



**City of Kingston
Report to Council
Report Number 16-190**

To:	Mayor and Members of Council
From:	Jim Keech, President and CEO, Utilities Kingston
Resource Staff:	Mark Van Buren, Director of Engineering
Date of Meeting:	June 21, 2016
Subject:	Award of Contract – Professional Consulting Services for the Active Transportation Master Plan (ATMP)

Executive Summary:

The purpose of this report is to advise Council regarding the outcome of the evaluation of proposals for the completion of the City's Active Transportation Master Plan (ATMP) and to seek approval for the staff recommendation.

A Request for Proposals (RFP) was issued on April 22, 2016 for the provision of professional consulting services from qualified firms to complete the ATMP. The RFP closed on May 18, 2016 and a total of 4 proposals were received. A City review team evaluated each of the proposals based upon criteria established and documented within the RFP. The City review team concluded that the WSP-MMM Group proposal received the highest score and provided the best proposal.

As per the City's purchasing policies, Council approval is required to proceed with the recommended proposal since staff is recommending the WSP-MMM proposal which is not the lowest financial proposal for this project.

Recommendation:

That Council authorize the Mayor and Clerk to enter into a contract in a form satisfactory to the Director of Legal Services with WSP-MMM Group for the completion of the Active Transportation Master Plan.

Authorizing Signatures:

ORIGINAL SIGNED BY PRESIDENT & CEO, UTILITIES KINGSTON

Jim Keech, President & CEO, Utilities Kingston

ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER

Gerard Hunt, Chief Administrative Officer

Consultation with the following Commissioners:

Lanie Hurdle, Community Services

Denis Leger, Transportation, Facilities & Emergency Services

Desiree Kennedy, Chief Financial Officer & City Treasurer

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Options/Discussion:**Introduction and Background**

At the December 1, 2015 meeting of Council, the updated Kingston Transportation Master Plan (KTMP) was received. At that time, Council approved the following motion related to Active Transportation:

“That staff be directed to develop a Terms of Reference for the preparation of a Request for Proposals (RFP) that seeks the development of an Active Transportation Master Plan that is based on aggressively achieving a target of 20% of all trips made during the daily peak travel period by walking or cycling by 2034” and;

“That the Terms of Reference for the Request for Proposals for an Active Transportation Master Plan be provided in a report to the Environment, Infrastructure and Transportation Policies committee in 2016 Q2.”

The Terms of Reference for the ATMP were provided to the Environment, Infrastructure and Transportation Policies Committee in an information report presented at the April 12, 2016 meeting. The RFP was released on April 22, 2016 to request proposals from qualified consulting firms to develop the Active Transportation Master Plan (ATMP). The ATMP is intended to address the active transportation (AT) needs of the community for modes of transportation that include walking, cycling, other non-motorized modes of travel and moving with mobility devices.

The RFP closed on May 18, 2016 with a total of four proposals received from the following consulting firms:

- IBI Group
- Parsons Incorporated
- Steer Davies Gleave Incorporated
- WSP-MMM Group

Evaluation of Proposals and Consultant Selection

A review team that included City staff members from the Engineering Department, Transportation Services Department and the Planning, Building and Licensing Department were involved in the independent review and scoring of each of the submissions received. The evaluation process was outlined in detail in the RFP document and included the following evaluation criteria:

- Experience and qualifications of the company and project team (17 points)
- Work plan, methodology, schedule and level of effort (20 points)

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- Creativity, innovation and public engagement (20 points)
- Accessibility for Ontarians with Disabilities Act (3 points)
- Cost Proposal (40 points)

After a preliminary review of the 4 proposals, the proposal from Steer Davies Gleave was disqualified and not scored because it was missing a significant amount of key information. The table below provides information related to rank, price and total score for each of the proposals received.

Proponent	Rank	Bid Price (HST excluded)	Proposal Score
WSP-MMM Group	1	\$159,278	89.3
Parsons Incorporated	2	\$149,980	85.3
IBI Group	3	\$139,870	76.6
Steer Davies Gleave	Disqualified	\$149,595	Disqualified

The City review team concluded that the proposal provided by WSP-MMM Group was clearly the best submission. With the exception of their score for the total project cost, the WSP-MMM proposal scored highest in all non-financial evaluation categories.

The highlights of the WSP-MMM proposal are summarized as follows:

- The provision of a highly skilled team with a significant amount of experience with Active Transportation Master Plans along with expertise in Transportation Demand Management. The team has also completed local Active Transportation (AT) work such as the design of the Williamsville cycling lanes;
- WSP-MMM were the lead authors for the recently completed Ontario Traffic Manual (OTM) Book 18: Cycling Facilities and the Ministry of Transportation Ontario (MTO) Bikeway Design Manual. Since WSP-MMM has a good cross-section of experience with AT at both the municipal and provincial level, the team will be able to develop strong AT policies and consider a broad-range of design alternatives for Kingston;
- The provision of a clearly defined schedule with concurrent activities and an excellent level of detail that should enable the study to be completed within 12 months. This will allow the recommendations from the ATMP to be incorporated within the next KTMP update which is expected to begin in 2017;
- The public engagement and consultation team has significant experience with master plans and transportation projects. This is a critically important component of the project since the development of an ATMP that reflects the desired future vision of Kingston residents will be highly dependent on successfully engaging the public throughout the process. The innovative and comprehensive public consultation and engagement plan includes the following:

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- Preparation of a consultation and engagement strategy led by Cumming and Company, a leading public engagement facilitation expert;
- The development and execution of a public opinion survey that can be completed on-line either Survey Monkey or Fluid Surveys or by hand;
- The use of social media to promote key consultation opportunities and project messages;
- A Community Design Forum with the Dutch firm Mobycon and expert speakers to stimulate discussion and to inspire ideas about what is possible in Kingston;
- Two Public Open Houses with presentations and opportunities for roundtable discussions;
- Individual stakeholder interviews with Cumming and Company;
- Pop-up workshops with displays at a minimum of 5 locations to encourage idea sharing. Some of the locations to be considered include the INVISTA Centre, Kingston Transit transfer points, Catarauqui Centre, Market Square, Queen's University, St. Lawrence College and Royal Military College.

The financial proposal provided by WSP-MMM Group is the highest of the 4 financial proposals received and it is \$19,408 higher than the lowest financial proposal. However, through the established evaluation process, the City review team concluded that the WSP-MMM Group proposal ranked the highest and was clearly the best proposal.

The City review team recommends that the contract for the preparation of the Active Transportation Master Plan be awarded to WSP-MMM Group as their proposal includes a highly experienced team, the best work plan and schedule and an exceptional public engagement and consultation plan. Council approval of this recommendation will allow the project to commence shortly with a start-up meeting tentatively scheduled for early July. The project will take at least 12 months to complete and a draft report is expected to be provided to the EITP Committee and Council sometime within the third quarter of 2017.

Existing Policy/By Law:

Selection of a proponent for professional consulting services to complete the Active Transportation Master Plan has been completed in compliance with the City of Kingston Purchasing and Procedures By-Law 2000-134, as amended.

Notice Provisions:

Not applicable.

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Accessibility Considerations:

Accessibility was one of the criteria used to evaluate the proposals. WSP-MMM Group demonstrated a comprehensive understanding of the current accessibility legislation as it relates to communication and design principals.

Financial Considerations:

The completion of the Active Transportation Master Plan has been approved as part of the multi-year capital infrastructure plan. There are sufficient funds in the approved budget to complete this work.

Contacts:

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Other City of Kingston Staff Consulted:

Dan Franco, Supervising Engineer, Engineering Department

Ian Semple, Manager Service Development, Transportation Services

Greg Newman, Manager, Policy Planning

Exhibits Attached:

Not applicable.