

**COMMUNICATION 131115**

Received From: Guy Bourgon, Director of Public Works  
Addressed To: Committee of the Whole  
Date: October 27, 2020  
Topic: Transportation Master Plan Award

**BACKGROUND**

The Terms of Reference for the Transportation Master Plan were circulated to members of Council on July 30<sup>th</sup>, 2020, and comments received were incorporated into the Request for Proposals (RFP) which was issued August 18<sup>th</sup>, 2020.

**DISCUSSION**

By the RFP closing date on September 24<sup>th</sup>, 2020, the Town received five (5) for the preparation of the Transportation Master Plan (TMP).

Parsons
J.L. Richards/Castleglenn/Alta
Stantec
BT Engineering Inc.
McIntosh Perry

A proposal evaluation team was assembled and each submission was evaluated in accordance with the terms specified in the RFP based on the following criteria:

1. Experience and Qualifications of Team Members 20%
2. Understanding of Objectives 10%
3. Quality of Approach and Methodology 25%
4. Proposed Work Plan, Schedule and Level of Effort 25%

Only proposals that met or exceeded a score of 75% (60 points out of 80) on evaluation criteria numbered 1 to 4 inclusive moved onto the final evaluation which considered the sealed financial proposals valued at 20%. The financial proposals of those submissions not meeting the above-noted threshold remained sealed and were not considered.

At the conclusion of the evaluation, the proposal submitted by Parsons scored highest in overall quality and value. Parsons is a well-respected firm with considerable experience in the preparation of Transportation Master Plans. Staff are confident that the team fielded by this firm will be successful in completing the TMP in accordance with the terms of reference and to the satisfaction of the Town.

## **FINANICAL IMPLICATIONS**

An amount of \$50,000 had been included in the 2020 budget under line item 20-31-915442-7511 for the preparation of a TMP. This amount was shown as being funded from Development Charges only and was not based on the broader scope of work associated with the final Terms of Reference.

The recommended firm, Parsons, has submitted a total upset limit price of \$138,250.00 plus HST to complete the TMP. This study has been identified in the draft of the Town's new Development Charges Background Study as being funded 75% from Development Charges (DCs). As a result, \$105,512.40 (amount including Town's share of net HST) will be funded through DCs once the new study is adopted with the balance of \$35,170.80 being funded through taxation.

As the 2020 budget did not include a tax funded portion towards this project and as the majority of this project will be completed in 2021, staff recommends that the \$35,170.80 shown above be left as unfunded at year end and the amount be budgeted in the 2021 budget.

## **STAFF RECOMMENDATION**

THAT Council award the Transportation Master Plan to Parsons as outlined in the report prepared by the Director of Public Works dated October 27, 2020; and

THAT the project be funded from Development Charges and from funds to be budgeted in the 2021 budget.