



## STAFF REPORT ACTION REQUIRED

### Design and Development of June Callwood Park

<b>Date:</b>	August 29, 2007
<b>To:</b>	Executive Committee
<b>From:</b>	Joseph P. Pennachetti, Deputy City Manager and Chief Financial Officer Brenda Librecz, General Manager, Parks, Forestry and Recreation
<b>Wards:</b>	Ward 19 Trinity - Spadina
<b>Reference Number:</b>	P:\2007\Internal Services\CF\07034Cf tn (AFS# 5820)

#### SUMMARY

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The Parks, Forestry and Recreation Division seeks approval to proceed with a design competition and designation of funds to support the design and development of June Callwood Park. The Division also seeks authority to set up a Donation Reserve Fund to help offset the operation, maintenance, programming and future re-development costs for the park.

June Callwood Park is to be designed and developed as a new park in the historic Fort York area of Toronto. A limited design competition will be administered by a steering committee and professional advisor to request design submissions from local and international professional urban park design firms.

Once submissions are short-listed, a report will come to City Council for decision on the design of June Callwood Park.

#### RECOMMENDATIONS

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The Chief Financial Officer and the General Manager of Parks, Forestry and Recreation recommend that:

The process of a limited design competition including the issuance of a Request for Expressions of Interest (REOI) and subsequent selection of a designer as outlined in Attachment 1 of this report be adopted;

1. The General Manager of Parks, Forestry and Recreation in consultation with the June Callwood Park Steering Committee be authorized to select a jury to participate in the design competition as described in Attachment 1;
2. The General Manager of Parks Forestry and Recreation be authorized to award honoraria as outlined for Stage 2 of the competition in Attachment 1;
3. Park levies, as directed by the Development Levy Agreement, in the amount of \$1.115 million held by the City from the Fort York Neighbourhood development be applied to the design and development of June Callwood Park;
4. Up to \$0.150 million of the \$1.115 million be used in 2007 and 2008 to fund the design competition costs for June Callwood Park including: a professional advisor, a quantity surveyor, competition administration and honoraria for finalists;
5. The 2007- 2008 Parks, Forestry and Recreation Capital Plan be adjusted to include the design competition for June Callwood Park (Phase 1 of the June Callwood Park capital project) in the amount of \$0.150 million with cash flows of \$0.035 million in 2007, \$0.115 million in 2008;
6. Future Fort York Neighbourhood development park levies, and parks-related Development Charges as available, projected at \$1.157 million be applied to the development and construction of June Callwood Park;
7. City Council authorize the establishment of a donation reserve fund called “June Callwood Park Reserve Fund” for receiving funds from public and private donors toward the operating, maintenance, programming and future re-development of June Callwood Park;
8. Municipal Code Chapter 227 (Reserves and Reserve Funds) be amended by adding the “June Callwood Park Reserve Fund” to Schedule 9 – Donation Reserve Funds; and
9. The appropriate City officials be authorized and directed to take the necessary action to give effect thereto, and that leave be granted for the introduction of any necessary bills to give effect thereto.

### **Implementation Points**

With the adoption of this report, a June Callwood Park Steering Committee will be established in the fall of 2007. Membership on this group will ensure key stakeholders are represented and will have a strong emphasis on design and programmatic aspects of the park. This committee will have membership including but not limited to appropriate staff from Economic Development, Culture, and Tourism; City Planning; Parks, Forestry and Recreation; local community groups and the Ward 19 Councillor.

A professional advisor will be hired through the City's request for proposals process and will be responsible for preparing and finalizing the design competition documents for the park and administering the competition as outlined in Attachment 1.

## **Financial Impact**

The total project cost for June Callwood Park capital project, including design and construction, is estimated at \$2.270 million. The project is planned to be completed in two phases.

Phase 1: The design competition process in 2007-2008, for which approval is sought in this report, will be funded by \$0.150 million of the \$1.115 million existing Fort York Neighbourhood development park levy money on deposit with the City.

Phase 2: The tender and construction of the park planned for 2009-2011 at an estimated cost of \$2.122 million, for which approval will be sought in future-year Parks, Forestry and Recreation Capital Budgets and Plans, will be funded by the remaining \$0.965 million of existing Fort York Neighbourhood development park levy money on deposit with the City and \$1.157 million expected to be received by the City through additional park levy money and Development Charges, as available, generated from future Fort York Neighbourhood development.

Operating Budget Impact: It is estimated that annual operating costs will be approximately 5 per cent of capital costs or \$115,000, starting in 2012. Once the park is open, there will be an operating budget impact to Parks, Forestry and Recreation. However, to help offset these costs, a reserve fund is recommended to be established to receive donations from public and private donors who would like to contribute to the operating, maintenance and programming of this new park.

## **DECISION HISTORY**

At its February 16, 2005 meeting, City Council adopted a report to designate June Callwood's name to a park in the Fort York Neighbourhood development in Ward 19. In July of 2005, City Council adopted the final site specific zoning By-laws for the Fort York Neighbourhood where June Callwood Park is located. The Ward 19 Councillor has requested that the development process of this park begin so that the park can be open to the public and serve the neighbourhood as soon as possible.

<http://www.toronto.ca/legdocs/2005/agendas/council/cc050216/te2rpt/cl004.pdf>

<http://www.toronto.ca/legdocs/2005/agendas/council/cc050719/te6rpt/cl005.pdf>

## **COMMENTS**

June Callwood Park is to be designed and developed as a new neighbourhood park in the historic Fort York area of Toronto. The park is a 0.4 hectare space located between Fleet Street and Fort York Boulevard that will serve the new high-density neighbourhood and community.

The design competition process for June Callwood Park will be structured as an international, limited two-stage process. As part of the process, a steering committee will be established to provide input, advice and recommendations to the City on the competition process, park design and implementation process, park design issues, and other matters submitted to the committee for consideration. The design and development of the park will also incorporate June Callwood's own ideas and vision for the park. This process is similar to the design competition for Nathan Phillips Square and the Harbourfront request for proposals which led to the successful development of H<sub>T</sub>O Park.

A professional advisor and quantity surveyor will be selected through the request for proposal process as administered by Purchasing and Materials Management Division (PMMD). The professional advisor will administer the design competition and work with staff and the June Callwood Park Steering Committee.

### **Phase 1:**

The first stage of the competition will be a call for Expressions of Interest from eligible professional design firms. The second stage will continue with short-listed teams who will submit detailed designs including cost estimates. Proposals will be reviewed by a selected Jury and Technical Advisory Team. Jury evaluation will be based on criteria in the competition brief and feasibility of each design. Each of the short-listed submissions will also be displayed at a Competition Exhibition. The Jury's recommendations will be included in a report to City Council for final decision to award the winning design and design team.

### **Phase 2:**

Approximately half of the anticipated \$2.270 million total project cost has already been received by the City through Fort York Neighbourhood park levies. Over the next four years, the remaining funds for the construction of the park are scheduled to be received through additional Development Levy Agreement park levies for this area. Construction of the park is expected to start in 2010.

### **Ongoing Operation and Maintenance:**

The June Callwood Park Reserve Fund is recommended to be established to receive donations for the park to help offset operating, maintenance and programming costs and future re-development costs in 2012 and beyond. The target for the reserve fund will be to raise \$250,000. Parks, Forestry and Recreation will have primary responsibility for the reserve fund. Funds received from public and private donors will be deposited as received in

the reserve fund and the City will provide income tax receipts to all donors according to the City's policies. Funds will be withdrawn as part of operating budget process and budget allocation through a report to City Council authorizing the purpose and the amount of the withdrawal for the operation and programming of June Callwood Park. The reserve fund will be reviewed once every three years and closed when the fund is depleted.

For future park projects in Parks, Forestry and Recreation, 5 per cent of total capital costs is used to estimate future operating costs. It is currently estimated that operating costs for June Callwood Park will be approximately \$115,000 annually. This estimate will vary depending on the type of programming and amenities put into the park and their associated operating costs.

It is not expected that the proposed reserve fund can solely support the operations of the park alone. The reserve fund is intended to help offset operating costs. Property taxes that support all other parks throughout the City will be required to operate and maintain this park as a City asset.

### **Future Opportunities:**

City Council may consider applying additional park related levies from other Fort York neighbourhood developments to June Callwood Park at a future date.

## **CONTACT**

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## **SIGNATURE**

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Joseph P. Pennachetti  
Deputy City Manager and Chief Financial  
Officer

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Brenda Librecz  
General Manager, Parks Forestry &  
Recreation

## **ATTACHMENTS**

Staff report for action on Design and Development of June Callwood Park

## Attachment 1 - June Callwood Park Design Competition Process

## ATTACHMENT No. 1

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### JUNE CALLWOOD PARK DESIGN COMPETITION COMPETITION PROCESS

	Phase	Task
<b>Phase 1</b>	Project Start-Up and Competition Development	<ul style="list-style-type: none"><li>▪ Develop competition process, work plan and schedule</li><li>▪ Report to council – identification of funding and summary of competition process</li><li>▪ Establish June Callwood Park Steering Committee</li><li>▪ Hire professional advisor and quantity surveyor through the City's RFP process</li><li>▪ Prepare request for expression of interest (EOI) document and competition brief (professional advisor)</li></ul>
<b>Phase 2</b>	Stage I – Expression of Interest	<ul style="list-style-type: none"><li>▪ Launch design competition</li><li>▪ Release EOI document</li><li>▪ Review and evaluate Stage I submissions – jury, Steering Committee and technical advisory team</li><li>▪ Announce finalists</li><li>▪ Report recommendations to Council</li></ul>
<b>Phase 3</b>	Stage II – Design Competition	<ul style="list-style-type: none"><li>▪ Release competition brief to finalists</li><li>▪ Review and evaluate Stage II submissions – jury, Steering Committee, and technical advisory team</li><li>▪ Organize public exhibition and presentation of submissions</li><li>▪ Announcement of winner</li><li>▪ Report competition results to Council</li></ul>

The design competition for June Callwood Park will be structured as an international, limited two-stage process. Eligibility to compete in this competition will only be open to firms or teams who meet the criteria as set out in the Expression of Interest document.

#### Phase 1 - Competition Start-Up

**Establish steering committee** - A June Callwood Park Steering Committee (JCPSC) will be established to provide input, advice and recommendations to the City on the competition process, park design and implementation process, park design issues, and other matters submitted to the Committee for consideration. Membership composition will ensure that key stakeholders are represented. This group will have an influence on the design and programmatic aspects of the park.

**Hire professional advisor and quantity surveyor** - A Professional Advisor and Quantity Surveyor will be hired through the City's Request for Proposals process prior to the release of the call for Expressions of Interest stage of the competition. The Professional Advisor will be responsible for preparing and finalizing the Competition Brief and administering the competition process. The Quantity Surveyor will review all competition proposals to determine feasibility of submissions.

**Prepare Expression of Interest document & competition brief** - The Expression of Interest and Competition Brief will include detailed information about the two-stage process and schedule; submission requirements for Stage I Design and Experience Statements; design submission requirements for Stage II; roles and responsibilities of the Professional Advisor, June Callwood Park Steering Committee, Stage I Evaluation Committee and Stage

II Technical Evaluation Team; and the jury composition, responsibilities and adjudication procedures.

### Phase 2 – Stage I Expression of Interest

The June Callwood Park Design Competition will follow a two-stage, juried process:

**Stage I: Release Expression of Interest document** - eligible professionals with a reputation for excellence in design and implementation of significant urban parks, will be invited to submit a proposal for June Callwood Park. Each team's proposal will include a Design Statement, identifying the key design issues and describing a design vision and philosophy for the park, as well as an Experience Statement, identifying the design team members and their respective qualifications and responsibilities as well as relevant projects completed by the design team.

**Stage I: Evaluate submissions** – The evaluation committee will consist of appropriate City staff, professional advisor and jury members. The committee will evaluate, score and rank the submissions based on predetermined criteria, to establish which teams will proceed to compete in Stage II of the competition. A short list of no less than three and no more than five teams with the highest scores will be prepared, and each of the short-listed design teams will receive an honorarium (value to be determined) to prepare a more detailed design submission for Stage II. Honoraria are considered remuneration for work to be undertaken during Stage II, and are inclusive of all expenses (e.g. travel, accommodation).

### Phase 3 – Stage II Design Competition

**Stage II: Release design brief** - The short-listed teams will receive a Design Brief which will outline Stage II submission requirements, and provide additional material required for design development. The detailed design submissions together with cost estimates and fee proposals will be the subject of review by the evaluation committee. A quantity surveyor may be hired through the RFP process to work with the technical advisory team to determine whether or not Stage II design schemes are technically feasible and can be constructed within the specified budget. Jury evaluation is based on criteria in the Competition Brief, and may include consideration of design and context, design program, technical issues and response to the budget. A winner will be selected and retained to develop detailed design and working drawings and to provide full services for construction drawing development, contract administration and construction review.

**Stage II: Announcement of winner and report to Council:** Each of the short-listed submissions will be displayed at a Competition Exhibition. The technical advisory team's and jury's recommendations will be included in a report to City Council to award the winning design. A contract will be awarded to the Council-approved winning design team for further design development and implementation of June Callwood Park.