



Staff Report for CAO Delegated Authority

Appendix K

Date of Report: November 12, 2018

Report Number: DA.18.051

Department: Planning and Regulatory Services

Division: Policy Planning

Subject: DA.18.051 – Request for Approval of Sole Source Acquisition for the Richmond Hill Centre Secondary Plan Study

Purpose:

Policy Planning is seeking approval to award a sole source non-competitive acquisition of professional services in accordance with the Procurement By-law No.113-16 for the Richmond Hill Centre Secondary Plan Study.

Recommendation(s):

- a) That the contract for the provision of Richmond Hill Centre Secondary Plan be awarded non-competitively by sole source to Urban Strategies Inc. pursuant to Article 7.1 Section (b)(1) and Appendix "B" Part I – Sole Source Acquisitions, Section (g) of the Procurement By-law No. 113-16.;
- b) That Urban Strategies Inc. be confirmed to undertake the Richmond Hill Centre Secondary Plan at a cost not exceeding \$377,000 (exclusive of taxes);
- c) That staff work with Urban Strategies to finalize a detailed workplan prior to commencement of the project to ensure the scope of work, time and budget allocation are to the satisfaction of the Town as set out in the Terms of Reference for the Richmond Hill Centre Secondary Plan.

Contact Person:

Clement Chong, Senior Planner, Policy Planning, extension 2515

Submitted by:

Kelvin Kwan

Commissioner of Planning and Regulatory Services

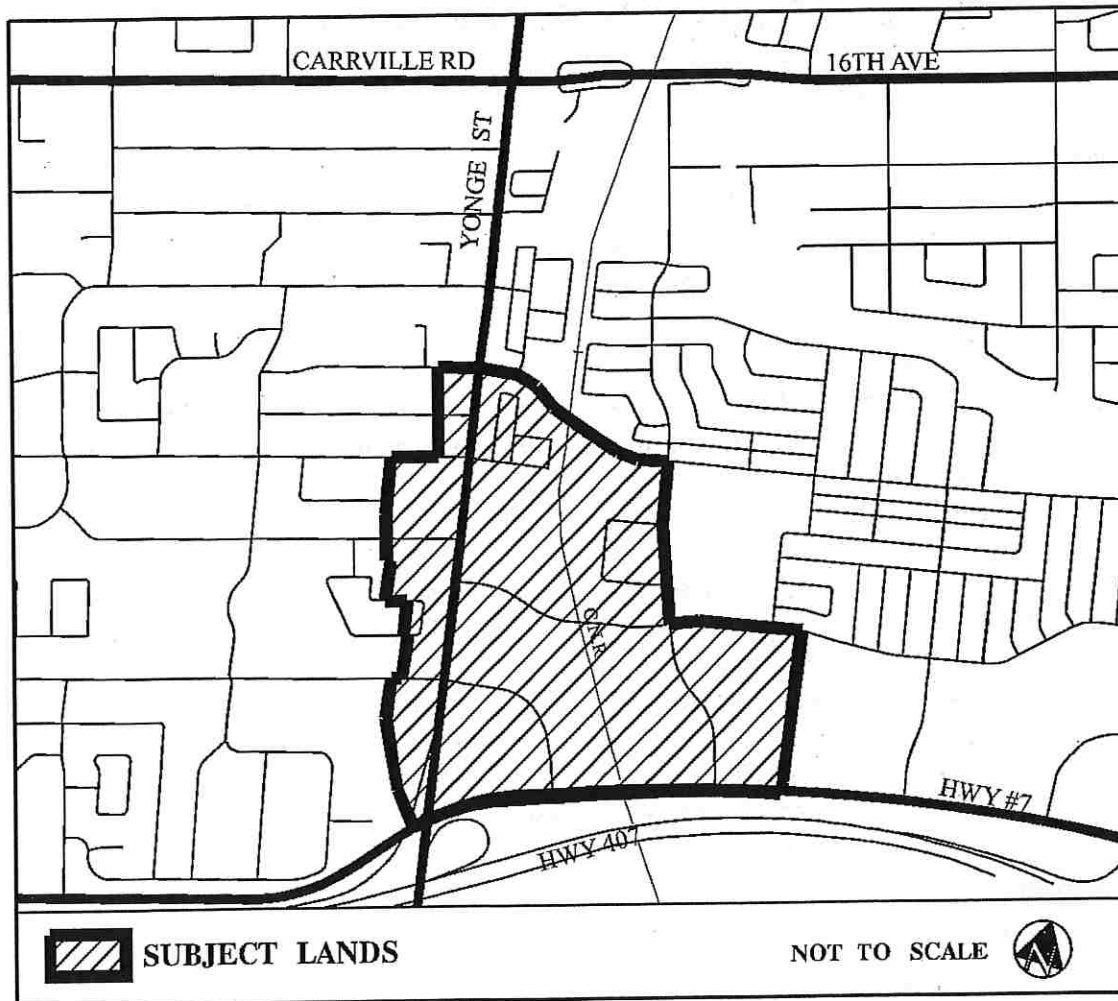
Approved by:



Neil Garbe
Chief Administrative Officer

Location Map:

Below is a location map of the Richmond Hill Centre Secondary Plan study area.



Overview of the Richmond Hill Centre:

The Richmond Hill Centre is a designated Urban Growth Centre ("UGC") in the Growth Plan for the Greater Golden Horseshoe and is designated as a Regional Centre in the York Region Official Plan. The Richmond Hill Centre is a key area within the Town's urban structure, and is a prominent and regional focal point for planned public rapid transit infrastructure and investment. The UGC is envisioned to develop into a primary location for cultural facilities, public institutions and major services, and it will have the greatest range of land uses that will accommodate the highest level of intensification focused around an integrated transit hub station.

The Town's Official Plan directs that a Secondary Plan be prepared for the area to establish a policy framework to guide future growth with the integration of planned public rapid transit in the Centre. In order to continue the Town's commitment for advocating and planning for the Yonge Subway Extension to the Richmond Hill Centre, a Secondary Plan is required to address the emerging policy changes resulting from recent Provincial, Regional and local directions and initiatives to ensure the Town maximizes the significant public rapid transit investments that are currently in place and planned for in the area.

Background:

In 2008, the Town retained the consulting firm Urban Strategies Inc. (USI) to undertake the Regional Centre Design and Land Use Study for the Richmond Hill Centre as part of the Town's new Official Plan (OP). This study was completed in February 2010 and established a long-term vision and strategic direction for the development of the Richmond Hill Centre as a "mobility hub", which is also part of the Richmond Hill/Langstaff Gateway Urban Growth Centre (UGC). The Final Recommendations Report for the Richmond Hill Centre was endorsed by Council on February 16, 2010 (SRPD.10.019) that recommended land use and built form policy direction necessary to establish Official Plan and Secondary Plan policies for the Richmond Hill Centre. The following recommendation from SRPD.10.019 was approved by Council:

"That following the completion of the new Official Plan, a new Secondary Plan be prepared for the Richmond Hill Regional Centre based on the Final Recommendations Report for the Regional Centre."

On July 12, 2010 Council adopted the Richmond Hill Official Plan (OP) - Building a New Kind of Urban. The new OP includes land use and urban design policies for the Richmond Hill Centre consistent with the Regional Centre Design and Land Use Study previously endorsed by Council. The policies of the new OP direct the Town to prepare a Secondary Plan for the Richmond Hill Centre.

Following adoption, in February 2011 Council received a staff report SRPRS.11.029 which outlined an initial terms of reference to prepare a Richmond Hill Centre Secondary Plan for the area. The terms of reference set out in SRPRS.11.029

recommended that Urban Strategies Inc. be retained to prepare a secondary plan, in accordance with the policy direction set out in Part I of the Official Plan. Soon after the report was approved, the Official Plan was appealed for lack of a decision by the Region and the completion of the secondary plan project was put on hold.

On June 12, 2018 Council reaffirmed its commitment to initiate the Richmond Hill Centre Secondary Plan in coordination with the Yonge Subway Extension Project that is currently at the Preliminary Design and Engineering Phase. The following motion was approved by council:

“Staff be directed to draft Terms of Reference, including costs, staffing resource implications, to initiate a planning/land use study/secondary plan for the Richmond Hill Centre in support of the Yonge Subway Extension;

Staff be directed to report back with a workplan, including cost and dedicated staffing implications, in support of York Region Rapid Transit Corporation, including dedicated personnel, to work in collaboration with the York Region Rapid Transit Corporation, other municipalities and all pertinent parties, to support the next steps that will be identified by the preliminary design and engineering study;

This Resolution be forwarded to the York Regional Council, the York Region Rapid Transit Corporation, the Metrolinx, the Toronto Transit Commission, the City of Markham, the City of Vaughan, the City of Toronto, the Association of Municipalities of Ontario, the Federation of Canadian Municipalities, local Members of Provincial Parliament and Members of Parliament.”

At a subsequent Committee of the Whole meeting held on September 17, 2018, a staff report SRCA0.18.22 was brought forward detailing a high level workplan, including a cost review and business cases for additional resources in support of Council’s mandate for further collaboration with York Region Rapid Transit Corporation (YRRTC) and other public agencies and municipalities in relation to the Yonge Subway Extension. Council approved the recommended additional resource funding totaling the amount of \$1,082,500. Below is a summary of the approved new resources and consulting services required to support the Yonge Subway Extension Project:

Item	Lead Division / Department	Required Temporary Resources and Consulting Services	Status	Approved Funding
1	Strategic Initiatives (Office of the CAO)	Project Manager, Yonge Subway Extension (YSE) Project	In Progress	\$212,300

2	Policy Planning (Planning and Regulatory Services)	Project Manager, Richmond Hill Centre Secondary Plan	Complete	\$268,200
		Consulting services for development of Richmond Hill Centre Secondary Plan	In Progress	\$377,000
3	Development Engineering and Transportation (Planning and Regulatory Services)	Consulting services for engineering and transportation reviews	In Progress	\$225,000
4	Design and Construction / (Environment and Infrastructure Services)	Consulting services for design and construction reviews	In Progress	
Total				\$1,082,500

In accordance with Council's direction the Policy Planning Division has hired a Project Manager for the Richmond Hill Centre Secondary Plan and is currently working to retain consulting services for the development of the Secondary Plan. In order to meet the required timeline and project workplan as outlined in the section titled "Project Description and Work Program" of this report, the lead consulting team for the Richmond Hill Secondary Plan will need to be retained and commence work by no later than end of Q4 2018. Given Urban Strategies Inc.'s (USI) previous involvement in the Regional Centre Design and Land Use Study from 2008 to 2010, it is advantageous for the Town to retain consulting services from USI through a sole-source non-competitive acquisition in accordance with Article 7.1 Section (b)(1) and Appendix "B" Part I – Sole Source Acquisitions Section (g) of the Town's Procurement By-law No. 113-16 for the following reasons:

- The Richmond Hill Centre Secondary Plan will build on the Final Recommendations Report for the Richmond Hill Centre prepared for the Town by USI and endorsed by Council in February 2010;
- USI has an intimate knowledge of the planning and urban design issues and opportunities in the Richmond Hill Centre area;
- USI has worked with transit agencies and stakeholders in the Richmond Hill Centre area and will provide a level of consistency, maintaining relationships with

key transit agency personnel and obtaining consensus on issues and opportunities;

- USI has professional expertise in policy planning, urban design and landscape architecture. Along with sub-consultants, the USI team will include the necessary professional staff to complete this project;
- Minimal lead-up time by Staff and the consultants will be required to familiarize USI with the Regional Centre Design and Land Use Study and the policies of the adopted OP providing a time-saving and cost-saving advantage to the Town; and
- Given USI's involvement in other Regional Centres and Land Use Studies in the York Region, such as the Markham Centre and the Vaughan Metropolitan Centre, the Town has a level of certainty that USI's experience and expertise will ensure the timely and high quality preparation of the Richmond Hill Centre Secondary Plan.

Staff has contacted Urban Strategies Inc. to determine whether they have the capacity and necessary team of sub-consultants to complete the work in accordance with the approved Planning and Regulatory Services Department budget for the Richmond Hill Centre Secondary Plan.

Project Description and Work Program

The purpose of the Richmond Hill Centre Secondary Plan is to provide a detailed land use and urban design policy framework to guide future development in the Centre. To ensure the Richmond Hill Centre is planned comprehensively, the Secondary Plan will take into consideration the following:

1. Consider the policy direction of the Secondary Plan in light of the recent changes and amendments to upper-tier provincial planning policies (i.e. PPS, Growth Plan, Planning Act) as well as the secondary plan requirements set out in the Regional Official Plan, and to comprehensively apply the provincial and regional upper-tier policies through the secondary plan process;
2. Satisfy the Secondary plan requirements set out in Part I of the Town of Richmond Hill Official Plan including the delineation of development blocks and confirming the appropriate deployment of building heights, density, transition and built-form within development blocks;
3. Establish appropriate land use requirements for residential and non-residential development required to achieve a 1:1 ratio of people and jobs, and an intensification target of 200 people and jobs per hectare by 2031, as prescribed by the Growth Plan;

4. Establish appropriate policy requirements for non-residential development to achieve recommended job targets in the Centre by way of providing an appropriate distribution of retail, commercial, office and major office employment;
5. Understand and incorporate the advancements that have been made in the planning for the Yonge Subway Extension (YSE) to the Richmond Hill Centre through the YSE project, and to establish required policy direction to protect for this and other key public transportation rights-of-way within the Centre including GO Rail, GO Bus, YRT, VIVA Bus Rapid Transit, and the 407 Transitway;
6. Establish a core Working Group/Technical Advisory Committee comprised of key agencies, landowners, and other stakeholders to comprehensively address:
 - a. the feasibility and planning requirements of developing a multi-level integrated transit hub station as a key piece of transportation infrastructure within the Richmond Hill Centre which integrates subway, bus rapid transit, GO Rail and GO bus transit services into the facility;
 - b. establish appropriate policy direction for the integrated transit hub as a key transportation facility (i.e. location, function, etc.) and to set out appropriate requirements in the secondary plan for development to link to this facility;
7. Undertake a park planning/urban design visioning exercise to plan for a landmark public space as part of the integrated transit hub facility, and to establish policy direction in the Secondary Plan for the location, function and design elements of this space;
8. Undertake the preparation of a Transportation Study in accordance with the requirements of Section 5.26 of the OP and which incorporates the requirements of the York Region OP and other relevant transportation policies, plans and/or EA's, and which considers the long-term planning of, among other transportation matters and transportation infrastructure that affect the RHC and integrated transit hub, the Yonge Subway Extension project, Highway 407 Transitway, GO service and VIVA bus rapid transit service;
9. Undertake a comprehensive assessment of the environmental and natural heritage systems within and immediately adjacent to the RHC and the preparation of recommendations and associated mapping including hydrogeological conditions such as groundwater, soil, subsurface conditions, and other geotechnical and hydrogeological considerations which may impact development parameters and necessary investments required for the Secondary Plan area, including requirements for municipal water, wastewater, stormwater and sewage services and infrastructure;

10. Establish detailed sequencing plans that are supported by water, wastewater, transportation infrastructure and the provision of human services;
11. Investigate best practices regarding below-grade connection requirements between transit infrastructure and linkages/integration with private development and explore opportunities to establish a comprehensive underground concourse network (e.g. PATH system) and establish appropriate policy direction in the secondary plan;
12. To prepare a Community Energy Plan for the Richmond Hill Centre, in accordance with the policy requirements of 3.1.9.5(5) of the Town's Official Plan; and
13. Undertake the development of the Secondary Plan, including background work, in consultation with landowners, agencies and the general public.

The project will be undertaken in three stages consisting of a collaborative planning process, and will follow a similar process for other secondary plan policy projects that were completed as part of the implementation of the Official Plan. The stages include:

Stage 1: Research and Re-Visioning (Winter 2018 – Spring 2019)

Stage 1 will include the hiring of a Project Manager and consultants, and will focus on reviewing changes and amendments to upper-tier provincial planning policies to understand how they affect planning within the Richmond Hill Centre and what policy direction may be needed in the Secondary Plan to ensure conformity. This stage will include reviewing and updating the background work from 2009-2010 to ensure the forthcoming Secondary Plan is based on the most current information and policy framework. Among other matters, the analysis will focus on transportation, water, wastewater, stormwater, natural heritage systems, delineation of development blocks, distribution of height and density, planning for non-residential development, investigating best practices regarding below-grade connection requirements between transit infrastructure and linkages, a visioning/master planning exercise to plan for a major landmark open space, and consideration of social, economic and demographic changes. This may also result in a re-visioning for the Centre to reflect the new information.

A key component of the Secondary Plan includes consideration of all of the transportation requirements which affect the long term planning of the Richmond Hill Centre. In particular, a comprehensive Transportation Study will be required in support of the future Secondary Plan to realize the multi-modal aspirations envisioned for this area and will, among other matters, identify existing constraints and opportunities in the transportation network to accommodate the growth, optimize traffic operations and ensure that the planned transportation network is phased and integrated with the planned high density land uses.

This stage will also involve liaising with the broader Community Energy and Emissions Plan (CEEP) process and Urban MESP update and undertaking more detailed analysis regarding the feasibility of implementing a District Energy System within the Richmond Hill Centre area as a component of the area specific Community Energy Plan.

Stage 2: Consultation and Recommendations (Summer 2019 – Winter 2020)

While consultation with the public, landowners and stakeholders will occur in all stages of the project, Stage 2 will focus on public consultation with the objective of finalizing a Recommendations Report. This consultation stage will include workshop and public open house components, consultation with the public, affected landowners and other key stakeholders, such as: York Region, City of Markham, transit agencies including Metrolinx/GO, York Region Rapid Transit Corporation, York Region Transit, Ministry of Transportation, and Toronto Transit Commission; Toronto Region Conservation Authority, CN Rail, and School Boards. This stage will culminate in an updated Recommendations Report.

Stage 3: Drafting and Approval of the Secondary Plan (Spring 2020 – Winter 2021)

Stage 3 will involve the development of a draft Secondary Plan including policies and associated mapping. The Secondary Plan will be brought forward for consideration and ultimately adoption by Council. Following Council's adoption of the Secondary Plan, Staff will submit the Secondary Plan document and associated documentation to York Region for approval.

Financial/Staffing/Other Implications:

There are no Financial considerations beyond those already approved and funded under the Strategic Rapid Transit Reserve Fund.

Relationship to the Strategic Plan:

The sole source acquisition of professional services for the Richmond Hill Centre Secondary Plan study aligns with both the overall Strategic Plan and the Phase 3 Implementation Plan by fulfilling the following goal:

- Goal Four of the Strategic Plan is Wise Management of Resources, through responsible decisions that make efficient use of resources such as time and money.

Urban Strategies Inc. (USI) has the professional expertise in planning for Regional Centres in York Region. USI completed the Town's Richmond Hill Centre Design and Land Use Study that will provide the basis for a development framework for the Richmond Hill Centre Secondary Plan. USI has intimate knowledge of the planning and urban design issues, along with an understanding of the opportunities and challenges in the Richmond Hill Centre area. Their experience and knowledge will be an asset. Accordingly, this sole source procurement is an exceptionally advantageous

circumstance for the Town, and an efficient use of the Town's time and allocated resources for this project.

Conclusion:

Richmond Hill is committed to advocating for compact, transit-oriented development as an important part of building a vibrant "new kind of urban" community. Over the past few years, the Province has enacted changes through legislation and Provincial Plans that impact planning in strategic growth areas including Urban Growth Centres and major transit station areas. Additionally, initiatives at the municipal and Regional level also have a role in how the Richmond Hill Centre will develop over time. Approval of the consulting resources to initiate the Richmond Hill Centre Secondary Plan will support these ongoing initiatives to ensure that the Town's interests are aligned and promoted. The Town will continue to take a leadership role to develop a comprehensive Secondary Plan that will build on partnerships to plan for new transit supportive development that supports the extension of the Yonge Subway to Richmond Hill, and other key transit infrastructure projects that serve the Urban Growth Centre.