

**CITY OF WHITE ROCK
REQUEST FOR PROPOSAL
REFERENCE # WR19-043
FOR**

**Consulting Services for
Integrated Transportation and
Infrastructure Master Plan**

**CLOSING: December 4, 2019
at 14:00:00 Pacific Local Time**

RFP Submissions to be received at:

The Corporation of the City of White Rock
Engineering and Municipal Operations Department
877 Keil Street, White Rock, BC V4B 4V6
Attention: Rosaline Choy, P.Eng., Manager of Engineering



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SIGNATURE PAGE

1. SIGNATURE AND ACCEPTANCE

- 1.1. Provided that this proposal is accepted within NINETY (90) calendar days from the date of closing, the undersigned offers and agrees to supply to the City all or any part of the items and/or services upon which prices are stated, at the price set opposite each item and to deliver on the terms set forth in the proposal.
- 1.2. The proponent is an ☐ Individual ☐ Partnership ☐ Company (*check where applicable*) incorporated under the laws of _____.

Name(s) and address of Individual,
Partnership or Company proposing

Date: _____

Telephone: _____

Facsimile: _____

Signature and Title of person authorized
to sign proposal:

Signature and address of witness:

2. ADDENDA

- 2.1. Acknowledgment is hereby made of receipt and inclusion of the following addenda to the proposal documents.

| <u>Addendum No.</u> | <u>Date</u> | <u>Description</u> |
|---------------------|-------------|--------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

END OF SIGNATURE PAGE

GENERAL CLAUSES

3. INTERPRETATION

- 3.1. Where used in this proposal, unless the context otherwise requires, the following words and phrases have the respective meanings set forth below:
 - 3.1.1. “the City” means the Corporation of the City of White Rock.
 - 3.1.2. “Proponent” is defined as “an individual or a company that submits, or intends to submit, a proposal” in response to this “Request for Proposal” (RFP).

4. INSTRUCTIONS TO PROPONENTS

- 4.1. Any queries regarding the item(s) on this proposal are to be directed only to Rosaline Choy, P.Eng. of the City’s Engineering Department by email at **rchoy@whiterockcity.ca**.
- 4.2. This proposal is not to be discussed with any City staff or Council member, other than mentioned in 4.1 above, except at the direction of Jim Gordon, P.Eng., Director of Engineering and Municipal Operations. Proponent(s) in violation of this term may have their proposal rejected. Information obtained from any other source is not official and should not be relied upon. If information additional to that disclosed in the RFP is supplied, this information will be provided to all persons receiving the RFP. Please submit enquires to the contact person at least THREE (3) days prior to the RFP closing. Enquiries received after this time period may not be responded to.
- 4.3. The proponent is encouraged to check proposal documents for accuracy. Any changes initiated by the proponent must be endorsed by the proponent’s initials at the point of change. Violation of this condition may result in the item(s) in error being cancelled for consideration from this proposal.
- 4.4. All original proposals are to be signed in the place provided on the Signature and Acceptance section by an officer or employee having authority to bind the proposal by their signature. The signature should be witnessed and the witness should give their address and telephone number. All other pages of the proposal should be initialled by the authorized signatory of the company in the spaces provided and **ALL** pages of the original proposal documents are be returned when submitting the proposal to the City.
- 4.5. Proponents should respond in detail to all Appendices in order for their submitted response to be fully evaluated. Failure to comply with this request may result in loss of points in the evaluation process.
- 4.6. The proponent understands that by submitting this Proposal you certify that:
 - 4.6.1. the prices quoted have been arrived at independently from those of any other proponent;
 - 4.6.2. the prices quoted have not been disclosed to any other proponent or competitor; and
 - 4.6.3. no attempt has been made, nor will be made, to induce any person to submit, or not to submit, a proposal for the purposes of restricting competition.

5. CONTRACT DOCUMENTS

- 5.1. Proponents shall be responsible to ascertain that they are in possession of a full set of proposal documents when preparing their proposal bids.
- 5.2. Addenda to proposal documents issued prior to closing of proposal bids shall be incorporated into the proposal and become part of the proposal documents.
- 5.3. Proponents finding discrepancies, ambiguities or omissions in the proposal documents, or are in doubt as to their meaning, shall at once notify the Manager, Purchasing, who will make a ruling and issue an addenda. Such notification shall be made no later than THREE (3) working days prior to closing of proposals. If a ruling is not issued, proponents shall submit for the more expensive alternative.
- 5.4. Any cost incurred by the proponents in the preparation of the proposal documents will be borne solely by the proponent and the proposal documents will become the property of the City.

6. LIABILITY FOR ERRORS

- 6.1. While the City has used considerable efforts to ensure an accurate representation of information in this RFP, the information contained in this RFP is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the City, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in this RFP.

7. FREEDOM OF INFORMATION

- 7.1. All proposals submitted become the property of the City and as such, are subject to the Freedom of Information and Protection of Privacy Act. To request documentation confidentiality, proponents must submit a covering letter, with their proposal, detailing the specifics of their request.

8. CONFIDENTIALITY OF INFORMATION

- 8.1. This document, or any portion thereof, may not be used for any purpose other than the submission of proposals.
- 8.2. Information pertaining to the City obtained by a Proponent as a result of participation in this process is confidential and must not be disclosed except as required to fulfil the obligations of the Proponent under the Agreement.

9. SUBMISSION OF PROPOSALS

- 9.1. Proposals shall be submitted on the original forms provided and returned to the location identified on the front cover of the RFP.
- 9.2. To ensure that the Proposal package is identified as a time-sensitive package, please submit the response in the envelope or package clearly marked "Request for Proposal".
- 9.3. Proposals will be received until the date and time located on the front cover of the RFP — time to be determined by the clock on the reception computer.

- 9.4. Proposals received after the closing time will be returned unopened.
- 9.5. It is the proponent's responsibility to allow sufficient time for their agent to deliver their proposal by the time and date specified.
- 9.6. Proposals will be privately opened after the closing time.
- 9.7. The City can elect to permit a correction, clarification, or amendment, in the case of any one or more non-conforming, non-compliant, or qualified Proposal, or any error, irregularity, or other failure in one or more Proposals. The City reserves the right, in the interest of the institution, to waive any minor informality or irregularity in proposals received.

10. OWNERSHIP OF PROPOSALS

- 10.1. All documents, including proposals, submitted to the City become the property of the City. They will be received and held in confidence, subject to, and as allowed by, the provisions of the *Freedom of Information and Protection of Privacy Act*.

11. PROPOSAL PREPARATION

- 11.1. The format and sequence in Section 18 Proposal Submission Format should be followed in order to provide consistency in Proponents' responses and to ensure each proposal receives fair consideration. All pages should be consecutively numbered.

12. PRICING

- 12.1. All prices shall be in Canadian currency, shall be shown for each unit specified and shall include all packaging, crating, insurance, freight, cartage, shipping charges, cost of unloading supplies at the destination, and all tariffs, excise taxes, customs duties and brokerage, and other applicable rates and charges **except** Federal and Provincial Social Service Taxes.
- 12.2. Proposed pricing is to be entered on the Price Quotation (Appendix C—Price Quotation) attached herein.

13. DISCLOSURE OF INTEREST

- 13.1. Please complete Appendix A—Disclosure Form.

14. NUMBER OF COPIES

- 14.1. In addition to returning the **completed original** proposal document, we request that you provide TWO (2) hard copies and **ONE (1) additional copy** in PDF format.

15. PROPOSAL SUBMISSION FORMAT

- 15.1. Table of contents for proposal, including page numbers.
- 15.2. EXECUTIVE OVERVIEW
 - 15.2.1. A general description of your proposed solution that includes the key features of your services and experience. This section should be one to two (1–2) pages in length and be in direct response to this Request for Proposal.
- 15.3. Section 1—Signature and Acceptance must be signed by a person authorized to sign on behalf of the Proponent and to bind the Proponent to statements made in response to this Request for Proposal.

15.4. PROPONENT PROFILE – Describe your company.

15.5. REFERENCES

15.5.1. The Proponent should include references from three public sector institutions of similar size and having similar product/service requirements as the City. At least one reference should be from a municipality or other government agency and at least one reference should be from a client in the Greater Vancouver area. The City reserves the right to conduct client reference checks or any other references it deems appropriate.

15.6. ADDED VALUE

15.7. PRICING REQUIREMENTS

15.7.1. Reference Appendix C—Price Quotation.

15.7.2. All prices shall be in Canadian currency, shall be shown for each service/product specified and shall include all costs and/or applicable rates and charges **except** Federal and Provincial Social Service Tax. Show taxes separately.

15.8. STANDARD AGREEMENTS

15.8.1. Describe any standard agreements for all services that your institution as a Proponent proposes to provide to the City and include a copy of these agreements with the Proposal.

16. SELECTION CRITERIA

16.1. For the purpose of proponent selection, a “BEST VALUE” will be employed.

16.2. The following ratios will factor the various components to establish a total percentage score:

Criteria Description

16.2.1. Price

16.2.2. Team, Experience, and References

16.2.3. Methodology

16.2.4. Schedule

16.2.5. Added Value

16.2.6. Suitability for/to the City environment

17. NEGOTIATION

17.1. The City reserves the right, prior to contract award, to negotiate changes to the scope of the work or to the contract documents (including pricing) with the proponent or any one or more proponents, proposing the “best value” without having any duty to advise any other proponent or to allow them to vary their proposal as a result of changes to the scope of the work or to the contract documents; and the City may enter into a changed or different contract with the proponent(s), proposing the “best value,” without liability to proponents who are not awarded the contract.

17.2. If a written contract cannot be negotiated with the first potential proponent, the City may terminate negotiations with that proponent and negotiate a contract agreement with

another proponent selected as the next potential proponent according to the evaluation procedure, or may choose to terminate the RFP process and not enter into any contract with any of the proponents. The City also reserves the right to enter simultaneous negotiation with multiple proponents separately.

- 17.3. If any agreement cannot be negotiated within THIRTY (30) days of notification to the successful proponent(s), the City may, at its discretion, terminate negotiations with that proponent(s) and may negotiate an agreement with another proponent(s) of its choice or terminate the RFP process.

18. WITHDRAWAL OF PROPOSAL

- 18.1. Proposals may be withdrawn personally, by written notice, by facsimile, or by electronic mail, provided such notice of withdrawal is received by the City prior to the proposal closing time.

19. REVISION OF PROPOSAL

- 19.1. A proposal already delivered to the City may only be revised in the following manner:
- 19.1.1. The revision must be plainly referable to a particular proposal.
 - 19.1.2. Revisions to proposals already received shall be submitted only by telegram, facsimile, electronic mail, or signed letter. The revision must state only the amount by which a figure is to be increased or decreased, or specific directions as to the exclusion or inclusion of particular words.
 - 19.1.3. Please note in the case of revisions to proposals, the City assumes no responsibilities and the proponent assumes all risks of using facsimile or electronic mail communication for revisions. The revision must be received by the City prior to proposal closing time. It is recommended that when a proponent makes revisions, the proponent confirm receipt by contacting the City (see 4.1 of Section 4—Instructions to Proponents above).

20. ACCEPTANCE OF PROPOSAL

- 20.1. This Request for Proposal should not be construed as an agreement to purchase services. Neither the Council nor the City is bound to enter into an agreement with any Proponent that submits the lowest priced proposal or with any Proponent.
- 20.2. No Proponent will acquire any legal or equitable rights or privileges relative to the services prior to full execution of a written agreement for the services required.

21. RIGHT TO REJECT

- 21.1. The City reserves the right to reject any or all proposals and to accept any proposal it considers advantageous. The lowest or any proposal may not necessarily be accepted if the City determines, at its sole discretion and after appropriate investigation and evaluation, that:
- 21.1.1. the proposal must be cancelled due to financing problems or changing economic circumstances;

- 21.1.2. information becomes available after closing which significantly changes the original scope of work and/or the technological aspects of the proposal;
- 21.1.3. the bid, or any of the bids, exceed the project spending approval; or
- 21.1.4. less than THREE (3) proposals are received.

22. AWARDING OF PROPOSAL

- 22.1. Submitted proposals will be open for acceptance and will be irrevocable for NINETY (90) days. The lowest or any proposal will not necessarily be accepted.
- 22.2. The RFP, proposal submission, and any accompanying documents, including terms, instructions, specifications, and any attachments shall become part of any contract entered into between the successful proponent and the City.
- 22.3. This proposal, if awarded, may be in whole or in part. Individual items may be deleted from the award if the price quoted is substantially higher than other competitive bids received.
- 22.4. Failure to complete the proposal document and/or proposal documents, which contain qualifying terms or otherwise fail to conform to the original proposal documents, may be disqualified or rejected.
- 22.5. Awards shall be made on Proposals that will give the greatest value based on the selection criteria herein.
- 22.6. Criteria for award or rejection of this proposal may include but not be limited to the following: price, service, added value, and compliance and criteria as outlined in the Selection Criteria.
- 22.7. Acceptance of proposal shall be by official purchase order or formal written notice.

23. FINAL ACCEPTANCE

- 23.1. Acceptance of the Successful Proponents' Proposal(s) and any resulting Agreement(s) shall be subject to final approval by the City.

24. DELIVERY DATE REQUIRED

- 24.1. The City requires services to be delivered by December 31, 2019.

25. TERM OF CONTRACT

- 25.1. This contract shall be in effect for a 5 month period with option to extend, and extension shall be subject to agreement between the successful proponent and the participants in the contract. Any pricing changes and the addition or deletion of items, for any extension period, will be negotiated between the successful proponent and the City. Tentative effective date for this contract will be July 31, 2019.

26. NON-EXCLUSIVE AGREEMENT

- 26.1. The Agreement(s) awarded shall not be an exclusive Agreement(s), or in any way limit the City from dealing with any other businesses for additional or related products and services.

27. ASSIGNABILITY OF CONTRACT

- 27.1. Any contract entered into as a result of this proposal is not assignable and may not be sub-contracted by the successful proponent to another party except by written consent of the City.

28. ORDER PLACEMENT

- 28.1. When placing orders, the City will provide the City Purchase Order Number.
- 28.2. The City's preference is to partner with corporate entities who are committed to the re-engineering or streamlining of business processes using enabling technologies.

29. RIGHT TO CANCEL

- 29.1. The City reserves the right to cancel any order, if it is not provided within a reasonable time and in accordance with the Terms specified in the proposal.

30. INVOICING AND PAYMENT

- 30.1. The City payment terms are Net THIRTY (30) days following acceptance of goods or services and on receipt of invoice, whichever is later.
- 30.2. Original invoices are to be forwarded to the Accounts Payable department of the City. The invoice **must** indicate the purchase order number.
- 30.2.1. Accounts Payable
Corporation of the City of White Rock
15322 Buena Vista Avenue
White Rock, BC V4B 1Y6

31. INDEMNIFICATION

- 31.1. The successful proponent will indemnify, defend, and save harmless the City, its employees, council and agents, from any and all losses, claims, damages, actions, causes of action, costs and expenses that the City may sustain, incur, suffer or be put to at any time either before or after the expiration or termination of this agreement, where the same or any of them are based upon, arise out of or occur, directly or indirectly, by reason of any act or omission of the proponent or of any agent, employee, officer, director or subcontractor of the proponent pursuant to this agreement, excepting always liability arising out of the independent negligent acts of the City.

32. THE CITY LIMITATION OF DAMAGES

- 32.1. The proponent, by submitting a proposal, agrees that it will not claim damages in excess of an amount equivalent to the reasonable cost incurred by the proponent in preparing its proposal for matters relating to the agreement of in respect of the competitive process, and the proponent, by submitting a proposal, waives any claim for loss of profits if no agreement is made with the proponent.

33. INSURANCE

- 33.1. The successful proponent shall provide, at his own expense, comprehensive General Liability Insurance, inclusive limits of not less than TWO MILLION Dollars (\$2,000,000.00). The

Insurance may contain a deductible clause not to exceed FIVE HUNDRED Dollars (\$500.00) for property damage.

- 33.2. It is further understood that the scope of coverage to be included in the Comprehensive General liability shall include the following extension:
- 33.2.1. Broad Form Property Damage
 - 33.2.2. Occurrence Property Damage
 - 33.2.3. Personal Injury (libel, slander, malicious acts, false arrest)
 - 33.2.4. Contingent Employer's Liability
 - 33.2.5. Non-owned Automobile Liability
 - 33.2.6. Contractual Liability
 - 33.2.7. Premises, Property and Operation
 - 33.2.8. Cross Liability and Severability of Interest
 - 33.2.9. Forcible Ejection (to protect property, prevent injuries)
 - 33.2.10. Care, Custody and Control
 - 33.2.11. Professional Services
- 33.3. The City is to be added as an additional insured under the successful proponent's liability insurance. The successful proponent must maintain said liability insurance for the duration of the Contract and that the City receives THIRTY (30) days advance notice of any change in terms or intent by insurer's to cancel.
- 33.4. Furthermore, coverage must be written in a form and with insurers acceptable to the City.
- 33.5. In addition, the successful proponent shall insure his owned, leased, or hired motor vehicles, required by law to be licensed for use on public highways, for public liability and property damage, limits or not less than ONE MILLION Dollars (\$1,000,000.00) inclusive.
- 33.6. The successful proponent shall carry full employee liability insurance for the whole of the work in accordance with the Worker's Compensation Act.
- 33.7. The successful proponent shall ensure that each employee is bonded for a basic amount of SEVENTY-FIVE THOUSAND Dollars (\$75,000.00) to cover loss, theft or destruction of money/securities while in the care, custody or control of the successful proponent's employees, and each policy must include a third party endorsement in the favour of the City.
- 33.8. When requested by the City, the successful proponent shall provide certified copies of required insurance policies.

34. FORCE MAJEURE

- 34.1. If either party hereto is unable to perform any of its obligations hereunder by reason of fire or other casualty, strike, act or order of a public authority, Act of God, or other cause beyond the control of such party, then such party shall be excused from such performance for the duration of such cause. In the event such inability to perform shall continue longer than THIRTY (30) days, either party may terminate this Agreement without further liability by giving written notice to the other party.

35. PERMITS AND LAWS

- 35.1. The Proponent shall comply with all laws, rules, regulations and bylaws (whether Federal, Provincial or Municipal) in supplying the products and services sought under this Request for Proposal, and, shall obtain and maintain all necessary permits, licenses or fees required for the performance of the Agreement, for the length of the Agreement.

36. GOVERNING LAW

- 36.1. This Agreement shall be governed by and construed in accordance with the laws and courts of the Province of British Columbia and shall in all respects be treated as a British Columbia contract.

37. TERMINATION OF CONTRACT

- 37.1. The successful proponent may terminate this Agreement upon SIXTY (60) days prior written notice to the City.
- 37.2. The City may terminate this Agreement without notice if the successful proponent continues to be in breach of any provision of this Agreement upon the expiry of TEN (10) days after receiving notice of the breach from the City.
- 37.3. The City may terminate this Agreement for any reason with THIRTY (30) days written notice to the successful proponent.
- 37.4. The City reserves the right to cancel or terminate this contract immediately upon written notice if, in the opinion of the City, the successful proponent is not fulfilling the terms of the contract.

38. DISPUTE RESOLUTION

- 38.1. All disputes arising out of or in connection with this proposal, or in respect of any legal relationships associated therewith or derived therefrom, shall be referred to:
- 38.1.1. a Manager for the City and the Agent of the Contractor identified herein, and if not resolved will be escalated and referred to
 - 38.1.2. the Chief Administrative Officer for the City and Senior Executive, Contractor, and if not resolved will be referred to
 - 38.1.3. and finally may resolved by arbitration administered by the British Columbia International Commercial Arbitration Centre pursuant to it rules;
 - 38.1.4. However, the City reserves the right to pursue any option at law, including the courts.

END OF GENERAL CLAUSES

APPENDIX A—DISCLOSURE OF INTEREST

In accordance with the approved policy of the City, all proponents shall, as a condition of supplying goods and services to the City as a result of this proposal make full disclosure of any business relationships within the last FIVE (5) years including any donations/gifts in excess of ONE HUNDRED Dollars (\$100.00), with any members of the City and Council, or immediate relatives of any members of the City and Council.

If the proponent fails to disclose an interest and/or the interest is falsely or insufficiently reported, the City reserves the right to terminate or cancel any Agreement of any kind which may have been entered into with a proponent.

As part of the proposal process, completion and return of the Disclosure of Interest form is mandatory. Sign and return the form even if there is nothing to disclose.

If additional space is required, please add an attachment to this form.

Disclosure

Company Name _____

Authorized Signature _____ Date _____

Print Name _____ Print Title _____

END OF APPENDIX A—DISCLOSURE OF INTEREST

APPENDIX B—SCOPE OF WORK

39. GENERAL INFORMATION

The City of White Rock is a beautiful seaside community located in the southwest corner of the Lower Mainland. The City, which was incorporated in 1957, surrounds an eight kilometer sandy beach and the warm shallow waters of Semiahmoo Bay. With a population of just over 19,000, White Rock is poised for growth with a well-planned mix of single family dwellings, town homes, apartment buildings, and mixed retail residential high density developments.

For more information about the City of White Rock, please visit www.whiterockcity.ca.

40. PURPOSE OF THE REQUEST FOR PROPOSAL

The City of White Rock is seeking professional engineering consulting services for the development of the City's Integrated Transportation and Infrastructure Master Plan (ITIMP). The ITIMP is a comprehensive multi-modal transportation master plan that will guide the City's transportation investments, municipal infrastructure improvements, capital expenditures, and decision making for the next 20 years. The ITIMP's implementation and phasing plan shall ensure that transportation improvements coincide with other municipal infrastructure improvements projects (ie: sewers, drainage, and water).

The desired outcome is a plan for an integrated transportation network that will efficiently handle a growing community. The plan will prioritize and encourage walking as the first choice for short trips, cycling, and transit use for access to schools, local businesses, recreation facilities and local and regional employment centres while also accommodating growth in vehicle traffic as required for economic growth and community development patterns. The ITIMP should include realistic city wide mode targets that emphasize walking, biking and transit use year round, reflecting a multi-modal city. It should consider the mode share targets identified in Translink's Regional Transportation Strategy: to make it possible for half of all trips to be made by walking, cycling, and transit by 2040.

41. AREAS OF FOCUS

The following areas of focus have been identified for the ITIMP. These focus areas are subject to change, added to, removed, or modified following public consultation.

A. Walking

Walking is essential for health and well being. Improving the pedestrian network, including safe, comfortable and inviting spaces is of key importance.

The City's current network has gaps, and improvements to overall connections and facility types can be made to increase the mode share of walking trips. Through public consultation, the Consultant shall develop specific principles, goals and objectives, including a target mode share, for the pedestrian network.

The Consultant shall confirm origins and destinations, confirm the status of the current network, identify priority areas for pedestrian improvements, as well as gaps in the existing pedestrian network to provide safe routes to school, to bus stops.

Land uses and other factors can impact or provide opportunity to improve the safety, attractiveness and vibrancy of the streetscape. The Consultant shall recommend policies and guidance to support increasing pedestrian trips within the context of neighbourhoods/local streets, major roads and development sites, and the Town Centre. The Consultant shall identify opportunities for road dedications at future development sites.

The pedestrian network must also acknowledge the Parks trail system and look for opportunities to realize synergies to support active transportation. In conjunction with road cross section reviews, reviews of existing and proposed neighbourhood layouts and guidelines should be completed to identify opportunities to improve safety, comfort, and overall connectivity.

B. Cycling

Cycling is a growing mode of transportation in Metro Vancouver. The City's current network has gaps, and improvements to overall connections and facility types can be made. The Consultant shall confirm background information on current cycling conditions in the City.

The Consultant shall review the cycling network, and provide recommendations on preferred facility types using current best practices and recent guides to ensure a safe, comfortable, and connected network. The cycling network must also acknowledge the Parks trail system and look for opportunities to realize synergies to support active transportation.

In consultation with residents and stakeholders, the Consultant shall develop specific principles, goals and objectives for the cycling network. The consultant shall consider how to increase the mode share of cycling trips, identify barriers to cycling, confirm origins and destination patterns, recommend end of trip facilities and transit integration, and identify how land uses and other factors can impact or provide opportunity to improve the safety, comfort and completeness of a network. The Consultant shall identify opportunities for road dedications at future development sites.

C. Transit

The ITIMP should consider the mode share targets identified in Translink's Regional Transportation Strategy (50% walk, bike, transit mode share target by 2040), identify trends and destinations, identify where transit can be best incorporated to serve future land uses, identify key infrastructure components to improve accessibility and access to the overall system, and consider opportunities for a future funicular.

The ITIMP should determine the priority of transit in White Rock, confirm the route and connections to uptown and downtown White Rock, and inform neighbourhood planning.

A robust and safe transit, pedestrian, and cycling network is important for providing effective access to uptown and downtown White Rock for users of all ages and abilities. The Consultant shall collaborate with Translink to identify opportunities to improve transit integration and accommodation within the road network. The consultant shall recommend policies, actions and strategies that the City can undertake within its jurisdiction to support greater transit use. Translink's proposed transit exchanges should also be reviewed to better define the location, scope and characteristics of each location.

D. Motor Vehicles and Street Network

- **Street Network**

The City's road network accommodates a variety of travel modes and uses. Ensuring a robust road network, that safely and comfortably incorporates all modes will be important to the City's continued economic growth, livability, and success. The consultant shall consider safe and efficient movement of people and goods, identify network improvements in the short, medium and long term, identify road standards that better address all road users, identify roads that can be converted to one way, understand the impacts of network changes on individual modes, and identify sustainable transportation measures that the city should consider in the current and future transportation system.

The consultant shall review connections to uptown and downtown White Rock and parks, and determine how the City can develop unfinished roads and road ends to expand the vehicular, pedestrian and cycling network.

The consultant shall review how the City can provide connections to transit, increase transit ridership and linking trips. The Consultant should also consider the benefits and impacts of incorporating or prioritizing specific mode or modes along a particular street or network. The Consultant shall describe policies, actions and strategies that could be implemented, including specific potential project or locations to maximize intermodal connections and network. Based on recommended future road/transit network, land use, and other policy considerations, the Consultant shall review and propose updates as required to the City's road classification system.

- **Regional / External connections**

The consultant shall identify transportation services that connect White Rock to neighbouring municipalities and the region, how the City might improve connections, how the City can improve livability in areas around these corridors, and how the City might encourage travel options that shift to more sustainable modes with increasing transportation options.

- **Goods Movement**

Goods movement and truck routes are an important component to a growing economy. Consideration to this area should include whether the City's truck route network is adequate, if commercial vehicle policies support expedient access to key sites, how commercial vehicle policies and bylaws can support loading activities while maintaining traffic flow (ie: on Marine Drive), how the City might provide truck access and improve livability on the streets they use, and how to balance the needs of all road users.

The Consultant shall review current truck routes including existing and future uses, standards, policies and overall network to confirm alignment with the areas it needs to serve.

Dangerous goods routes are also to be reviewed as part of the study.

Proposed bylaw amendments should include Translink's regional definition of a heavy truck, and consider the BC Commercial Transport Regulations (CTR) and Translink's "Moving the Economy - A Regional Goods Movement Strategy for Metro Vancouver."

- **Parking**

Parking, incorporated on and off streets in the City, enables access by residents and visitors to residential and commercial areas. The ITIMP should include a review of the City's Street & Traffic Bylaw, and a review of on-street parking and City owned off-street parking for both residential and commercial areas. The consultant shall identify areas where parking can be repurposed for other uses, identify unapproved parking pads, recommend bylaw updates, recommend design standards for on-street parking, and propose how to manage demand particularly in commercial areas that may spill onto residential streets. Through public engagement, the consultant should evaluate if on-street parking should continue for commercial vehicles and recreation vehicles, and recommend bylaw updates to meet current parking demands.

E. Rethinking Transportation

- **Complete Streets**

Opportunity exists within White Rock's streets to exist as more than a transportation function. Streets can incorporate active transportation modes, vibrant streetscapes, access to transit, on-street parking demands, speeds, traffic calming, safe routes to schools and access to parks and recreation.

The consultant shall incorporate complete streets principles into the ITIMP, and provide guidance on best practices, standards, guidelines and implementation strategies for future projects. Typical cross sections utilizing complete streets principles shall be developed by the Consultant for adoption into City standards.

- **Vision and Guiding Principles**

The Consultant shall develop a vision for the City's transportation network that is consistent with a Vision Zero commitment. Vision Zero is a strategy to eliminate all traffic fatalities and severe injuries, while increasing safe, healthy, equitable mobility for all.

Both vision and guiding principles, coupled with draft goals and objectives should be presented for stakeholder and public feedback in the consultation process. The vision and guiding principles will be general in nature; goals and objectives should have specific measureable targets against which policies and actions can be developed. Goals and objectives will be required for all elements of the plan and should be selected to allow for monitoring of the ITIMP's progress.

- **Land Use + Transportation Integration (TDM)**

Land use and transportation are intermixed, and should be utilized and leveraged with one another. The Consultant shall consider how land uses impacts travel choices and demand (present and future), identify best practices for land use and transportation, propose transportation improvements by development sites, and explore ideas on education and marketing to help the City achieve its transportation objectives.

- **Future Technology**

Consideration in the plan should also be put to existing and technologies and their role, opportunity influence and impact on the transportation network. Considerations to this area should include, but not be limited to, car share, low emission vehicles, autonomous vehicles, electric vehicle charging stations and ITS infrastructure.

F. Special Projects and Study Areas

The OCP identified the development of a Town Centre. The following may be explored in this plan, subject to feedback from public consultation.

- Town Centre – Incorporating land use and transportation
- Marine Drive
- The Major Road Network
- North Bluff Road
- Five Corners at the intersection of Pacific Avenue and Johnston Road
- Areas that prioritize people, not cars and encouraging multimodal access
- Potential other corridor plans
- The ultimate RROW to support a funicular

G. Implementation and Phasing

As part of the ITIMP, and supporting the long term vision, an implementation and phasing plan is required to assist in City capital planning over the short to medium term. The consultant shall

determine the financial implications of the improvements, identify budget, resource gaps, and opportunities for partnership, and prioritize and phase improvements over the life of the plan. The implementation plan should identify the specific improvements part of the pedestrian, cycling, transit, goods movement and motor vehicle plans, sewer master plan, drainage master plan, and water master plan.

The consulting team shall consider infrastructure maintenance and recommend innovative and cost-effective improvements that allows the City to provide services that meet future needs. The consulting team shall consist of the following specializations:

- Transportation engineering
- Traffic engineering
- Geotechnical engineering
- Water design engineering
- Sanitary and storm sewers design engineering
- Public engagement and facilitation
- Asset management
- Landscape architecture

The City of White Rock has a number of plans and documents commissioned from various engineering firms for pavement condition, transportation, water, drainage and sanitary systems. Documents available to the successful Consultant are as follows:

- Sewer Master Plan
- Drainage Master Plan
- Water Master Plan
- 2014 Strategic Transportation Plan
- City of White Rock's Point Repair Program
- City of White Rock's Paving Program

The following is a preliminary list of stakeholders who **must** be engaged as part of this project:

- Semiahmoo First Nations
- Translink and Coast Mountain Bus Company
- Insurance Corporation of British Columbia (ICBC)
- Ministry of Transportation and Infrastructure of British Columbia (MOTI)
- Transportation Advisory Committee (TAC)
- Residents
- City of White Rock staff

The following is a preliminary list of stakeholders who may be engaged as part of this project:

- HUB Cycling

- Rick Hansen Foundation
- Business Owners including the White Rock Business Improvement Association
- White Rock Tourism
- General public who travel through the area
- BC Trucking Association

42. SCOPE OF WORK

The scope of work for this project includes the following:

- Data collection
- EMME and Synchro model
- Public engagement
- Best practices review
- Options development and evaluation
- Policy and standards recommendations
- Cost estimates and implementation plan

The detailed scope of work is as follows:

General Responsibilities

- Establish and maintain an electronic filing system
- Develop communications matrix and protocols
- Prepare project policies and procedures
- Respond to inquiries from the public. Liaise with the residents and establish a working relationship with business owners, Semiahmoo First Nations, and stakeholders.
- Prepare and procure communications materials for project website, project signage, public consultation sessions and newsletters
- Communicate information to decision makers and interested parties
- Coordinate the flow of project information to the owner, project team, steering committee, technical advisors, and the general public
- Maintain accountability to the master project schedule
- Identify and document critical milestone dates when user requirements and decisions or approval by the client are required and advise the client of the effect on the project of delayed decisions
- Update master project budget as needed to reflect budget adjustments as they occur
- Report to the project team regarding project progress
- Reference Project Charter to confirm project meeting goals and targets

- Attend, chair, prepare agenda and record minutes for project meetings. Agenda shall be provided one day prior to the meeting and meeting minutes shall be available within 3 business days of the meeting.

Ongoing Project Management Meetings

- The consultant shall attend a 0.5 hour weekly check-in meeting in person or by phone with the City's Project Manager to ensure the project is moving on time and on schedule. The consultant shall provide weekly progress e-mail to the City's Project Manager.

Communications and Engagement

- Public and stakeholder engagement is critical to the success of this plan. At the outset of the project, the Consultant shall prepare a Communications and Engagement Plan, using the IAP2 structure, on how each of the groups listed can be best engaged through the process. The plan shall outline key project contacts and the process for submissions and approvals. At a minimum, the following should be assumed as part of the Consultant's plan:
 - Stakeholder and/or Committee Meetings (3)
 - Public Open Houses (5)
 - Public Surveys (5)
 - Council Presentations/Meetings (3)
 - Web and Media Support – On-going
- Renderings and cross sections
- Presentation boards
- It is noted that all public and stakeholder feedback and survey results are to be compiled and reviewed by the Consultant.

Task 1: Project Initiation

- Conduct a 2 hour kickoff meeting to formally introduce all team members, summarize works completed within the first month of engagement, and discuss how the Successful Proponent will deliver the full Scope of Work.
- Prepare a Project Execution Plan (PEP) at the onset of the Project. The PEP contains key information about the Scope of Work including identification of risks, scope/work breakdown, scheduling/sequencing, financials, team organization, stakeholder management, and project close-out. The PEP shall outline management of documents, deliverables, provide an overview of personnel and authorities, identify interactions, indicate reporting structures, and identify how schedules will be met and include the following:
 - Project Charter to establish responsibilities and goals;
 - Project schedule to establish milestones;
 - Communications and Engagement Plan for external and internal stakeholders;

- Risk register;
 - Stakeholder register that outlines the main responsibilities of key project stakeholders;
 - Issues log; and
 - Project status reporting.
- Meet with city staff to verify project requirements and other engineering issues that have been reported by City staff or residents
- Review the City's current bylaws, standards, master plans, and Metro Vancouver regulations.

Task 2: Data Collection, Assessment, and Travel Demand Modelling

- Review, assess and confirm existing conditions and identify issues that will need to be addressed as part of the ITIMP.
 - Review previous transportation studies and extract the relevant conclusions and findings, including the ultimate road network and other modal requirements and impacts to be considered further in the ITIMP exercise.
 - Review existing data and identify any gaps.
 - Where there is insufficient information, collect new traffic data and multi-modal data
 - Analyze existing multi-modal characteristics and travel patterns based on available and collected data
 - The analysis will include, but not be limited to, origin and destination analysis, pedestrian, bike, vehicle and truck traffic volumes and percentages, volume and peaking characteristics, transit ridership patterns and demand and any other factors or characteristics deemed appropriate for use in the analysis.
 - Based on the analysis of existing traffic and existing and proposed land uses, the Consultant will develop a consolidated forecast of traffic/travel demand in the City
- Create a City-wide EMME model, with calibration to existing conditions, and reflecting the finalized OCP (currently under development)
 - Prepare AM and PM models for the 2020, 2025 and 2045 horizon periods using Synchro/SimTraffic or other equivalent software. Modelling shall be completed as a broader network model with focus on the Town Centre area and other key corridors.
 - Assess the road network and verify future classifications, planning and performance characteristics of key corridors
 - Analysis should also include the review of the road network presented in the OCP and previous Strategic Transportation Plan to confirm if links and connections were developed and if they should be developed
- Prepare a summary report that includes existing conditions, road network assessments, TDM for the Town Centre and Marine Drive (between Oxford Street and Finley Street), and road classification review
- **Optional Task (separate price):** LiDAR survey of all city streets, excluding the MRN and truck routes. This task should include data collection, data processing, and extracted topographic survey information delivered in AutoCAD Civil 3D format. The data shall be spatially precise and

include accurate 360° panoramic photography, street-level imagery, and LiDAR data. A general description of the required components are as follows:

- Acquisition of 360° x 180° high resolution imagery with a positional accuracy of +/- 10cm and a relative measurement accuracy of +/- 2cm
- Acquisition of street-level terrestrial LiDAR data
- Provision of quality assurance of the imagery and LiDAR ("the data")
- Provision of a SaaS solution to enable City staff to access and use the data
- Provision of tools to enable the access and use of the data from within Esri and Autodesk products
- LiDAR data collected along all specified routes and delivered in the XYZ and LAS/LAZ formats
- Provision of technical support and training for access and use of the data

Task 3: Best Practices Review

- Review best practices and policies of other jurisdictions for Vision Zero, vision and guiding principles, road network, goods movement, on street parking, and traffic calming
- Review the City of White Rock's Engineering Standards
- Compare the City's standards with TAC and MMCD standards
- Review best practices for typical cross sections, parking, pedestrian crossings, cycling infrastructure, and complete streets

Task 4: Public Engagement

- Facilitate public engagement sessions to obtain feedback from residents for the following themes: 1) vision and guiding principles, traffic and safety, 2) neighbourhood parking, and 3) road network, connectivity and complete streets
 - Prepare content for website and public information session for City staff review
 - Prepare in person, online and printed survey for City staff review
 - Revise content and surveys based on City staff feedback
 - Provide minimum 10 presentation boards
 - Provide an analysis of the survey results
 - Attend public engagement session and respond to resident enquiries
- Present findings to Council
 - Prepare a PowerPoint presentation containing background, best practices, design standards, survey and public engagement results
 - Provide content for the City's website
 - Assist City staff in preparing the Council report
- Prepare a summary report that includes survey results and resident feedback
- Additional traffic data collection based on feedback from public engagement sessions

Task 5: Options and Standards Development

- Develop short term, intermediate term, and long term plans for the ITIMP
- Develop specific options for each mode
- Develop options to improve the road network, increase neighbourhood parking, pedestrian connectivity and cycling connectivity
- Prepare conceptual design for complete streets
- Facilitate meetings with stakeholders

Task 6: Options Analysis

- Assess the options using a weighted evaluation matrix:
 - Cost
 - Capital
 - Operating and maintenance
 - Ease of implementation
 - Phasing and coordination with other works
 - Bylaws, fees, agreements
 - Rate of adoption
 - Risks
 - Impacts to residents, neighbourhoods and businesses during and post construction
 - Impacts to traffic, bus service, and safety during and post construction
 - Impacts to city owned and third party utilities
 - Environmental (CO2 reduction)
 - Other risks and liabilities
 - Time
 - Implementation time
- Facilitate a public engagement session to present resident feedback, traffic analysis, options and engineering standards
 - Prepare content for website and public information session for City staff review
 - Prepare in person, online and printed survey for City staff review
 - Revise content and surveys based on City staff feedback
 - Provide minimum 10 presentation boards
 - Provide an analysis of the survey results
 - Attend public engagement session and respond to resident enquiries
- Present findings to Council
 - Prepare a PowerPoint presentation containing background, best practices, design standards, survey and public engagement results
 - Provide content for the City's website
 - Assist City staff in preparing the Council report
- Prepare a summary report that includes survey results and resident feedback

Task 7: Implementation Plan

- Prepare an implementation plan and phasing strategy that considers transportation improvement, all City owned utilities, and development
- Determine the order of magnitude costs for immediate and long term costs of implementation (ie: staffing, education materials, capital purchases, annual budget)
- Recommend policy, bylaw and standards to support the implementation plan
- Develop long and short term capital budgets for infrastructure replacement in a prioritized and fiscally responsible manner
- Facilitate a public engagement session to present recommendations
 - Prepare content for website and public information session for City staff review
 - Prepare in person, online and printed survey for City staff review
 - Revise content and surveys based on City staff feedback
 - Provide minimum 10 presentation boards
 - Provide an analysis of the survey results
 - Attend public engagement session and respond to resident enquiries
- Prepare a summary report that includes survey results and resident feedback
- Provide a draft final report for review by City staff
- Revise draft final report based on feedback from City staff
- Provide a final report
- Assist City staff in preparing the Council report
- Present findings to Council
 - Prepare a PowerPoint presentation containing background, best practices, design standards, survey and public engagement results
 - Provide content for the City's website
 - Assist City staff in preparing the Council report
 - Revise content and surveys based on City staff feedback

43. PROJECT SCHEDULE

The Proponents shall provide a detailed schedule that is to take into account all factors that might affect delivery of the ITIMP. The schedule shall show timelines for all phases of the project and will be used for future reference for tracking the project.

An anticipated project schedule and level of effort is given below:

- Task 1 – Project Initiation - 1 month
- Task 2 – Data Collection, Assessment, and Travel Demand Modelling – 2 to 3 months
- Task 3 – Best Practices Review – 1 months
- Task 4 – Public Engagement – 3 months
- Task 5 – Options and Standards Development – 2 months
- Task 6 – Options Analysis – 1 month
- Task 7 – Implementation Plan – 3 months

The key milestones for this project is as follows.

| | |
|-------------------------------------|---------------------|
| RFP Questions Due | November 18, 2019 |
| Response to Questions | November 22, 2019 |
| RFP Close | December 4, 2019 |
| Contract Award | December 13, 2019 |
| Kick Off Meeting | January 6, 2020 |
| Meetings with City staff | February 2020 |
| Public Engagement Sessions #1, 2, 3 | April to May 2020 |
| Summary Report | June 2020 |
| Council Meeting #1 | June 2020 |
| Public Engagement Session #4 | September 2020 |
| Council Meeting #2 | October 2020 |
| Public Engagement Session #5 | November 2020 |
| Final Report | Late November 2020 |
| Council Meeting #3 | Early December 2020 |

44. DELIVERABLES

The Integrated Transportation and Infrastructure Master Plan shall include the following:

- A prioritized list of necessary municipal infrastructure upgrades to meet current and future demands, with particular emphasis given to the next 5 years
- An implementation plan identifying the scope of work, capital replacement schedule, and cost estimates for proposed upgrades completed in a phased approach. Cost estimates should be adjusted for inflation.
- A long-term financial model showing the implications of the proposed capital expenditures

The following list of deliverables is expected throughout this project.

- 1. Project Execution Plan**
- 2. Communications and Engagement Plan**
- 3. Modelling and Analysis**
 - a. EMME models and analysis results
 - b. Synchro models and analysis results
- 4. Interim Analysis / Reporting**
 - a. Interim Report Papers including detailed summary and analyses of work completed in the applicable phase of the project, summary of public and stakeholder consultation completed, and the development of next steps
 - i. Issues Identification
 - ii. Visioning
 - iii. Strategies and Options
 - iv. Implementation and Phasing
- 5. Public Engagement Materials**
 - a. PowerPoint Presentations
 - b. Website Content

- c. Open House Boards
- d. Public Surveys
- e. Summary Materials

6. Final Reporting

- a. Draft Integrated Transportation Infrastructure Master Plan
- b. Final Integrated Transportation Infrastructure Master Plan

45. QUALITY MANAGEMENT REQUIREMENTS

The successful consultant and its sub-consultants, shall develop and implement an effective, documented quality management system for the project and be fully responsible for the quality control and quality assurance (QC/QA) of the work completed by their staff in accordance with APEGBC Bylaw 14(b).

END OF APPENDIX B—SCOPE OF WORK

APPENDIX C—PRICE QUOTATION

46. PRICING REQUIREMENTS

- 46.1. The Proposal should clearly indicate the hours, hourly rate, and unit pricing for each task and a flat fee for disbursements.
- 46.2. Flat fee pricing arrangements should clearly state all assumptions including any requirements or restrictions.
- 46.3. The Proposal should include a separate price for Lidar data collection, processing and deliverables.

END OF APPENDIX C—PRICE QUOTATION

APPENDIX D—PROPONENT INFORMATION

For extended responses to any of the following questions, proponent may attach supplemental sheets on a per question basis.

47. PROPONENT IDENTIFICATION, REFERENCES, AND COMPANY HISTORY

Q1. Company
Name:

Q2. Address of Local
Office:

Q3. Telephone
Number:

Q4. Address of Head
Office:

Q5. Telephone
Number:

Q6. Workers' Compensation Board Registration
Number:

Q7. List of THREE (3) clients at which your company has provided solid waste management consulting services in the past five (5) years. These may be contacted by the City for performance references.

| | <u>Company</u> | <u>Contact Name</u> | <u>Telephone</u> |
|----|----------------|---------------------|------------------|
| 1) | <hr/> | <hr/> | <hr/> |
| 2) | <hr/> | <hr/> | <hr/> |
| 3) | <hr/> | <hr/> | <hr/> |

48. ADDED VALUE

Q8. The City encourage creative solutions/bid responses. Describe any additional opportunities or added value that you wish to include with your proposal.

END OF APPENDIX D—PROPONENT INFORMATION