

Section I – Items for Board of Directors Action

TO: Chair and Members of the Board of Directors
Friday, June 25, 2021 Meeting

FROM: Michael Tolensky, Chief Financial and Operating Officer

RE: **DELEGATED AUTHORITY TO AWARD VENDOR OF RECORD
ARRANGEMENTS FOR LAND USE PLANNING AND APPRAISAL SERVICES**

KEY ISSUE

Staff request to the Board of Directors to delegate approval authority to the Chief Executive Officer (CEO) to award Vendor of Record (VOR) and contracts for the retention of Land Use Planning Services and a VOR contract for the retention of Appraisal Services prior to the next Board of Directors meeting in September 2021.

RECOMMENDATION

WHEREAS no meetings of the Executive Committee and Board of Directors are scheduled for the months of July and August 2021;

AND WHEREAS Resolution #A183/20, adopted at the November 20, 2020 Board of Directors meeting, previously delegated the approval of all time sensitive procurements for the months of July and August to the Chief Executive Officer or his designate;

THEREFORE, LET IT BE RESOLVED THAT the Chief Executive Officer be delegated authority to award the Vendor of Record and any contracts for Land Use Planning and Appraisal Services;

THAT should TRCA staff be unable to negotiate contracts with the successful Proponents, staff be authorized to enter into and conclude contract negotiations with other Proponents that submitted quotations, beginning with the next lowest bid meeting TRCA specifications;

THAT authorized TRCA officials be directed to take whatever action may be required to implement the contracts, including the obtaining of necessary approvals and the signing and execution of any documents;

AND FURTHER THAT staff report back on the contract awards to the Board of Directors at the September 2021 meeting.

BACKGROUND

At Board of Directors Meeting held on January 29, 2021, Resolution #A230/20 was approved in part as follows:

AND FURTHER LET IT BE RESOLVED THAT staff proceed to investigate the highest value for disposition, required measures to achieve this enhanced value, and potential projects for furtherance of trail development within the Frenchman's Bay watershed and report back to the Executive Committee with a proposed approach and draft MOU with the City of Pickering once this is determined.

Item 7.4

This specific project and several Board of Directors resolutions related to the Greenspace Acquisition Project, Trail Strategy for the Greater Toronto Region and other capital projects have prompted the need for staff to seek out and obtain land use planning and appraisal services in support of TRCA and partner initiatives.

RATIONALE

Planning Services

TRCA with endorsement of the Board of Directors has identified specific surplus and non-environmentally sensitive lands owned by TRCA and its partners that may benefit from due diligence with land use planning consultants familiar with advancing development projects. This expertise will assist staff with determining the feasibility and cost-benefit of developing surplus non-environmentally sensitive lands prior to disposing of them. TRCA and the City of Pickering have prepared a Memorandum of Understanding (MOU) that involves the City and TRCA utilizing the proceeds of the sale of non-sensitive lands to acquire environmentally sensitive and erosion prone lands required to complete a missing and vital segment of the Great Lakes Waterfront Trail west of Frenchmen's Bay subject to ministerial approval. The required work includes pre-planning services, pre-consultation meeting assistance with City staff, review/analysis of planning documentation, proforma analysis, developing conceptual development plans, and due diligence reviews. Private sector land use planners provide local economic knowledge, not typically found within public practice. The land use planning services TRCA is seeking will also include the ability to retain experts in required disciplines (subconsultants) to provide studies in support of development applications, e.g., traffic impact studies, as well as providing the planning rationale for development applications (e.g., severance, zoning, or minor variance applications) to properly position the property prior to disposition/sale on the market. Land use planning services are also often required to help inform more detailed appraisals for TRCA's work in advancing acquisitions of land by municipal partners, particularly where complex arrangements or development potential is at issue. Between June and September 2021, TRCA staff will conduct an RFP for land use planning service providers, on an "as required" basis with no minimum hours guarantee. To maintain momentum in property services, staff requests that the Board of Directors delegate authority to the CEO to award this VOR contract for land use planning services to ensure timely implementation of this priority project.

Appraisal Services

TRCA utilizes third party appraisals services to conduct accurate market valuation of lands for both TRCA and its government and agency partners, and to fulfill CA Act and other related information requirements regarding the disposition of land. These appraisal services support a variety of TRCA divisions and programs. Historically, TRCA establishes a Vendors of Record (VOR) list for these services, where vendors are vetted in advance and are authorized to provide these services for a defined period of time and with fixed pricing. Staff may contact any vendor on the list with the expertise and experience required for their project or program requirements. Vendors will be required to provide all resources required to service the divisional or program needs in accordance with applicable laws, codes, standards, terms and conditions of the Vendors of Record agreement. Throughout the term within the VOR, firms are subject to annual review in order to confirm that the firms are providing an adequate level of service and to update any applicable policies. Between June and September 2021, TRCA staff will conduct an RFP for appraisal service providers, on an "as required" basis with no minimum hours guarantees. Like the land use planning services request, to maintain momentum on projects in property services, staff requests that the Board of Directors delegate authority to the CEO to award this VOR contract to ensure timely implementation.

Item 7.4

In conclusion, staff request that the Board of Directors grant delegated authority to the CEO to award said contracts to ensure timely implementation of projects requiring appraisal and land use planning services. Once these contracts have been approved, staff will prepare a report for the Board of Directors Meeting scheduled for September 24, 2021, to provide the Board with the contract award information. If the Board endorses the contracts being awarded via delegated authority in accordance with the recommendations outlined in this report, staff will prepare a report for the Board of Directors Meeting scheduled for September 24, 2021.

Relationship to Building the Living City, the TRCA 2013-2022 Strategic Plan

This report supports the following strategies set forth in the TRCA 2013-2022 Strategic Plan:

Strategy 7 – Build partnerships and new business models

Strategy 3 – Rethink greenspace to maximize its value

Strategy 10 – Accelerate innovation

FINANCIAL DETAILS

The total value of the Planning Services consultant, including associated retained expert reports, is estimated to be up to \$300,000 over a three-year contract. The total value of the Appraisal Services consultant, including associated retained expert reports, is estimated to be up to \$300,000 over a three-year contract. As services are on an “as-needed” basis, an increase or decrease of services will impact the value of this contract. Firms may increase hourly rates annually, to a maximum of the preceding year’s Ontario’s Consumer Price Index as published by Statistics Canada. Costs for these services will be assigned to specific project cost centers associated with the program or project TRCA is carrying out such as the Board endorsed and Minister approved TRCA Greenspace Acquisition Project and projects for its municipal partners.

DETAILS OF WORK TO BE DONE

Conduct RFP for Land Use Planning and Appraisal Services.

Report prepared by: Daniel Byskal, extension 6452

Emails: daniel.byskal@trca.ca

For Information contact: Daniel Byskal, extension 6452

Emails: daniel.byskal@trca.ca

Date: June 11, 2021