

**STAFF REPORT: Planning**



**REPORT TO: Mayor & Members of Council**  
**MEETING DATE: April 07, 2008**  
**REPORT NO.: PL.08.31**  
**SUBJECT: Terms of Reference – Cultural Heritage Landscape Assessment for Request for Proposal TBM-2007-29**  
**PREPARED BY: Peter Tollefsen - Director of Planning**  
**Sherri Adams – Manager of Purchasing**

#### **A. Recommendations**

**THAT Council receive Planning Staff Report #PL.08.31, “Terms of Reference - Cultural Heritage Landscape Assessment for Request for Proposal TBM-2007-29”; and**

**THAT Council retain the firm of ENVision, The Hough Group, to prepare a Cultural Heritage Landscape Assessment in accordance with the Terms of Reference of the Request for Proposal TBM-2007-29 at a cost of \$39,580.40, including GST; and**

**THAT Council authorize the Mayor and Clerk to execute the Agreement, subject to the review and recommendation of the Director of Planning and Manager of Purchasing.**

#### **B. Background**

A staff report regarding Renewable Energy Update was forwarded to Council in July, 2007, stating that the Town may have “Significant Cultural Heritage Landscapes” (SCHL) which the Provincial Policy Statement says should be conserved and that policies for renewable energy could protect SCHL’s. The report suggested that a Study should be done to assess and identify SCHL’s but there was no budget allocation in the 2007, Planning Department budget so staff was to report back to Council.

A draft Request for Proposal (RFP) Terms of Reference was forwarded to Council in September, 2007, and it included a section saying that work would be awarded only if approved in the 2008 budget process. It was suggested that the RFP be advertised and that staff review any submissions and report back to Council, if approved in the budget, which is the purpose of this report.

A Request for Quotations for a Cultural Heritage Landscape Assessment was advertised in October, 2007 (on Bid Navigator, the Town's WEB site, the Enterprise Bulletin and Courier Herald Newspapers) with a closing date of December 7, 2007. A total of eight firms made submissions. The submissions consisted of two separate parts (The Technical Proposal and the Fee Proposal). The Technical Proposal was opened publicly December 7, 2007, and referred to a Staff Selection Committee for review. Fee Proposals were opened following the scoring of the submissions when the Technical Proposal evaluation was complete.

A Town Selection Committee (consisting of the Director of Planning, Senior Policy Planner, Director of Recreation, Manager of Solid Waste and Environmental Initiatives, and Town Consultant Tim Cane of Jones Consulting Group Ltd. With the Manager of Purchasing in attendance) met on January 09, 2008, to review the submissions.

In March, 2008, the Town budget was approved including a Capital Budget for Renewable Energy with funds allocated for a Cultural Heritage Landscape Assessment.

The eight Technical Proposals were evaluated by the Selection Committee based on the following criteria:

- Consultant's Qualifications and Past Experience – 10%
- Project Team Experience – 20%
- Understanding and Approach – 15%
- Work Plan, Methodology and Quality Assurance Plan – 20%
- Project Schedule. – 10%
- Fee Schedule – 25%.

The Technical Proposals were scored out of a 75% maximum score, in accordance with the RFP. The Fee Proposals were opened only for proposals having a technical score of 60% out of 75% or higher.

The following three Firms were selected with their fee proposal:

- ENVision, The Hough Group
- EDA Collaborative Inc.
- Office for Urbanism.

The cost range of the submissions received was from \$39,000 to \$75,000.

The Selection Committee recommends to award the project to ENVision, The Hough Group. Eha Naylor, of ENVision, would serve as the principal in charge of a study to identify and provide recommendations on the conservation of cultural

heritage landscapes. The work will be undertaken by ENVision, The Hough Group, as lead consultants in collaboration with Andre Scheinman, Heritage Preservation Consultant. Caroline Marshall, Associate Principal with ENVision, will manage the study process. The assessment of cultural heritage landscapes requires understanding and expertise in built heritage, historic settlement patterns and land uses, cultural and social influences and natural heritage. The two firms have a standing relationship working together on assignments involving the identification and conservation of heritage resources on individual sites and in rural areas. These include cultural heritage landscape assessment studies for the Town of Caledon, the Region of Waterloo, the Town of Whitby and the Town of Pickering. Eha Naylor, ENVision, also has done work for the Town regarding the Delphi Point Park and the Craighleith Heritage Master Plan.

There are three (3) stages to the Study:

1. Historical Research and Site Survey;
2. Analysis and Identification;
3. Assessment Criteria.

The timing of the work is six (6) months. The results of the Cultural Heritage Landscape Assessment will assist with the development of effective land use policies for renewable energy, consistent with the Provincial Policy Statement and the character of the Town.

### **C. Strategic Plan**

This Study will assist the Town in developing policies in the Official Plan pertaining to regulate any Renewable Energy project application and would be meeting the following Goal:

1. *“Managing the growth to ensure the ongoing health and prosperity of the community”.*

### **D. Budget Impact Statement**

A Capital Budget request for Renewable Energy was approved by Council through the 2008 Budget Process that allocated funds for an estimated cost of this project of \$50,000.

Respectfully submitted,

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Peter Tollefsen, Director of Planning  
26 Bridge Street, PO Box 310  
Thornbury, ON NOH 2PO  
Phone: 519-599-3131 ext.247  
Fax: 519-599-3018  
[ptollefsen@thebluemountains.ca](mailto:ptollefsen@thebluemountains.ca)

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Sherri Adams, Manager of Purchasing  
26 Bridge Street, PO Box 310  
Thornbury, ON NOH 2PO  
Phone: 519-599-3131 ext.227  
Fax: 519-599-2474  
[sadams@thebluemountains.ca](mailto:sadams@thebluemountains.ca)