



Canada's Tournament Capital

City of Kamloops

**REQUEST FOR PROPOSAL - Pedestrian and Trails Master Plan
Update**

Reference No. P8-10

Issue Date: 2010 April 22

Closing Date: 2010 May 12

**CITY OF KAMLOOPS
REQUEST FOR PROPOSAL NO. P8-10
Pedestrian and Trails Master Plan Update**

1.0 SUMMARY OF REQUIREMENT

The City of Kamloops has identified the need to update and rewrite its Pedestrian Master Plan and create a Trails Master Plan. Although these two plans will be separate, they are to be undertaken simultaneously by the successful consultant since both plans will have similar stakeholders and interested parties. It is anticipated that these two documents will feed into an overarching document that will support the Sustainable Kamloops Plan.

Currently, the City of Kamloops is undertaking an update and rewrite of the Bicycle Master Plan. The methodology of the new Bicycle Master Plan can be replicated in the update of the Pedestrian and Trails Master Plans. Specifically, a revised evaluation framework will be the recommended method of prioritizing proposed projects in each plan.

Interested consultants are invited to submit proposals addressing the scope of work outlined herein. The project target completion date is 2010 November 30.

1.1 Time Frame

To be eligible, completed proposals must be submitted to:

City of Kamloops
Public Works Centre
Attention: Purchasing Division
955 Concordia Way
Kamloops BC V2C 6V3

and received by 2:00 pm Pacific Standard Time on 2010 May 12.

2.0 GENERAL INFORMATION AND INSTRUCTIONS TO BIDDERS

Proposals, rather than tenders, have been requested in order to afford the proponents a more flexible opportunity to employ their expertise and innovation and thereby satisfy the City's needs in a more cost-effective manner. Proposals should be based on these instructions and the attached project requirements.

2.1 Errors, Omissions, Clarifications

All questions and requests for clarification relating to the Request for Proposal process and/or identification of any errors or omissions in the Request for Proposal documents shall be directed to Mr. Joe Dickenson, Buyer, (250) 828-3504, or in writing via fax (250) 828-3390, or via email to jdickenson@kamloops.ca.

All requests for technical information or to clarify specifications shall be addressed to;

Pedestrian Plan: Mr Christopher Darwent, Transportation Engineer, via email cdarwent@kamloops.ca

Trails Plan: Mr Mike Doll, Parks Planning Supervisor, via email mdoll@kamloops.ca

2.2 Good Business Clause

Contractors, consultants, and suppliers wishing to do business with the City of Kamloops agree to resolve any differences through the City of Kamloops dispute resolution procedure. Contractors, consultants, and suppliers who choose to use a public forum to air any differences run the risk of being removed from the preferred vendor list and may be prevented from doing future business with the City of Kamloops.

2.3 Proposal Submissions

Two signed and sealed copies of each proposal shall be submitted. Each copy shall be complete and unabridged and shall not refer to any of the other copies for additional information, clarification, or details. Sealed proposals clearly marked with the proposal number and project title shall be delivered to the reception counter, at the Central Maintenance Yard office, Attention: Purchasing Division, 955 Concordia Way, Kamloops, BC, V2C 6V3 until 2:00 pm Pacific Standard Time on the closing date.

The City of Kamloops will not be held liable for any costs incurred in the preparation of this proposal.

The City of Kamloops requests you do not include with your submission 3-ring binders, excess brochures, packaging and other items not specifically requested that could potentially impact our environment.

2.4 Proposal Contents

All proposals shall provide all detailed information as requested in the RFP document. Failure to be fully responsive in accordance with the RFP request for all detailed information may result in rejection of a proposal without further consideration by the City of Kamloops.

2.5 Late Proposals

Late proposals will not be accepted and will be returned to the proponent.

2.6 Signed Proposals

The proposal must be signed by a person authorized to sign on behalf of the contractor binding the contractor to statements made in response to this Request for Proposal.

2.7 Proposal Validity

Proposals will be open for acceptance for at least 90 days after closing date.

2.8 Firm Pricing

Prices will be firm for the entire contract unless the Request for Proposal specifically states otherwise.

2.9 Irrevocability of Proposals

By submission of a clear and detailed written notice, the contractor may amend or withdraw its proposal prior to closing date and time. Upon closing time, all proposals become irrevocable. By submission of a proposal, the contractor agrees that should the proposal be successful, the contractor will enter into a contract with the City.

2.10 Freedom of Information and Protection of Privacy Act

The City is subject to the provisions of the *Freedom of Information and Protection of Privacy Act*. As a result, while the Act offers some protection for third party business interests, the City cannot guarantee that any information provided to the City can be held in confidence.

2.11 Term of Contract

The project target completion date is 2010 November 30.

3.0 **PROPOSAL EVALUATION AND SELECTION PROCESS**

3.1 Proposal Opening

All proposals will be opened in public at 2:01 pm Pacific Standard Time by the Purchasing Division, 955 Concordia Way, Kamloops, BC, on the same day as the deadline for RFP responses.

3.2 Proposal Evaluation

All proposals will be initially evaluated by a staff Evaluation Committee to assess the qualifications and capabilities of bidders to meet the minimum standards specified in the RFP.

Throughout the evaluation process, the City, at its sole discretion, may request additional written clarifications and/or supplemental information from selected bidders as part of the initial evaluation process.

3.3 Non-compliance with RFP Requirements

Unless explicitly stated in the proposal, all proposals shall be assumed by the City to be in full compliance with the RFP requirements without exception.

All items in the proposal that are not in full compliance, or that vary from the specific RFP requirements, shall be clearly identified in the proposal as non-compliant and/or variances, and shall include specific reference to the precise nature of the variances of non-compliance. Non-compliance or variation from the specific RFP requirements will not necessarily result in rejection of a proposal. The acceptance or rejection of all non-compliant items and/or variances to the RFP requirements shall be at the sole discretion of the City without any obligation by the City to either request clarification or enter into detailed discussions or negotiations with the bidder(s).

- 3.4 The lowest or any proposal not necessarily accepted. The City of Kamloops reserves the right to accept any proposal in whole or in part unless otherwise stipulated.

4.0 **CONTRACT AWARD/RIGHT TO TERMINATE**

- 4.1 The acceptance of the Owner of proposals submitted by the proponents under the Request for Proposals is an invitation by the Owner to proponents to enter into negotiations for a contract and evinces the Owner's intention to consider proposals and, if it wishes in its sole discretion, to enter into negotiations with one or more of the proponents.
- 4.2 The Owner reserves the right to negotiate with the respective proponents any portion of any proposal received by the Owner.
- 4.3 The Owner, in its absolute and sole discretion, and according to its own judgment of its best interest, having regard for the greatest value that can be obtained on overall quality, service, and price, reserves the full right to reject any or all proposals or alternative proposals for any reason whatsoever and continue negotiations with one or more of the other proponents.
- 4.4 The Owner shall not be liable under any circumstances for a proponent's cost in preparing a proposal.
- 4.5 The Owner retains a separate right to waive irregularities of a minor or technical nature. This right does not in any way waive the requirement of the proponents to submit a proposal in proper form as required by the proposal documents.
- 4.6 If the Owner at its absolute and sole discretion determines that it wishes to enter into a written contract or agreement with a proponent, the Owner will notify the successful proponent, in writing, by way of a notice of acceptance.
- 4.7 In the event that a single proposal is received, the Owner may open the proposal without further notice to any party.
- 4.8 The owner reserves the right to reject any proposals from a proponent that is, or whose principals or partners are, at the time of closing of proposals, engaged in litigation against the Owner.
- 4.9 Notice of award will be posted on the City's website, www.kamloops.ca/purchasing.

4.10 The City of Kamloops reserves the right to terminate this contract at its sole and absolute discretion upon 30 days written notice, and the service provider will have no rights or claims against the City.

5.0 ENVIRONMENTAL CONSIDERATIONS

The City of Kamloops will consider offers on products, projects and services that are Environmentally Preferred.

The City recognizes that procurement decisions by its employees can make a difference in pursuit of improving environmental performance and as such support the purchase of products, projects, and services that will minimize the negative impact on the environment when they are practical and can be obtained at a reasonable cost.

Definitions:

Environmentally Preferred products, projects, and services are those that have a lesser impact on human health and the environment when compared with competing products, projects, and services. This comparison may consider raw materials acquisition (materials that are abundant in nature, natural and biodegradable, organically grown, fast growing, and sustainably harvested), production and manufacturing (energy efficient, the use of renewable energy or efficiently used materials), packaging, distribution, re-use (from recycled content or a recyclable material), operation, maintenance and disposal options for the product, project, or service. Environmentally preferred products, projects, and services will have third party certification acceptable to the City of Kamloops.

Practical means the products, projects, and services can perform the intended function as well as the products, projects, or services made from virgin materials and the cost of the Environmentally Preferred products, projects, and service reasonably approximates the cost of the products, projects, and services made from virgin products. Reasonable cost may require a Life Cycle Cost Analysis of the product, project, or service.

6.0 SCOPE OF WORK

The scope of work for both the Pedestrian Master Plan and the Trails Master Plan are outlined below. Although separate documents are to be prepared for each plan, the consultant will identify any linkages between the two plans. Furthermore, linkages to other City initiatives, including the new draft Bicycle Master Plan, will also be identified.

Since the two plans will be created simultaneously, the consultant should consider efficiencies that are a result of this process. For example, any open houses or other meetings could be conducted for both plans at the same venue.

6.1 Pedestrian Master Plan

The City's current Pedestrian Master Plan was finalized in 2002 as part of an ICBC initiative utilizing geographical information systems and traffic safety data to build facilities to improve the safety of pedestrians throughout Kamloops. The plan was used to prioritize implementation strategies of pedestrian funding each year. Since 2002, the Pedestrian Master Plan has grown out of date and is

found to be a difficult document to interpret. As such, an update and rewrite is required.

New links and options for pedestrian facilities and trails have been identified by the City in recent documents such as the Aberdeen Community Plan, the North Shore Neighbourhood Plan and by City staff. The new options need to be evaluated and previous options re-evaluated to be integrated into the new Pedestrian Master Plan. The document will provide direction for the pedestrian upgrade capital program.

The scope of work for this assignment will include, but not necessarily be limited to the following tasks:

i. Meet with City staff to review and confirm the scope of work;

After this project is awarded, the successful proponent will be expected to meet with City staff to review and confirm the scope of work. At this time, the responsibilities of the City staff and of the successful proponent will be confirmed.

ii. Provide monthly status reports;

On a monthly basis the successful proponent is expected to provide project status reports. These status reports will include a budget update.

iii. Review data and other resources made available to the successful proponent and identify if any further data is required;

Section 6.3 of this RFP outlines the data and other resources which will be made available for this project. The successful proponent is expected to identify any further data required for this project. Collection of any additional data as required by this project is the responsibility of the successful proponent; however, before proceeding with any additional data collection, the successful proponent is expected to confirm the scope with the City.

iv. Work with City staff to receive feedback on the public desires for improvements to the pedestrian network through stakeholder meetings, open houses, and questionnaires;

Receiving information from the public will be a vital step to updating the Pedestrian Master Plan. Proponents are invited to suggest how many stakeholder meetings, open houses, and surveys they believe are necessary to complete this project; however, all submissions should include an estimate for the following:

- a) Stakeholder meetings - material preparation and attendance for eight stakeholder meetings;
- b) Open houses - material preparation and attendance for three open houses; and
- c) Questionnaires - creation of two questionnaires (in consultation with City staff).

v. **Identify upgrades to the pedestrian network from stakeholder meetings, public engagement, input from City staff, and other guiding documents;**

vi. **Create an evaluation framework similar to the Bicycle Master Plan evaluation framework;**

To help prioritize potential projects, the successful proponent will create an evaluation framework. The parameters for an evaluation framework for the Pedestrian Master Plan could include, but are not limited to, roadway classification, safety, type of user, proximity to schools, proximity to transit, potential to combine with cycling facilities, connectivity, accessibility, and, cost.

vii. **Classify the links of the pedestrian network based on type of facility and integrate them into the evaluation framework;**

viii. **Identify locations where the proposed pedestrian network intersects arterial and collector roadways;**

ix. **Prepare order of magnitude cost estimates for the proposed new facilities;**

Similar to the Bicycle Master Plan, the successful proponent will prepare order of magnitude cost estimates. These cost estimates will be provided for both minor upgrades and major projects.

x. **Prepare a draft Pedestrian Master Plan, which includes an executive summary, for review and comment by City staff; and,**

xi. **Finalize the Pedestrian Master Plan.**

After input from the City, the successful proponent will finalize the Pedestrian Master Plan. At this time, the City requires four paper copies of the report as well as in PDF format. At this time, the files of the proposed networks in GIS format are required (shapefile format specifics of which to be discussed with the City's GIS Section upon contract award).

Even if the tasks outlined above are not re-iterated in the proponent's submission, the City reserves the right to have these items completed within the budget provided in the proposal.

6.2 Trails Master Plan

The City has recently identified a need to create a Trails Master Plan to guide the development and maintenance of trails throughout City parks and open spaces. The City currently uses the Provincial Trail classification standard for its two major nature parks, Kenna Cartwright and Peterson Creek. The City is now classifying all trails within Kamloops (including public, private, crown, urban and rural trails) to this provincial standard. This information, which will be available to successful proponent, will serve as the foundation for the Trails Master Plan.

The Trails Master Plan will capture the trail network, highlighting key routes and gaps or disconnects in the system. A cost analysis will be conducted that identifies needed improvements to the trail system and establishes a prioritized resource allocation strategy and corresponding work schedule. The plan will formulate an acquisition and improvement strategy with specific design and maintenance standards. The document will direct future land acquisition decisions through subdivision and other development applications.

The scope of work for this assignment will include, but not necessarily be limited to, the following tasks:

i. Meet with City staff to review and confirm the scope of work;

After this project is awarded, the successful proponent will be expected to meet with City staff to review and confirm the scope of work. At this time, the responsibilities of the City staff and of the successful proponent will be confirmed.

ii. Review data and other resources made available to the successful proponent and identify if any further data is required;

Section 6.3 of this RFP outlines the data and other resources which will be made available for this project. The successful proponent is expected to identify any further data required for this project. Collection of any additional data as required by this project is the responsibility of the successful proponent; however, before proceeding with any additional data collection, the successful proponent is expected to confirm the scope with the City.

iii. Provide monthly status reports which outline the status of the project, including a budget update;

On a monthly basis the successful proponent is expected to provide project status reports. These status reports will include a budget update.

iv. Work with City staff to receive feedback on the public desires for improvements to the pedestrian network through stakeholder meetings, open houses, and questionnaires;

Receiving information from the public will be a vital step to updating the Pedestrian Master Plan. Proponents are invited to suggest how many stakeholder meetings, open houses, and surveys they believe are necessary to complete this project; however, all submissions should include an estimate for the following:

- a) Stakeholder meetings - material preparation and attendance for eight stakeholder meetings;
- b) Open houses - material preparation and attendance for three open houses; and
- c) Questionnaires - creation of two questionnaires (in consultation with City staff).

v. **Identify upgrades to the trails network from stakeholder meetings, public engagement, and other guiding documents;**

vi. **Identify requirements to complete the existing Rivers Trail network;**

The Rivers Trail is one of the most important trail projects within the City of Kamloops. The successful proponent will identify requirements to complete this project.

vii. **Create an evaluation framework similar to the Bicycle Master Plan evaluation framework;**

viii. **Integrate upgrades to the trails network into the evaluation framework;**

To help prioritize potential projects, the successful proponent will create an evaluation framework. Parameters for an evaluation framework for the Trails Master Plan could include, but are not limited to number of users; popularity; historical value; connectivity; scenic considerations; grade surface; accessibility.

ix. **Identify locations where the proposed trails network intersects arterial and collector roadways;**

x. **Prepare design and maintenance guidelines for trails**

xi. **Prepare order of magnitude cost estimates for the proposed new facilities;**

Similar to the Bicycle Master Plan, the successful proponent will prepare order of magnitude cost estimates. These cost estimates will be provided for both minor upgrades and major projects.

xii. **Prepare a draft of the Trails Master Plan for review and comment by the City;**

The Trails master plan report will include all relevant material used in its development including, but not limited to: an executive summary, the evaluation framework, design and maintenance guidelines, list of prioritized projects, and map of the proposed network; and

xiii. **Finalize the Trails Master Plan.**

After input from the City, the successful proponent will finalize the Trails Master Plan. At this time, the City requires four paper copies of the report as well as in PDF format. At this time, the files of the proposed networks in GIS format are required (shapefile format specifics of which to be discussed with the City's GIS Section upon contract award).

Even if the tasks outlined above are not reiterated in the proponent's submission, the City reserves the right to have these items completed within the budget provided in the proposal.

6.3 Available Resources

This section outlines resources which are available from the City of Kamloops.

Documents

- KamPlan, 2004
(<http://www.kamloops.ca/business/selectorcriteria.shtml#kamplan>)
- Pedestrian Master Plan, 2002
(<http://www.kamloops.ca/transportation/pedestrianplan.shtml>)
- Draft Bicycle Master Plan, 2010
- Design Criteria Manual - Subdivision and Development Control Bylaw
(<http://www.kamloops.ca/development/designmanual.shtml>)
- Aberdeen Community Plan, 2009
(<http://www.kamloops.ca/communityplanning/aberdeen.shtml>)
- North Shore Neighbourhood Plan, 2009
(<http://www.kamloops.ca/communityplanning/northshore.shtml>)
- Kamloops City Centre Plan, 2005
(<http://www.kamloops.ca/pdfs/planning/CityCentrePlan-Final-05.pdf>)
- Kamloops Household Travel Survey, 2007
- Provincial Trails Classification System
- Pedestrian Crossing Control Manual of BC

Mapping Information

- Orthophotos of the city
- Transit routes
- Transit stops
- Sidewalk locations (Centreline)
- Pedestrian shoulder locations (roadway edges with pedestrian stencils delineated by a white paint line)
- Pedestrian crossings at:
 - Full traffic signals
 - Pedestrian actuated signals
 - Special Crosswalks
 - Multilane marked crosswalks
- Hard surface areas (Walkway, Parking Lot, etc)
- Street locations (by type)
- Zoning locations (includes Open Space)
- Parks
- Trails (classed using Provincial Trails Classification System)
- Art, culture, and education centres

Mapping information is available for viewing or download at:

<http://webserver.kamloops.ca/imf/sites/DataDownload/disclaimer.html>.

Proponents may also find other information which applicable to this project on this site.

Collection of any additional data as required by this project is the responsibility of the consultant; however, before proceeding with any additional data collection, the consultant is expected to confirm the scope with the City.

6.4 Project Timing

The project must meet the following timelines:

- Preparation of draft reports - 2010 September 30
- Final reports submitted - 2010 November 30

7.0 **MANDATORY CRITERIA**

7.1 Copies of the Following:

- Current WorkSafeBC Clearance Letter.
- Insurance acceptable to the City of Kamloops (form attached).

7.2 Submission Requirements

The following items will be included with the proponent's submission:

- Description of the project indicating that the consultant understands the assignment;
- Details of the project team, including structure (staff changes during the project are permitted only by written consent) and charge out rates for each individual;
- Detailed work program outlining the proposed methodology;
- For each significant work item provide a summary breakdown of hours for each individual, costs, and disbursements;
- Project schedule clearly identifying significant milestones and proposed meetings with the City of Kamloops, stakeholders, and general public; and
- A summary of fees for each master plan. Any costs which are shared by both plans should be noted in this summary.

The consultant should be aware that proposals will be evaluated using the Consultant Evaluation Criteria (Appendix "A").

8.0 **CLOSING DATE**

Proposals clearly marked P8-10, "Pedestrian and Trails Master Plan Update", will be accepted up to and including 2:00 pm local time on 2010 May 12 at the Public Works Centre, Attention: Purchasing Division, 955 Concordia Way, Kamloops, BC, V2C 6V3. Proposals received after the closing time and date will be returned unopened.

J. Dickenson, CPPB
Purchasing Coordinator

JMD/ml

APPENDIX A - CONSULTANT PROPOSAL EVALUATION SHEET

Project: _____ Review Date: _____
 Review by: _____ File: _____

	EVALUATION ITEM	POINT VALUE	CONSULTANT _____	EVALUATION WEIGHT					AVG WT	TOTAL POINTS
				POOR			GOOD			
				0.2	0.4	0.6	0.8	1.0		
1	QUALITY OF SUBMISSION	10								
	A. Does proposal reflect what was asked for?									
	B. Does proposal indicate a good understanding of the work required?									
	C. Is it clear and easy to read and understand?									
2	PROJECT TEAM	20								
	A. Are individuals clearly identified?									
	B. Does team have suitable experience?									
	C. Performance of Project Manager in past projects?									
	D. Local knowledge of key personnel?									
3	PREVIOUS COMPANY EXPERIENCE	15								
	A. Same size projects and similar?									
	B. Concise description of relevant past projects?									
	C. Past performance on projects?									
4	METHODOLOGY	25								
	A. Is methodology clearly defined?									
	B. Are innovative approaches described/proposed?									
	C. Are the end products clearly defined?									
	D. Environmental stewardship considerations included?									
5	PROJECT MANAGEMENT	20								
	A. Is work schedule realistic and clearly set out?									
	B. How will consultant ensure schedule is maintained?									
	C. What is the frequency of progress reports?									
	D. How will problems be identified and dealt with?									
6	FEE STRUCTURE	10								
	A. Are fees clearly defined?									
	B. How will client be advised of anticipated budget problems?									
		100								
7	FEE TOTAL									
	A. Relative to average?	10								
		110								

