

Request for Proposals

City of Quesnel

**ACTIVE TRANSPORTATION PLAN
UPDATE AND EXPANSION**

CLOSING DATE AND TIME:

December 16th, 2022 3:00 pm

Contact Person:

**Lindsay Blair
Senior Community Development Coordinator
lblair@quesnel.ca**

1. Purpose

The City of Quesnel invites proposals from experienced consultants (the Successful Proponent) to update and expand upon the City's Active Transportation Plan to include recommendations for improved connections with new and future developments, recommendations for increased accessibility and usage, and to provide shovel-ready projects for immediate implementation or grant funding.

The objective of this request for proposal is to provide the City with qualified proponents capable of carrying on the work herein defined. The subsequent proponent submissions will form the basis for evaluation and selection.

2. Background

The City, while being well known for our impressive Riverfront trail system (<https://www.quesnel.ca/arts-and-recreation/trails/city-trails>), is in need of a plan to improve active transportation connectivity across the City, from the need for new routes to improved safety on existing trail connections.

The proposed plan will be tasked with providing more choices for moving around Quesnel by addressing our community and infrastructure needs for cycling, walking and other modes of active transportation.

In 1997 a Bicycle Network Plan was completed that identified extensions from the existing trail system into the various neighbourhoods and commercial sectors that should be constructed. The plan does not provide the level of detail around trail design or best practices to meet the existing requirements for a shovel ready proposal for infrastructure grant proposals. Additionally it does not include a large area of the City which was incorporated after the plan was developed.

The Parks, Green Spaces and Outdoor Recreation Master Plan (2015) identified a number of trail improvements to be completed to improve active transportation in the city; however design plans for these improvements are still required.

In 2016 the City of Quesnel Active Transportation Plan (the Plan) was completed. The purpose of the Plan was to increase transportation choices within the city and provide an accessible, sustainable, and efficient transportation system in Quesnel for all modes and users. The Plan provides a list of infrastructure projects, actions and policies for walking and cycling over the next 20 years and beyond. The Plan also provides a detailed implementation plan with priorities for walking and cycling improvements. Many of the projects on the list have been completed. Quesnel is a growing and evolving city and many new developments have been created or are being planned for since the Plan in 2016. Additionally, active transportation is becoming increasingly more common with the top-quality mountain bike trail networks, the creation of the Quesnel Bike Park, and projects that are expanding the City as a hub for active transportation and outdoor adventure.

This project is funded by grant for \$50,000, which will update and expand upon the Plan to include new and future development, provide recommendations for future connections, to increase accessibility and use, and to provide shovel-ready projects for implementation or grant funding.

An additional \$50,000 was applied for to further expand upon the Active Transportation Plan; this funding is not yet approved but if approved (expected early 2023) will increase the scope of this project to include additional shovel-ready projects for immediate implementation or grant funding applications, and increase design detail and higher class cost estimates for select shovel-ready projects.

3. Submission Details

Email proposal, with subject line "Quesnel Active Transportation Plan Update," addressed to Lindsay Blair, Senior Community Development Coordinator, lblair@quesnel.ca

Or drop of a hard copy, care of Lindsay Blair, Senior Community Development Coordinator, to City Hall reception desk.

410 Kinchant Street, Quesnel BC, V2J 7J5

The City reserves the right to cancel this Request for Proposal for any reason without any further liability to any proponent or to waive irregularities at their own discretion.

Proposals may be withdrawn by written notice to Lindsay Blair, Senior Community Development Coordinator, lblair@quesnel.ca

Any interpretation of, additions to, deletions from, or any other corrections to the Proposal document, will be issued as written addenda by the City of Quesnel. It is the sole responsibility of the potential Bidders to check with the City of Quesnel's website, and/or BC Bid to ensure all information has been received prior to submitting a proposal.

4. Rights Reserved by the City:

The City is not liable for any costs incurred by interested parties in the preparation of their response to this request or interviews if held. Furthermore, the City shall not be responsible for any liabilities, cost, loss, or damage incurred, sustained, or suffered by any interested party, prior or subsequent to, or by reason of the acceptance or non-acceptance by the City of any response, or by reason of any delay in the acceptance of the response.

The City reserves the right to reject any or all proposals and to accept the proposal deemed most favorable in the interests of the City.

The City may, in its absolute discretion, reject a proposal submitted by the proponent, if the proponent, or any officer or director of the proponent is or has been engaged either directly or indirectly through another corporation in legal action against the City, its elected or appointed officers and employees in relation to any other Contract for works or services or any matter arising from the City's exercise of its powers, duties or functions.

The RFP process does not commit the City in any way to select a proponent, or award or negotiate any contract. The City reserves the right to cancel this project for any reason whatsoever without any future obligations.

The City may accept or waive a minor and inconsequential irregularity where practicable to do so. The City may, as a condition of acceptance of the Proposal, request a Proponent to correct a minor and inconsequential irregularity with no change in the Proposal.

The determination of what is or is not a minor and inconsequential irregularity, the determination of whether to accept, waive, or require correction of an irregularity, and the final determination of the validity, will be at the sole discretion of the City.

5. Inquiries

All inquiries should be made in writing, directed to: Lindsay Blair, Senior Community Development Coordinator, lblair@quesnel.ca

6. Negotiations

The award contract is subject to negotiations with the proponent that offers, in the City's opinion, the best value proposal. Such negotiations include, but are not limited to, the following:

- Changes or refinements in the service requirements or scope of work proposed by the Lead Proponent.
- Price – if directly related to a change or refinement in the proposed scope of work proposed by the Lead Proponent; and
- Specific contract details as deemed reasonable for negotiation by the City of Quesnel.

The successful proponent by its acceptance of a negotiated agreement and purchase order, agrees to indemnify and hold harmless the City, its elected officials, agents and employees, from and against all loss or expense that may be incurred by the City, its officials, officers, employees and agents as a result of bodily injury, including death sustained by any person or persons, or on account of damage to property including loss of use thereof arising out of or as a consequence of the performance of the work stipulated in the RFP and any negotiated agreement.

7. Project Description

Scope:

- The Active Transportation Plan will be for the entire City of Quesnel. See <https://www.quesnel.ca/our-community/about-quesnel/city-boundaries> . Or <https://quesnel.lightship.works/#/maps> and on the left menu, click on 'City of Quesnel Public Map' to turn on City boundary lines.
- This plan will build upon the 2016 Active Transportation Plan to include recent and future developments (commercial, schools, housing, highway upgrades, etc) and to provide select shovel-ready projects for immediate implementation or grant-application-ready projects.
- The plan will provide guidelines for the implementation, and evaluation of the City's active transportation infrastructure, guiding the future placement, design and construction of trails, increasing connections between and within neighbourhoods, commercial developments, existing active transportation routes, end of trip facility improvements or infrastructure, etc.
- Identify additional public and private sector funding to be used towards enhancing and implementing the active transportation network.
- Contain multiple forms of human-powered travel such as walking, cycling, as well as the use of mobility assisted devices.
- Public engagement to help inform plan creation.
- To include a project list, potential phasing opportunities, cost estimates, and initial design for projects highest on the priority list.
- Incorporate Crime Prevention Through Environmental Design (CPTED) principles.
- Note: If additional \$50,000 grant is approved, the successful proponent will be required to increase project scope to include additional shovel-ready projects, higher class cost estimates and more detailed design for high priority projects.

Deliverables:

- a. Identification and development of three shovel-ready infrastructure projects for capital dollars or grant funding to improve active transportation in the community. (Note: If additional grant funding is approved the number of projects will increase and more detailed design work and cost estimates will be provided for select projects).
- b. Development of updated and expanded active transportation network plan that includes:
 - i. Existing trail network linkages, expansion, enhancements and improvements.
 - ii. New trail development or construction options.
 - iii. Development of an implementation strategy.
 - iv. Inter and intra-neighbourhood and commercial zone connections.
 - v. Inter and Intra-municipal trail connections.

- vi. Connections to new and future developments.
- vii. End-of-trip facility improvements and infrastructure.
- viii. Recommendations to increase resident and tourist active transportation use.

Priorities:

1. Prepare document with recommendations to update Plan, including new and future developments, and identify shovel-ready projects. This will include public and Indigenous consultation.
2. Prepare design, cost estimates, permitting and other requirements for implementation for select shovel-ready projects.
3. Prepare more detailed design and higher class cost estimates for implementation on select identified projects.

8. Budget

The project budget (including submission of final reports, mapping, presenting the final report to City Council, and all other associated costs) should not exceed \$50,000.00. If the proposed fees exceed \$50,000.00 the proponent should clearly identify:

- a. What tasks can be completed for \$50,000.00.
- b. The cost of tasks which cannot be completed for \$50,000.00 and ramifications for not completing the tasks.
- c. Other options for completing project for \$50,000.00.

However, if the additional grant for \$50,000 is approved, proponent should clearly identify in their proposal:

- a. What additional tasks will be completed.
- b. The cost of extra tasks to be completed.
- c. Other value-added options or add-ons.

9. Proposal Format and Submission Requirements

All proponents, are required to submit the following in their proposal:

- a. Identify company name, lead contact, and key personnel that will work on this project.
- b. Identify roles assigned to personnel related to this project, and their background experience/qualifications.
- c. Describe related experience of the company. Provide examples of recent active transportation plans or project design.
- d. Detailed work plan, complete with main tasks and associated deliverables, milestones, timelines, and budget allotment corresponding with each task. (Work plan will form the basis for payment to the successful proponent).

- e. Include additional work plan, timeline, and budget allotment corresponding with each task for not-yet-approved \$50,000 grant funding.
- f. Specify the number of proposed meetings with City Staff.
- g. Statement that the project manager will be the primary contact person actively managing/overseeing the plan development throughout the duration of the project.
- h. Provide a minimum of two references.
- i. Proposals should not exceed twelve pages in length. Examples of work may be attached as additional pages.

10. Other Requirements

- a. Insurance
 - i. The proponent shall, at his own expense, provide and maintain to the Municipality until the completion of the contract the following insurance in a form acceptable to the Municipality with an insurer licensed in British Columbia:
 - 1. Commercial General Liability \$2,000,000.00
 - 2. Automobile Liability Insurance \$2,000,000.00
 - ii. The proponent shall be responsible for any deductibles or reimbursement clauses within the policy.
 - iii. The proponent shall be responsible to ensure that their insurance policy covers trail construction and maintenance.
- b. Business License
 - i. The successful proponent must possess a City of Quesnel business license and will be required to provide evidence of same at contract start.
- c. WorkSafeBC
 - i. The proponent must be registered and remain in good standing, throughout the terms of this contract with WorkSafeBC and will be required to provide evidence of same at contract start.

11. Proposal Evaluation

Proposals will be evaluated to determine the best value offered to the City against conformance to the following criteria:

10	Previous relevant experience of staff who will work on plan. Qualifications, availability and experience of team members
5	The extent to which the proposal demonstrates an understanding of the scope of the work required to complete the project
5	Clarity/presentation of proposal
20	Proposed work program and methodology(s)
20	Proposed costs and value-add components

20	Ability to meet the work program objectives and tasks and conform to the evaluation criteria
15	Ability to meet the project schedule
5	References

Interviews will be conducted if necessary.

12. Reference Documents

City of Quesnel Official Community Plan

https://www.quesnel.ca/sites/default/files/docs/business-services/quesnel_ocp2021_consolidated_final1.pdf

2016 City of Quesnel Active Transportation Plan

https://www.quesnel.ca/sites/default/files/uploads/reports/2016_quesnel_active_transportation_plan.pdf

2015 City of Quesnel Parks, Green Spaces and Outdoor Recreation Master Plan

https://www.quesnel.ca/sites/default/files/uploads/reports/2015_parks_and_green_spaces_and_outdoor_recreation_master_plan.pdf

13. Anticipated Schedule

November 16, 2022	RFP posted on BC Bid and City website
December 16, 2022	RFP closes
December 16 - 20, 2022	Proponents scored and interviewed if necessary
January 6, 2023	Successful proponent selected
July 30, 2024	Project complete