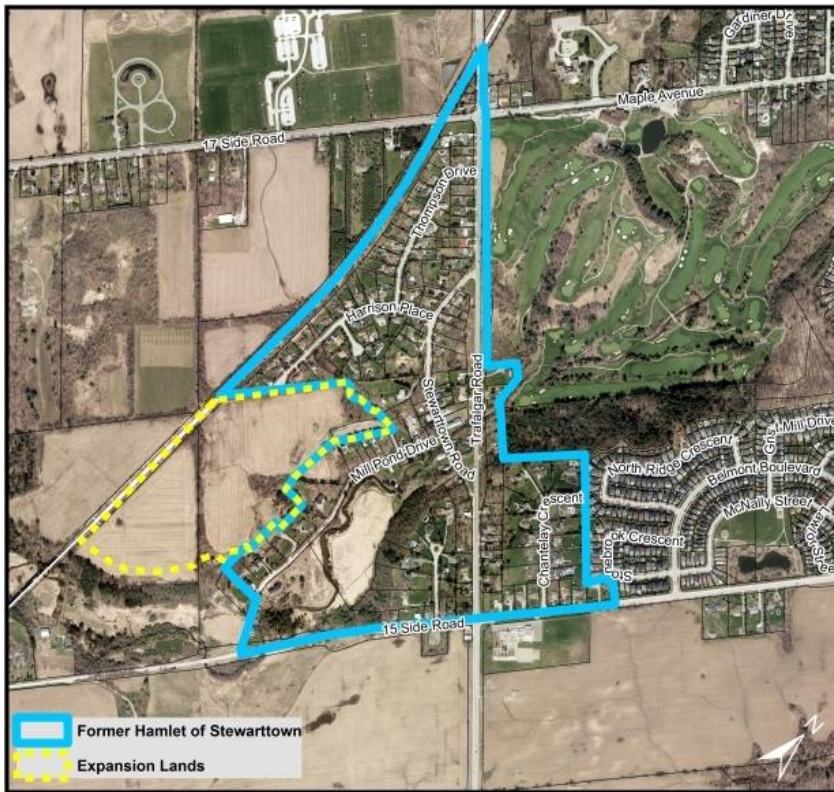
### BACKGROUND:

The Hamlet of Stewarttown and adjoining expansion lands to the southwest were included as part of the preferred growth option for Sustainable Halton in 2009, to be brought into the Urban Area. Along with the Vision Georgetown and Southeast Georgetown lands, the Stewarttown expansion lands (approximately 80 acres) were

also included as part of Official Plan Amendment 10 (OPA 10) and designated 'Future Residential/Mixed Use Area'.

A Secondary Plan is required for the former hamlet of Stewarttown and expansion lands (See Map 1) in order to bring them into the Urban Area. This plan will facilitate the conversion of the expansion lands to residential uses, while maintaining the existing character of the Stewarttown hamlet. The Plan will have a vision and guiding principles that complement the Town's Strategic Plan priorities, while meeting objectives for the Future Residential/Mixed Use Areas set out in OPA 10.

**Map 1 – Stewarttown Secondary Plan Area**



The Terms of Reference for the Stewarttown Secondary Plan were approved through Delegated Authority by the Acting CAO on December 9, 2020. A Request for Proposal (RFP) was subsequently issued to seek a qualified consultant to complete the Stewarttown Secondary Plan.

**COMMENTS:**

**1.0 Request for Proposal**

A Request for Proposal (RFP P-006-21) was posted on the Town's Bids and Tenders website on January 5, 2021. The RFP closed on January 28, 2021 and four (4) submissions were received as follows:

<b>Proponent</b>	<b>Location</b>
SGL Planning and Design Inc.	Toronto, ON
Sajecki Planning Inc.	Toronto, ON
MHBC Planning	Burlington, ON
Fotenn Consultants Inc.	Kingston, ON

The evaluation criteria and weighting were included in the Request for Proposal and bids were evaluated by a staff team based on the following criteria:

- Company Profile and Experience (30%);
- Understanding of the Project and Proposed Methodology (40%); and,
- Work Plan and Fees (30%).

After reviewing and evaluating the submissions, two consulting teams (MHBC and Sajecki Planning) were selected for an interview. The interviews provided the consulting teams an opportunity to discuss the components of their bid in further detail, including staff qualifications, team approach and work plan. The interviews also gave the teams a chance to respond to questions provided by the Town's evaluation team. This included technical questions related to project deliverables, questions on engagement strategies, and questions on community character preservation.

A follow-up interview was scheduled with the MHBC consulting team to clarify their approach on certain deliverables (transportation and servicing), as well addressing mitigation measures related to the CN Rail line on the western boundary of the expansion lands.

## **2.0 Recommended Project Consultant Team**

Based on the review and evaluation of the proposals received and interviews conducted, staff recommends that MHBC, together with C.F. Crozier & Associates Inc., IBI Group, and Natural Resource Solutions Inc. (NRSI), be awarded the contract to complete the Stewarttown Secondary Plan.

The MHBC proposal contains a clear and detailed work plan that clearly responds to the Terms of Reference for the Stewarttown Secondary Plan. The work plan anticipates completion of the Study within a time-frame of approximately 18 months from commencement.

A budget of \$150,000 was originally approved by Council in 2013 for the completion of the Stewarttown Secondary Plan. Given the community consultation required for the project, as well as a greater understanding of the impacts on cultural heritage, transportation networks, and servicing, the selected proposal is \$65,702 (inclusive of non-refundable HST) over budget. This will increase the project budget by \$65,702 from \$150,000 to \$215,702.

## **2.1 Consultant Team Work Plan and Approach**

Documents submitted by MHBC as part of their bid provided an outline of how deliverables would be achieved, as well as the team responsible for completing each. A brief summary of Project Team responsibilities is as follows:

- Background review and policy analysis (MHBC);
- Public consultation and stakeholder engagement (MHBC);
- Development of land use alternatives (MHBC);
- Presentations to Council and Committees (MHBC);
- Transportation/Traffic Study (Crozier);
- Servicing and Storm Water Management (Crozier);
- Urban Design (MHBC);
- Fiscal Impact Analysis (IBI Group);
- Natural Heritage and Environmental Impact Analysis (NRSI);
- Agricultural Impact Assessment (MHBC); and,
- Secondary Plan Development (MHBC).

In both their submission to the Town and subsequent interview with the evaluation team, the MHBC consulting team demonstrated extensive knowledge and understanding of context-specific conditions and issues in Halton Hills. Additionally, members of the team have worked on several projects in Halton Hills in the past, including both the Halton Hills and Glen Williams Mature Neighbourhood Studies, Premier Gateway Phase 1B Secondary Plan, and the ongoing review of the Glen Williams Secondary Plan.

The consulting team approach will focus on preserving the unique character of Stewarttown, including both elements of cultural and natural heritage. Stakeholder and public engagement will also be critical in establishing a land use plan for both the existing Stewarttown area and expansion lands.

## **2.2 Proposed Consultation Plan**

The consulting team has presented a well-rounded engagement plan that will build on the Town's Public Engagement Charter and address challenges related to the current COVID-19 pandemic. The consulting team will work collaboratively with Town staff to ensure all public consultation, committee meetings (Technical Advisory and Steering), and Council presentations are adequately organized with the appropriate notification measures. In addition to online engagement, planned public consultation will include one Public Information Session, two Public Open Houses, and a Statutory Public Meeting before Council.

## RELATIONSHIP TO STRATEGIC PLAN:

The Strategic Plan sets the Corporate Mission, Values and Priorities of the Town. The preparation of the Stewarttown Secondary Plan relates to the following Values:

- Achieve Sustainable Growth;
- Provide Responsive, Effective Municipal Government.

### *Achieve Sustainable Growth*

The Stewarttown Secondary Plan will ensure new growth is balanced, sustainable, and a reflection of the existing community character. The Plan will also ensure community infrastructure is planned to meet the needs current and future residents.

### *Provide Responsive, Effective Municipal Government*

Strong leadership in the effective and efficient delivery of municipal services will be exemplified through the delivery of effective and meaningful public consultation. The Plan will reflect an understanding of community context and issues raised by residents and stakeholders throughout the process.

## FINANCIAL IMPACT:

As discussed above, the completion of the Stewarttown Secondary Plan requires an additional \$65,702. Therefore, it is recommended that the project budget for the Stewarttown Secondary Plan (7300-22-1001) be increased by \$65,702 from \$150,000 to \$215,702.

2013 Capital Budget	\$150,000
Additional Funding Requested	65,702
<b>Total Capital Budget</b>	<b>\$215,702</b>
Total Contract Amount (excl. HST)	\$211,971
<b>Total Contract Amount (incl. non-refundable HST)</b>	<b>\$215,702</b>

The additional funding requirement of \$65,702 will be financed by transferring \$43,899 from the General Government Development Charges Reserve (Fund No. 17) for growth share and \$3,406 from the New Capital Reserve (Fund No. 40), and \$18,397 from the Strategic Planning Reserve (Fund No. 41) for the Town's share.

## **CONSULTATION:**

The Evaluation Team for the selection of a project consultant consisted of staff representatives from the Planning and Development, Transportation and Public Works, and Recreation and Parks departments. The Senior Manager of Purchasing and Risk Management facilitated the process and is in agreement with the recommendation.

## **PUBLIC ENGAGEMENT:**

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

A Public Information Session will take place in Phase 1 of this project to ensure early awareness in the community on how the Plan will be developed, its goals and objectives, and the role public consultation will play in the process.

A project webpage will be developed and the online engagement platform 'Let's Talk Halton Hills' will also be utilized throughout the project lifecycle.

## **SUSTAINABILITY IMPLICATIONS:**

The Town is committed to implementing our Community Sustainability Strategy, Imagine Halton Hills. Doing so will lead to a higher quality of life.

The recommendation outlined in this report advances the Strategy's implementation.

This report supports the Cultural Vibrancy, Economic Prosperity and Social Well-being pillars of Sustainability and in summary the alignment of this report with the Community Sustainability Strategy is excellent.

## **COMMUNICATIONS:**

There is no communications impact associated with this report.

## **CONCLUSION:**

Staff recommends awarding the contract (with additional funds) for the Stewarttown Secondary Plan to MHBC in association with C.F. Crozier & Associates Inc., IBI Group, and NRSI (Proposal #P-006-21).

This team has experience working together on similar projects, including past projects completed for the Town of Halton Hills. In addition to providing qualified staff who will meet expectations for all project deliverables, their approach to public consultation will ensure the development of a Secondary Plan that reflects the community character of Stewarttown, fostering collaboration with residents along the way. The team's approach will also ensure that the natural and cultural heritage features are maintained, and where possible, enhanced. Lastly, the team's proposal aligns with the objectives and expectations, as outlined by Town staff in the project Terms of Reference.

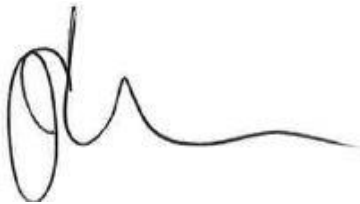
Reviewed and Approved by,

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 reads "John Linhardt".

John Linhardt, Commissioner of Planning and Development

A handwritten signature in cursive script that reads "Chris Mills".

Chris Mills, Acting Chief Administrative Officer