
To: Mayor and Members of Council

From: Development Approval & Planning Policy Department

Meeting: 2012-09-25

Subject: Bolton Residential Expansion Study: Award of Contract

RECOMMENDATIONS

That Development Approval and Planning Policy Report PD-2012-095, Bolton Residential Expansion Study: Award of Contract; be received; and,

That the principal consultant contract for the Bolton Residential Expansion Study be awarded to Meridian Planning Consultants Inc., in the amount of \$269,915.79 inclusive of non-recoverable HST (or \$299,729.60 inclusive of full HST) funded from the Development Approval and Planning Policy capital project #12-93.

ORIGIN/BACKGROUND

On April 17, 2012, Council approved the General Terms of Reference: Bolton Residential Expansion Study (Bolton Settlement Area Expansion 2021-2031), and directed staff to initiate the Bolton Residential Expansion Study by retaining a principal consulting firm and in conformity with the Town's Purchasing By-law (By-law 2009-151).

According to the General Terms of Reference, the principal consultant will be involved in all five (5) phases of the Study which are briefly described below, including deliverables and activities in each phase:

- Phase 1: Identify potential boundary expansion alternatives in the Bolton area, and develop an evaluation matrix, with input from landowners/residents
 - Evaluation Criteria
 - Conduct Council Workshop and Public Meeting
- Phase 2: Evaluate all the boundary expansion alternatives using the evaluation matrix developed in Phase 1
 - Co-ordinate selection process for boundary expansion area(s)
 - Conduct Council Workshop and Public Meeting
- Phase 3: Identify and oversee consultants to conduct detailed component studies which will help in developing community plan concepts and support the final recommended community plan
 - Develop Terms for References for each of the Component studies
 - Prepare Evaluation and Summary Report(s) for the component studies
- Phase 4: Establish a set of planning and design principles for the community plan that reflect the Town's growth objectives and meet the requirements of the Growth Plan for the Greater Golden Horseshoe
 - Develop planning and design principles
 - Conduct Council Workshop and Public Meeting
 - Prepare Conceptual Community Plan(s)



- Selection of preferred Community plan
- Prepare Draft secondary plan policies
- Phase 5: Finalize the community plan and prepare Secondary Plan level policies to be submitted for both a regional and local Official Plan Amendments
 - Prepare Justification Report(s) for Official Plan Amendments

DISCUSSION

Further to the Council direction on April 17, 2012, a Request for Proposal was issued on Thursday, June 28, 2012. The original closing date of this Proposal was July 11, 2012. With only one submission received, it was decided to extend the closing time to 2:00 pm, local time, on Thursday, August 9, 2012 to allow extra time for proponents to submit their Proposals.

The Request for Proposal was advertised in the local newspaper and on Biddingo.com/Caledon. The following two companies submitted their Proposals:

- Meridian Planning Consultants Inc.
- Gladki Planning Associates Inc.

The Proposals were publically opened by Purchasing, with a representative from the Development Approval and Planning Policy Department present, at 2:30 pm, on August 9, 2012. Both Proposals were evaluated by the Proposal Evaluation Committee consisting of staff members from Development Approval and Planning Policy Department and Purchasing. Each Proposal was evaluated upon criteria and weighting as follows:

Criteria	Weight Factor
Consultant Profile	5
Proposed Approach & Methodology	30
Work Schedule	15
Comparable Projects	10
Consultant Resources	10
References	5

Step One of the evaluation required each member of the Proposal Evaluation Committee to review and evaluate each proposal independently based on the technical evaluation criteria stated in the proposal. The scores ranged from 0 to 10 points in each of the technical evaluation criteria listed. The criteria point scores were multiplied by the weight factor to obtain a total criteria score.

The Request for Proposal stated that in order to be considered for Step Two ‘Fee Proposal’, it is preferred that the Proponents achieve a minimum score of 70 percent in Step One evaluation of the technical proposal. Since both Proposals achieved the minimum score of 70 percent, each of the Proposals was evaluated for price by utilizing the following formula:

$$[(\text{Lowest responsive fee Proposal} / \text{Proponent submitted responsive fee Proposal}) \times 10 \text{ points}] \times \text{weight factor}$$

That yields the following results:



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Proponent	Total Price	Score
Meridian Planning Consultants Inc.	299,729.60	250
Gladki Planning Associates Inc.	306,246.95	244.75

The scores for Step 1 and Step 2 were added to obtain the Vendors' total scores as follow, which suggest that Meridian Planning Consultants Inc. is the preferred firm.

Proponent	Total Score	Rank
Meridian Planning Consultants Inc.	865.00	1
Gladki Planning Associates Inc.	839.75	2

Meridian Planning Consultants Inc., a Vaughan based company, specializes in community development and land use planning. Its planners are known for their professional skills in finding solutions and building consensus. Mr. Nick McDonald, Partner of Meridian Planning Consultants Inc. will act as the overall Project Director and will be responsible for all work completed by all consultants retained. Mr. McDonald will also be responsible for defending the policies that are prepared at the conclusion of the process at the Ontario Municipal Board. Mr. McDonald has over 23 years of land use planning experience, and is well known for his strategic planning skills, his public speaking and engagement skills, and his photographic memory when it comes to maps and geography and his ability to understand policy and development trends in all parts of Ontario. He has appeared as an expert witness at over 45 Ontario Municipal Board hearings throughout his career, and is well known for his skills in this regard.

In accordance with the Town's Purchasing By-law, purchases valued greater than \$250,000.00 require the approval of the Town Council.

FINANCIAL IMPLICATIONS

The cost of this award, in the amount of \$269,915.79 inclusive of non-recoverable HST (or \$299,729.60 inclusive of full HST), will be funded from the Development Approval and Planning Policy capital project #12-93 – Bolton Settlement Area Expansion Study (account #005.05.006.080.1293):

Budget - Capital Project 12-93	\$350,000.00
Contract Award to Meridian Planning Consultants Inc.	(\$269,915.79)
Budget Remaining	\$80,084.21

The Bolton Settlement Area Expansion Study is a multi-year term of Council project where the Town will commit to funding the project over the remaining term of Council 2013 to 2014. Accordingly, the remaining budget following this award, in the amount of \$80,084.21, will be carried forward for other components of the study.

LEGAL IMPLICATIONS

The Legal Implications of this report are contained in other sections of the report..

NEXT STEPS

The Principal Consultant will be working with staff, residents, and all interested parties and individuals, in the forms of Open Houses and Workshops, to develop a matrix of e



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valuation criteria for Council approval that will be used to identify the preferred site(s), where detailed studies for the Bolton Residential Expansion will be conducted.

COMMUNITY BASED STRATEGIC PLAN

Strategic Objective Goal 2d: Manage growth and use land wisely by promoting land use planning decisions that are rooted in innovative and sound planning principles and ensure:

- i. Caledon's urban rural character is maintained
- ii. Growth does not compromise the character and stability of existing residential neighbourhoods;
- iii. Growth is in keeping with Caledon's ability to provide and maintain appropriate infrastructure;
- iv. Growth contributes positively to Caledon's image and economic vigor; and,
- v. Development of new communities in new ways.

POLICIES/LEGISLATION

Town of Caledon Purchasing Bylaw (2009-151)

CONSULTATIONS

Consultation occurred with:

Raj Atwal, Buyer, Purchasing
Marisa Williams, Senior Policy Planner, Policy & Sustainability
Ben Roberts, Economic Development Officer, Economic Development
Kant Chawla, Senior Transportation Planner, Policy & Sustainability
Patricia de Sario, Manager, Planning Law
Fuwing Wong, Treasurer, Finance

ATTACHMENTS

Not applicable.

CONCLUSION

It is recommended that Council approve the award of contract to Meridian Planning Consultants Inc. in the total amount of \$299,729.60, HST included, to serve as the principal consultant for the Bolton Residential Expansion Study.

Prepared by: Ohi Izirein

Approver (L1): Haiqing Xu

Approver (L2): Mary Hall

Approver (L3): Douglas Barnes

Approver (L4):

Approver (L5):

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