

Municipality of Chatham-Kent

Infrastructure and Engineering Services

Engineering and Transportation Division

To: Mayor and Members of Council

From: Mark Ceppi,
Engineering Technologist

Date: September 18, 2018

Subject: RFP Award: R18-239 - 2018 Transportation Master Plan

Recommendations

It is recommended that:

1. The proposal in the amount of \$177,209.43 (including H.S.T.) for the 2018 Transportation Master Plan be awarded to BT Engineering Inc. of London, Ontario.
2. The Mayor and Clerk be authorized to sign the necessary agreement.

Background

A Request for Proposal (RFP) was issued to secure the services of a transportation engineering consultant for the preparation of a Transportation Master Plan (TMP) and Traffic Calming Policy (TCP) for the Municipality of Chatham-Kent.

The Municipality of Chatham-Kent completed its first TMP in 2008. The new Transportation Master Plan will update the previous plan by taking into consideration current traffic conditions, policies, provincial and federal legislation (e.g. Accessibility for Ontarians with Disabilities Act, Highway Traffic Act, etc.), guidelines and best practices.

The deliverables of the TMP includes the following:

- The Chatham-Kent road network will be reviewed and short, intermediate, and long term improvement recommendations for vehicle and pedestrian infrastructure will be provided.
- New land developments, previously completed studies such as the Chatham Western By-pass and Wallaceburg Travel Pattern Study (i.e. Hwy 40 by-pass route), and truck routes will be reviewed and integrated into the TMP.
- Conventional and accessible transit will be reviewed with consideration given to existing and potential partnerships with other agencies, including ride sharing services, for both rural and urban communities within the Municipality.
- Active transportation, including trails and bicycle routes.

- Other modes of transportation such as railways, water craft, airport, and regional bus lines, will be reviewed and integrated into the TMP.
- Parking studies will be conducted in the primary urban centres which will generate short term and long term recommendations.

The TMP update process will also include feedback from other stakeholders including consultation with the Ministry of Transportation Ontario, Erie St. Clair Local Health Integration Network, school boards, and local employers. A public meeting will be conducted through a Public Information Centre to present the TMP and collect feedback prior to finalization. Municipal departments will also be consulted, including Public Works Division, Parks and Open Spaces Division, emergency services (e.g. Fire, Police, and Ambulance), Community Development, and Community Human Services.

A draft TCP was completed in 2009 but was not implemented. As part of this project the draft TCP will be reviewed, updated, and delivered as a separate policy document. The deliverables of the TCP includes:

- Geometric alignment modifications (e.g. raised intersections, road narrowing, chicanes, etc.).
- Traffic and parking controls.
- Procedures to warrant and implement traffic calming devices.

Traffic calming, along with education and enforcement, is one measure available to address undesirable traffic conditions on Chatham-Kent roadways. Prior to approval, the TCP will be applied to ten locations and the results will be included with a presentation to Council.

A presentation of the TMP and the TCP will be made to Council prior to final approval. The TCP and TMP are scheduled for completion by August 2019.

Comments

Four (4) separate proposals were received by the Purchasing Officer on August 1, 2018. The four proposals submitted were from BT Engineering Inc., Dillon Consulting Limited, Morrison Hershfield Limited, and WSP Canada Group Limited. The proposal documents were forwarded to Engineering and Transportation Division for review and evaluation. The evaluation panel used the Council approved evaluation matrix in the selection process. This evaluation matrix was provided to all submitting firms as part of the proposal call document.

The proposals were received using a two-envelope system with the fee schedule submitted in a separate envelope. The fee schedule envelopes were opened by the evaluation panel after the ratings had been determined. The evaluation matrix is provided in Table 1 and the evaluation rank and scores is provided in Table 2.

Table 1: Evaluation Matrix

Qualification Category	Qualification Criteria	Weighting
Experience and Qualifications of the Project Team	Project Manager and Senior Designers	18
	Technical Support Staff Design	5
	Contract Administration & Tech Support	5
	Sub Consultants	3
Management Qualifications	Experience on Similar Projects	15
	Availability of Key Staff	5
	Quality Assurance/Multi-Disciplinary	5
	Local Office	3
Project Implementation	Approach and Methodology	15
	Scheduling/Understanding Key Activities	12
	Project Quality Assurance	12
Price	Consulting Fee	42
TOTAL		140

Table 2: Summary of Evaluation Scores

Rank	Submitting Firm	Office Location	Total Score
1.	BT Engineering Inc.	London, ON	1073.0
2.	WSP Canada Group Limited	Thornhill, ON	931.5
3.	Dillon Consulting	Chatham, ON	880.9
4.	Morrison Hershfield Limited	Ottawa, ON	855.6

The proposal submitted by BT Engineering Inc. presented the staffing resources, methodology, and quality controls necessary to initiate and successfully complete the project. Based on the panel review process, the proposal submitted by BT Engineering Inc. ranked the highest and was deemed to be the preferred submission.

Areas of Strategic Focus and Critical Success Factors

The recommendations in this report support the following areas of strategic focus:

☐ Economic Prosperity:

Chatham-Kent is an innovative and thriving community with a diversified economy

- ☒ A Healthy and Safe Community:
Chatham-Kent is a healthy and safe community with sustainable population growth
- ☐ People and Culture:
Chatham-Kent is recognized as a culturally vibrant, dynamic, and creative community
- ☐ Environmental Sustainability:
Chatham-Kent is a community that is environmentally sustainable and promotes stewardship of our natural resources

The recommendations in this report support the following critical success factors:

- ☒ Financial Sustainability:
The Corporation of the Municipality of Chatham-Kent is financially sustainable
- ☒ Open, Transparent and Effective Governance:
The Corporation of the Municipality of Chatham-Kent is open, transparent and effectively governed with efficient and bold, visionary leadership
- ☐ Has the potential to support all areas of strategic focus & critical success factors
- ☐ Neutral issues (does not support negatively or positively)

Consultation

The tenders were opened by the Purchasing Officer and reviewed by the Engineering and Transportation Division. The four member RFP evaluation panel consisted of staff from Public Works, Planning Services, and Engineering and Transportation Division.

Financial Implications

Costs associated with engineering consulting fees, and disbursements related to same, will be funded by Engineering and Transportation Division Operations Budget for Traffic Consulting Services. The costs and funding for this project are outlined in Table 3.

Table 3: Cost and Funding Summary

A) Engineering Services Fee	
Description	Total
Recommended RFP	\$156,822.50
Plus HST 13%	\$20,386.93
Less HST Rebate 11.24%	\$- 17,626.85
Total Current Project Costs	\$159,582.58
B) Estimated Project Funding	
Description	Total
2018 and 2019 Operations Budget (Traffic Consulting Services)	\$159,582.58
Total Current Project Funding	\$159,582.58

The recommendation in this report has an associated financial implication of \$159,582.58 in consulting fees. This fee covers all aspects of the project for completion and delivery of both the Transportation Master Plan and the Traffic Calming Policy.

The lowest bid is approximately \$85,417 less than the estimate.

Prepared by: Reviewed by:

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Reviewed by:

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Consulted and confirmed the content of the consultation section of the report by:

Jennifer Scherle
Purchasing Officer

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Financial Analyst I

Attachments: None

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