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**AWARD OF CONSULTING ENGINEERING ASSIGNMENT AND STATUS
UPDATE - COMMUNITY ENVIRONMENTAL CENTRE IN THE TOWN OF
RICHMOND HILL – PROJECT 76335**

The Environmental Services Committee recommends the adoption of the recommendation contained in the following report dated October 5, 2009, from the Commissioner of Environmental Services.

1. RECOMMENDATION

It is recommended that:

1. Regional Council authorize the Sole Source Procurement of professional services from R.J. Burnside and Associates Limited including consulting services for the detailed design, construction inspection and contract administration for the Richmond Hill Community Environmental Centre project to an upset limit in an amount not exceeding \$994,000, exclusive of GST.

2. PURPOSE

This report seeks approval for the sole source procurement of professional services for detailed design, construction inspection and contract administration for the Region's second Community Environmental Centre (CEC) to be located on a Regionally owned property adjacent to the Town of Richmond Hill's Operations Centre on Elgin Mills Road East (*See Attachment 1*).

The Purchasing By-law requires Council authorization for sole source purchasing for the procurement of goods, services or construction if total cost exceeds \$100,000.

This report also provides an update on the current status of the Richmond Hill Community Environmental Centre.

3. BACKGROUND

Establishing a network of Community Environmental Centres is a key element of the Region's solid waste management infrastructure, as put forward in the Joint Waste Diversion Strategy and approved by Regional and Local Municipal councils in Fall 2006 (Report No.6 of the Solid Waste Management Committee).

Community Environmental Centres augment collection programs that exist within the municipalities by providing a method to deal with materials not easily accommodated by curbside programs and also by offering users additional flexibility for access to waste management services. By providing this service to the public in a way that is readily accessible and easy to use, it is anticipated that the Community Environmental Centres will increase material re-use and recycling, thereby contributing to York Region's waste diversion objectives.

On July 27, 2005, the Town of Richmond Hill (the "Town") issued a memo requesting York Region build a regionally owned and operated Community Environmental Centre. The Town's request was supported by Council in Clause 3 of Report No. 5 of the Solid Waste Management Committee in September 2005. Some initial planning and design work followed.

Detailed design and tendering for construction is planned for late 2009/early 2010. The Richmond Hill Community Environmental Centre was one of the approved Regional projects to receive funding under the Infrastructure Stimulus Fund. Under this program, the federal and provincial governments will each contribute one third of the total project cost. The combined Stimulus Funding represents a total contribution of \$6,500,000 that the Region will receive to construct this facility.

Under the Infrastructure Stimulus Fund, the project will need to be completed by March 2011. This represents an aggressive timeline for the Richmond Hill CEC Project. Sole Source procurement of the consulting firm will allow the project to progress more quickly and meet the ultimate project deadline.

4. ANALYSIS AND OPTIONS

Regional Staff is moving forward with implementation of the Richmond Hill Community Environmental Centre, to be located on regionally owned property on Elgin Mills Road adjacent to the Town's Operations Centre. The Region has undertaken some initial work to outline design principles, elements of the proposed Community Environmental Centre and preliminary layouts for site development.

Site allows for public use

The applicable zoning by-law contains an exemption for "public service and utilities uses." The zoning by-law permits such uses in all zones. The Region's Legal Department has confirmed that this exemption can be interpreted to permit the proposed Community Environmental Centre. Town of Richmond Hill staff agree with this interpretation and that the proposed Community Environmental Centre is permitted in the proposed location. Through this exemption the Region can proceed directly to the Site Plan approval process. In doing so, the facility will need to be designed and operated in

accordance with the other provisions of the zoning by-law including those with respect to residual waste disposal and exterior storage.

As the Region proceeds with implementation of the Community Environmental Centre, it will participate in the preparation of the comprehensive Master Environmental Servicing Plan (MESP) required for the North Leslie Secondary Planning area. The Town's Official Plan currently shows a regional collector road and stormwater management facility partially located on the subject lands. In order to not preclude the construction of this infrastructure in the future, the Community Environmental Center layout will protect for an area that provides for the collector road and stormwater management facility as shown on the Town's Official Plan. In the interim, the Community Environmental Centre will be serviced with onsite stormwater management controls. Regional staff also continues to consult with Town staff on the approach to community consultation during design and implementation of the facility.

Design principles

Experience gained through design and construction of the Vaughan Community Environmental Centre has provided the Region with lessons learned that will be incorporated into the broad fundamental principles and objectives to be applied in development of the site.

Facility use mirrors the "4 Rs" hierarchy

Through discussions between Town and Regional staff, opportunities were identified to develop the Community Environmental Centre in a coordinated manner with the Town's existing facilities including vehicular access, common use of internal roadways, use of a portion of the Town's building for the Re-use Centre and a coordinated Stormwater Management Strategy.

The Richmond Hill Community Environmental Centre will be designed to accommodate a variety of materials within specifically designed and designated areas:

- Re-use building drop-off centre:
 - Household goods (potential tenant/operator - Goodwill Industries)
 - Building materials (potential tenant/operator – Habitat for Humanity)
- Receiving and storage area for large appliances
- Drop-off areas for receiving recyclable materials and residual waste
- Receiving and storage area for waste electrical and electronic equipment

Consultant retained to initiate planning and design for Richmond Hill Community Environmental Centre

The Infrastructure Stimulus Funding timeline has been identified as the single most important constraint and risk factor in the successful completion of this project. As a first step in addressing this project challenge, Regional staff moved quickly to retain a consultant with demonstrated technical capacity and specific knowledge of the requirements and expectations of the local review agencies including the Town of Richmond Hill. In addition, the consultant should have an understanding of, and experience with, the Ontario Municipal Board and Official Plan Amendments in light of the objection currently before the Board on the North Leslie Secondary Plan area. The consultant must have solid technical experience with the design of solid waste management (drop off) facilities and local expertise related to zoning amendments, site plans and MESP; in particular stormwater management.

R.J.Burnside (Burnside), understood to have the requisite capabilities and local experience was retained by Regional staff to initiate preliminary studies and design of the Richmond Hill Community Environmental Centre to an upset limit of \$100,000. Burnside was engaged because its project team has intimate knowledge of the project site and has undertaken similar projects related to solid waste management and site development. In addition, Burnside is well versed in the approvals process and requirements for developments of this nature and has worked extensively with the Town of Richmond Hill, specifically as follows:

- Burnside's recent work includes capital works projects of a similar nature in several locations including Dundalk, London and Markham totalling over \$40 million.
- Burnside is one of four firms on the Town of Richmond Hill's roster for capital works design and stormwater consultation.
- Burnside's Project Manager, Steve Hader, worked on the MESP for OPAs 138 and 129 in the Town of Richmond Hill.
- Burnside Project Advisor, Dave Bannister, has worked for over 20 years with the Town of Richmond Hill on the development reviews and the review of stormwater and Town designed capital works.

This skill set and experience of Burnside's project team are essential to undertake the CEC work and facilitate required approvals from the Town.

On June 30, 2009, the Region released a Detailed Design, Construction Inspection and Contract Administration RFP to Burnside who submitted a proposal on July 10, 2009. The proposal was subsequently revised to reflect the evolving discussions between the Region and the Town of Richmond Hill related to the approval process and required supporting work. Burnside submitted its revised proposal on August 6, 2009. The proposal package was reviewed and found to be responsive to the Region's RFP and commits to an aggressive time line to meet the Infrastructure Stimulus Funding deadline.

The upset limit cost for detailed design, construction inspection and contract administration, including the early work to initiate preliminary studies and design for this assignment, is \$994,000, exclusive of GST. This represents 11.4% of construction cost estimate for the project.

For comparison, the Vaughan CEC construction cost is approximately \$6,000,000 and the consulting costs are over \$700,000 corresponding to 11.7% engineering as a percentage of construction cost.

To date the project team has collected background information, initiated pre-consultations with approval agencies and the Town; prepared topographical and tree surveys; developed constraint mapping of the site; and developed alternative plans for operations, layout and site access.

Given the aggressive timeline of the Infrastructure Stimulus Program, it is recommended that Council approve retaining R.J. Burnside to complete the necessary studies, detailed design and provide construction inspection and contract administration services.

Review agency and local community consultation

Successful delivery of the Richmond Hill Community Environmental Centre, under the requirements of the Infrastructure Stimulus Fund, will hinge upon the ability to rapidly obtain the necessary permits and regulatory approvals. To expedite approvals, Regional staff is undertaking early consultation with the Town of Richmond Hill, the Ministry of the Environment, the Toronto and Region Conservation Authority, Power Stream and the Electrical Safety Authority.

Environmental public education and promotion is part of the facility's mission to increase diversion

The Richmond Hill Community Environmental Centre will provide a locally based, environmentally beneficial public service, and incorporates a conservation-themed public education and information area. The public education and information area includes resource materials and displays about waste management, sustainable development and environmental conservation. Information related to local and Regional programs (i.e. Blue Box, Green Bin, Water for Tomorrow, etc.) will also be available. The education and information areas may also be used for small on-site public promotional and awareness activities or events.

Partnering with socially focused community re-use organizations

Through initial discussions with Goodwill Industries, Region staff has verbally confirmed Goodwill's interest in participating in this project through operation of a centre to receive

quality re-usable goods from the public. Goodwill would then distribute the re-usable goods to its retail business outlets. Goodwill has indicated that it would not be undertaking retail activities at the Re-use Centre.

Habitat for Humanity is currently exploring a modified business model through their operation at the Vaughan Community Environmental Centre. Their experience and lessons learned from the Vaughan Community Environmental Centre will assist them in determining their level of involvement at the Richmond Hill Community Environmental Centre.

5. FINANCIAL IMPLICATIONS

Funding for the design and construction of the Richmond Hill Community Environmental Centre is included in the 2009 10 Year Capital Plan and is funded through York Region tax levies.

Subsequently, Infrastructure Stimulus Funding was approved for this initiative. The funding program provides the Region with two-thirds of the total project budget of \$9,750,000. The funding amount of \$6,500,000 is shared equally between the federal and provincial levels of government. Fund disbursement is based on adherence to the fund's conditions including a project completion date of no later than March 31, 2011.

This represents a very aggressive project timeline that requires close cooperation with the Town of Richmond Hill and the various review agencies. It is critical to clearly determine each agency's specific expectations and to secure their commitment to providing direction and quick review turnaround times.

Project timeline:

- Design complete: February 2010
- Tender issued: March 2010
- Construction start: April 2010
- Construction complete: March 2011

6. LOCAL MUNICIPAL IMPACT

The Richmond Hill Community Environmental Centre will provide the Town and surrounding area residents with local access to enhanced Regional waste management services. These services will augment existing curbside collection programs and will also serve as an educational hub where residents can learn about the Region's environmental based programs. Region staff continues to work with local municipalities to develop a network of Community Environmental Centres to serve York Region residents.

Potential partnerships with Goodwill and Habitat for Humanity also provide further positive impacts at the community level through promotion of re-use opportunities.

Successful delivery within the tight time frames of the Infrastructure Stimulus Fund will hinge on close collaboration between Region and Town staff to not only expedite approvals, but also address the Town's planning requirements for development of this facility.

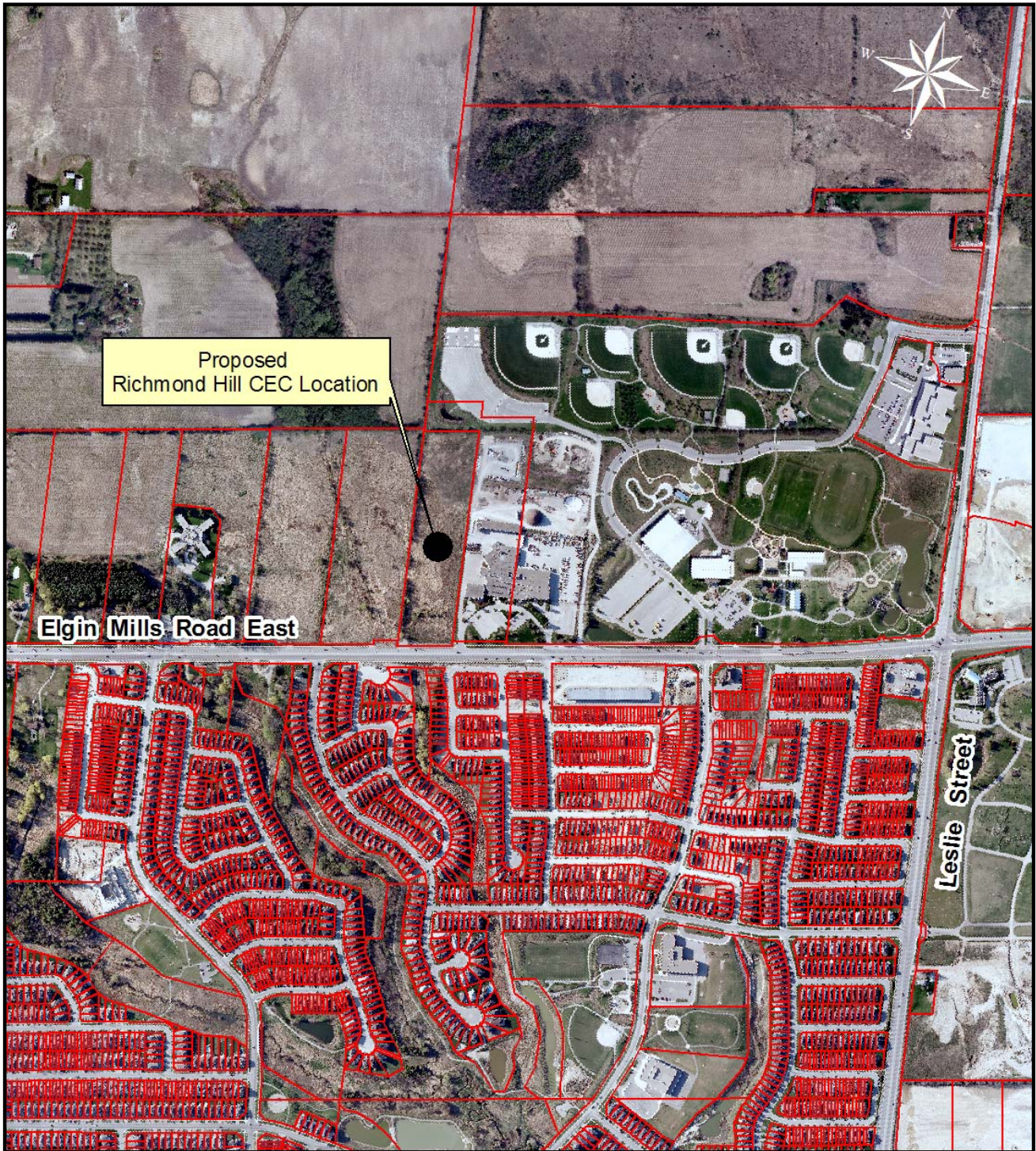
7. CONCLUSION

The Richmond Hill Community Environmental Centre reflects the Region's sustainability strategy and commitment to an environmentally sound waste management hierarchy. Providing residents with convenient access to drop off a broad set of re-usable and recyclable materials, Community Environmental Centres further enhance the already positive engagement of the public in waste diversion while improving access to waste management services. Additional waste diversion achieved through this facility will assist the Region in achieving its waste diversion objectives.

For more information on this report, please contact Daniel Kostopoulos, Director, Capital Planning and Delivery, Environmental Services at extension 5070.

The Senior Management Group has reviewed this report.

(The attachment referred to in this clause is attached to this report).



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LOCATION PLAN

Award of Consulting Engineering Assessment
and Status Update – Community Environmental Centre
in the Town of Richmond Hill - Project 76335



ENVIRONMENTAL SERVICES