



REQUEST FOR PROPOSAL

RFP-2017-07
September 7, 2017

Downtown Parking Study

City of Duncan, Development Services Department
City of Duncan, 200 Craig Street,
Duncan, BC, V9L 1W3

Submission Deadline: - September 29th, 2017

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REQUEST FOR PROPOSAL

RFP PROGRAM TITLE: Downtown Parking Study

DEFINITIONS

“**CONTRACTOR or CONSULTANT**” means the Proponent whose Proposal has been accepted by the City of Duncan and is awarded a contract by the City of Duncan to carry out the Work.

“**CoD**” means the City of Duncan.

“**PROPONENT**” means the responder to this RFP.

“**PROPOSAL**” means a proposal to carry out the Work submitted by a Proponent in response to this RFP.

“**RFP**” means this Request for Proposal.

“**WORK**” means and includes anything and everything required to be done for fulfillment and completion of the project in accordance with this RFP and Proposal.

1.0 - INTRODUCTION

1.1 PURPOSE

The City of Duncan is actively seeking professional services for the completion of the Downtown Parking Study and is requesting proposals. The purpose of this study is to undertake a comprehensive review of the City’s current downtown parking trends, as well as to develop a plan that will ensure that the City’s parking needs are met as the City continues to grow into the future.

1.2 BACKGROUND

The City of Duncan is the heart of the Cowichan Valley, providing many important services and amenities to a growing population within the region, as well as an increasing number of motorists traveling along the Trans Canada Highway, and tourists that visit the area. To facilitate growth within the City, the CoD is currently writing a new Zoning Bylaw which would allow for increased density and a greater number of residents living in, and using, the downtown area. To effectively manage the anticipated increase in demands for parking within downtown, a detailed assessment of the current parking supply and needs, as well as the development of solutions which would address future parking needs is required. The study is broken into 2 zones, the core zone which incorporates the downtown commercial area, and the fringe zone which incorporates the surrounding mixed use areas (See Appendix B for map).

A final report and presentation to the CoD Council are required to formalize the results of the study.

2.0 - INSTRUCTIONS TO PROPONENTS

2.1 SUBMISSION OF PROPOSALS

The Proposal and their envelopes should be clearly marked with the name and address of the Proponent and the RFP program title. The sealed envelope should be addressed to the following:

City of Duncan
200 Craig Street
Duncan, BC V9L 1W3
Office No. (250) 746-5321
Fax No. (250) 746-5898
Email: public@duncan.ca

Lucas Pitts
Director of Public Works and Development Services
lucas@duncan.ca

Proposals must be received on or before the **Closing Time** of:

TIME: 12:00 pm local time
DATE: September 29th, 2017

Proposals (3 hard copies) will be accepted until the Closing Time specified. It is the Proponent's sole responsibility to ensure its Proposal is received at the address set out above by the Closing Time.

Proponents wishing to make changes to their Proposals after submission but prior to the Closing Time may do so by submitting the revisions by fax, email or hard copy. It is the Proponent's sole responsibility to ensure the revisions are received by the CoD prior to the Closing Time.

Proposals received after the Closing Time will not be accepted or considered.

2.2 INQUIRIES

Proponents shall carefully examine the RFP documents and shall fully inform themselves as to the intent, existing conditions and limitations which may affect their Proposal submission. No consideration will be given after submission of a Proposal to any claim that there was any misunderstanding with respect to the conditions imposed.

Proponents finding discrepancies or omissions in the Contract or RFP, or having doubts as to the meaning or intent of any provision, should immediately notify the above listed project contact. If there are any changes, additions, or deletions to the Proposal scope, conditions, or closing date, Proponents will be advised by means of an Addendum issued by CoD. All Addenda are to become part of the Proposal Documents and receipt of Addenda should be acknowledged by the Proponent in the submission.

Verbal discussion between CoD Councillors or staff and a Proponent shall not become a part of the RFP or modify the RFP unless confirmed by written Addendum.

2.3 PROPONENT’S REPRESENTATIVE

Each proponent is requested to designate, within 3 days of receiving this RFP, one individual to whom any additional information deemed relevant to this RFP may be communicated. This information is to be emailed or faxed to the CoD’s contact noted above.

3.0 - GENERAL TERMS OF PROPOSAL PROCESS

3.1 PROPOSAL PREPARATION COSTS

All expenses incurred by the Proponent in preparation and submission of this Proposal are to be borne by the Proponent, with the express understanding that no claims for reimbursements against CoD will be accepted. CoD shall not be responsible for any costs involved in or associated with any meetings, discussion or negotiation following submission that could lead to acceptance of the Proposal and award of a contract.

3.2 PROPOSAL EVALUATION

CoD recognizes that “Best Value” is the essential part of purchasing a product and/ or service and therefore CoD may prefer a Proposal with a higher price, if it offers greater value and better serves CoD’s interests, as determined by CoD, over a Proposal with a lower price. Appendix “ A” contains the information regarding how Proposals will be evaluated. The evaluation team will not be limited to the criteria listed in Appendix A, and the evaluation team may consider other criteria that the team identifies as relevant during the evaluation process. However, any criteria considered will be applied evenly and fairly to all Proposals.

CoD, at its sole discretion, reserves the right to:

- Reject any or all Proposals whether complete or not;
- Reject any Proposal it considers not in its best interests;
- Waive any minor irregularity or insufficiency in the Proposal submitted;
- Not be liable for misunderstandings or errors in the Request for Proposals;
- Issue addenda to the Request for Proposals;
- Contact references provided by the Proponents;
- Retain independent persons or contractors for assistance in evaluating Proposals;
- Request points of clarification to assist CoD in evaluating Proposals;
- Negotiate changes with the successful Proponent; and
- Withdraw the Request for Proposal.

3.3 PROPOSAL PRESENTATION

CoD reserves the right to request one or more of the Proponents whose submissions are of particular interest to CoD, to make oral presentations to CoD.

3.4 PROPOSAL CONFIDENTIALITY AND PROPRIETARY INFORMATION

All submissions become the property of CoD and will not be returned to the Proponent. CoD will consider all Proposals submitted as confidential but reserves the right to make copies of all Proposals received for its internal review and for review by its financial, accounting, legal, and technical consultants.

Proponents should be aware that CoD is a “public body” as defined in and subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.

If the Proponent believes any of the information requested in this RFP and provided by them is confidential, then they should identify it as such and provide a rationale as to why it should not be released under “Freedom of Information” legislation.

The rationale for keeping information confidential under this legislation includes:

- a) Trade secrets of the Proponent;
- b) Financial, commercial, scientific or technical information, the disclosure of which could reasonably be expected to result in material financial loss or gain or could reasonably be expected to prejudice the competitive position of the Proponent; or
- c) Information the disclosure of which could be reasonably expected to interfere with contractual or other negotiations of the Proponent.

3.5 CONFLICT OF INTEREST

A Proponent shall disclose in its Proposal any actual or potential conflicts of interest and existing business relationships it may have with CoD, its elected or appointed officials or employees, any property ownership direct or indirect in the jurisdiction. CoD may rely on such disclosure.

3.6 NO COLLUSION

Except as otherwise specified or as arising by reason of the provision of the contract documents, no person whether natural, or body corporate, other than the Proponent has or will have any interest or share in this Proposal or in the proposed contract which may be completed in respect thereof. There is no collusion or arrangement between the Proponent and any other actual or prospective Proponents in connection with Proposals submitted for this project and the Proponent has no knowledge of the contents of other Proposals and has made no comparison of figures or agreement or arrangement, express or implied, with any other party in connection with the making of the Proposal.

3.7 LITIGATION

Proponents who, either directly or indirectly through another corporation or entity, have been or are in litigation, or who have served notice with intent to proceed with court action against CoD in connection with any contract for works or services, may be considered ineligible Proponents. Receipt of Proposals from such Proponents may be disqualified from the evaluation process.

3.8 NO CONTRACT

This RFP is not a tender and does not commit CoD in any way to select a preferred Proponent. By submitting a Proposal and participating in the process as outlined in this RFP, Proponents expressly agree that no contractual, tort or other legal obligation of any kind is formed under or imposed on CoD by this RFP or submissions prior to the completed execution of a formal written Contract.

3.9 ACCEPTANCE OF PROPOSAL

The acceptance of a Proposal will be made in writing from CoD and will be addressed to the successful Proponent at the address given in the submitted Proposal. Following acceptance and approval to proceed with the Proposal, the Proponent is expected to enter into a contract with CoD to perform the works or services set out and agreed upon in the Proposal.

The agreement that the successful Proponent will be expected to execute with CoD will contain terms similar to those contained in the MMCD Standard Client Consultant Agreement provided in Appendix B. The agreement attachments will include the entire Request for Proposal, the Proponent's total Proposal submission and any mutually agreed upon modifications, changes or negotiated adjustments.

4.0 - PROPOSAL CONTENT

Content to be included in the Proposal, but are not limited to:

4.1 GENERAL

Full name, address and telephone number of the submitting office of the Proponent and where applicable, the name, address and telephone number of any branch office, affiliate or sub-consultant(s) that will be involved in the project.

4.2 PERSONNEL

4.2.1 Project Manager: The Proposal shall identify the proposed project manager who will be the single point of contact, responsible for direct interaction with CoD. State his/ her position and professional discipline. Describe the work to be performed by the project manager, his/ her qualifications and substantive experience directly related to the proposed Work.

4.2.2 Proposed Project Team: The Proposal shall list key individuals including the project manager who will have major responsibilities for the performance of the Work. Describe the work to be performed by each listed individual and their qualifications in terms of education and substantive experience directly related to the proposed project.

The Proposal should include the following endorsement:

"Identified Key Project Team members shall only be replaced with written approval of the CoD."

4.3 CORPORATE EXPERIENCE

The proposals are to include a list of experience on similar projects and descriptions as to how the proponent would handle administration, supply and installation and overall project management.

4.4 METHODOLOGY

The Proposal shall contain an outline of strategies and skills that will be used to manage the project's expectations, resources, budget, and quality control. Discuss how each task will be carried out and what services or interaction is required from/ with CoD. Suggest alternative, if appropriate. Identify any specialized equipment, unique approaches, or concepts or cost saving measures which your company may use relevant to the required services.

4.5 REFERENCES

The Proposal shall provide no less than two (2) references that are relevant to the proposed Work. The references should be from a third party who can provide information about the performance of the Proponent in delivering services for the experience cited.

4.6 SUBCONTRACTORS

The Proposal shall include the company name of all sub-contractors and sub-consultants proposed to be used in the performance of the Work with a description of the work they would be performing.

The sub-contractors and sub-consultants listed in the Proposal may not be changed without the written consent of CoD. If CoD so requires, the Proponent shall be prepared to confirm to CoD the competence of sub-contractors and sub-consultants prior to acceptance of the Proposal.

4.7 PROPOSAL CONTENT & INNOVATION

The Proponent shall address in the Proposal submission, all the information as requested in the RFP documentation. The Proponent is also encouraged to include innovative, alternative or unique solutions to the Proposal subject that may, along with other things, indicate cost initiatives, improved environmental impacts, better public relations and/ or project acceptance, reduced risk, improved management or administrative efficiencies, etc. Any alternative Proposals submitted should include all the requirements of the original RFP with costs identified for comparative purposes.

4.8 WORKERS COMPENSATION ACT

The Proponent, and any proposed sub-contractors and sub-consultants, should provide a Work Safe BC (Workers Compensation Board) Registration Number in the Proposal and shall at the time of signing a contract agreement, provide proof of payment of claims in good standing with Work Safe BC.

4.9 PROJECT SCHEDULE

It is the CoD's intent to have all Work completed by December 31st, 2017. Specific related details would be negotiated upon award and signing of the project contract. The completion date is contingent upon receipt of the start work order and receipt of the customer account data as detailed in these specifications.

A work schedule must be provided with consideration to seasonal weather and equipment availability.

The proposal must include a written commitment from the Proponent that this schedule will be maintained.

4.10 PRICES

The proposal must include a schedule of fee and disbursements as to adequately perform the Work and satisfy the General Specifications in section 5. In addition a schedule of hourly rates should be included to be used in the event of unforeseen extra work. It is suggested that this schedule should include, but not be limited to, the following:

- a) Hourly rates of all office staff such as Engineer, EIT, Technologist, Draftsman, Receptionist, etc.
- b) Hourly rates of all field staff etc.
- c) Hourly or unit rates of all equipment

All prices shall be in Canadian Funds and are to show taxes (if applicable) separately.

4.11 OTHER ITEMS

Proponents must ensure they provide confirmation that all materials and services conform with the requirements of the RFP, including the Specifications, and that all requested data is included in the Proposal.

5.0 – GENERAL SPECIFICATIONS

5.1 PROJECT BUDGET

The City has allocated \$60,000 (including GST) to the study and proposals should be tailored to meet that funding level.

5.2 PROJECT MANAGEMENT

The Proponent shall provide project management services to deliver the project on time and on budget.

5.2.1 Meetings

Project management includes an in person kick-off meeting at the City of Duncan Public Works Yard, intermediate teleconferences, a project completion meeting at the City of Duncan Public Works Yard, and a presentation meeting with City of Duncan Mayor and Council. This meeting will be coordinated with the existing Council Meeting Schedule, held once per month on Mondays at 7:00pm.

5.2.2 Communication

The Proponent shall appoint a single contact person to represent the Proponent to the CoD and, likewise, the CoD will appoint a single contact person to represent the CoD to the Proponent. This will help ensure the lines of communication are simple and clearly apparent. Each party is responsible to indicate a replacement for their single contact should it be deemed necessary.

Email is to be the primary means of communication, followed by telephone conversations, and then personal meetings, with the exception of the requirements noted in Section 5.1.1.

5.3 DATA COLLECTION

The successful proponent will be responsible for coordinating all data and ensuring all necessary data is present and suitable.

5.3.1 Existing Information

The City of Duncan will make available to the successful proponent the following items:

- a) Official Community Plan (OCP)
- b) Current Zoning Bylaw
- c) Draft New Zoning Bylaw
- d) Active Transportation Plan
- e) CoD Cadastral and infrastructure mapping

Additional information may be available upon request

5.3.2 Parking Information

The successful proponent will be required to collect all parking data, both on-site and remotely, that is required to successfully complete the Parking Study. All costs associated with data collection shall be included in the quoted price.

5.3.3 Required Information

The successful proponent will be required to inform the City of Duncan of any additional information that will be needed to complete the study, and arrangements will be made to acquire the information.

5.4 DELIVERABLES

Any deficiencies identified in the City's current parking infrastructure will be presented to the CoD in a draft report. Each deficiency should be accompanied by at least two remediation options and their approximate associated implementation costs. Impacts to street parking, property access, bus routes and stops, and street trees shall be noted in each case. The successful proponent will also be required to recommend which of the options, in their opinion, best suits each location and explain why that option has been chosen.

5.4.1 Project Memorandum

The successful proponent will be required to summarize all findings in a preliminary project memorandum for discussion with the CoD. This should include detailed findings regarding unique or

irregular occurrences, brief comparisons to typical design guidelines of other municipalities, and a list of recommended strategies that the CoD could use to address current parking issues and proactively address potential parking issues in the future. This memorandum may take the form of a draft report.

Recommendations shall include specific consideration of the following:

- 1) Review current parking conditions, including parking demand, peak occupancy, average duration, and vehicle turnover. Assumptions of additional pressures on parking infrastructure during the peak demand season (summer) must be made (core zone).
- 2) Provisions for the parking of tourist busses within the core area of downtown.
- 3) Review current parking supply and forecasting future parking demand with consideration of the proposed Zoning Bylaw, and changes in Downtown density (core and fringe zone).
- 4) Identify and model all possible locations for converting existing 2-way roads with parallel parking, into 1-way roads with angled parking and landscaping, similar to what was constructed on Craig Street. Ingram Street should be included as a street to be modeled. Include in this analysis potential impacts on traffic (core zone only).
- 5) Identify opportunities where the Duncan Area Active Transportation Plan can be integrated into streetscape parking design to enhance pedestrian and cycling infrastructure and safety (core and fringe zone).
- 6) Review rates, restrictions, enforcement, and other management techniques for on- and off-street parking, and consider opportunities to improve management to better address corporate policies and objectives (core and fringe zone).
- 7) Consult with the Downtown Duncan Business Improvement Area Society (BIA) to obtain their perspective of downtown parking conditions and demands.
- 8) Develop an implementation plan that prioritizes recommended actions and provides cost estimates for City budgeting purposes.

The above mentioned options must be outlined and evaluated in the memorandum and final report.

5.4.2 Final Report

The Proponent shall compile all data, findings, recommendations, figures, tables, and maps in a clear, concise, and easy to read final report. 3 hard copies and 1 electronic PDF copy of the report shall be provided to the City. This report should include a table of contents, index, and glossary of terms.

The successful proponent will be required to create an executive summary style presentation and deliver it to CoD council during one of the pre-scheduled council or committee meetings, held on the third Monday of the month at 7:00pm and the first Monday of the Month at 6:00pm respectively.

6.0 – EVALUATION CRITERIA

The following may be considered, analyzed, and compared during the evaluation process:

- a) Inclusion of specifically requested items such as, but not limited to; schedule, price quotation, reference list, WorkSafe BC information, etc.
- b) Qualifications, experience, past performance, and references of proponent.
- c) Specifications of the proposed methodology to be used to complete the Work.
- d) Clarity and readability of the proposal itself.
- e) Quoted price.

Emphasis may be given by evaluators to the explanation of the methodology proposed and any innovative or alternate ideas or concepts for completing the work.



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APPENDIX A

Parking Zones

