

## **CITY OF VAUGHAN**

### **EXTRACT FROM COUNCIL MEETING MINUTES OF MARCH 21, 2017**

Item 6, Report No. 3, of the Finance, Administration and Audit Committee, which was adopted without amendment by the Council of the City of Vaughan on March 21, 2017.

#### **6 CAPITAL BUDGET AMENDMENT AND AWARD OF CONTRACT RFP17-017 CONSULTING SERVICES FOR THE DEVELOPMENT OF A PEDESTRIAN AND CYCLING STRATEGY CITY-WIDE**

**The Finance, Administration and Audit Committee recommends approval of the recommendation contained in the following report of the Deputy City Manager, Planning and Growth Management and the Director of Development Engineering and Infrastructure Planning, dated March 6, 2017:**

##### **Recommendation**

The Deputy City Manager, Planning and Growth Management and the Director of Development Engineering and Infrastructure Planning, in consultation with Director of Procurement Services and Director of Financial Planning & Development Finance and Deputy City Treasurer recommends:

1. That the contract for RFP17-017 for Consulting Services for the Development of a Pedestrian and Cycling Strategy for the City of Vaughan, be awarded to CIMA Canada Inc., in the amount of \$399,945.00, plus applicable taxes;
2. That a contingency allowance in the amount of \$60,000.00, plus applicable taxes, be approved within which the Director of Development Engineering and Infrastructure Planning, or his designate, is authorized to approve amendments to the contract;
3. That Capital Budget DT-7097-14 Pedestrian and Cycle Strategy be increased by \$68,000.00 with funding from City-wide Engineering Development Charges;
4. That the amounts identified in the above recommendations including all contingency allowances, applicable taxes and administration recovery, be funded from Capital Project DT-7097-14 Pedestrian and Cycle Strategy;
5. That the inclusion of this matter on a Public Committee or Council agenda with respect to amending the capital budget identified as Capital Budget Amendment and Award of Contract RFP17-017 Consulting Services for the Development of a Pedestrian and Cycling Strategy for the City of Vaughan is deemed sufficient notice pursuant to Section 2(1)(c) of By-Law 394-2002; and
6. That the Mayor and City Clerk be authorized to sign the appropriate documents associated with this project.

##### **Contribution to Sustainability**

The development of the new Pedestrian and Cycling Strategy will support Goals 2 and 3 of the City's Community Sustainability and Environmental Master Plan (Green Directions Vaughan). Consistent with the goals and objectives of the City's Community Sustainability and Environmental Master Plan (Green Directions Vaughan), the study contributes to:

- Transformation of the transportation network and system supporting intensification, sustainable growth and development (Goal 2)
- Ensuring that Vaughan is a city that is easy to get around with a low environmental impact (Goal 3) through:
  - Establishing green and complete street network of sidewalks, paths and trails that support all modes of non-vehicular transportation (Objective 3.1)

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- Reducing single occupant vehicle (SOV) trips by supporting active transportation, carpooling and public transit (Objective 3.3)

#### **Economic Impact**

The total estimated cost of the project including contingency allowance and all applicable taxes and administration recovery is \$482,081.23. The current budget in approved Capital Project DT-7097-14 Pedestrian and Cycle Strategy is not sufficient to accommodate the total cost of the project; therefore, a capital budget amendment of \$68,000.00 is requested with funding from City-wide Engineering Development Charges. Detailed contract costs and capital project funding are detailed in Table 1 below:

<b>TABLE 1: ESTIMATED CONSULTING COSTS RFP17-071</b>	
	<b>Total</b>
CIMA Canada Inc.	\$ 399,945.00
Contingency Amount (approx. 15%)	60,000.00
<b>Sub-Total</b>	<b>459,945.00</b>
H.S.T. (1.76%, Not Recoverable)	8,095.03
<b>Total</b>	<b>468,040.03</b>
Administration Recovery (3%)	14,041.20
<b>Net Total Cost</b>	<b>\$ 482,081.23</b>

<b>TABLE 2: PROJECT FUNDING POSITION SUMMARY</b>	
<b>DT-7097-14 Pedestrian and Cycle Strategy</b>	<b>Total</b>
Approved Budget	\$ 414,575.00
Less: Expenses/Commitments To Date	-
<b>Current Funds Remaining</b>	<b>414,575.00</b>
Less: Net Total Cost	(482,081.23)
<b>Amount Exceeding Capital Project Budget</b>	<b>\$ (67,506.23)</b>
<b>ROUNDED</b>	<b>\$ (68,000.00)</b>

The project is considered to be high in complexity and is of moderate duration, with a defined scope. In accordance with the Contingency Matrix (identified in Appendix 1 of the Capital Project Finance Administration and Reporting Policy), a contingency allowance of 15% has been identified as an appropriate amount to address any unforeseen work in completing the scope of this project. Any residual funds in the project will be returned to the original funding source.

#### **Communications Plan**

Once the study is initiated, the successful proponent will finalize a detailed study design including a Study Team Communications Plan for the duration of the project as well as a robust Public and Stakeholder Engagement Strategy that will seek input at key stages of the project following Phase 1 & 2 of the Municipal Class EA Process.

Citizen and stakeholder consultation and engagement will be integral in the Pedestrian and Cycling Strategy development process. It will aim to inspire trust, confidence and collaboration among stakeholders and residents to build support for walking, rolling and cycling in the City of Vaughan. It will use innovative methods that exceed the norms for community engagement aimed at building the beginnings of a cycling culture in the City.

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A dedicated team has been proposed to lead and facilitate the multi-faceted public and stakeholder consultation and engagement strategy. The successful proponent will work directly with City staff, Councillors, the citizens of Vaughan, agencies and stakeholders for the duration of the project. The process will be transparent and iterative (including follow-up and “reporting back” to stakeholders and residents) so that they understand how their input and feedback is being used to develop the Pedestrian and Cycling Strategy and make decisions.

#### **Purpose**

The purpose of this report is to award the contract for RFP17-017 Consulting Services for the Development of a Pedestrian and Cycling Strategy for the City of Vaughan to CIMA Canada Inc.

#### **Background - Analysis and Options**

The City’s vision, is to be “A City of Choice” that promotes diversity, innovation and opportunity for all citizens, fostering a vibrant community life that is inclusive, progressive, environmentally responsible and sustainable (Vaughan Vision 2020 Strategic Plan).

The development of a new Pedestrian and Cycling Strategy is aligned with Vaughan’s city building objective. The Vaughan Official Plan (VOP) 2010 calls for a transportation transformation in how people move around Vaughan by establishing a comprehensive transportation network that allows a full range of mobility options, including walking, rolling, cycling and transit. The new Pedestrian and Cycling Strategy will aim to achieve this transformation and put the City of Vaughan at the fore-front in providing its citizens with accessible, viable, low-carbon walking, rolling and cycling transportation alternatives.

The development of the Vaughan Pedestrian and Cycling Strategy is in support of the 2014-2018 Term of Council’s priority to “Continue to develop transit, cycling and pedestrian options to get around the City” and is identified as Key Activity T02.2 Pedestrian and Cycling Strategy.

Both, the 2007 Pedestrian and Bicycle Master Plan Study (PBMP) and the 2012 New Paths Vaughan Transportation Master Plan, recommend that the PBMP Master Plan be updated every five years. Though the network map identified in the PBMP has been updated continuously to reflect network changes, the overall pedestrian and cycling strategy has not been updated since it was first developed in 2007.

Since 2007, and especially over the last five years, there has been significant advancement in the development of active transportation policies and strategies as well as guidelines for the planning, design, implementation and operation of active transportation facilities. A new strategy is necessary to reflect changes in provincial policies and best practices for active and sustainable transportation, as well as to address the needs of our citizens today.

#### **The Terms of Reference for the Pedestrian and Cycle Strategy was developed in collaboration with the key stakeholders**

The Terms of Reference for the Pedestrian and Cycle Strategy was prepared between October and December 2016 by Development Engineering and Infrastructure Planning in partnership with Parks Development and Transportation Services, Parks and Forestry Operations (Traffic Engineering). Working together, the projects goals and objectives were identify together with the key deliverables. With input from additional departments across the City, the Terms of Reference, for the Development of the Pedestrian and Cycling Strategy was finalized and included the following high-level deliverables:

1. Generate Community Excitement and Support for Walking and Cycling in the City of Vaughan through a branding and marketing campaign as well as an extensive and robust public and stakeholder engagement strategy.

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2. Active and Transportation Network Improvements for input into the DC By-law Update
3. Cycling and Pedestrian Strategy which includes
  - a. Shifting the Culture: Outreach, Education and Awareness Plan
  - b. Gaining Political Support: Supportive Policies, By-laws and/or Procedures
  - c. Developing the Network: Network Plan
  - d. Maintaining the Network Infrastructure: Operations and Maintenance Plan
  - e. Managing and Executing the Strategy: Organizational Structure / Departmental Roles and Responsibilities / Staff Resourcing Plan
  - f. Paying for it All: Investment, Partnership and Funding Plan
4. 5-Year Action Plan which includes an immediate action plan for implementation in the first two years.

**A Request for Proposal was released to retain a qualified consultant team to undertake the Development of a Pedestrian and Cycling Strategy for the City of Vaughan.**

RFP17-017 Consulting Services for the Development of a Pedestrian and Cycling Strategy for the City of Vaughan was advertised on City of Vaughan Bidding Website-Vaughan Bids & Tenders, Biddingo, and the Ontario Public Buyers Association's Website on January 23, 2016 and closed on January 20, 2017. Two addenda were issued to notify proponents of additions, deletions and/or revisions as well as to respond to the questions received. The RFP package provided details of the contract, including the evaluation criteria used in the assessment of competing proposal bids.

**The City received a total of four (4) proposals for the Development of a Pedestrian and Cycling Strategy for the City of Vaughan.**

A total of 12 Plan Takers registered for this RFP, and four compliant bids were received as per below:

#### List of Proponent(s)

CIMA Canada Inc.  
IBI Group Professional Services (Canada) Inc.  
Steer Davies Gleave North America, Inc.  
WSP | MMM Group Limited

All four proposals submitted were considered compliant and further evaluated by a Proposal Evaluation Committee. The Committee comprised of staff from four City departments under two portfolios that will be involved in developing and executing the Pedestrian and Cycling Strategy. Represented departments included:

- Development Engineering and Infrastructure Planning
- Parks Development
- Transportation Services, Parks & Forestry Operations (Traffic Engineering)
- Policy Planning and Environmental Sustainability

The City's bid package provided details of the contract, including the following criteria to be used in the evaluation of the submissions:

<b>Evaluation Criteria</b>	<b>Score</b>
1. Overall Project Understanding	5
2. Branding and Marketing Strategy <sup>1</sup>	20

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3. Public and Stakeholder Management and Engagement Strategy <sup>1</sup>	25
4. Pedestrian & Cycling Strategy/5-year Action Plan/Input into DC By-law Update <sup>1</sup>	25
5. Project Management	10
6. Financial	10
7. Quality of Overall Proposal	5
<b>TOTAL</b>	<b>100</b>

<sup>1</sup> Evaluation was based on Qualifications & Expertise, Methodology & Approach, as well as Innovation & Value Added as it relates to the specific deliverable.

Submissions from the compliant proponents were evaluated and scored based on the above criteria. Evaluation Committee members individually reviewed the compliant proposals between January 24<sup>th</sup>, 2017 and January 30<sup>th</sup>, 2017. On January 30<sup>th</sup>, 2017, the Evaluation Committee met and jointly reviewed each proposal in detail. The entire evaluation process was facilitated by the Procurement Services department.

**Based on the Evaluation Committee's review of the proposals, CIMA Canada Inc. scored the highest ranking.**

Based on the Evaluation Committee's review, CIMA Canada Inc. scored the highest and successfully fulfilled the requirements set forth in the RFP. As such, staff recommends the award of contract for RFP17-017 Consulting Services for the Development of a Pedestrian and Cycling Strategy for the City of Vaughan to CIMA Canada Inc.

**It is anticipated that the project will commence at the beginning of Q3-2017 and be completed by end of Q2-2018.**

The targeted completion of the study is approximately 12 months. It is anticipated that the project will commence at the beginning of Q3-2017 and be completed by end of Q2-2018.

Prior to commencing work, the consultant will submit for approval a finalized study design, detailing the work plan and project schedule with milestones and deliverables. The following is the anticipated high-level schedule of project milestones/deliverables:

<b>Milestones/Deliverables</b>	<b>Anticipated Completion Date</b>
Study Commencement	April 2017
Phase 1 Public & Stakeholder Engagement	May-July 2017
Phase 2 Public & Stakeholder Engagement	August-November 2017
Input into the DC By-law Update	November 2017
Phase 3 Public & Stakeholder Engagement	February-April 2018
Cycling and Pedestrian Strategy	April 2018
Presentation to Council of Deliverables	May 2018
Study Completion / Bike Month Celebration	June 2018

**Relationship to Term of Council Service Excellence Strategy Map (2014-2018)**

**The development of the Pedestrian and Cycling Strategy will support Council's priority to "continue to develop transit, cycling and pedestrian options to get around the City".**

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In consideration of the strategic priorities set by Council, the recommendations of this report will specifically inform priority:

- T02 - Continue to develop transit, cycling and pedestrian options to get around the City. The recommendations contained in this report are consistent with the priorities, advancing the following key activity:
  - T02.2 Pedestrian and Cycling Strategy

However, indirectly it will also inform the following priorities:

- T07 – Continue to ensure the safety and well-being of citizens
- T12 – Continue to cultivate an environmentally sustainable city

#### **Regional Implications**

York Region (Active and Sustainable Transportation) has been identified as a key stakeholder in this study and will be directly involved in the development of the Strategy. The Region will be particularly important in confirming the existing and forecasted pedestrian and cycling network on regional roads, identifying gaps within the overall system and opportunities for integrated links that support transit use improve connectivity between neighborhoods and provide comfortable routes to major destinations.

In addition, the Region is a major partner in providing Regional active transportation infrastructure as well as funding for municipal active transportation infrastructure through the Municipal Partnership Program.

#### **Conclusion**

Based on the evaluation committee's review of the proposals submitted in response to RFP17-017 Consulting Services for the Development of a Pedestrian and Cycling Strategy for the City of Vaughan, CIMA Canada Inc. successfully fulfilled all of the City's technical requirements related to the study and scored the highest overall.

As such, staff recommends that the contract for RFP17-017 Consulting Services for the Development of a Pedestrian and Cycling Strategy for the City of Vaughan be awarded to CIMA Canada Inc., in the amount of \$399,945.00, plus applicable taxes.

The total estimated cost of the project including a contingency allowance in the amount of \$60,000.00, all applicable taxes and administration recovery is \$482,081.23. The current budget in approved Capital Project DT-7097-14 Pedestrian and Cycle Strategy is not sufficient to accommodate the total cost of the project; therefore, a capital budget amendment of \$68,000.00 is required. The recommended capital budget increase will be funded from City-wide Engineering Development Charges.

It is anticipated that the Pedestrian and Cycling Strategy will be completed by end of Q2-2018.

#### **Attachment**

None.

#### **Report prepared by:**

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