

REPORT

REPORT TO: Chair and Members of the Planning, Public Works and Transportation Committee

REPORT FROM: Rob Stribbell, Transportation Planner

DATE: June 6, 2018

REPORT NO.: TPW-2018-0019

RE: Award for RPF P-048-18 for the Active Transportation Master Plan

RECOMMENDATION:

THAT Report TPW-2018-0019, dated June 6, 2018, regarding the Award for the RFP-048-18 for the Active Transportation Master Plan, be received;

AND FURTHER THAT Council approves the Active Transportation Master Plan contract award to WSP Canada Group Limited, PO Box 4590 Stn. A, Toronto, ON M5W 7B1 in the amount of \$131,653.00 plus HST;

AND FURTHER THAT the Manager of Purchasing be authorized to issue a purchase order to WSP Canada Group Limited, PO Box 4590 Stn. A, Toronto, ON, M5W 7B1 in the amount of \$131,653.00 plus HST for the Active Transportation Master Plan.

BACKGROUND:

The Halton Hills 2014-2018 Strategic Action Plan identifies Transportation and Mobility as a Strategic Priority for the 2014-2018 Term of Council. Under this Strategic Priority, the Action Plan directs staff to develop an Active Transportation Master Plan to support the use of all active modes of transportation.

In the 2018 Capital Budget, monies were allocated and approved for the completion of an Active Transportation Master Plan. Through Report TPW-2018-0014 Council approved the Terms of Reference (Attachment #1) for the Active Transportation Master Plan and issuance of Request for Proposals to retain a consultant to complete the Active Transportation Master Plan. The study area for the Active Transportation Master Plan will include all lands located within the Town of Halton Hills and may cross municipal boundaries as they relate to linkages. The process has been designed to be consistent with, and should be implemented in a manner that fulfills the requirements of the Municipal Class Environmental Assessment Planning and Design Process for Master Plans.

COMMENTS:

Request for Proposal (RFP) P-048-18 for the Active Transportation Master Plan was issued on May 10, 2018. The bid was posted on the Town's website and advertised on the bidsandtenders.ca website and on www.biddingo.com.

Nine (9) vendors downloaded the document. The RFP closed on May 31, 2018 and six (6) submissions were received as follows:

Proponent	
Alta Planning and Design Inc.	Portland, OR
IBI Group Professional Services (Canada) Inc.	Hamilton, ON
Paradigm Transportation Solutions Limited	Cambridge, ON
Stantec Consulting LTD.	Toronto, ON
Urban Systems LTD.	Vancouver, BC
WSP Canada Group Limited	Toronto, ON

Bids were evaluated by a staff team based on the following criteria. The evaluation criteria and weighting was stated in the Request for Proposal.

- Company Profile and Experience (30%).
- Understanding of the Project and Proposed Methodology (40%).
- Pricing (30%).

After reviewing and evaluating the submissions, it was determined that WSP Canada Group Limited, PO Box 4590 Stn. A, Toronto, ON, M5W 7B1 was the highest ranked proponent.

All requests for proposals are submitted in confidence and evaluated on several pre-determined criteria. As price is only a portion of the bid, the prices of the unsuccessful proponents are not included in this report.

RELATIONSHIP TO STRATEGIC PLAN:

The recommendations of this report directly support the following Strategic Directions, Goals and Objectives of the Town of Halton Hills Strategic Plan:

A. Foster a Healthy Community

A.5 To ensure the use of appropriate design strategies to create safe communities.

H. Provide Sustainable Infrastructure and Services

H.1 To provide infrastructure and services that meets the needs of our community in an efficient, effective and environmentally sustainable manner.

FINANCIAL IMPACT:

The consulting portion of the budget for the Active Transportation Master Plan is \$160,000 which includes all taxes and disbursement. The proposal from WSP Canada Group Limited is within this amount. In addition to the consultant, additional costs relating to public engagement; advertising etc. will be required and included within the overall capital budget.

CONSULTATION:

The proposal process was facilitated through Purchasing with staff from Recreation and Parks and Transportation and Public Works evaluating the bid.

PUBLIC ENGAGEMENT:

Public consultation and engagement will be a key component in developing the Active Transportation Master Plan. Staff will adhere to the Public Engagement Charter throughout the duration of the study. Project information will be available on the Town's website with links to the online engagement platform 'Letstalkhaltonhills.ca.'

SUSTAINABILITY IMPLICATIONS:

The Town is committed to implementing our Community Sustainability Strategy, Imagine Halton Hills. Doing so will lead to a higher quality of life.

The recommendation outlined in this report advances the Strategy's implementation.

This report supports the Cultural Vibrancy, Economic Prosperity, Environmental Health and Social Well-being pillars of Sustainability and in summary the alignment of this report with the Community Sustainability Strategy is excellent.

COMMUNICATIONS:

A public consultation and engagement program will be a key element to the Active Transportation Master Plan. The consultant will develop a communication strategy to be implemented by the Town.

CONCLUSION:

As part of the Town's Transportation work plan and further to the strategic priorities and actions identified in the 2014-2018 Strategic Action Plan, staff are undertaking the development of the Active Transportation Master Plan.

It is recommended that Council authorize the Manager of Purchasing to issue a purchase order to WSP Canada Group Limited, PO Box 4590 Stn. A, Toronto, ON, in the amount of \$131,653.00 plus HST, for the completion of the Active Transportation Master Plan.

Reviewed and Approved by,

A handwritten signature in cursive script that reads "Maureen Van Ravens".

Maureen Van Ravens, Manager of Transportation

A handwritten signature in cursive script that reads "Chris Mills".

Chris Mills, Commissioner of Transportation and Public Works

A handwritten signature in cursive script that reads "Brent Marshall".

Brent Marshall, CAO