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## **CITY OF BELLEVILLE**

Stephen Ashton, Manager of Policy Planning  
Engineering & Development Services  
Report No. PP-2019-60  
September 9, 2019

**To:** Mayor and Members of Council

**Subject:** Request for Proposal to Complete Update of the Review and Consolidation of the City of Belleville's Three (3) Comprehensive Zoning By-laws

### **Recommendation:**

"THAT the Request for Proposal submission from Dillon Consulting Limited be accepted for Consulting Planning Services for the undertaking of the Review and Consolidation of the City of Belleville's Three (3) Comprehensive Zoning By-laws in the cost amount of \$159,770 plus HST, this being the most qualified proposal received and that the Mayor and City Clerk be authorized to sign the Acceptance Agreement on behalf of the Corporation of the City of Belleville and that the City Clerk be authorized to affix the Corporate Seal."

### **Strategic Plan Alignment:**

The City of Belleville's Strategic Plan identifies nine strategic themes. The recommendation within this report relating to the update of the City of Belleville Official Plan aligns with all nine strategic themes and objectives: Infrastructure; Industrial and Commercial Development; Residential Development; Transportation and Mobility; City Centre Revitalization; Culture and Recreation; Tourism and Waterfront Revitalization; Community Health, Safety and Security; Environment.

### **Executive Summary:**

The City received four pre-qualified proposals to review and consolidate the City's three comprehensive zoning by-laws. These applications were reviewed by three Staff members and evaluated according to six main categories. As part of this review, staff evaluated the proposals to ensure they met the core requirements and were within the estimated cost of the project as identified by the City. Staff also evaluated the proposals to determine if they provided an "innovative approach/added value" which was identified as a critical component of the project.

Staff is recommending Dillon Consulting Limited as the preferred Consultant to undertake the review and consolidation of the City's Zoning By-laws. Dillon is currently preparing the new Official Plan policies and would have a full understanding of how to implement these policies through the Zoning By-law. Staff is also of the opinion that Dillon exceeded other proposals to address the requirement of "innovative approach/added value" which will engage the community in a wide range of methods from various meetings, online engagement and 3D modeling.

### Background:

The City of Belleville is currently undertaking the comprehensive review of its Official Plan (OP), which will provide a framework for guiding growth and planning decisions to the year 2038. The Planning Act requires all zoning by-laws be updated within three years after an update to the Official Plan. In consideration that the existing Zoning By-laws of the City were approved in 1977 (By-law 10245, Belleville), 1982 (By-law 2076-80, Sidney Township), and 1987 (By-law 3014, Thurlow), the requirement to create one modernized and functional Zoning By-law that will conform with the Official Plan is a large task. To facilitate this process in a timely manner, City Council has approved budget for this purpose.

The City initiated a two-step process for receiving qualified proposals. The first step was to pre-qualify consultants to ensure they had recent relevant experience and qualified staffing to undertake the project. The Request for Proposals (RFP) was issued to pre-qualified consultants on June 28, 2019 and closed on July 23, 2019. A total of 4 submissions were received.

The following is a summary of the proposals.

Consultant	Cost HST Excluded	Total Amount HST	Cost HST Included	Net Cost to the City
Dillon Consulting Limited (Dillon)	\$159,770.00	\$20,770.00	\$180,540.10	\$162,581.95
WSP Canada Group Limited (WSP)	\$138,415.00	\$17,993.95	\$156,408.95	\$140,851.10
MacNaughton Hermsen Britton Clarkson Planning Limited (MHBC)	\$155,305.50	\$20,189.72	\$175,495.22	\$158,038.88
JL Richards & Associates Limited in Association with Golder Associates Limited (JL Richards/Golder)	\$160,000.00	\$20,800.00	\$180,800.00	\$162,816.00

The following criteria were used to review the bids:

<b>Category</b>	<b>Available Points</b>
1. Experience of Proponent	20
2. Experience and Qualifications	20
3. Understanding of Objections	20
4. Innovative Approach / Added Value	20
5. Accessibility Standards for Customer Service, Ontario Regulation 429/7	5
6. Cost	15
<b>Available Points</b>	<b>100</b>

With the four firms being pre-qualified, staff wanted to ensure that submissions were evaluated on additional categories that would ensure that the project would not only be technically successful but also engage the community. For this reason, staff included the following categories:

- accessibility standards
- Innovative approach/added value

This additional criterion was chosen to ensure that not only would a new zoning by-law be technically efficient but that it would allow for the engagement of the community.

The following Staff members evaluated and scored the proposals:

- Rodney Bovay, Chief Administrative Officer
- Stephen Ashton, Manager of Policy Planning
- Thomas Deming, Principal Planner

The evaluation criterion was used and the average of the scores submitted by each of the reviewers was used to select the recommended firm. All proposals submitted, generally satisfied the requirements of the "Request for Proposals" and were within the estimated cost for this phase of the project. Upon completion of scoring and evaluation, the final overall rankings for the proposals are summarized as follows:

<b>CONSULTANT</b>	<b>RANKING</b>
Dillon	1 <sup>st</sup>
WSP	2 <sup>nd</sup>
MHBC	3 <sup>rd</sup>
JL Richards/Golder	4 <sup>th</sup>

The Dillon Consulting Limited proposal satisfied the requirements of the Request For Proposal and meets the required deliverables and timelines set out in the RFP.

A new Zoning By-law is integral for the implementation of a new Official Plan. For this reason, Staff has reviewed the proposals to determine who the best firm to implement the goals and policies of the City. The Staff Members were of the opinion that Dillon had the following advantages:

- They are currently working on the updated policies and schedules of the Official Plan Update and have a familiarity with the City including the requirements of updated housing policies and intensification requirements identified during the Mayor's Housing Summit
- Their proposal received the highest points of all bidders for Innovative Approach / Added Value and included enhanced public consultation using story cubes, heat mapping and virtual reality which "is particularly intended to help allay concerns that new zoning might negatively impact their property value or neighbourhood character." They will also utilize ESRI StoryMap for Online Engagement of the community.

### **Considerations:**

#### **Public**

The proposal from Dillon contains a number of items to ensure engagement and public consultation including: preparing an engagement plan, launching the ESRI StoryMap for online Engagement, providing updates for the City's website, preparing six graphical discussion papers for the purpose of soliciting public feedback, holding a public open house to introduce the project followed by an engagement summary, provide an open house to introduce new zoning with visual models followed by an engagement summary, meeting with PAC for a workshop, holding three stakeholder focus groups followed by engagement summaries, holding a statutory open house followed by an engagement summary, and holding a statutory public meeting.

This focus on engagement is implemented by an identified Dillon team member who is a planner and engagement specialist. Additionally, they have assigned a team member who is an expert in CityEngine and VR. These specialists will support the wide range of engagement techniques proposed by Dillon.

#### **Impact on and input from other Departments/Agencies/Sources**

One component of the ZBL review process is to have an internal Zoning By-law Committee which will consist of representatives from various departments as well as any identified agencies that would contribute to the success of this project.

Departments, agencies and other sources will be notified when there are submitted documents for review and comments. In this manner, there will be input from a wide

range of staff who have a vested interest in technically-sound document that fosters good development and implements the Official Plan.

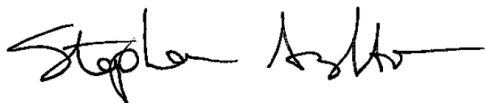
**Financial/Analysis:**

Item 5-07 from the 2019 Operating Budget was approved in the amount of \$350,000 for the overall project which will occur over the next two (2) years. Additional fees would include supplemental work and review, incidental costs and legal services.

The Request for Proposals included a Zoning By-Law Strategy Workshop Report undertaken in 2018 that identified issues, a terms of reference, work schedule and cost of the study. This was undertaken and provided with the RFPs to ensure all consultants would address core items within the estimated cost. As mentioned previously, the scoring of the proposals included the criterion of “Innovative approach/added value” to determine what firm would provide additional and enhanced services for a successful project that engaged the community.

It is Staff’s opinion that the proposal Dillon Consulting submitted not only met the core requirements and were within the estimated cost of the project but also exceeded all other proposals in their proposal to address “innovative approach/added value” which will engage the community in a wide range of methods from various meetings, online engagement and 3D modeling.

Respectfully submitted



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