



REQUEST FOR PROPOSAL

RFP 2021 – 01
December 22, 2020

**City of Duncan – Transportation and
Mobility Strategy 2021**

City of Duncan, Engineering Department
Attention: Brian Murphy, Director, Public Works and Engineering
City of Duncan, 200 Craig Street
Duncan, BC V9L 1W3

Submission Deadline: January 28, 2021, 12:00pm local time

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REQUEST FOR PROPOSAL

RFP PROGRAM TITLE: TRANSPORTATION AND MOBILITY STRATEGY 2021

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

This Request for Proposals (the “RFP”) is an invitation by the City of Duncan (the “CoD”) to prospective proponents to submit proposals for the Transportation and Mobility Strategy 2021 as further described in Section 4.3 *Work Plan* of the RFP.

The City of Duncan is seeking the services of a consulting firm to prepare a Transportation and Mobility Strategy (TMS) for the City. The TMS will reflect the City’s desire to encourage sustainable and efficient transportation modes across the City and at connections to the neighbouring areas. The TMS will guide the development of the City’s transportation network over the next 5, 10 and 20 years and will consider greenhouse gas emissions and mode share goals. The TMS will contain clear transportation goals and objectives and provide a road map with concrete, short term deliverables, including a list of short and medium term capital projects prioritized based on overarching goals.

The successful proponent will carry out a significant consultation process seeking input from the public, Council, transportation professionals, staff and stakeholders to confirm community values and prepare an effective Transportation and Mobility Strategy, which reflects stakeholders’ voices in balance with good planning and engineering practices.

Ultimately, the TMS will guide the future transportation vision for the City and its connections to neighbouring areas.

The Proponent is strongly encouraged to respond to the Official Community Plan Review and Update (OCP) RFP (City of Duncan RFP-2021-02), in order to lead a joint OCP and TMS development process. If this is not possible, the successful Proponent will commit to a cooperative development process with the OCP Proponent, for a harmonized OCP and TMS development process.

1.2 BACKGROUND

Duncan is small, in a Big way. Just a few hundred metres off the Highway (about 60 kilometres north of Victoria) you'll find 300 shops and services in a few beautiful walkable blocks enhanced by 40 world renowned totem poles. Within minutes of downtown are 5 golf courses, 15 wineries, lake and ocean waterfront, and world class trails. Our compact city of just 5,000 people offers high quality living and acts as the commercial centre serving a population of approximately 80,000 people in the greater Duncan area and surrounding communities.

Duncan serves as an economic hub for the Cowichan Region. We provide healthcare, retail and professional services, and cultural tourism. We are a major business centre for the fishing, farming, forestry and tourism industries; key drivers of the regional economy.

Our downtown features a number of heritage and vintage buildings, and a large array of small, exquisite shops and restaurants catering to all tastes. Enjoy the cultural comings and goings in our busy City Square – part of our exciting revitalization plan – or tour the world's largest collection of outdoor totems.

The City of Duncan is a member of the Cowichan Valley Regional District (CVRD). The CVRD provides regional governance and services to both electoral areas and member municipalities – Duncan, North Cowichan, Ladysmith, and Lake Cowichan. For the City of Duncan, they provide solid waste management, emergency planning, economic development, regional parks, as well as a wide array of other services that benefit Cowichan Valley residents.

The northern boundaries of the City are surrounded by the District of North Cowichan, and to the south are the Cowichan Tribes. The Transportation and Mobility Strategy 20201 must carefully consider all connection points to these adjacent areas. The Trans-Canada Highway also passes through Duncan, carrying regional traffic and north – south Vancouver Island traffic.

In the District of North Cowichan, population grew between 2011 and 2016 by 3 percent, and in the future, the population growth rate is forecast to be 4.4% over the next five years. Traffic volumes in the region have generally grown by 1% per year and this growth rate has been consistent over the past several decades.

The last Master Transportation Plan for the City of Duncan was completed in 2012. City Council has approved an updated study which is targeted to be completed in 2021.

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:

Brian Murphy
Director, Public Works and Engineering
City Hall
200 Craig Street
Duncan, BC V9L 1W3
Office: 250-746-6126 Fax: 250-746-6129
Email: bmurphy@duncan.ca

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

TIME: 12:00pm local time
DATE: January 28, 2021

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.

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.

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.

3.10 PROPOSAL CONTENT

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

- 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.
- Project Manager: The Proposal should 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.
- Proposed Project Team: The Proposal should 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."

- 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.
- References: The Proposal should 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.

3.11 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.

3.12 PROPOSAL CONTENT & INNOVATION

The Proponent should 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.

3.13 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.

4.0 - SCOPE OF WORK AND SCHEDULE

4.1 STATEMENT OF UNDERSTANDING

In their own words, the Proponent must show that they have an understanding of what the Work involves and what is required to complete the project. It is the Proponent's responsibility to demonstrate that they possess the required knowledge, understanding and capacity to carry out the Work as outlined in this RFP.

4.2 EXTRA WORK – PRICING

The proposal should include a schedule of fee and disbursements as to adequately perform the Work and satisfy the Work Plan and Final Deliverables. 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 and professional staff 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.

4.3 SCHEDULING

Proponents will provide a proposed project schedule indicating the tasks and deliverables. Time is of the essence in this project.

4.4 PROJECT BUDGET

The City has allocated \$200,000 (plus GST) to the project and proposals should be tailored to fall below this funding level.

4.5 WORK PLAN

TRANSPORTATION AND MOBILITY STRATEGY – STUDY COMPONENTS

The following section outlines the Focus Areas that the successful proponent will need to address in order to produce the Final Deliverables. Note that the Focus Areas will apply to all zones within the City and in applicable adjacent areas where points of connection or through traffic would be an important consideration.

FOCUS AREAS

1. Current Conditions

- Develop and execute a data collection program for transportation modes of vehicle, cycling and pedestrian, showing proposed data needs and scheduling for the TMS including, but not necessarily limited to, screen line data collection and household travel surveys.
- Coordinate with the District of North Cowichan for traffic data to the extent possible.
- Prepare a report containing the summary of and trends observed within the data.
- Offer recommendations for on-going data collection to support sustainable transportation options.

2. Alternate Land-use Scenarios / Network Concept

- Review current and upcoming policy developments for future land-use scenarios from the DNC, Cowichan Tribes, and CVRD in adjacent and nearby areas in order to understand travel demands at connection points and through traffic routes that will be impacted by land use scenarios at and outside the City boundaries and within nearby adjacent areas. Analysis should assess changes in travel demand and transportation network performance.
- Develop a policy-based land use scenario (zoning) to explore travel demand related to land use scenarios within the City of Duncan. Development of the scenario(s) will be undertaken in consultation with the City but will be guided by direction in the Zoning Bylaw and OCP.
- Develop a corresponding future network scenario (including at connection points) with estimated performance and costs.

3. Major Road Network

- Create standard road cross-sections for the City and identify improvements that could better accommodate pedestrians, cyclists and other vulnerable road users while supporting TMS goals and objectives. Provide direction for future road cross-section and classification updates.
- Recommend improvements to existing road network issues, in particular to improve road safety for all users and to improve storm water management.
- Develop a recommended truck route network and propose future goods movement management principles for the City ensuring it provides appropriate access to adjacent key commercial / industrial areas while minimizing impacts on residents, businesses and other road users. With consideration to nearby commercial or industrial areas in adjacent areas and the potential impacts of through traffic.
- Develop a future road network for three horizon years of 5, 10, and 20 years that identifies network improvements, class D estimated costs and expected performance. This should be based on land use, growth, demographics and transportation goals and objectives. A preferred model scenario reflecting proposed network improvements shall be developed and an implementation plan provided.
- Develop a Road Network Map to identify the hierarchal road structure from major, arterial, collector, local, and heritage. For current and future scenarios.
- Assess the impact of alternative network scenarios / improvements on total vehicle travel, mode share and GHG emissions.
- Describe how climate change is affecting the transportation network and what is key for the City to consider into the future.

4. Transit Network and Policies

- Develop policy, actions, strategies, and projects that the City can undertake within its jurisdiction to support greater transit use.
- Through collaboration with the DNC, CVRD, Cowichan Tribes, and other partners, identify location, scope and characteristics of transit exchanges. Identify how the City can support these facilities.
- Review the Cowichan Valley Region – Transit Future Plan (2012) for reference.
- Assess how transit trips are contributing to the transportation mix today and the potential to increase transit usage to help meet transportation objectives in the future.
- Identify how the transit service could integrate with other transportation modes to create a cohesive transportation system. Identify emerging technologies that will support this process.

5. Supporting Intermodal Connectivity

- Identify opportunities for increasing connectivity between all travel modes. Describe policies, actions and strategies that could be implemented including specific potential projects or locations, to maximize intermodal connections.

6. Cycling Network

- Review and present background information on current cycling conditions and trends in the City. Refer to the Duncan Area Active Transportation Plan (2014).
- Develop specific principles, goals and objectives for the cycling network.
- Present recommendations for potential cycling facilities and treatments that could be used to further develop the cycling network and provide guidance on use. Selection criteria should be provided to determine the most appropriate facility type based on

vehicles, volumes, speed, and adjacent land use. Refer to the Duncan Area Active Transportation Plan (2014) and compare recommendations and progress to date.

- Review, update and integrate the future cycling network plan and design guidelines from the Duncan Area Active Transportation Plan, 2014, including facility type (general) and element priority by planning horizon and costs. Consider specifically the option of providing bike network elements that are separated from the vehicle network.
- Examine opportunities to integrate with the DNC, CVRD and Cowichan Tribes on cycling infrastructure which will strengthen the overall network. An example could be the Tzouhalem / Trunk road corridor.

7. Pedestrian Network

- Refer to the Duncan Area Active Transportation Plan (2014) and compare recommendations and progress to date for pedestrian modes.
- Identify how walking trips are contributing to the City's transportation mix today and the potential to increase walking to help meet our transportation objectives in the future.
- Identify where limited walking is occurring, what the barriers are, how they can be reduced or eliminated.
- Review, update and integrate the pedestrian movement recommendations, plan and design guidelines from the Duncan Area Active Transportation Plan (2014). Identify priority areas for pedestrian networks and improvements.
- Provide guidance on increasing pedestrian trips within the context of neighbourhoods and local streets, major roads and development sites. Specifically address road cross-section and neighbourhood layout issues.
- Address changes in the needs of pedestrians related to aging population and motorized mobility devices.
- Identify how the City could integrate pedestrian routes with the DNC and Cowichan Tribes to encourage walking as a travel option. Examine opportunities where integration with DNC infrastructure that would strengthen the overall network.

8. Land Use + Transportation Integration and Transportation Demand Management (TDM)

- Speak to land use and how land use within the City and in adjacent areas generally impacts travel choices and demand for residents, visitors / commuters / through traffic, and businesses.
- Identify how our current and neighbouring land use patterns impact travel choices and how this will evolve over the next 20 years.
- Coordinate with the DNC current project to update the District's Official Community Plan.
- Coordinate with the DNC current project for a Master Transportation Plan.
- Provide recommendations on best practices to integrate transportation and land use planning, including consideration of non-planning and engineering approaches such as education and marketing.
- Provide recommendations on and criteria of when they should be implemented for transportation demand management including rideshare, car share, transit programs, walking programs, cycling programs.

9. Neighbourhood Transportation Guidelines

- Provide vision and strategies to make City streets and lanes a more positive part of neighbourhoods.
- Provide specific guidance on how to improve pedestrian and cycling environment (refer to Duncan Area Active Transportation Plan, 2014) within neighbourhoods including guidelines on neighbourhood transportation network layout patterns, road cross-sections, traffic calming, on-street parking and additional pedestrian / cycling connectivity.
- Identify what are the best practices to provide City citizens with streets that are more than utilitarian access function.
- Provide guidance for on street parking in residential neighbourhoods including how much should be provided and how parking might be varied by neighbourhood density and housing type.
- Provide recommendations for traffic calming based on road network classifications.

10. Parking

- Review and make recommendations around the existing City of Duncan policies, plans, and bylaws related to parking.
- Provide an inventory of off-street parking in the City (desktop review).
- Review downtown parking capacity and the potential need (not location) for a parking structure, considering current demands and through the horizon of the TMS.
- Review and make recommendations regarding the off-street parking requirements in the Zoning Bylaw.
- Develop policy recommendations for on-street parking within both residential and commercial developments across a range of densities and housing types.
- Describe how the proposed parking policies and strategies will help to achieve TMS goals and objectives.
- Provide recommendations for the evolution and expansion of EV charging facilities into the future

11. External Connections

- Offer careful consideration to Duncan's connections to the DNC, Cowichan Tribes, CVRD, and Highway 1 with recommendations for future upgrades or alterations to each of these connections.

12. Commercial Vehicles, Goods Movement, Emergency Services, and Disaster Response

- Comment on the road network relative to commercial vehicles and provide recommended policies to support expedient and safe access to key commercial areas.
- Create road cross sections, classifications, and other methods of accommodating trucks and other large vehicles in balance with vulnerable road users such as pedestrians and cyclists.
- Make recommendations on restrictions to limit heavy truck travel to specific routes or excluded routes.
- Offer considerations for City coordination with CVRD and DNC with respect to disaster response routes.

13. Implementation, Prioritization and Financial Impacts

- Across all areas, provide cost and resource implications of the TMS.
- Offer prioritized lists for: policy and strategy implementation; areas of focus; and, short, medium and long-term projects.

- Estimate the financial implications of the prioritized lists for short, medium and long-term horizons.

14. Related Bylaws

- Perform a high level review of applicable City of Duncan Bylaws that have implications for the transportation network and offer suggested improvements or additions. Such as: Streets and Parking Regulations Bylaw; Sewer Services Bylaw; Maintenance of Property Bylaw; Payment in Lieu of Parking Bylaw; Waterworks Regulation Bylaw; Development Cost Charges Bylaw.

15. Optional Tasks

If the proponent identifies additional study tasks that are not described in this document but that the proponent thinks would bring value to the Transportation and Mobility Strategy process, they may include such items as Optional Tasks in their proposal. The scope, cost and impact on schedule should be included for each Optional Task. Optional Tasks should be clearly identified as such and shown separately for Pricing so as not to be included in the core Pricing offered.

FINAL DELIVERABLES

The following section identifies the specific deliverables that will be expected throughout and at the completion of the TMS process.

1. Interim Report – Existing Conditions, Background and Framework

An interim report will be required outlining existing conditions, identified issues, the draft TMS Vision and Principles, along with draft goals and objectives. This report will summarize the Phase 1 consultation process (See Proposed Project Schedule), its outcomes and will include presentations to the Steering Committee and Council. It is anticipated that the interim report will form an Appendix to the TMS.

2. TMS Principles, Vision, Goals and Objectives

The successful Consultant will be required to develop a Vision for the City's transportation network as outlined in the TMS Focus Areas. The proposed TMS Vision and Principles, coupled with draft goals and objectives, should be presented for public consultation and feedback in Phase 1, Phase 2, and in between the Draft TMS presentation to Council and the final TMS presentation to Council (ie. during Phase 3).

While the TMS Vision and Principles will be general in nature, goals and objectives should be specific measurable targets against which strategies, policies and actions can be developed.

Goals and objectives will be required for all Focus Areas and should be created such that future monitoring of TMS progress will be possible. The TMS Vision should be integrated with the existing OCP and the City's development of an updated OCP (commencing 2021) to the extent possible and must include greenhouse gas emissions reductions and mode share as considerations.

3. Communications and Consultation Plan

Consultation and communication will be major components of the TMS process. Proposals must include a draft Communications and Consultation Plan that is integrated with the TMS overall development process. The format, timing and scope of consultation / communication

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activities should be described. The draft Communications and Consultation Plan should address all stakeholders and should specifically address:

- City of Duncan residents and businesses;
- Transportation providers; community organizations and government agencies; MOTI; and,
- City of Duncan Council.

In their proposal, the Proponent should make clear what elements of a Communications and Consultation Plan are included in the Pricing. For each Phase of the project, consider the following:

- Which entities / groups are identified as key stakeholders
- How many consultations are anticipated with each key stakeholder and what consultation methods would be utilized
- How many public consultations will be conducted in each Phase and in what formats
- Cost for additional consultations (in person / online) not included in the core Communications and Consultation Plan

The City is expecting the Proponent will propose a detailed draft Communications and Consultation Plan based on their experience with this type of project and knowledge of the region. The Communications and Consultation Plan will be finalized between the City and the successful consultant once this project has been awarded.

To the extent possible, the Communications and Consultation Plan should coordinate with the public consultation plan for the City's update to the Official Community Plan (OCP) (commencing 2021) and, where possible, with the District of North Cowichan's Master Transportation Study (2020 – 2021).

It is expected that the successful proponent will incorporate web based and social media tools for communications. For public participants who do not have web access, alternative non-electronic communication channels should be accommodated. The consultant should identify pros and cons of each and provide alternatives if necessary. The City typically uses PlaceSpeak platform for public engagement and review.

The consultant must incorporate guidelines and considerations for COVID-19 public consultation concerns.

The Communications and Consultation Plan must include strategies to consult with the DNC, CVRD, and Cowichan Tribes adjacent to the City municipal boundaries.

4. Presentations

The TMS overall plan should include regular project status meetings with City staff. The project must commence with one (1) kick-off meeting with City staff. In addition, provision for four (4) preview presentations to the City's Steering Committee followed up by four (4) formal presentations to City Council (and the City's Senior Leadership Team) must be included.

With reference to the Proposed Project Schedule, the anticipated meetings will consist of the following:

- A kick-off meeting with City staff at the beginning of the project, presenting the work plan, approach, timeline, communications plan, and deliverables;

- Presentation of findings to Council from the first public consultation (Phase 1);
- Presentation of findings to Council from the second public consultation (Phase 2);
- Presentation of the draft TMS for Council consideration; and,
- Presentation of the final TMS for Council adoption (Phase 3).

(Each of these presentations to Council must be preceded by a preview presentation to City staff or the City's Steering Committee)

Note: An upset price should be included in the proposal for additional presentations. Consideration will be given for virtual presentations where appropriate.

5. Outcomes of the Transportation and Mobility Strategy (ie. Draft and Final Plan)

- A long-term vision** for the City's transportation network over the next 20 years. This vision should express what type of transportation system the City should build and how the system will improve the quality of life for the City residents, visitors and businesses.
- Defined transportation objectives** for the City that support and complement the TMS Vision and other City goals and objectives. Monitoring measures should be developed to assess progress and results that could be reported out to inform Council and the public.
- Transportation **policies and strategies** that support, encourage and facilitate the TMS's vision and objectives. As a strategic plan, the TMS will include strategies at varying levels of detail; some recommendations will define future work tasks including specific transportation network improvements, others will provide general policy or advocate specific actions.
- A Transportation and Mobility Strategy Report** that articulates and documents the results of this process and which staff, Council, and the community can use to achieve the transportation goals over the next 5, 10, and 20 years.

The Proponent will ensure appropriate resources are allocated to proof reading and editing the draft and final reports for formatting and errors.

MANDATORY REFERENCES

The consultant must incorporate into the development of the TMS a review, referencing, integration and update to the outcomes (where applicable / to the extent possible) of the following existing and upcoming studies:

City of Duncan Official Community Plan (2007)
City of Duncan OCP update – commencing 2021
District of North Cowichan OCP update – currently underway
District of North Cowichan update to Master Transportation Plan – currently underway
Trans Canada Highway Corridor Management Plan: Boys Road to Beverly Street (2014)
Trans Canada Highway Corridor Management Plan (2005)

Streets and Parking Regulations Bylaw
Official Community Plan Bylaw

Duncan Area Active Transportation Plan (2014)

COOPERATIVE DEVELOPMENT STRATEGY WITH OFFICIAL COMMUNITY PLAN REVIEW AND UPDATE 2021

In tandem with the TMS process, the CoD will also be developing an Official Community Plan Review and Update (OCP) 2021. The successful Proponent will provide a cooperation plan to ensure these two key documents are harmonized throughout the development process.

TRANSPORTATION AND MOBILITY STRATEGY – DRIVERS

The need for a comprehensive Transportation and Mobility Strategy is driven by important challenges facing the City and region, moving into the future.

- i) A Growing Region - North Cowichan’s population is projected to grow by over 5% in the coming five years. Additional residents, services and employment in the region will generate more demand on the transportation network in the region, and for the connection points, visitor traffic, business traffic, and through-traffic within the City of Duncan.
- ii) Aging Population – Population demographics are aging, and travel patterns and needs are changing. The City needs to prepare for these changes and adapt the transportation system to better accommodate older users.
- iii) Healthy Lifestyles – By shifting from cars to sustainable transportation modes, we can improve our health outcomes and quality of life.
- iv) The Economy – An efficient transportation network is a key component of a vibrant economy.
- v) Greenhouse Gas Emissions – The highest contributor of the region’s greenhouse gas emissions are generated by on-road transportation. The City is committed to reducing these emissions and changes to the transportation system need to be part of the solution.
- vi) Asset Management – The cost to replace existing infrastructure as it ages and eventually reaches end of life will become an increasing burden over time. We can reduce this impact by making smarter transportation choices and reducing the need for new infrastructure.

TRANSPORTATION AND MOBILITY STRATEGY – GENERAL PRINCIPLES

The following principles may assist in the development of the draft TMS; however, these principles should not be seen to limit other approaches. As the TMS process unfolds, these principles will evolve and change through the development of the vision, objectives, strategies, and content for the TMS.

- i) Safety – The transportation network should be safe, it should emphasize protection of vulnerable road users, and it should create streets that are comfortable for all road users.
- ii) Maintain Mobility – The transportation network needs to meet the basic mobility needs of the community. It should be efficient, allowing residents, services and goods to move around while minimizing infrastructure requirements and operating costs.

CITY OF DUNCAN - TRANSPORTATION AND MOBILITY STRATEGY 2021
REQUEST FOR PROPOSAL

- iii) Accessibility – The network should be accessible, it should accommodate those of varying income, ability, and age across a wide range of travel modes.
- iv) Connectivity – Transportation networks connect places; the network should emphasize connectivity, within the City, between adjacent communities, and between different modes of transportation to create an integrated system.
- v) Reduced Environmental Impact – The network should be sustainable, it should facilitate current needs for mobility while minimizing impacts on the natural environment.
- vi) Affordable – The network should be affordable, now and over the long run, making efficient use of existing and future infrastructure while encouraging lower cost travel options.

TRANSPORTATION AND MOBILITY STRATEGY 2021 – ANTICIPATED SCHEDULE

The schedule below outlines the overall timeline for the Transportation and Mobility Strategy 2021. The proponent should allow two weeks as a response time for reports and/or deliverables from the City. As part of the proposal, Proponents are required to comment on the suggested timeline and to provide a detailed timeline for their work.

Anticipated Key Dates

The following dates are offered as a guideline. Proponents should confirm the practicality of the dates proposed, and should propose alternate dates as applicable, with a target completion by December 2021. The Proponent should provide a work schedule with consideration to potential project delays.

Proposed Project Schedule

January 28, 2021	RFP Close
February 19, 2021	Project Award (anticipated)
March 1 to 5, 2021	Kick-off Meeting (proposed)
April – May 2021	Phase 1 report and presentations
June – July 2021	Phase 2 report and presentations
September – October 2021	Draft TMS report and presentations
November – December 2021	Final TMS report and presentations (Phase 3)

All dates (except RFP dates) are proposed dates only.

Bid Schedule

Issue Date of RFP	December 22, 2020
Deadline for Questions	January 14, 2021 (two weeks before closing date)
Deadline for Issuing Addenda	January 21, 2021 (one week before closing date)
Submission Deadline	January 28, 2021 12:00pm local time
Rectification Period	February 1, 2021
Anticipated Ranking of Proponents	February 5, 2021
Anticipated Contract Negotiation Period	February 8 to 19, 2021
Anticipated Execution of Agreement	February 19, 2021

4.4 DRAWINGS

All drawings shall use metric units throughout.

All drawings shall use Geodetic datum and UTM Nad 83 coordinates.

Drawings shall be drawn and saved in DWG format, and shall meet standards acceptable to CoD.

All drawings shall also be provided in PDF format.

All drawings shall be signed and sealed by a Professional Engineer registered in the Province of British Columbia.

Two (2) hard copies, as well as electronic (CAD and PDF) of all the Record Drawings will be provided to CoD.

Document Type	Preferred File Format
Written Documents	Microsoft Word 2010
Spreadsheets	Microsoft Excel 2010
Technical Drawings	Autodesk AutoCAD 2019 (or newer)
Non-technical Graphics	.jpg, .jpeg, png, Adobe pdf
Database	Microsoft Access 2007
Drawings, Maps and Spatial Data	Individual Plan drawings/maps must be supplied in both digital PDF and paper hard copy. Drawing/map source data must be delivered in ESRI ArcGIS shape file or Autodesk Spatial Data File (sdf) NAD 83, UTM Zone 10N projection and accurately overlay onto the City's existing base mapping. Core attributes and label names must be defined or included in the source data feature class tables with attribute domains created to constrain field values (where possible). From the final map series, a set of symbology layer files must be rendered for all map themes. All digital data are to be delivered on media compatible with the City's computer equipment.

5.0 - COMMUNICATIONS

Regular updates to CoD project manager are required throughout the project.

6.0 - FEES AND DISBURSEMENTS

The Proponent shall provide a lump sum fee up to and including the completion of tendering. Any costs incurred by the Consultant above the submitted lump sum cost will be the sole responsibility of the Consultant unless pre-approved by CoD.

An estimate for Construction Services shall be identified in the proposal but actual fees will be billed based on actual hours worked times the hourly rates quoted in the proposal, plus disbursements, for the personnel and services stipulated. After final design is completed, the Construction Services estimate will be discussed and adjusted as mutually agreed upon by both parties.

A schedule of hourly rates for all personnel proposed, equipment and disbursement rates for the project shall be included in the Proposal. Ensure sufficient detail is provided to facilitate evaluation of level of effort by task and cost.

Fee Estimates must include all applicable taxes, but show taxes as separate items.

NOTE TO ALL BIDDERS: The City of Duncan may negotiate with the prospective consultant to minimize or change some of the requested duties prior to signing a contract.



REQUEST FOR PROPOSAL

RFP 2021 – 01
December 22, 2020

APPENDIX “A”

**Request for Proposal
Evaluation Form**

APPENDIX “A”

REQUEST FOR PROPOSAL EVALUATION FORM

Proponent's Name: _____			
Project Title: Transportation and Mobility Strategy 2021			
Evaluation Date: _____			
Evaluator: _____			
Step 1:		YES	NO
Basic Attributes	Proposal received prior to closing		
	Sub-consultant list submitted		
	Project Manager identified		
	Proposed schedule included		
	Reference List		
	Hourly rates provided		
	Design and tendering lump sum fee included		
	Construction services estimate included		
	Complete proposal as requested		
Step 2:		Assigned Points	Points
Proponent	Qualifications of firm and project team members		
	Experience of firm and project team members		
	Past Performance / References		
	Resources		
Proposal	Scope		
	Methodology		
	Environmental Performance		
	Scheduling		
	Project Team - Level of Effort		
	Clarity of Proposal		
Price	Points for Price = (lowest cost Proposal divided by Proposal being evaluated) x (% weight)		
Total Score	Proponent + Proposal + Price Scores	100	