

ProposalRequest



**CRD REGIONAL PLANNING
REQUEST FOR PROPOSAL**

**REGIONAL
PEDESTRIAN AND CYCLING MASTER PLAN**

**CAPITAL REGIONAL DISTRICT
PLANNING AND PROTECTIVE SERVICES DEPARTMENT
625 FISGARD STREET
PO BOX 1000
VICTORIA, BRITISH COLUMBIA
V8W 2S6**

MARCH 2, 2009

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CAPITAL REGIONAL DISTRICT

REGIONAL PLANNING REQUEST FOR PROPOSAL

REGIONAL PEDESTRIAN AND CYCLING MASTER PLAN

1.0 INTRODUCTION

1.1 Terminology

Throughout this Request for Proposal (RFP), the following terminology is used:

- a) "Proponent" means an individual or a company that submits, or intends to submit, a proposal in response to this RFP
- b) "Consultant" means the successful proponent to the RFP who enters into a written contract with the Capital Regional District
- c) "Regional Growth Strategy" or "RGS" refers to the Regional Growth Strategy adopted in 2003
- d) "TravelChoices" refers to the CRD's regional transportation strategy adopted in 2005
- e) TravelChoices Select Committee or "Select Committee" refers to the CRD's Select Committee that was established to address the implementation of the TravelChoices Strategy. Its work has concluded and is now dealt with through the Planning and Transportation Committee – a standing committee of the regional board.
- f) "must", "mandatory", "shall" or "required" means a requirement that must be met in substantially unaltered form in order for the proposal to receive consideration
- g) "should" or "desirable" means a requirement having a significant degree of importance to the objectives of the RFP
- h) "CRD" means the Capital Regional District
- i) "Capital Region" means the geographical boundaries of the CRD, inclusive of CRD municipalities and electoral areas.
- j) "GIS" means Geographic Information Systems
- k) "GPS" means Global Positioning System
- l) "Mode share" means the portion of trips assigned to each mode of transportation

2.0 PURPOSE

The Capital Regional District, herein referred to as the “CRD”, is seeking submissions from qualified consultants to undertake the development of a Pedestrian and Cycling Master Plan (PCMP) to provide the regional district and its member municipalities with direction for planning and investment decisions which support the greater use of walking and cycling.

The purpose of the Pedestrian and Cycling Master Plan is to identify the actions required to significantly enhance the mode share associated with walking and cycling throughout the Capital region. The development of a Regional Pedestrian and Cycling Master Plan is part of a broad range of regional initiatives aimed at addressing the personal, social and environmental costs of automobile dependency, and more recently to meet the challenge of greenhouse gas emissions and climate change. The Pedestrian and Cycling Master Plan follows directly from the CRD’s Regional Growth Strategy objectives to promote the development of a balanced and sustainable transportation system, and from the policies and targets of the Travel Choices Strategy to significantly increase the number and share of trips by non-automobile modes.

The PCMP project will undertake a comprehensive review of the existing cycling and pedestrian facilities in the region, make recommendations for bridging the gaps in the network and improving the overall interconnectivity of the municipalities via the establishment of policies, design guidelines and programming that can be implemented collectively by the member municipalities.

3.0 BACKGROUND

The CRD, like other metropolitan planning organizations in North America, has been challenged to address the sprawl and automobile dependency resulting from unplanned development. The RGS is the CRD’s strategic plan which provides sustainable growth guidelines. One of the key RGS initiatives is the *Travel Choices Strategy* (approved in 2005) which aims to achieve reasonable and affordable travel choices by way of a balanced transportation system that supports non-automobile modes such as walking and cycling. In addition to containing targets aimed at significantly increasing the proportion and number of residents using sustainable means of travel, the *Travel Choices* document has specific pedestrian and bicycle sub-strategies.

The key pedestrian objectives of the *Travel Choices Strategy* are:

- A continuous network of pedestrian routes within core municipalities, regional centres and transit nodes;
- Safer crossings at major roadways;
- Enhanced facility design;
- Other initiatives to improve pedestrian safety and encourage walking.

The key cycling objectives of the *Travel Choices Strategy* are:

- A continuous network of bicycle routes throughout the region;
- Accommodation of cycling on all new or rebuilt facilities within a priority network, and retrofitting of facilities on a prioritized basis;
- Safer crossings at major roadways;
- More secure bicycle parking and additional integration with public transit.
- Initiatives such as consistent design practices, promotional programs like *Bike-to-Work-Week* and proficiency programs.

In 2007 the *CRD Select Committee for Travel Choices Implementation* established a Sub-Committee to give strategic direction for expanding the number of people walking and cycling in the region.

The Sub-Committee's final report *A Pedestrian and Cycling Plan for the CRD – Scope and Strategic Direction* provides a foundation for a regional master plan with recommendations for further action regarding existing infrastructure, education and awareness programs, governance, land use, funding and monitoring. The document can be viewed at: www.crd.bc.ca/reports/travelchoicessselectc /2008 /04april /2apr2008newpedcycvd2/2Apr2008-NewPedCyc_VD2.pdf).

3.1 Regional Challenges

The CRD is responsible for the management of the region's two significant off-road trails - the Galloping Goose and the Lochside Trail. However, the CRD does not have any jurisdiction over any of the roadways in the region. Responsibility for most roads falls to the local municipality, while highways, and a few key arterials, fall under provincial jurisdiction.

Although several of the member municipalities have successfully developed pedestrian and/or cycling plans that extend to their municipal boundaries, it has become clear that there is a need to address cycling, and to some extent walking, from a regional perspective. 80% of CRD residents must travel from their home to another municipality for goods, services or employment.

One of the key challenges facing this project at the outset, is establishing an agreed upon definition of what constitutes a 'regional' cycling network versus a local cycling network. The original *Travel Choices Strategy working paper on cycling* (www.crd.bc.ca/regionalplanning/transportation/travelchoicespapers.htm) developed a foundational Cycling Network, which was updated in 2007 to include known improvements (a copy can be viewed online at: <http://www.crd.bc.ca/reports/regionalplanning /generalreports /transportation /cycling /maps>). However, this network should be treated as a preliminary network, as some of the recommended routes and classifications have not been critically reviewed or ground-truthed.

An even more difficult challenge relates to determining what areas of pedestrian planning can reasonably be viewed as being of *regional* interest. *The Travel Choices Strategy pedestrian working paper* (located in the same section as the cycling strategy, noted above) addresses this issue by stating that the responsibility for achieving a walkable community lies primarily with the municipality. That said, the report goes on to say that key components for a pedestrian strategy should include:

- implementing a continuous network of pedestrian routes within core municipalities, regional centres and transit nodes;
- improving safety at key intersections and other locations where significant numbers of pedestrians cross major roads or would want to cross major roads;
- enhanced and consistent design of pedestrian facilities;
- Other initiatives to support and encourage walking.

The consultant may wish to expand what elements should be included in a regional pedestrian network.

Although there is interest in and appreciation for, a regional approach to pedestrian and cycling planning among member municipalities, there remains the challenge of developing a mutually agreeable implementation plan and various decision-making processes and protocols. A regional *PCMP* will strive to define clear and consistent criteria, designs, standards, and protocols and achieve agreement on priority projects for the region. At the same time, however, the plan must strive to accommodate context sensitive solutions to local network issues.

4.0 TERMS OF REFERENCE

4.1 Project Goal

The goal of the development of regional *PCMP* for the CRD is to develop a comprehensive and integrated series of recommendations and guidelines, which when implemented by the various municipalities, will enhance the safety and convenience of walking and cycling, thereby encourage more people to take more trips by these modes.

4.2 Phased Approach to Fee Structure

The creation of a regional *PCMP* will be undertaken over three (3) stages. The first stage has been described in detail in this document; however the subsequent stages remain conceptual. The intention behind this incremental approach is to maximize flexibility and responsiveness in the workplan, allowing the best approach to be revealed, once the project is launched and underway.

Proponents are asked to provide a detailed budget for the first stage, but to submit, as part of their proposal, a higher level conceptual budget for the 2nd and 3rd stages. The CRD is not obliged to negotiate a contract with the winning proponent, beyond Stage 1, although it is certainly the intention to do so.

4.3 Scope of Work

The proposed workplan, developed for the purposes of this RFP, is offered as a skeleton framework, from which a more detailed workplan will be developed over the course of the project. Proponents are welcome to make suggestions to amend the workplan in their proposal offering based upon their experience and understanding of the project objectives.

The management structure for this project will consist of a Project Steering Committee, made up of CRD staff. The consultant will work directly with this committee but will also have the benefit of a Technical Advisory Committee (TAC) made up of municipal planning, engineering staff, cycling and pedestrian advocates and resident stakeholders.

4.3.1 Stage One: Completing the Groundwork

- a.) **Background Information & Confirmation of Work Steps:** The first stage of this project involves the formalization of a workplan, in cooperation with the Project Steering Committee and the TAC. CRD Regional Planning will provide the consultants with background information on the TravelChoices Strategy and related project documentation.
- b.) **Initial Network Mapping:** Much of the existing cycling network base-mapping will be completed in house by Regional Planning using a combination of GPS technology, aerial photography and GIS mapping. We will require guidance from the consultant as to what elements should be mapped (e.g. washrooms, benches, bus shelters, curb-cuts, different types of bike signage and way-finding, roadway markings, bike lanes, pinch points, gravel paths etc.).
- c.) **Municipal Inventory:** Preparing a comprehensive inventory of each municipality's existing contribution to pedestrian and bike planning (from actual plans in place to OCP policies, zoning bylaws (bike parking etc.) budgets, capital projects, and any other plans, policies or programs.

- d.) **Regional Roles and Responsibilities:** Identifying the appropriate roles and responsibilities for the regional district in cycling and pedestrian.
- e.) **Project Vision Statement:** Drafting an initial "Vision Statement", "Goals & Objectives" for the plan. (They will be scrutinized, crafted and revised by committee members and the community over the ensuing engagement processes.)
- f.) **Best Practices Review:** CRD Regional Planning staff has assembled a collection of best practices from around the world that show innovation in pedestrian and bike planning. The consultant will be asked to review this compendium, make additions if appropriate, and distill the documentation into a concise working paper that highlights the specific elements, in the consultant's opinion, that should be of interest to the region.
- g.) **Work Plan & Engagement Strategy:** The final task for the consultant in this stage of the project is to work with the Steering Committee and the TAC to achieve consensus on the draft vision, goals, objectives that will form the foundation of the plan, as well as establishing the working language for the plan, such as agreed upon definitions, criteria etc. Secondly, the consultant will work with the project manager and TAC to revise and finalize a workplan for the remainder of the project. It is anticipated that the information gathered from the background material, combined with TAC's guidance, will have an influence on how the project should best proceed. A key component to the workplan will be the engagement strategy. See Section 4.4 for a discussion on consultation.

4.3.2 Stage Two: Network and Policy Development

- a.) **Undertake Comprehensive Gap Analysis:** Based on information from the previous phase, and information obtained through this work phase; identify gaps in service, network connectivity, facility provision, and signage.
- b.) **Confirm Regional Cycling Network:** Identify and evaluate regional cycling candidate routes based on criteria, municipal input and public engagement. This step should build on the work from the previous phase.
- c.) **Confirm Regional Pedestrian Network/Nodes:** Identify and evaluate regional pedestrian routes/areas based on criteria, municipal input and public engagement.

4.3.2.1 Considerations for Policy Development

- **Regional Route Consistency:** Develop policies and approaches aimed at achieving an appropriate level of consistency along regional cycling routes and pedestrian corridors. The consultants should consider:
 - Signage design standards for network identification and crossings
 - Pavement markings for bikes and pedestrians
 - Signage and facility standards for bike parking
- **Personal Safety and Security:** Develop policies and approaches aimed at improving personal safety and security for cyclists, pedestrians and other road users. The consultants should consider:

- Measures and standards for the safe interaction and circulation of pedestrians, cyclists and vehicles on the region's transportation routes
 - Advice on the appropriate location and standards for traffic calming approaches to enhance pedestrian and cyclist safety.
- **Mode Integration:** Develop policies and approaches aimed at achieving an appropriate level of integration along regional cycling routes and pedestrian corridors. The consultants should consider, at a minimum:
 - Connections to major transit exchanges and stations
 - Pedestrian circulation improvements at transit exchanges and stations
 - Policy direction to ensure the integration of cycling and pedestrian facilities in the existing built environment and new infrastructure projects
- **Urban Design & Land Use:** Develop policies and approaches aimed at achieving pedestrian and cycling supportive land uses. The consultants should consider, at a minimum:
 - Pedestrian and cycling supportive site design
 - Pedestrian and cycling supportive zoning provisions
 - Parking management provisions
 - Advice for RGS policies development – to enhance the commitment to cycling and pedestrian modes
- **Education, Awareness and Engagement:** Develop policies and approaches aimed at enhancing public education, awareness and engagement with respect to cycling and pedestrian modes, routes, and safety.
- **Regional Roles and Responsibilities:** All of the considerations listed above will have implications for individual municipalities and for the Regional District. The consultant should be prepared to make recommendations as to which roles and activities are best suited to the CRD, and which actions can be undertaken at the local government level.

4.3.3 Stage Three: Finalize Plan

a.) **Implementation Plan.** Develop an implementation plan that includes, but is not limited to, the following elements:

- i. Cost estimates (order of magnitude extrapolated from 'per unit' costs for various facilities {eg: line painting for bike lanes, curb cuts, sign posts etc});
- ii. Recommended cooperation and protocol agreements between and among municipalities as they implement elements of the plan;
- iii. Identification of funding opportunities – both for individual municipalities and regional applications;
- iv. Monitoring program and targets (on a scale from modest to ambitious).

b.) **Final Report.** The final plan with all its components should be presented to the TAC committee, and any other groups the committee feels would be helpful. Expectations regarding the final product are described in the following section under 4.4.2.

4.4 Public Engagement Strategy

The following elements should be considered when developing an engagement process for this project:

- a.) **Innovative outreach.** An innovative approach to consultation will be required to generate a response from a wide variety of interests. The materials and outreach developed should be created with a view to future implementation. That is, we wish to use this opportunity to not only garner feedback on the plan, but to generate interest, enthusiasm and ownership for the initiative by dovetailing elements of education and promotion of cycling and walking.

At a minimum, the engagement process should be mindful of the regional scope of this ensuring people from the western communities, the peninsula, rural and urban areas, are consulted.

- b.) **Communications.** The proponent is not expected to have expertise in communications or branding, therefore a communications firm will be contracted at this point to assist with the consultation. Although not required, the proponent may suggest a team with whom it has worked on other projects. The tasks associated with this phase include the development of interesting and eye-catching materials, and to help with the initial 'branding' of active transportation in the region.
- c.) **Feedback Mechanisms.** The consultant will be asked to assist in developing ways to garner written and verbal feedback from stakeholders. We wish to elicit responses from a wide cross section of people, making it easy and enjoyable for people to provide feedback on the proposed plan and to direct the project to priority areas.

4.5 Anticipated Deliverables

4.5.1 Stage One: Report

Produce an interim report upon completion of the first stage. The report should contain the following:

- a.) Background report containing a rationale for the development of a regional *PCMP*, an inventory of existing facilities, programs and policies which currently support bike and pedestrian travel in each municipality and are;
- b.) Draft of a vision statement, goals and objectives for the plan;
- c.) Identification of all perceived barriers and opportunities;
- d.) A synopsis of all discussions with various stakeholders;
- e.) A distillation of best practices in bike and pedestrian planning.

4.5.2 Deliverables for Stages Two and Three.

Although the precise deliverables for these stages will ultimately be determined upon completion of Stage 1, the anticipated deliverables, for the purposes of providing scope for this RFP include:

- a) **Network Maps.** Pedestrian and Cycling network maps for the region and for each municipality and Area must be developed. Each map should have as layers, the existing classifications (exclusive bike/ped trail, marked bike lane, paved shoulder, shared roadway, shared sidewalk) as well as the proposed classifications. Creation of these maps will be a joint effort between the CRD and the consultant as the CRD will be providing the base layers with the existing conditions. However the consultant should have the capacity to build on this GIS base plan and to generate the final maps. The precise software is ARC Map 9.3, ESRI products. If the consultant does not have compatible software, alternative arrangements can be made by engaging the CRD's GIS department for the duration of the project.

- b) **Long Report.** A comprehensive document should be developed, complete with any working papers that are developed over the course of the project, design guideline documents etc.† All background research and resource lists and any applicable database in original software format (unless otherwise mutually agreed), analyses, etc. should be included as appendices. †
- The CRD will take responsibility for the layout, graphic design and printing of the final documents.
- c) **Short Report.** A refined version of the long report should be developed. Such a report would provide greater utility than an executive summary, but would be concise, downloadable and ultimately user-friendly for the general public, community leaders and active transportation advocates.
- d) **PowerPoint Presentation.** The final “Short Report” should be converted to a PPT presentation that can be used for media releases, web-posts and for TAC committee members to report back to their respective council and staff.

Notes

† All reports should be submitted in formatted hard copies as well as in editable electronic form (not PDF) Spreadsheets shall be in MS Excel format.

† Any paper or electronic materials that have been loaned to the consultant by the CRD must be returned. Note: the consultant is required to comply with all licensing agreements that the CRD is party to for the use of maps, models, software, or other data.

5.0 PROJECT SCHEDULE

The work to be undertaken by the successful proponent will commence immediately upon the awarding of this contract.

The anticipated date of completion for work in Stage One is **October/November, 2009.**

The anticipated date of completion for work in Stage Two & Three is tentatively set for **May/June, 2010.**

A project schedule, by stage and task, must be provided as an element of the submitted proposals. The consultant is expected to provide updates on the status of the project to the CRD when requested.

6.0 PROPOSAL SUBMISSION & PROJECT MANAGEMENT

6.1 Proponent Responsibilities

The consultant is expected to carry out all necessary project management to ensure the completion of project tasks, required project communication and the successful provision of project deliverables within the project timeframe as identified in this RFP. In particular, the consultant is responsible for maintaining project costs within the negotiated contract budget. Finally, the consultant, working in cooperation with the CRD project steering committee, is responsible for maintaining creative control and overall project momentum and acceptable quality standards for all work produced.

If more than one company is involved in this submission, proponents must name the company that would be the prime consultant and those that would be the sub-consultant(s). The prime consultant must be responsible for overall project coordination and management and for ensuring that all sub-consultants abide by the terms of reference and the requirements of the project.

Prospective proponents are solely responsible for their own expenses in preparing a proposal and subsequent negotiation, if any.

6.2 Proposal Submission

6.2.1 Registration of Intention to Submit a Proposal

All proponents are requested to register their intention to submit a proposal to ensure every proponent receives any and all addendums that may be produced or information updates. The registration form is included as **Attachment A**. Registration deadline is **March 17th, 4:00pm**. Proponents may fax a completed Attachment A document to **(250) 360-3159** or email the equivalent information to shallatt@crd.bc.ca

6.2.2 Closing Date and Required Copies

This RFP has the following timeframe:

- Deadline for Submission of Proposals – **4:00 pm, Tuesday, March 31, 2009**
- Selection of winning proposal and Award of Contract – **On or before April 15, 2009**

Two complete hard copies (one bound, one unbound) and a digital PDF copy of the proposal are preferred. Email submissions will be accepted (see section 6.2.6)

6.2.3 Address for Proposal Submissions

RFP: Pedestrian and Cycling Masterplan

Capital Regional District
Planning and Protective Services
Regional Planning Department
Attention: Tracy K Corbett
PO Box 1000
Victoria, BC V8W 2S6

(Use 625 Fisgard Street, Victoria, BC V8W 1R7 if by courier)

6.2.4 Inquiries

Direct all inquiries related to this RFP to the project manager or alternate project manager. Inquiries and responses may be recorded and distributed to all proponents at the CRD's discretion.

CRD Project Manager

Tracy K. Corbett, Senior Manager, Regional Planning
Telephone: (250) 360-3244
Fax: (250) 360-3159
E-mail: tcorbett@crd.bc.ca

Alternate Project Manager

Sue Hallatt, Regional Planner

Telephone: (250) 360-3156
E-mail: shallatt@crd.bc.ca

6.2.5 Acceptance of Proposals

The CRD reserves the right to modify the terms of the RFP at any time at its sole discretion.

This RFP should not be construed as a contract to purchase goods or services. Proposals will be assessed by a review panel and the successful consultant will be selected based on the specific expertise qualifications and capability of the project team to complete the project on time and within budget. The CRD is not bound to accept the lowest priced or any proposal of those submitted.

6.2.6 Acceptable Submission Formats

Proposals may be submitted via email in either a 'Microsoft Word' document or Adobe Acrobat PDF file, preferably using the most recent software version, to Tracy Corbett, at tcorbett@crd.bc.ca. Emailed proposals must be received as per the identified closing date and time. It is the sole responsibility of the Proponent to confirm with the CRD contact person that the proposal has been received. The CRD does not accept any liability of any claim, demand, or other action should an email submission not be received or for any other reason. Proposals will *not be* accepted by FAX.

Proposals must be in the general format as detailed in scope of work. Additional material, including written material, maps, diagrams, or GANTT charts may be submitted. If submitted, the material must accompany each copy of the proposal and be clearly identified as forming part of the proposal.

6.2.7 Proposal Format

The following format for proposals should be used to provide consistency in proponent response and to ensure that each proposal receives full consideration.

The **proposal** shall contain the following components:

- a) An outline of the approach, strategy, methods of review, proposed activities, level of effort, project control and overall project plan. The proposal must clearly indicate the proponents understanding of the project objectives and outcomes, the timelines, milestones and deliverables.
- b) A work schedule indicating how project milestones and overall timeline will be met.
- c) An outline of the firm's/project teams qualifications for the project. Summarize the qualifications of key staff, projects of a similar nature completed by the consultant with relevant contact information, their individual roles, activities and responsibilities (detailed resumes can be included in an appendix). If sub-consultants are being used, include the same information for each of them.
- d) A cost proposal including: an hourly fee structure for each team member, all disbursements and travel costs, a budget allocation for each project component and the overall project.
- e) Any additional relevant information.

6.3 Budget

6.3.1 Budget Allocation

A budget range of **\$20,000 – \$30,000 (CDN)** is allocated for Stage One of this project, including all fees, expenses and disbursements. The proponent's budget allocation for Stage I of the project will be considered a contract; however, the proponent is expected to only estimate the budget for subsequent stages, as they are subject to possible workplan and scope change. If the work outlined in the Terms of Reference cannot be completed within the available budget, the proponent may suggest options for changing the scope of the work. Subsequent to the submission of proposals, interviews may be conducted with some of the proponents, but there will be no obligation to receive further information, whether written or oral, from any proponent.

6.4 Available Resources

The CRD has bike count data from 2005, 2006 and 2007 from two different sources which can be provided to the Consultant:

- Counts at high bike volume locations done in the Summer of 2006
- Occupancy and classification counts done the Fall of 2005 and the Fall of 2007 from various locations in the CRD and done as part of the CRD count program.

The CRD will also provide the consultant with the following data sets subject to the final contract and/or a licensing agreement:

- The most up to date street centreline network for the CRD in ESRI ArcMap format
- A map layer showing the current cycling network in ESRI ArcMap format
- Orthophotos done in 2007 which cover the entire CRD
- Any other map layers of CRD features that the Consultant requires for the Project
- The 2006 Origin/Destination household travel survey
- CRD demographic data based the 2006 Census of Canada.
- CRD employer survey which has the number of employees by sector and geocoded.
- Statistics Canada 2006 Census of Canada Journey to Work data

The CRD will also provide past CRD and municipal pedestrian and cycling reports and analyses, upon request.

7.0 PROPOSAL EVALUATION CRITERIA AND EVALUATION PROCEDURES

7.1 Mandatory Requirements

This Request for Proposal contains mandatory requirements. Any proposal that does not meet the mandatory requirements will be rejected without further consideration:

- Submissions must be received before the closing time and date as stated in Section 6.2.2;
- Submissions must include proposed methodology, project management, delivery and schedule, relevant experience and the contractor's price proposal;
- The proposal should clearly show the complete company name and key contact information, including name, telephone number, fax number and email address;
- The proposal should include a statement of previous experience, which will include experience in the completion of similar projects, at least three and no more than 10 other organizations to which the company and/or team members have provided similar services, and two references (name, position, organization, telephone and email address);

- The proposal shall identify any other person or contracted service to be assigned to this project, include any affiliates or sub-consultant(s) and a statement of their responsibilities, experience and expected involvement;
- The proposal must include a price breakdown including hourly/daily rates, direct expenses, and sub-contracts (if applicable), travel costs, and a cost proposal detailing costs to complete each stage of the project;
- The proposal must include a detailed project work schedule.

7.2 Evaluation Criteria and Process

Proponents must demonstrate in their proposal that they have a clear understanding of this Request for Proposal. Proponents need to indicate how they will fulfill the requirements of the Request for Proposals. Proposals will be evaluated on the following:

- Demonstrated understanding of the project, the CRD and the *Travel Choices Strategy and Implementation*
- Project team expertise and relevancy of firm experience including:
 - regional transportation planning and policy
 - traffic and transportation engineering
 - bicycle and pedestrian facility planning and engineering
 - public process and facilitation
 - urban and rural planning
- Proposed methodology (particularly compatibility with our transportation (TransCAD) and land use (CommunityViz) models)
- Scheduling
- Clarity and presentation
- Project management & project team
- Product delivery and schedule
- Contractor's price proposal

Each proponent will be informed of the results of the evaluation once a decision has been made. The successful proposal will be used to negotiate a final contract, and may become an integral part of that contract. The CRD reserves the right to require additional terms and conditions in any final contract to be negotiated with the successful proponent.

The CRD is looking for a proposal offering the best overall product. The lowest cost submission or any proposal may not necessarily be accepted.

7.3 Negotiation

If the final contract cannot be negotiated with any given proponent, the CRD may terminate negotiations with the proponent and negotiate a final contract with another proponent.

7.4 Terms and Conditions

The CRD reserves the right:

- To conduct post-selection meetings in order to correct, change or adapt proposals to the needs of the CRD;
- To reject any or all proposals, or any parts thereof;
- To accept the proposal that is in the best interest of the CRD;
- To negotiate the terms of any proposal;
- To select a proponent based on a combination of relevant experience, expertise, cost, schedule, and completeness and clarity of submission.

7.5 Conflict of Interest

The Proposal will not be evaluated if the Proponent's current or past corporate or other interests may, in the CRD's opinion, give rise to a conflict of interest in connection with this or other projects.

Proponents must make a declaration if any of its officers, directors, employees or subcontractors, has any financial or personal relationship or affiliation with any elected official or employee of the CRD or their immediate families. The CRD reserves the sole and unfettered discretion to determine if the proponent's proposal might in any way be seen or perceived to create a conflict of interest.



REGISTRATION DOCUMENT

Intention to Submit a Proposal

All proponents are requested to register their intention to submit a proposal in response to the *Regional Pedestrian and Cycling Masterplan* RFP. The purpose of registration is to ensure every proponent receives any and all addendums that may be produced or information updates.

Registration deadline is March 17th, 4:00pm.

Please fax this document to **(250) 360-3159** or email equivalent information to **shallatt@crd.bc.ca**

Proponent Information:

Name of consulting firm: _____

Contact person:

Name: _____

Telephone: () _____

Email: _____

Date:
