

REGISTER AS A PLAN TAKER

Disclaimer

Any information or changes to the requirements of this bid opportunity will be posted on the website in the form of an addendum.

IT IS **IMPORTANT** THAT YOU REGISTER SO THAT YOU MAY RECEIVE AN EMAIL NOTIFICATION OF ANY NEW ADDENDA. YOU ACKNOWLEDGE, HOWEVER, THAT SINCE THIS IS AN AUTOMATED PROCESS THE CITY CANNOT GUARANTEE THAT YOU WILL BE NOTIFIED.

Failure to register may result in non-acceptance of your submission. The City of Cambridge is NOT responsible for computer malfunctions or delays, therefore, **it is your responsibility to check the website for addenda prior to bid closing.**



**EXPRESSION OF INTEREST 2010-45
Main Street Urban Design Guidelines and Streetscaping Plan
Consultant Selection**

EXPRESSIONS OF INTEREST marked clearly as to the contents, will be received by the undersigned until

2:00 p.m., Friday, August 27, 2010

for the preparation of urban design guidelines and a streetscape plan for Main Street in downtown Galt as specified in the Terms of Reference.

Terms of Reference may be downloaded, free of charge, at the website address listed below.

Bidders must be registered with the purchasing division, either in person or via the plan takers section of the website in order for their submission to be considered valid.

Six (6) copies of the submission are required for distribution to the selection committee. Submissions are to be no greater than ten (10) pages in length, plus appendix and Curricula Vitae. Submissions that exceed the length restriction will not be considered. Submissions should be sealed in an envelope or box clearly marked as to the contents.

Written submissions will be short listed by a selection committee and the successful short listed applicants will be asked to submit detailed proposals and will be asked to make formal presentations to the selection committee. The successful proponent will then enter into a formal contract with the City of Cambridge.

For further information regarding this proposal, please contact Janet Babcock, Commissioner of Planning Services at 519-740-4650 ext. 4576

**Expressions of Interest are to be dropped off at
Purchasing Services Counter, 50 Dickson Street, 4th Floor, Cambridge, Ontario. Submissions
received after the closing time will NOT be accepted. The onus is on the proponent to ensure that
the expression of interest is received in the proper location and before the closing time.**

**Tenders, Quotations and Proposals can now be viewed and/or downloaded from our website. Bid
results will be posted, when applicable, on the website after opening.
http://www.cambridge.ca/cs_corporate/purchasing_tenders_list.php?**

John Avery, CPPB
Manager of Purchasing and Inventory



EXPRESSION OF INTEREST 2010-45

Terms of Reference Main Street Streetscape Project

A. INTRODUCTION

BACKGROUND

The City of Cambridge, in conjunction with private sector partners, is embarking on a bold initiative designed to inject short term vitality and long term sustainability into the city's historic Main Street in downtown Galt. This work will be achieved in two parts - first, through the preparation of urban design guidelines for Main Street from Shade Street in the north to the Grand River in the south; and second, through the preparation and implementation of a streetscape plan for City owned land between Water and Ainslie Streets.

The City has designated a Community Improvement Project Area (CIPA) for downtown Galt. The objective of the CIPA is to assist with the revitalization, redevelopment and enhancement of this area through various financial incentives. The financial incentives are intended to assist property owners within the designated CIPAs with private property improvements. A companion to the CIPA program is the development and implementation of a downtown streetscape project consisting of urban design guidelines and a streetscaping plan for public infrastructure improvements.

Main Street in downtown Galt is currently characterized by an eclectic mix of retail and financial uses, including a vibrant mix of residential uses with destination-based retail outlets. Integral to the project will be the transformation of the landscape and building facades to appropriately reflect the historical significance of the architecture within a pedestrian-friendly and aesthetically pleasing street environment.

Improving the vehicular traffic on Main Street will be accomplished through road width and by enhancement of pedestrian access to parking areas. Pedestrian-friendly amenities such as safe crossing lanes, wide sidewalks, ample seating areas, shade trees, and appropriate lighting will be prominent in the design.

Continuing to build on Cambridge's reputation as a leader in environmental initiatives and stewardship, the project will emphasize environmentally friendly design and technology. From energy efficient street and walkway lighting - to bicycle-friendly design components - to heat reducing/air scrubbing trees, the Main Street Streetscape project will further solidify Cambridge as a leader in environmental planning and design.

The Main Street project will be an important next step in the overall strategy to revitalize the Cambridge core business area. With the completion of the Queen's Square renewal project in 2009 and the redevelopment of the Dickson Street Civic Square, this project will form a critical connection between these two landmark projects as it will link them geographically and thematically.

The advent of the Drayton Theatre facility in the near future will complement other recent developments such as the University of Waterloo School of Architecture to create a core area that will be a legitimate destination based attraction. Long-term residential units and the corresponding population density will combine with tourism to create an economically healthy

core area which will create jobs, attract new investment and continue to promote economic growth.

B. PROJECT

The City of Cambridge is interested in receiving Expressions of Interest from qualified experts who will prepare urban design guidelines and streetscape plan designs with detailed cost estimates. In addition, the successful consulting team will prepare detailed working drawings for the streetscape plan and specifications for tender purposes. Upon award of the construction tender, the project calls for standard contract administration functions, including coordination with the Business Improvement Area, business owners and other stakeholders.

1. Scope of Work

The detailed proposal must address, but is not necessarily limited to, the following:

STREETSCAPE PLAN:

- a) The project will include evaluation and sustainable design and cost efficiencies, for all Streetscape components including, but not limited to:
 - Energy efficient lighting/utility wires
 - Landscaping and planting using sustainable technologies where possible
 - Street furnishings and amenities
 - Potential public art placement to highlight significant public landmarks, views and vistas
 - Accessibility
 - Sustainability
 - Historical preservation and promotion
 - Transportation integration (vehicular, pedestrian and cycling) and circulation
 - Designs compliant with the *Accessibility for Ontarians with Disabilities Act*
 - Amenities/elements that would increase safety and security by means of Crime Prevention Through Environmental Design (CPTED)
 - Recommended partnership arrangements and cost-sharing opportunities with non-government organizations and community groups for implementation of the Plan.
- b) The project will include an evaluation of current applicable regulations and design guidelines and make recommendations and design to ensure that the proposed design meets all current requirements.
- c) Preparation of detailed streetscape plans for Main Street between Ainslie and Water Streets including implementation plan, working drawings, specifications, budget, contract administration and any associated approvals.

NOTE: The Streetscape contract is tentatively scheduled for the spring of 2011, subject to Council approval.

URBAN DESIGN GUIDELINES:

- d) The detailed proposal must address, but is not necessarily limited to:

- I. Identifying strategic streetscaping improvements which, with limited funding, will make a significant and complementary contribution to the vitality of the downtown Galt area
- II. Achieving consensus among key stakeholders as to which improvements are of highest priority
- III. Finalizing the desired improvements into drawings and specifications suitable for tendering purposes and to subsequently review tender submissions
- IV. Preparing urban design guidelines regarding items which include :
 - Architectural definitions
 - Doors
 - Building materials
 - Display windows and entryways
 - Colour
 - A defined design theme for the downtown area based upon community consultation
 - Design concepts for the entire length of the study area using photomontages of select buildings.
 - Upper story windows
 - Ornamental cornice
 - Awnings
 - Signage

In order to achieve the components above, the following elements of the work program are required:

- I. Background material review and analysis in order to gain appreciation of the evolution and function of the downtown Galt area and opportunities available for this area
- II. Public consultation and the preparation of design concepts which offer variations and choices for streetscape improvements

2. Project Study Area

Streetscape Plan: Main Street from Water to Beverly Streets with a specific emphasis on the Water Street to Ainslie section.

Urban Design Guidelines: Main Street from Shade Street to the Grand River

A map showing the downtown Galt study area is attached for reference. Main Street is Regional Road No. 27.

C. STAGE 1 – EXPRESSION OF INTEREST CONSULTANT AND DESIGN TEAM SELECTION PROCESS

- I. The multi disciplinary team of professional specialists will have expertise in:
 - Urban Planning
 - Landscape Design
 - Civil, electrical, architectural and structural components
 - Sustainability
 - Project cost estimator
 - Heritage
2. Consulting firms who can provide the necessary expertise, that wish to be considered for this project are invited to submit six (6) copies of a brief Expression of Interest which is no greater than ten (10) pages in length, plus appendix and Curricula Vitae. The Expression of Interest must include:
 - The project team (if a consortium, prime and sub-consultants), their fields of expertise, their relevant experience and background

- Examples of recent relevant or comparable projects completed, including estimated and final actual budgets, dates and project contacts
- Curriculum Vitae for each member of the project team

Submissions that exceed the length restriction will not be considered.

3. Submissions of the Expression of Interest will be evaluated as follows.
 - Related past experience and expertise of the consulting team (30 points)
 - Evaluation of the proposed project manager (20 points)
 - Team composition (10 points)
 - Consultant's understanding and approach to the project (40 points)

Total 100 points

Of particular interest to the selection committee is the consultant team's ability to meet the projects key components On budget! and On time!

4. After receipt of the Expression of Interest, prospective consultants will be short listed to approximately firms (3) firms. Only the short listed firms will be given the detailed Terms of Reference.
5. The proposal call will be conducted in two stages. The first stage will seek an Expression of Interest no later than Friday August 27, 2010; 2 p.m. addressed to:

John Avery, Manager of Purchasing
50 Dickson Street, 4th Floor
Cambridge, Ontario, N1R 5W8

D. STAGE 2 - PROPOSAL SUBMISSION

(Please note for information only and not a part of the Expression of Interest Submission)

The short listed group of consultant firms will be required to prepare eight (8) copies of a "Detailed Proposal" based on the detailed Terms of Reference provided. In the detailed proposal, the consultant will outline their costs (including disbursements, contingencies, testing allowances, etc.) for the project. The costs will include public consultation, co-ordination of testing and other works, preliminary design, final design, preparation of specifications and construction drawings for tender packages for four (4) phases of work. The short listed firms will be required to attend interviews with the selection committee.

Submissions of the Proposal will be evaluated as follows.

- Related past experience and expertise of the consulting team (30 points)
- Evaluation of the proposed project manager (20 points)
- Team composition (10 points)
- Consultant's understanding and approach to the project including cost breakdown (20 points)
- Presentation to steering committee and experience in dealing with the public (20 points)

Total 100 points

E. STAGE 3 - CONSULTANT INTERVIEWS

The selection committee, after receiving the "Detailed Proposals", will arrange for interviews through the Purchasing Division. Consultants on the short list will be required to make an

approximate thirty (30) minute presentation outlining and supporting their proposal as well as answering any questions from the selection committee based on the presentation and the detailed submission. Upon completion of interviews, the selection committee will then forward a recommendation to Cambridge City Council, seeking approval to enter into a contract for services with the recommended consultant.

F. SUSTAINABLE PRINCIPLES

The City of Cambridge is committed to developing and maintaining an environment that enhances human health and fosters a transition toward sustainability. To that end, The City of Cambridge is committed to continuous improvement in:

- Demonstrating institutional practices that promote sustainability, including measures to increase efficiency and use of renewable resources, and to decrease production of waste and hazardous materials, both in City of Cambridge own operations and in those of its suppliers.
- Promoting health, productivity and safety of the community through design and maintenance of the built environment.
- Enhancing the health of campus ecosystems and increasing the diversity of native species.
- Developing planning tools to enable comparative analysis of sustainability implications and to support long-term economic, environmental and socially responsible decision making.
- Encouraging environmental inquiry and institutional learning throughout the Community.
- Establishing indicators for sustainability that will enable monitoring reporting and
- continuous improvement.

Knowledge and demonstrated experience in applying concepts and principles such as those listed above will be an important consideration in the selection of the consultant.

G. SELECTION COMMITTEE COMPOSITION

A selection and design steering committee will be formed to hire a consulting firm to oversee the Main Street Streetscape projects. The committee will include representatives from the:

- Community Services and Planning Services Departments
- Business Improvement Area
- Municipal Heritage Advisory Committee
- University of Waterloo School of Architecture
- Main Street business owner.

A member of Council will assist with the selection process in accordance with the Purchasing By-law and Procedures.

The consultant will generally report through this steering committee. The City of Cambridge Planning Services Department will be responsible for the day-to-day direction and administration of the study. The Community Services Department will be responsible for the day-to-day direction and administration of the streetscape plan implementation.

It is expected that other City Departments, external agencies and organizations will need to be consulted and may include, but is not limited to:

- City of Cambridge Transportation and Public Works Department
- Municipal Heritage Advisory Committee
- Galt Business Improvement Area
- Regional Municipality of Waterloo
- University of Waterloo School of Architecture

H. RESOURCES: INFORMATION AND ANALYSIS:

There are a number of resources which require review by the consulting team which is selected for the project, and include but not limited to:

- City of Cambridge Official Plan
- Regional specifications and requirements for traffic on Regional Roads
- Earlier streetscape programs for the Queen's Square renewal project in 2009 and the redevelopment of the Dickson Street Civic Square
- Downtown Galt Community Improvement Plan
- Main Street Heritage Conservation District Plan
- University of Waterloo School of Architecture Urban Design Guidelines
- Sign By-law
- Nicholas Hill Building Façade Plan
- Existing conditions/utilities in AutoCAD format
- Main Street Streetscaping - hard copy of street tree and paving plan and construction details
- Aerial Photography

I. PUBLIC CONSULTATION

This element of the work program is essential to the successful completion of this project. The consultant must be sensitive to the role of the public in developing final recommended urban design guidelines and streetscape plan. In providing opportunities for and encouraging public participation, the consultant should consider the following as a minimum:

- Public open house, advertised to all interested individuals
- Design workshop
- Presentation to the Councils of the City of Cambridge and Regional Municipality of Waterloo
- Opportunities for individuals or groups to contact the consultants with their comments

J. PROJECT BUDGET

The upset limits for the various components for this project are:

- | | |
|--|-----------|
| • Preparation of the urban design guidelines, streetscape plan and contract administration | \$130,000 |
| • 2011 Streetscape Plan Implementation & LED lighting conversion | \$600,000 |

K. DESIGN PROCESS

The City of Cambridge perceives a four phase process for the consultant services required on the Main Street Streetscape project based on the following.

Phase I

- Include any necessary investigative undertakings
- highlight recommendations for the streetscape and urban design guidelines with input from the steering committee
- identify requirements and estimated costs

Phase II

- meetings with City staff to identify exact options required for the streetscape project and urban design guidelines
- include presentations to the community regarding the proposed work

Phase III

- preparation of tender documents including necessary drawings and specifications to complete project requirements identified in Phase IV.

Phase IV

- include the necessary contract administration and field services to ensure that Streetscape construction is meeting requirements of tender documents. This would include contract administration in terms of evaluation progress draws, reviewing installation, and identifying deficiencies.

L. REPORTING SCHEDULE

The reporting schedule will be as follows:

- a) An initial report summarizing opportunities and constraints to undertaking streetscape improvements
- b) A report following public consultation which summarizes input and builds on the work described in a) above, recommending a streetscape program (with conceptual drawings and including a prioritization of improvements and strategic options) and draft urban design guidelines
- c) Draft final reports and plans regarding the recommended streetscape plan and urban design guidelines for presentation to the Steering Committee
- d) Final reports and plans for presentation to City Council.

M. PROJECT TIMELINE

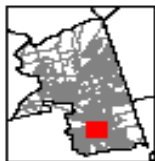
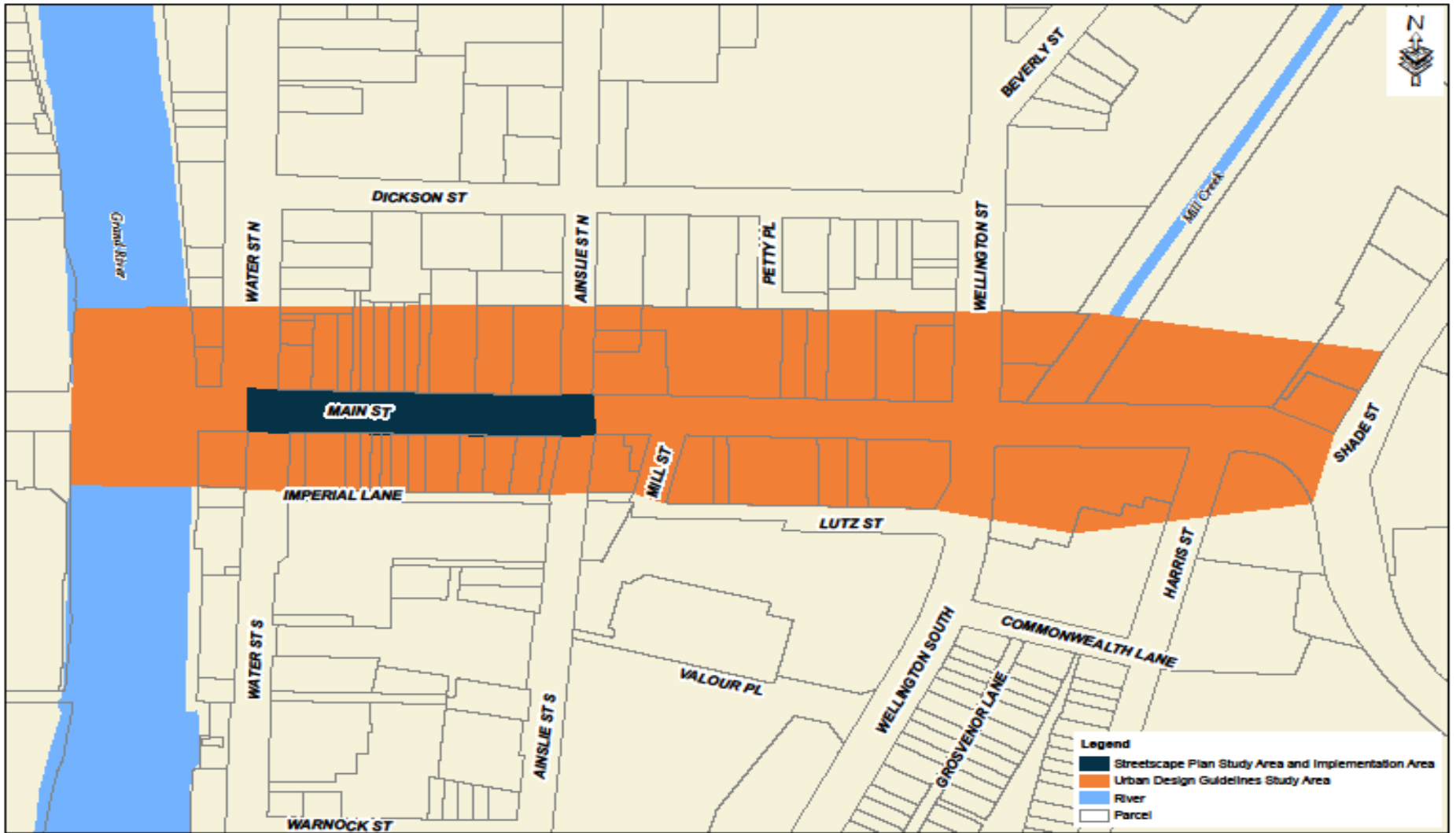
The recommended timeline for preparation of the streetscape plan and urban design guidelines is as follows to ensure that there is an ability to start implementation of the streetscaping plan in 2011:

Step	Timeline
Close of the Expression of Interest	August 27, 2010
Short listing of Consultants	Week of August 30 th
Submission of Proposals by short listed consultants	2 nd week in September, 2010
Project commencement	October 2010
Recommended Plan and Urban Design Guidelines to Council	Winter 2011
Commencement of Implementation of Streetscape Plan	Spring 2011

N. OTHER GENERAL ITEMS

In addition, the consulting team will be responsible for organizing, preparing materials and conducting meetings, as well as, documenting, editing, analyzing and distributing information resulting from:

- All public consultation initiatives
- Attendance at related steering committee meetings
- The consultant will provide project progress reports on at least a bi-weekly basis from initiation to project completion.
- Attendance at General Committee or Council meeting to present the final recommended reports and plans.
- All drawings, rendering and specifications are to be submitted in electronic format as deemed appropriate by the City of Cambridge and will be owned and permitted to be used by the City of Cambridge and the Region of Waterloo as they see fit, including promotional purposes.
- Contract administration implementation



Main St Urban Design Guidelines and Streetscape Plan



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