

**Request for Proposals**  
**The Corporation of the District of Oak Bay**  
**Research and Recommendations for an Active Transportation Plan**

## **1. Introduction**

The Corporation of the District of Oak Bay (hereinafter called 'Municipality') proposes to engage the services of a consulting firm to help research and make recommendations for an Active Transportation Plan.

The objective of this Request for Proposal (RFP) is for the Municipality to receive proposals from qualified proponents capable of carrying out the work herein defined. The proposals will form the basis for evaluation, interview and selection.

## **2. Submission Details**

The Municipality is not under any obligation whatsoever to select a proponent and may modify the terms of or cancel this RFP at any time for whatever reason(s) and without liability to the proponents or anyone else.

Proponents are solely responsible and without recourse to the Municipality for their own expenses in preparing and submitting a proposal and for otherwise participating in the RFP process.

It is the responsibility of Proponents to ensure that they have all the components of the RFP package, including all appendices and subsequent addenda.

At the Municipality's option, inquiries and responses may be posted electronically on the municipal website <http://www.oakbaybc.org> as an amendment to the RFP. The Municipality will make reasonable efforts to deliver copies of all questions and answers to individual Proponents, but inadvertent failure to do so will not invalidate the RFP process unless so decided by the Municipality. Inquiries will be received up to 3 days prior to the closing date and time.

Amendments to proposals may be made prior to the closing date and time. Amendments must be submitted in writing.

## **3. Enquiries**

Clarification of terms and conditions of the proposal process shall be directed to:  
Loranne Hilton, Municipal Clerk, District of Oak Bay at 250-598-3311, email: [lhilton@oakbay.ca](mailto:lhilton@oakbay.ca)

## **4. Project**

Oak Bay Municipal Council has tasked the Community Initiatives Committee with researching and making recommendations for an Active Transportation Plan. The main goal of the Active Transportation Plan is to enhance choices and opportunities and improve the usage of human-powered forms of travel and recreation within Oak Bay. It should also promote physical activity and healthy lifestyles for all ages and support green initiatives within the community.

In this context 'Active Transportation' includes but is not limited to biking, walking, wheelchairs, scooters, walkers and strollers. The Plan is not about restricting the use of motor vehicles but should recommend cost effective, well-connected, safe and functional route systems throughout the community linked where possible to the plans of adjoining municipalities.

The scope of the work of the consultant should include:

- Meet with Community Initiatives Committee to review project goals and outcomes;
- Review of the Municipality's inventory of streets, existing bike lanes, pathways, back lanes and trails in the community;
- Consideration of, but not limited to, the following:
  - 2005 Parks Vision Report;
  - Oak Bay Walking Trails Brochure;
  - Oak Bay Climate Change Task Force Final Report;
  - BC Transit 25 Year Plan;
  - Oak Bay High rebuild plans and impact on transportation in the community;
  - Community Initiatives Committee Accessibility for Mobility Study report;
  - Capital Regional District's Pedestrian & Cycling Master Plan;
- A report outlining research methodology and recommendations for an Active Transportation Plan;
- Report project progress directly to the Chair of the Community Initiatives Committee.

## **5. Final Deliverables**

The selected proponent shall deliver the final product and meet the requirements outlined in the RFP in the following formats:

A formal report and presentation of the work product, with clear demonstration that it has achieved all of the Project Goals in Section 4 of the RFP;

Three (3) hard copies of the formal report. This information shall also be provided in electronic disc format. All background, research and resource lists, and any applicable database in original software format (unless otherwise mutually agreed).

## **6. Ownership of Work Product**

The selected proponent will irrevocably and unconditionally convey, transfer and assign to the Municipality all right, title, benefit, interest, claim and demand in and to the work product and all intellectual property rights in the work product and will waive all legal and moral rights it may have in the work product in favour of the Municipality.

## **7. The Municipality will provide the following:**

- Copy of 2005 Parks Vision Report;
- Copy of Oak Bay Climate Change Task Force Final Report;
- Copy of Oak Bay Walking Trails Brochure;
- Copy of Community Initiatives Committee Accessibility for Mobility Study report;
- Access to relevant municipal bylaws;
- Access to inventory and map of existing bike lanes, pathways and trails in the community.

## **8. Project Schedule**

The work is to be completed by June 30, 2011, with work commencing as soon as possible after the agreement between the Municipality and the selected proponent has been signed. A project schedule is to be submitted with all proposals.

## **9. Confidentiality**

The proponents shall at all times hold confidential all information and data received from the Municipality in connection with the Request for Proposal ("Information") except insofar as such Information is required to be disclosed by law or court order.

Subject to this section 9, the proponents shall not use or disclose any information to anyone without the Municipality's written approval except as and only to the extent necessary for the preparation of its proposal and, if awarded to the proponent, for the performance of the work.

## **10. Proposal Submissions**

Submission deadline date February 18, 2011.

Three (3) hard copies of proposal marked "Active Transportation Plan Proposal" addressed to Lorraine Hilton, Municipal Clerk, District of Oak Bay, 2167 Oak Bay Avenue, Victoria, B.C. V8R 1G2 on or before Friday, February 18, 2011 at 4:00 p.m. local time. All submissions, other than proposals withdrawn prior to the opening of proposals or late proposals, become the property of the Municipality and will not be returned to sender. The Municipality will make all reasonable efforts to contact all Proponents within two weeks of the closing date.

Late submissions will be returned unopened.

All proponents are required to provide the following information with their proposals, and in the order that follows:

1. A corporate profile of their firm outlining its history, philosophy and target market.
2. Team Composition – a complete listing of all key personnel who will be assigned to this project.

3. A description of the consultants' understanding of the project goals and vision, and how these will be achieved.
4. A detailed proposal of what will be delivered by the proponent, including the expected outcomes and benefits to the Municipality.
5. Provision of a pricing methodology that includes the components outlined in Section 4 of the RFP complete with a time allotment for each identified task, and component pricing for each task, which shall form the basis for payments to the selected proponent.
6. A description of similar projects undertaken by the proponents.

Where two or more independent firms are cooperating in the submission of a proposal, the proposal shall be submitted in the name of one firm that shall be considered by the Municipality to be the prime contractor. Firms other than the prime contractor shall be identified in the proposal as subcontractors. The proposal must identify all subcontractors, their qualifications and their respective roles in the project. Negotiation during proposal evaluation, award and execution of the contract, and all contract payments shall be between the Municipality and the prime contractor.

All proposals will remain confidential to the extent permitted by law.

### **11. Working Agreement**

Proponents may include their standard terms of engagement in their proposal for consideration by the Municipality. If it appears to the Municipality that the agreement may not be executed by the selected proponent, the Municipality may at its sole discretion and without liability immediately terminate all further negotiations and attempts to finalize the agreement with the selected proponent and select another proponent.

The Municipality shall not be obligated in any manner to any proponent whatsoever until a written agreement has been duly executed relating to an approved proposal.

**This is not a tender call.**

### **12. Available Funds**

The budget for the work is a maximum of \$20,000.00 including all disbursements and taxes.

### **13. Evaluation Criteria**

Proposals shall be evaluated to determine the best value offered to the Municipality against conformance to the following criteria (though not necessarily in this order of priority):

- Understanding of project objectives/outcomes and vision
- Project Methodology - appropriate processes for tasks outlined
- Project Deliverables - clarity and quality of presentation
- Timelines
- Value for Money

- Team Composition
- Experience
- References
- Interview (if required)

Although not required at the time of submission of the proposal, the successful Proponent will be required to obtain a valid business license for the Municipality of Oak Bay and provide evidence of liability insurance in an amount acceptable to the Municipality.

Final selection will not necessarily be based solely on price, but will be based on how the proponent and its proposal can achieve the objectives of the work.

#### **14. Acceptance and Rejection of Proposals**

Notwithstanding any other provision in these proposal documents, any practice or custom in the industry, or the procedures and guidelines recommended for use on publicly funded projects, the Municipality, in its sole discretion, shall have the unfettered right to:

1. accept any Proposal;
2. reject any Proposal;
3. reject all Proposals;
4. accept a Proposal which is not the lowest Proposal;
5. reject a Proposal which is the only Proposal received by the Municipality;
6. accept all or any part of a Proposal: and
7. award all or a portion of the work to any Proponent.

Proposals which contain qualifying conditions or otherwise fail to conform with the requirements of the RFP may be disqualified or rejected. The Municipality may, however, in its sole discretion, reject or retain for its consideration Proposals which are non-conforming because they do not contain the content or form required by the RFP.

#### **15. Improper Influence**

No Proponent shall discuss or make any communications regarding the Proposal with any member of the Oak Bay Communities Initiatives Committee prior to an interview, if required, or to the award of the proposal.