



**Neighbourhood Plan
Scope of Work**

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1.0 Background

The City of Abbotsford is requesting a qualified Consultant to complete a neighbourhood land use and servicing plan based on the previously completed U District Vision.

In May, 2012 Council endorsed the U District Vision, which provides a long-term (30 year) conceptual illustration of future development for approximately 365 acres around the University of the Fraser Valley (UFV) (see Figure 1). The intent of the vision is to support the long-term growth and diversification of UFV, capitalize on nearby public investments and develop a vibrant, mixed use neighbourhood within a transit-oriented, walkable and “green” built form.

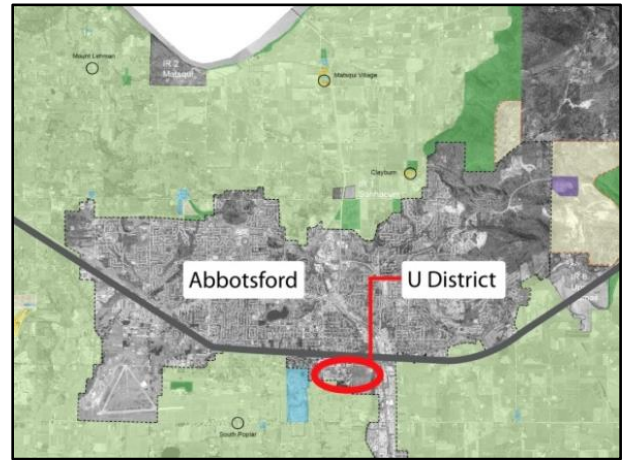


Figure 1. Location of U District

2.0 Purpose

The purpose of the U District Neighbourhood Plan (UDNP) is to complete the planning process that began with the U District Vision. The U District Vision illustrates the potential for future development; however, it’s not a detailed land use plan. The intent of the UDNP is to develop a comprehensive neighbourhood plan based on the guiding principles and concepts outlined within the Vision document that will:

1. Establish land use, transportation, servicing and urban design standards
2. Help streamline development in the area
3. Support UFV expansion
4. Ensure that the U District Vision of a vibrant, high density mixed use neighbourhood is realized
5. Create a distinct neighbourhood with a clear sense of place

To achieve these objectives, the UDNP will consist of three primary components: a comprehensive land use plan, a servicing strategy for the U District area, and a servicing strategy for potential future growth on adjacent lands.

Land Use plan

The land use plan will translate the Vision and provide detailed standards regarding land use, density, built form, public space and transportation improvements. Today, approximately 12,400 students and 1,200 employees attend school or work at UFV’s Abbotsford campus. By 2035, the number of students and employees on campus is expected to grow by an additional 3,250 and be accompanied by significant growth of commercial, research, and university activity. The surrounding U District neighbourhood is

also expected to grow from its current population of 2,000 residents to approximately 5,000 over the next 20 years. The area to be covered by the land use plan is shown as Area A in Figure 2.

Servicing Strategy

Anticipated growth will require infrastructure upgrades and necessitate a Servicing Strategy for the efficient and predictable development of the neighbourhood. The Servicing Strategy will identify current infrastructure capacity and future phased upgrades required for transportation, water, stormwater, and sanitary sewer, all of which will be aligned with the land use planning of the UDNP. In addition to covering existing developed lands (Area B), the servicing strategy will take into account potential future growth on undeveloped neighbouring lands in support of the University and U District Neighbourhood (Area C) (See Figure 2).

Potential Future Growth Area (Servicing Strategy)

There is an ongoing need to consider how the U District neighbourhood could expand to accommodate future University growth, parklands, and other supportive development. While expansion may not occur for some time, the City sees it is prudent to take into consideration the potential need for additional servicing capacity over the long term. This will help to avoid costly upgrading in the future. As the location and timing of this potential expansion may change, the servicing strategy for Area C (see Figure 2) is primarily meant to provide a general capacity estimate based on growth numbers provided by UFV and the city. It will therefore focus primarily on preliminary design and costing.



Figure 2. U District Plan Area

Plan Components

Consultants are encouraged to be creative and innovative in their approach; however, at a minimum, the final UDNP will include:

- Background information and a regulatory review
- Current and projected economic and demographic information
- A statement outlining the overall vision and development concept
- Development objectives, policies and development permit guidelines with illustrative graphics, specifying development expectations in terms of:
 - Land use
 - Density
 - Built form
 - Zoning
 - Place making concepts (i.e. delineating gateways, streetscapes)
 - Public Spaces (i.e. parks, trails, promenades, plazas)
 - Multi-modal transportation system (including design specifications)
 - Parking (including on and off street locations)
 - Green infrastructure

- A Servicing Strategy for Area B as illustrated in Figure 2 (to include preliminary design, costing, phasing and funding)
- A Servicing strategy for Area C as illustrated in Figure 2 (to include preliminary design, costing, and phasing).

The UDNP will be the first of its kind in Abbotsford although other locations for future neighbourhood plans may be identified through the Official Community Plan Update process. In this regard, the UDNP will act as a model and help establish a framework from which future neighbourhood plans may be developed.

3.0 Provincial Legislation

The UDNP falls under the City of Abbotsford's Official Community Plan (OCP) as legislated under Part 26 in the Local Government Act (LGA). An OCP review is currently underway to update the 2005 OCP. The development of the UDNP will contribute to the updated OCP by informing the review process and tying into the overall vision for the City of Abbotsford.

4.0 Engagement

Development of the U District Vision was informed by an extensive public consultation process that engaged UFV staff and students, U District land owners and residents, the development industry, City committees, City staff and the public. Building on this former work, the UDNP engagement and consultation strategy must be effective at obtaining broad and representative citizen input, focusing especially on people living, working or completing their daily activities within the U District.

The Consultant is encouraged to propose a creative and innovative plan for engaging citizens and appropriate stakeholders as well as a special working relationship with UFV. At a minimum, three opportunities for public engagement are expected as part of the strategy for engaging the general public. It is also expected the consultant will be available at the time of bylaw adoption.

5.0 Process

Figure 3 below illustrates the process for both the UDNP and Campus Master Plans as envisioned by the City and UFV. While there is significant overlap due to the interrelated nature of the plans (hence the joint RFP), each plan will follow a distinct process. For the UDNP specifically, Stage 1 will entail background research on plans and other inputs provided by the City. Stage two will bring together information gathered from both the City and UFV in Stage one to develop options for an integrated neighbourhood plan. Stages three and four will focus on further developing and adopting the preferred neighbourhood plan. The completed plan is intended to be a standalone document that is fully compatible and integrated with the UFV Campus Master Plan.

The Consultant should use the Plan process as outlined in Figure 3 to organize their proposal for developing the UDNP and address the tasks outlined within each of the four stages. Any addition, removal or modification of items is welcome provided an explanation accompanies such a change.

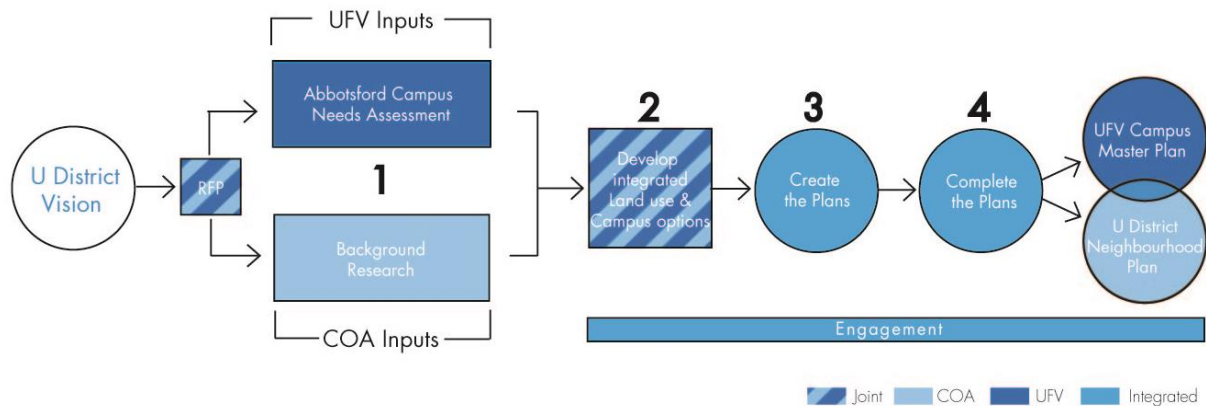


Figure 3. Plan Process

Stage 1 – COA Inputs (Background Research)



The purpose of Stage 1 is to utilize the work completed during the U District Visioning process to develop key background information for the neighbourhood plan.

1.1 Confirm work plan, project governance, roles and responsibilities, project milestones, deliverables and reporting schedule

An initial meeting between UFV, City staff, and consultants will be convened to confirm the integrated planning process for the UDNP and Campus Master Plan. This meeting will also serve to support discussions regarding future tasks and timelines identified below.

1.2 Review recently adopted city plans and strategies and identify their relationship with the UDNP

A number of Council adopted plans, strategies and documents are pertinent to developing the UDNP, including but not limited to:

- U District Vision and Long-Term Land Use and Market Analysis
- City of Abbotsford OCP (update currently underway)
- Zoning bylaw (No. 2400-2014)
- Master Transportation Study (2007)
- Transit Future Plan
- Bicycle Master Plan
- Parks Master Plan
- Marshall Creek ISMP (August 2006)

1.3 Review neighbourhood demographic, housing and economic characteristics and projections

The “U District Long-Term Land Use and Market Analysis” was completed as part of the U District Visioning process and will serve as the basis for demographic and economic discussion within the UDNP. Review, confirmation and any required analysis of the market based on 2011 census data and other information sources, will be completed at this time.

1.4 Collaboration with UFV

It is imperative that the UDNP dovetail with and build upon the UFV Master Plan. The UDNP should enable UFV’s aspirations for campus growth and future needs, such as additional buildings, support for academia, campus life, and public space. Discussions should include all parties involved including City staff, UFV and consultants.

1.5 Review existing servicing

1.5.1 Water and Sanitary Sewer

The City engineering department has software modeling for the water and sanitary sewer system in the U District area. Current modeling results, based on the current Official Community Plan land use, will be made available to the consultant at the outset of the study.

The sanitary sewer service in the U District is drained through three separate basins. These drainage basins flow to trunks on the north side of the freeway and on King Road to Riverside Road and via a pump station located on Hawthorne Street. Due to major planned developments on the north side of the highway and severe environmental, access and topographic constraints, the upgrading of the trunk sewer is not envisioned as being economically feasible. The consultant is required to develop a sanitary sewer and water plan management plan for the U

District Plan area and account for any additional development lands that may impact sizing and placement of water and sanitary sewer lines.

1.5.2 Drainage

In 2008, Kerr Wood Leidal completed the Marshall Creek Integrated Stormwater Management Plan for the City. This model (XP-SWMM2000 (version 9.13)) will be provided to the successful consultant. Some of the recommended upgrades have been completed and this new information will need to be updated in the model by the consultant. It is noted that the majority of the study area is underlain by sands and gravels. It is anticipated that infiltration of treated storm water runoff into the site soils will be an integral part of the overall stormwater management approach for the U District. Based on investigations of industrial lands to the west in the Clearbrook and Peardonville areas, the City has adopted a Stormwater Source Control Bylaw that includes design criteria for storm water treatment using rain gardens. The consultant is required to develop a stormwater management plan (SMP) for the U District Plan area and account for any additional development lands that may impact the SMP.

1.5.3 Mobility

In 2007, the City's consultant (Delcan) completed a Master Transportation Plan. Modeling was carried out using EMME 2 software based on the OCP land designations. The Master Plan and modelling software will be made available for review. However, in order to align with the current OCP review, the transportation analysis will be expected to place greater emphasis on linking transportation with land use, increasing pedestrian, cycling, and transit mode shares, and identifying gaps. The consultant will be required to develop a mobility plan which accounts for all mode shares, road and trail cross sections and a traffic impact study. Suggested Terms of Reference for this scope of work is attached as Appendix "B". Preliminary discussions will be held with MOTI staff, if necessary.

1.5.4 Environmental Constraints/opportunities

As the U District site is already largely developed, the environmental implications of a land use plan are not expected to be onerous. However, the site should be assessed for any potential environmental impacts, including watercourses and wildlife.

1.6 Develop a background research report

The consultant will prepare a background research report summarizing the findings of the background review.

Stage 2 – Develop integrated Land Use and Campus Options



The purpose of Stage 2 is to identify options for the UDNP land use plan and to proceed with one of these options as a preference to develop further into a complete UDNP. All options should be informed by and seamlessly integrated with the Campus Master Plan. Stakeholders and the community will be

asked to review work completed during this stage and provide feedback for moving forward with a draft and final neighbourhood plan.

2.1 Develop Land Use Scenarios

Based on work completed during the U District Visioning process and Stage 1, the consultant will develop several land use scenarios. Each designation will have corresponding objectives, policy statements, zones, and minimum development standards to guide future development and will also include density, employment, and population growth characteristics. All land use scenarios will align with work being done on the UFV Campus Master Plan.

2.2 Public and Stakeholder Consultation

Based on findings from the preceding stages, the consultant will prepare materials for presenting to and obtaining input from Council, Committees, Advisory Groups, and the Public. The consultant is expected to lead presentations to council as well as community consultation sessions. City staff will consult with the Senior Management Team, City Committees and Advisory Groups. The main purpose of the project at this stage is to evaluate the preferred options developed in section 2.1 and confirm or adjust the land use, servicing, and mobility details surrounding a preferred land use plan.

2.3 Modelling Services

City of Abbotsford engineering staff will model the water and sanitary sewer systems for the preferred land use scenario and advise the consultant on the output. The consultant will be required to run the storm sewer and transportation models. The consultant will be responsible for preparing preliminary level design and comparative Class D cost estimates of the upgrading of water, sanitary sewer, stormwater and road works for each land use scenario. In addition to modelling lands within Area A, modelling will include “shadow servicing” for the Potential Future Growth Area (see Figure 2). Modelling will include preliminary engineering based on projected growth numbers.

2.4 Summary report

The consultant will complete a summary report, identifying the tasks and findings of all work completed to date and including a preferred land use plan with servicing implications.

2.5 Present findings to Council

The consultant will present the summary report and findings to Council and seek authorization to proceed to Stage 3.

Stage 3 – Create the Plan



The purpose of Stage 3 is to proceed with a preferred land use plan and add the necessary supportive details that will comprise and complete the UDNP. Stakeholders and the community will be asked to review a draft UDNP and provide feedback for moving forward with a final neighbourhood plan.

3.1 Refine a preferred land use plan and complete a draft plan including:

- Land use plan, objectives, policies and development permit guidelines
- Locations, types and conceptual design of parks, plazas, open space, paths and trails
- Considerations for housing choice and affordability
- Transportation network and standards including street classifications with ‘complete street’ design guidelines, pedestrian, bicycle and transit routes, connections, cross sections, parking and traffic demand management considerations.

3.2 Servicing Strategy

Based on the preferred land use planning scenario, the consultant will further refine the servicing schemes, cost estimates, sources of funding and a phasing strategy.

3.3 Summary report

The consultant will complete a summary report, identifying the tasks and findings of all work completed to date and including a preferred land use plan with servicing implications.

3.4 Public and Stakeholder consultation

Based on the outcomes from 3.1 and 3.2, the consultant will prepare materials for presenting to and obtaining input from Council, Committees, community and stakeholders including an open house (or other form of direct public engagement) to review and comment on the draft UDNP. The consultant will lead presentations to Council and to the public. City staff will consult with City committees, the Senior Management Team, and advisory groups, and will be available to assist in the direct public engagement.

Stage 4 – Complete the Plan



The purpose of Step 4 is to complete the finishing tasks on the draft UDNP to create a final adopted plan that is fully integrated with the corresponding UFV Campus Master Plan.

4.1 Refine the draft Plan

From work and input gathered to date, the consultant will revise the draft UDNP into a complete and final plan.

4.2 Engage the Public

As part of adopting the UDNP as a bylaw and as an OCP amendment, a public engagement session will be held to offer the public and stakeholders a final opportunity to provide input. The consultant will lead presentations for the public hearing. City staff will be available to assist in the process

4.3 Forward the final plan to senior levels of government for review and acceptance

The proposed UDNP and OCP bylaw amendment will be circulated to the appropriate provincial government agencies. On-going liaison is required with the University of the Fraser Valley.

4.4 Adopt the UDNP as a Bylaw through Council

City of Abbotsford staff will be available to present the final plan to Council for adoption with the consultant present in a supportive role to answer questions. The Consultant will be required to complete any amendments during Stage 4, prior to Council’s final adoption

6.0 Roles and Responsibilities

The overall planning process for both the UDNP and the Campus Master Plan will be guided by the U District Integration team (UDIT) (see Figure 4 below). City staff on UDIT will engage the groups outlined below as part of the UDNP process. UFV staff will do the same on their end for the Campus Master plan. UDIT will also be responsible for directly engaging the public. It is expected that all groups will be active contributors to the overall planning process as deemed appropriate by the U District Integration Team.

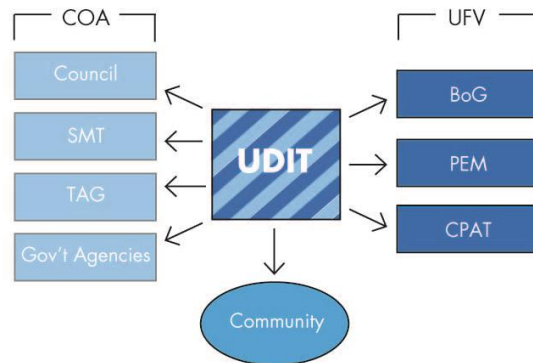


Figure 4. Governing structure of the overall planning process.

Council

Lead: Mayor

Structure: Council is formed by all elected City of Abbotsford Councillors and the Mayor.

Role: Council will be updated periodically throughout the process and is responsible for final bylaw adoption of the U District Neighbourhood Plan. Council will also be asked to participate in a number of engagement opportunities in each Stage of the preparation of this Neighbourhood Plan.

Senior Management Team (SMT)

- Lead:** City Manager
- Structure:** The Senior Management Team (SMT) is formed by senior City staff representing all City departments.
- Role:** The Senior Management Team (SMT) will provide advice and direction for all material that is proposed to be presented to Council. The SMT will be informed of all opportunities for public engagement at each Stage of the NP process.

U District Integration Team (UDIT)

- Lead:** Director of Community Planning
- Structure:** The U District Integration Team (UDIT) consists of the following:
- Senior Planner, Community Planning
 - Two Community Planners
 - Executive Director, Campus Planning
 - Campus Engagement Strategist
 - Consultant project manager
- Role:** UDIT will be responsible for advising and liaising with the project consultant, for facilitating engagement opportunities and administering the overall planning process, including planning, design, servicing, funding and phasing strategies. UDIT is also responsible for facilitating public engagement sessions including workshops and ensuring that both plans are consistent with legislation and City and campus policies.

Technical Advisory Group (TAG)

- Lead:** Director of Community Planning
- Structure:** The Technical Advisory Group (TAG) is formed by representatives from various City Departments including but not limited to the following members or their designates:
- Planning & Development Services – Senior Community Planner, two Community Planners (Neighbourhood Planning), Director of Development Planning, Senior Development Planner;
 - Parks, Recreation and Culture – Director of Parks Services, Parks Planner/Designer
 - Engineering & Regional Utilities - Director of Wastewater & Drainage, Director of Transportation & Projects, Senior Engineer, Water Utilities and Solid Waste
 - Abbotsford International Airport (YXX) - Director of Airport Operations
 - Fire & Rescue Services - Deputy Fire Chief – Operations
 - Police - Deputy Chief Constable
 - Building – Manager of Building Permits and Licences

Role: This group will provide technical material and advice throughout the NP process, to assist in collecting and disseminating data for background research, providing input and advice on technical and financial matters and to review and comment on material prepared by the project consultant.

Government Agencies

Structure: Government agencies that the U District Integration Team will consider to consult, per the Local Government Act, along with those that may have an interest that includes, but is not limited to:

- Agricultural Land Commission
- Fraser Valley Regional District
- Ministry of Agriculture
- Ministry of Environment
- Ministry of Transportation and Infrastructure
- School District 34
- BC Transit

Role: These Agencies may be asked to provide feedback on specific components of the U District Neighbourhood Plan relevant to them and will be sent a referral letter with material attached requesting their comments on the draft plan.

Community

The Community includes all individuals who have an interest in the UDNP. The community will be invited to participate at two open houses during the planning process and at a public hearing to review a proposed final plan. In addition, staff will ensure that affected landowners and other community stakeholder groups are contacted directly, made aware of the planning process, and encouraged to participate. Members of the community and other stakeholders will be able to contact City staff or the project consultant directly through mail, email, social media, and phone to ask questions and comment on the UDNP.

7.0 Estimated Timeframe

The City anticipates the integrated UDNP/UFV Campus Master Plan process will be completed 12 months from the date the contract is awarded. Listed below is a conceptual timeline of events:

- | | |
|-----------------------|---------------|
| • Issue Proposal Call | December 2014 |
| • Receive Proposals | January 2015 |
| • Award of Contract | February 2015 |
| • Complete Stage 1 | April 2015 |
| • Complete Stage 2 | July 2015 |
| • Complete Stage 3 | November 2015 |
| • Complete Stage 4 | February 2016 |

8.0 City Commitments

This project is expected to be a collaborative process between the Consultant and City staff. Time from City staff will be allocated to provide support as the project evolves. At the end of each phase, the consultant will be expected to create a summary report and present findings to Council. The consultant will also be expected to lead the public engagement process for the duration of the project. City staff will present to committees, Advisory groups, and be present to assist with the public engagement process.

The City can provide the services, as needed, for the advertising of information regarding workshops, public consultation meetings, stakeholder outreach, etc. The City can also provide the use of its meeting rooms and in securing venues for events being held throughout the process.

The city will provide to the consultant the following:

- Digital Cadastral Mapping
- Orthophotos
- Lidar contour mapping
- City GIS mapping and geo-database information
- City sanitary sewer and water modelling results
- Transportation modelling software used for the Master Transportation Plan

9.0 Budget

The value of the Consultant's Proposal is not to exceed \$170,000, including taxes.

10.0 Deliverables



The consultant shall provide the following deliverables to the City of Abbotsford:

- Open House boards, documentation of feedback comments
- Presentation materials for Council
- Copies of all correspondence with other agencies
- Print Draft Report for review (10 copies)
- Final Print Report (10 copies)
- All digital text and graphics in an unlocked format