



**City of Kingston
Report to Council
Report Number 15-198**

To: Mayor and Members of Council
From: Denis Leger, Commissioner of Transportation, Facilities & Emergency Services
Resource Staff: Sheila Kidd, Director of Transportation Services
Date of Meeting: March 24, 2015
Subject: Award of Contract - Consulting Services for the Environmental Assessment of the Kingston Transit Downtown Transfer Point

Executive Summary:

The Transportation Services Department issued a Request for Proposal (RFP) seeking a consultant to conduct an environmental assessment of the current Kingston Transit Downtown Transfer Point, to address accessibility, capacity, and operational deficiencies. Seven submissions were received with varied proposals, which staff reviewed and scored. HDR Inc. scored the highest and is recommended as the preferred selection. As HDR Inc. was not the lowest bidder, staff does not have delegated authority for this purchase and Council approval is required to proceed.

Recommendation:

That HDR Inc. be awarded the contract for the provision of consulting services to complete the environmental assessment of the Kingston Transit Downtown Transfer Point as per RFP F31-TFES-TS-TR-2015-01, for the total purchase price of \$122,866 plus applicable taxes; and

That the Mayor and Clerk be authorized to execute the contract in a form satisfactory to the Director of Legal Services.

March 24, 2015

Page 2 of 6

Authorizing Signatures:

ORIGINAL SIGNED BY COMMISSIONER

**Denis Leger, Commissioner
Transportation, Facilities
and Emergency Services**

ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER

Gerard Hunt, Chief Administrative Officer

Consultation with the following Members of the Corporate Management Team:

Cynthia Beach, Corporate & Strategic Initiatives	Not required
Lanie Hurdle, Community Services	Not required
Jim Keech, President and CEO, Utilities Kingston	Not required
Desiree Kennedy, Chief Financial Officer & City Treasurer	Not required

March 24, 2015

Page 3 of 6

Options/Discussion:

The Transportation Services Department issued a Request for Proposals (RFP) for consulting services to conduct an environmental assessment (EA) on the Kingston Transit Downtown Transfer Point (DTP) to identify a preferred approach to address accessibility, capacity, and other deficiencies. The current DTP is located on a section of Brock Street between Montreal Street and Wellington Street, and a section of Bagot Street between Brock Street and Princess Street. Additional information about the current DTP and the deficiencies that have been identified at the site can be found in Report 14-012 to Council, which is attached as Exhibit A.

The key deliverable of the RFP is the completion of an EA that includes and considers the following:

- Completion of an environmental assessment of the existing DTP that will include the development of alternatives, consultation with stakeholders, and commissioning and execution of the required studies to support the evaluation of the alternatives.
- Review of relevant background information.
- Consultation with stakeholders and members of the public.
- Evaluation of the alternatives developed according to the framework outlined for an EA. At a minimum, the alternatives to be considered will include no change to the existing location, upgrades to the existing location, and relocation to a different location.
- Commissioning of appropriate studies to support the evaluation.
- Delivery and presentation of a report to the City with recommendations on a preferred option.

This City received seven submissions in response to the RFP. Staff reviewed and scored the proposals using the following criteria:

Criteria	Points
Cost of Proposal	40
Understanding of Objectives	10
Experience and Qualifications of the Company	7
Experience and Qualifications of the Project Team	15
Proposed Work Plan and Quality of Approach	25
Compliance with the Ontarians with Disabilities Act	3
Total Points Available	100

March 24, 2015

Page 4 of 6

Based on the cost evaluation, a score out of 40 is assigned based on the total proposal upset price limit excluding applicable taxes. The lowest priced proposal is awarded the entire 40 points and the remaining proposals are awarded points as a direct proportion of the lowest priced proposal.

The remaining 60 points were allocated based on the evaluation team’s review of the submissions and information provided by the proponents. A core requirement of this EA process requires the consultant to conduct a transportation analysis of all users within the study area and a review of current and future transit operations. However the current DTP is located in a prominent area of the downtown core and is adjacent to a number of cultural and built heritage resources. Staff anticipate a high level of stakeholder engagement in this process that will extend beyond the transportation concerns that would typically be the focus of the design of a transit transfer point. As such staff evaluation of a proposal’s project team resources, urban design, heritage and public consultation approaches were important considerations in addition to the transportation analysis in the scoring process.

The scoring, cost, and resulting ranking of the seven proposals is summarized in the following table:

Submission	Ranking	Total Upset Price Limit	Cost Evaluation (out of 40)	Other Criteria Evaluation (out of 60)	Total Score (out of 100)
HDR Incorporated	1	\$122,866	22	56	78
MMM Group Limited	2	\$135,970	20	52	72
IBI Group	3	\$109,550	24	46	70
BT Engineering Incorporated	4	\$67,134	40	29	69
LEA Consulting Limited	4	\$102,633	26	43	69
WSP Canada Incorporated / Parsons Brinckerhoff	6	\$240,705	11	56	67
CIMA	7	\$122,656	22	43	65

Staff is recommending the award of RFP F31-TFES-TS-TR-2015-01 to HDR Inc. as the firm scored the highest of the seven proposals received.

HDR Inc.’s proposal provided a high level of transportation analysis geared to all DTP users with resources specific to transit and pedestrian analysis integrated into the project team. HDR Inc.’s proposal provided a variety of public consultation methods and resources with flexibility to adjust to the needs and sensitivities of the stakeholders involved. The proposal also included a dedicated architect with design experience in

March 24, 2015

Page 5 of 6

areas with cultural heritage resources that will add value in the development of the DTP design options in addressing stakeholder feedback. As such, staff determined that the comprehensive transportation, consultation and design approach in the HDR Inc. proposal will allow the City to conduct an EA appropriately scoped to the needs of the DTP users and stakeholders.

All proposals received met the requirements necessary for an EA process however the lowest priced proposal did not include the cost of several supporting studies that were included in all other proposals. While full points were awarded for the cost component of this submission the omission of these studies was reflected in the scoring for the lowest priced proposal's EA methodology.

As the preferred proposal from HDR Inc. is not the lowest price, staff does not have delegated authority for this purchase and requires Council approval to proceed.

Existing Policy/By Law:

By-law 2000-134, a By-law to Establish Purchasing Policies and Procedures for the City of Kingston.

Notice Provisions:

Not applicable.

Accessibility Considerations:

A deficiency with accessibility at the current DTP has been highlighted as a primary reason to review the current design and location. The EA will consider accessibility requirements in all options explored and the recommended solution will incorporate recommendations specific to increasing the overall accessibility of the DTP that meet or exceed city and provincial guidelines.

Financial Considerations:

The DTP Feasibility capital budget approved in previous years is \$176K. There are sufficient funds to provide for the required consulting services, supporting studies, and design work to complete this environmental assessment.

Information on the capital budget and timing to complete any work recommended by the environmental assessment will be provided upon conclusion of the study and will be included in future capital budget submissions for consideration by Council.

March 24, 2015

Page 6 of 6

Contacts:

Sheila Kidd, Director Transportation Services, 613-546-4291, Ext. 2221
Ian Semple, Manager Service Development, 613-546-4291, Ext. 2306

Other City of Kingston Staff Consulted:

Jeremy DaCosta, Transit Manager
Andrew Morton, Transit Service Project Manager

Exhibits Attached:

Exhibit A – Council Report 14-012, Information Report to Council dated December 3, 2013



CITY OF KINGSTON
INFORMATION REPORT TO COUNCIL

Report No.: 14-012

TO: Mayor and Members of Council

FROM: Denis Leger, Commissioner Transportation, Facilities and
Emergency Services

RESOURCE STAFF: Sheila Kidd, Director Transportation Services

DATE OF MEETING: December 3, 2013

SUBJECT: Kingston Transit Downtown Transfer Point

EXECUTIVE SUMMARY:

The existing downtown transfer point is located on the north side of Brock Street between Bagot Street and Montreal Street, and along the west side of Bagot Street between Princess Street and Brock Street.

As identified in the *Kingston Transit Business Plan (2004)*, the *Core Area Transportation Review (2007)*, and the *Transit Redevelopment Plan (2011)*, a new or upgraded transfer point is required to address a number of deficiencies with the current facility, primarily related to issues of safety, capacity, operational efficiency, and accessibility. The recent introduction of the first phase express service has increased the number and frequency of transfers that occur at the downtown transfer point. These deficiencies at the existing terminal will be further compounded when the next phase of the express service is implemented in May 2015.

The purpose of this report is to inform Council that staff intends to initiate a Municipal Class Environmental Assessment (MCEA) process to identify changes required to upgrade or relocate the existing Kingston Transit Downtown Transfer Point. This process will include the identification of options, completion of preliminary feasibility studies, development of designs, and consultation with stakeholders and members of the public.

RECOMMENDATION:

This report is for information purposes only.

December 3, 2013

- Page 2 -

AUTHORIZING SIGNATURES:

ORIGINAL SIGNED BY COMMISSIONER <u>Denis Leger, Commissioner of Transportation, Facilities & Emergency Services</u>
ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER <u>Gerard Hunt, Chief Administrative Officer</u>

CONSULTATION WITH THE FOLLOWING COMMISSIONERS:

Cynthia Beach, <i>Corporate & Strategic Initiatives</i>	N/A
Lanie Hurdle, <i>Community Services</i>	N/A
Jim Keech, <i>President and CEO, Utilities Kingston</i>	N/A

(N/R indicates consultation not required)

December 3, 2013

- Page 3 -

OPTIONS/DISCUSSION:

Kingston's downtown core is a popular destination for many transit riders seeking to access a workplace, residence, commercial or recreational site. Accordingly, Kingston Transit provides a number of bus routes, both local and express, that move a high volume of riders through this area. The main transit stop, known as the Downtown Transfer Point, for all routes that travel through the downtown core, is located along Brock Street between Montreal and Bagot Streets, and along Bagot Street between Brock and Princess Streets (see Exhibit A). Buses stop at designated areas along the curbs of these streets and riders have access to a number of shelters and benches along the sidewalk and boulevard.

The *Kingston Transit Business Plan (2004)* and the *Core Area Transportation Review (2007)* identified a number of deficiencies with the existing Downtown Transfer Point including:

- the existing facility is at capacity for the number of buses
- buses are separated along two streets making it difficult for bus operators and riders to coordinate transferring between routes
- passenger amenities are limited to shelters and benches
- current on-street location encourages unsafe crossing of main streets by passengers
- transfers between routes are difficult and riders must walk a distance to make a bus transfer
- bus parking and maneuvering often conflicts with vehicular and pedestrian activity at a number of locations including Hotel Dieu Hospital

In considering these deficiencies, the *Kingston Transit Business Plan* and *Core Area Transportation Review* recommended that the Downtown Transfer Point be relocated to a higher capacity and more accessible location as part of any future transit expansion plans.

The analysis and route modeling completed as part of the *Transit Redevelopment Plan (2011)* reconfirmed these findings. In particular, it was noted that the current on-street shelters are not accessible and do not have sufficient capacity for existing riders or any new riders. The high volume of pedestrians, proximity of storefronts, and the grade on Brock Street from Bagot Street to Montreal Street, creates additional challenges in placing the existing types of shelters, benches, and other amenities in an accessible manner. The existing Downtown Transfer Point does not meet the bus stop design guidelines that have been adopted for the construction of accessible stops.

Furthermore, the available on-street space for passenger loading and unloading is limited to six buses and is at capacity during certain transfer times. The convergence of multiple routes, including existing and future express service, at a single location downtown is required to continue implementing the route design as outlined in the *Transit Redevelopment Plan*. The addition of new service within the existing loading areas will negatively affect the efficiency with which Kingston Transit can coordinate transferring riders between routes.

December 3, 2013

- Page 4 -

To address the deficiencies and accommodate the planned service enhancements, staff will be initiating a Municipal Class Environmental Assessment (MCEA) to identify a preferred course of action. The process will analyze options that include upgrading the existing site, relocating the facility to a new area, or taking no action.

Options will not include a transit hub development within the North Block area as this option was previously determined to not be favourable. As reported in the Block 4 and North Block Development Report in 2012 (12-369), the route planning work completed as part of the *Transit Redevelopment Plan* indicated that a location on the south side of Princess Street would best serve existing and future transit riders. An on-street location versus a transit hub allows for easier integration and interaction in the downtown area for transit vehicles and riders.

The MCEA process includes public consultation and provides members of the public, including adjacent property owners and nearby residents, an opportunity to express their concerns, provide suggestions, and make objections to the options and recommendations.

It is expected that feasibility studies, supporting technical studies, and design drawings will need to be completed to support the MCEA options analysis. At the end of this process, a preferred option will be recommended. Staff intends to issue a Request for Proposal (RFP) for professional consulting services to lead and initiate the MCEA process in the first quarter of 2014.

EXISTING POLICY/BY LAW:

N/A

NOTICE PROVISIONS:

N/A

ACCESSIBILITY CONSIDERATIONS:

The current transit downtown transfer point, located on Brock Street and Bagot Street, is not fully accessible. The grade of the street, existing transit shelters, and distance between on-street bus bays all present challenges that would be addressed at an upgraded or new location.

FINANCIAL CONSIDERATIONS:

There is approved capital budget to explore the feasibility of a new downtown transfer point. The Municipal Class Environmental Process outlined in this report, including required studies, would be funded from that approved budget.

December 3, 2013

- Page 5 -

The construction and commissioning of an upgraded or new downtown transfer station, currently forecasted for development in 2015, is subject to capital budget approval and would be outlined in a future report to Council.

CONTACTS:

Sheila Kidd, Director Transportation Services

613-546-4291, Ext. 2221

OTHER CITY OF KINGSTON STAFF CONSULTED:

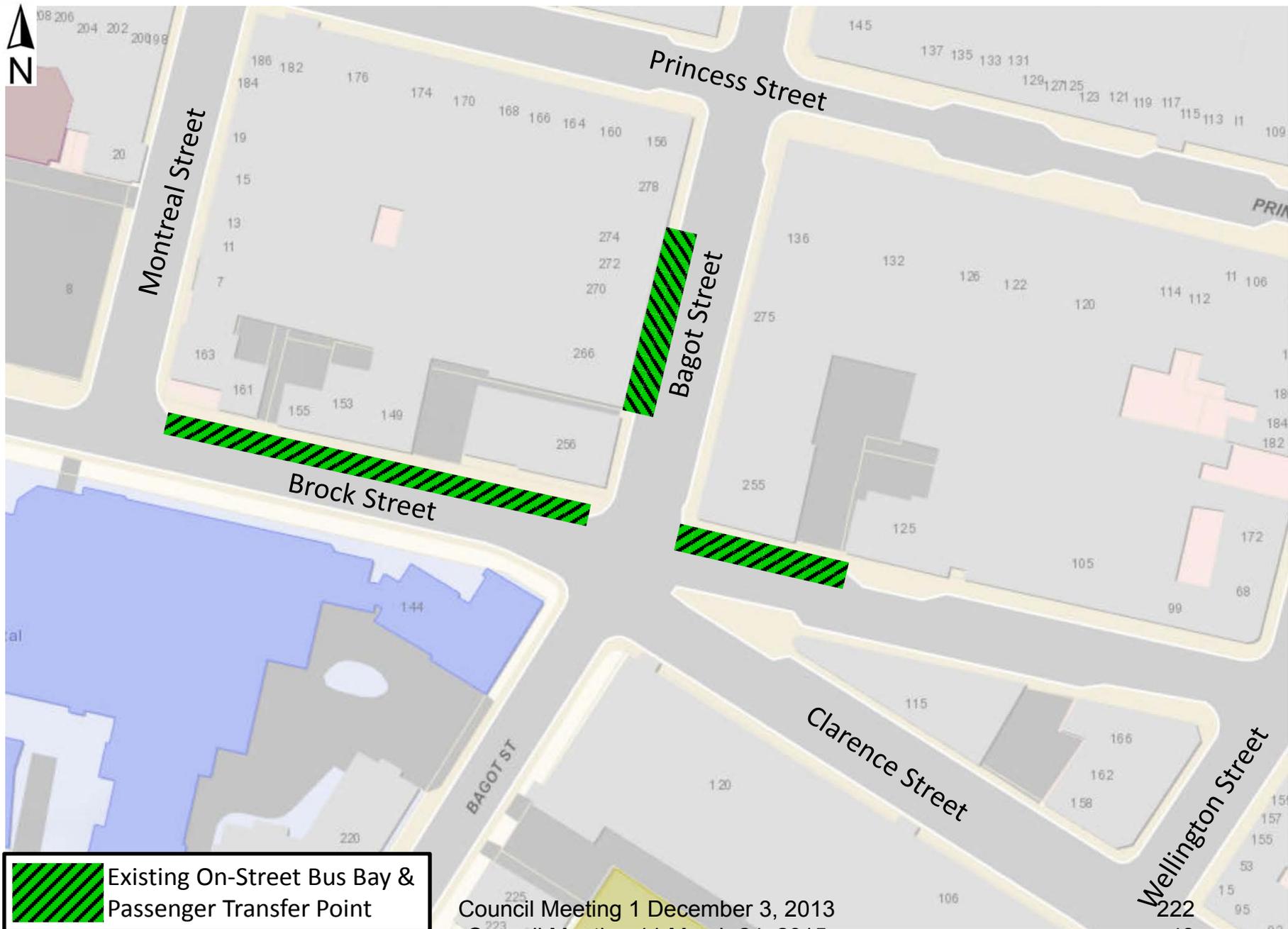
Jeremy DaCosta, Transit Manager

Ian Semple, Project Manager, Transportation Services

EXHIBITS ATTACHED:

Exhibit A – Map of Existing Brock/Bagot Downtown Transfer Point Area

Report 14-012 - Exhibit A – Existing Brock/Bagot Downtown Transfer Point



Council Meeting 1 December 3, 2013
Council Meeting 11 March 24, 2015