

**DATE:** October 13, 2015

**REPORT NO:** PD-137-15

**SUBJECT:** **Information Report**  
Secondary Plan for the North-West Quadrant Contract Award

**CONTACT:** Rachelle Larocque, Planner II  
Brian Treble, Director of Planning and Building

**OVERVIEW:**

- **The Township, as a result of the settlement of Official Plan Amendments 37 and 38, increased the lands within the urban boundary of Smithville through a swap process. As a result, approximately 40 hectares of new lands for residential purposes were added to the north-west corner of Smithville.**
- **In order to ensure that this area is developed according to Provincial policy requirements, and the lands are developed in accordance with the Township's vision for this area, the Township released a Request for Proposal for Planning Consultants to undertake the design, preparation, consultation and approval of the studies and design for these lands.**
- **Staff reviewed the proposals that were submitted and determined that MHBC Planning be awarded the contract to help the Township create a vision for the north-west quadrant and to ensure the growth and development is orderly and will compliment the existing character of Smithville.**

**RECOMMENDATION:**

1. That, report PD-112-15, regarding Secondary Plan for the North-West Quadrant Request Contract Award, dated October 13, 2015, BE RECEIVED FOR INFORMATION.

**ALIGNMENT TO STRATEGIC PLAN**

- **Value**  
Establish, provide and sustain a high quality of life for our residents.
- **Objective**  
Control and monitor growth in accordance with Official Plan and Growth Management Strategy.

**BACKGROUND:**

The Township, by removing lands from the Hamlet of Wellandport, was able to add 40

hectares of new residential lands to the North-West Quadrant of Smithville. Rather than waiting for development proposals to be submitted and have the development industry drive how these new lands are developed, the Planning Department with Council's support has determined that a Secondary Plan is the best way to control development. The creation of a Secondary Plan will ensure that the development will maintain the character of Smithville, while ensuring we meet the required density targets. The creation of a Secondary Plan will also ensure that the new Urban Design Guidelines will be incorporated into the final plan.

**CURRENT SITUATION:**

The Township issued a Request for Proposal (RFP) in August looking for interested consulting firms to submit proposals for the creation of a Secondary Plan for the North-West Quadrant.

Township Staff as well as Regional Development Staff reviewed the proposals and recommend that MHBC Planning be awarded the Contract for completing the Township's Secondary Plan for the North-West Quadrant. The basis for this recommendation is outlined in the Evaluation Matrix below which includes the average score from the three evaluators.

<b>Criteria</b>	<b>Points</b>	<b>MHBC</b>	<b>GSP Group</b>
Overall clarity/understanding of requirements	15	14	13
Outline of Services to be provided	20	16	17
Project Cost	20	18	16
Knowledge of the Planning Context	15	14	13
Value Added	15	10	12
Experience with similar projects	15	14	13
<b>TOTAL</b>	<b>100</b>	<b>85</b>	<b>84</b>

**FINANCIAL IMPLICATIONS**

The Township of West Lincoln has budgeted \$45,000.00 for the Secondary Plan and the Region has agreed to provide a maximum of \$37,500.00 towards the funding of the creation of this secondary plan. The MHBC budget for the proposal was \$45,000.00 before HST, which is within the Township's budget.

**INTERDEPARTMENTAL COMMENTS**

*“The Township of West Lincoln will be a community that values our heritage, preserves our environmental and natural resources, fosters entrepreneurial spirit and provides excellent quality of life”*

Township Planning and Regional Planning Staff have worked together to choose the winning consultant together.

**CONCLUSION**

On the basis of the Evaluation Matrix and the budget quote, that the contract for this project be awarded to MHBC to undertake the Secondary Plan for the North-West Quadrant.

**Prepared by:**

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**Rachelle Larocque, RPP, MCIP  
Planner II**

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**Brian Treble, RPP, MCIP  
Director of Planning and Building**

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**Chris Carter  
CAO**

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