



## REPORT

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**TO:** Mayor Lawlor and Members of Council

**FROM:** Ivan Drownitski, Transportation Planning Coordinator

**DATE:** November 13, 2024

**REPORT NO.:** TPW-2024-026

**SUBJECT:** Award of 2024-087-P Consulting Services for the Town's Mobility Master Plan

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### RECOMMENDATION:

THAT Report No. TPW-2024-026, dated November 13, 2024, regarding the Award of 2024-087-P Consulting Services for the Town's Mobility Master Plan, be received;

AND FURTHER THAT Proposal 2024-087-P Consulting Services for the Town's Mobility Master Plan be awarded to HDR Corporation, in the total amount of \$325,000 plus applicable taxes;

AND FURTHER THAT the Manager of Purchasing be authorized to issue a purchase order in the amount of \$325,000 plus applicable taxes to HDR Corporation;

AND FURTHER THAT Council authorizes the Mayor and Clerk to execute the necessary contract documents for the project.

### KEY POINTS:

The following are key points for consideration with respect to this report:

- A request for proposal (RFP) for the Mobility Master Plan was issued on September 5, 2024, and closed on October 15, 2024.
- The Town received six proposals.
- Staff are recommending the award of Proposal 2024-087-P Consulting Services for the Town's Mobility Master Plan be awarded to HDR Corporation.
- HDR Corporation is the highest ranked compliant proponent through the Request for Proposal evaluation process.

- The Purchasing Policy (PLCY-2023-0003) requires awards for Requests for Proposals over \$250,000 be authorized by Council.

**BACKGROUND AND DISCUSSION:**

Request for Proposal (RFP) 2024-087-P Consulting Services for the Town’s Mobility Master Plan was issued on September 5, 2024, and closed on October 15, 2024. The RFP was posted on the Town’s bids and tenders website. There were eighteen (18) plan takers through the Bids and Tenders website and six (6) submissions were received as follows:

<b>Proposal received (in alphabetical order)</b>	<b>Location</b>
HDR Corporation	Richmond Hill, Ontario
Paradigm Transportation Solutions Limited	Cambridge, Ontario
R.J. Burnside & Associates Limited	Orangeville, Ontario
SiaPartners	Montreal, Quebec
T.Y. Lin International Canada Inc.	Toronto, Ontario
WSP Canada Inc.	Thornhill, Ontario

Proposals were evaluated by staff from Transportation, Planning, and Development Engineering, and administered by Purchasing, based on the following criteria:

- Company Profile and Team Qualifications
- Project Experience and References
- Methodology and Approach
- Work Plan and Schedule
- Pricing

Based on the review of the proposals and follow up interviews, staff recommend the award to HDR Corporation as the highest ranked compliant proponent, demonstrating their overall expertise in effectively delivering technical expertise, strategic advice and guidance on projects similar in nature, scope and scale. HDR Corporation will manage the overall project and provide the Town with network planning, policy development, public engagement, and mapping support.

**STRATEGIC PLAN ALIGNMENT:**

This report identifies a safe and welcoming community, a thriving economy along with infrastructure and asset management as the Town’s Strategic Priorities.

**RELATIONSHIP TO CLIMATE CHANGE:**

This report impacts and/or helps address climate change and the Town's resiliency through climate adaptation.

**PUBLIC ENGAGEMENT:**

Public Engagement for this project is being carried out in a multi-phase approach as set out in the Request for Proposal.

Public Engagement and Consultation will be ongoing as part of the Mobility Master Plan. A Public and Stakeholder Engagement and Community Engagement Strategy will be developed at the start of the project to ensure that the community is involved during all phases of the project.

**INTERNAL CONSULTATION:**

Staff from Transportation, Planning, Development Engineering, Purchasing, and Finance were consulted in the creation of this report.

**FINANCIAL IMPLICATIONS:**

This report will be funded through an existing approved budget source.

Through the 2024 capital budget, Council approved \$500,000 for the Mobility Master Plan (6100-22-0102).

As presented in the table below, project 6100-22-0102 has a remaining capital budget of \$500,000. The project costs from HDR Corporation total \$325,000 plus \$5,720 non-recoverable HST at 1.76%. The total estimated project cost of \$330,720 can be fully funded within the approved budget.

<b>Description</b>	<b>Amount</b>
Approved Budgets	
Council Approved Capital Project	500,000
<b>Total Approved Budget</b>	<b>500,000</b>
Committed Expenses (including non-refundable HST)	330,720
<b>Remaining Balance</b>	<b>169,280</b>

Reviewed and approved by,  
Maureen Van Ravens, Director of Transportation

Bethany Yew, Manager of Purchasing

Moya Jane Leighton, Treasurer

Bill Andrews, Commissioner of Transportation & Public Works

Chris Mills, Chief Administrative Officer