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# PEDESTRIAN AND CYCLING MASTER PLAN STUDY CONSULTANT ASSIGNMENT AWARD

**The Planning and Economic Development Committee recommends the adoption of the recommendations contained in the following report March 1, 2006, from the Commissioner of Planning and Development Services:**

## 1. RECOMMENDATIONS

It is recommended that:

1. The consulting engineering firm of Marshall Macklin Monaghan be engaged to undertake the Pedestrian and Cycling Master Plan Study at a total upset limit fee of $148,330.00 plus GST.

2. The appropriate Regional officials be authorized to execute an agreement with Marshall Macklin Monaghan for the delivery of the proposed consultant services.

## 2. PURPOSE

The purpose of this report is to update Committee and Council on the Pedestrian and Cycling Master Plan Study and request authorization to award the consultant assignment.

## 3. BACKGROUND

At its meeting on October 27, 2005, Regional Council adopted recommendations contained in Clause No. 4, Report No. 8 of the Planning and Economic Development Committee including the following:

> “Council authorize staff to engage a consultant to conduct a Pedestrian and Cycling Master Plan Study in consultation with the local municipalities.”

Further, Regional Council at its meeting on October 27, 2005, amended the clause to provide that the Commissioner of Planning and Development Services report to the Planning and Economic Development Committee on the composition of a task force or advisory committee comprised of regional and local municipal staff and citizens.

Meaningful and effective public and stakeholder consultation is critical to the success of the Pedestrian and Cycling Master Plan. The preliminary agency and stakeholder list could include the following: Municipal Advisory Committee, Hydro One, Catholic and

District School Boards, York Region Police, Velo Ontario, Toronto and Simcoe Conservation Authorities, Oak Ridges Moraine Trail Association, local municipal Cycling and Pedestrian Advisory Committees, and Newmarket Eagles Cycling Club.

This report deals with the selection of the consultant for this study. A later staff report will deal with the task force or advisory committee issue.

## 4. ANALYSIS AND OPTIONS

In accordance with the Purchasing By-law and through the Supplies and Services Branch, Expressions of Interest (EOI) were solicited for this work. Five EOIs were received, from which three firms were invited to submit a response to our Request for Proposal (RFP) document.

All three consulting firms submitted a proposal and they are:
- Marshall Macklin Monaghan (MMM)
- IBI Group
- iTRANS Consulting

The proposals were evaluated based on a weighting of 80% for the technical/management proposal and 20% for the financial proposal. This allocation of technical/management and financial will ensure that the assignment is awarded to not only a very technically competent consultant but also a cost competitive consultant.

The technical proposals were evaluated based on the following criteria:
- Qualification and Experience.
- Project Deliverables.
- Interview – presentation and response to pre-selected questions.

The proposal with the highest combined technical and financial score is then recommended for award of the study.

A consultant selection committee consisting of staff from Planning and Development Services and Transportation and Works Department evaluated the three proposals.

The consultant proposal evaluation summary is presented in Table 1 and includes the Technical Score, the Upset Limit Fee and corresponding Financial Score and the Total Score for each proponent.

**Table 1**
Consultant Proposal Evaluation Summary

| Firm | Technical Score (Out of 80) | Upset Limit Fee Excluding GST | Financial Score (Out of 20) | Total Score (Out of 100) |
|---|---|---|---|---|
| MMM | 62.0 | $148,300.00 | 18.9 | 80.8 |
| IBI Group Ltd. | 51.3 | $150,000.00 | 18.7 | 70.0 |
| iTRANS Consulting Inc. | 54.1 | $140,000.00 | 20.0 | 74.1 |

All three proposals met the requirements of the RFP. However, the proposal of MMM garnered the highest combined technical and cost assessment and is therefore recommended for this assignment.

## 5. FINANCIAL IMPLICATIONS

Funds to retain a consultant to undertake the Pedestrian and Cycling Master Plan study are available from the approved 2006 Operating Budget.

## 6. LOCAL MUNICIPAL IMPACT

The majority of the area municipalities already have Pedestrian and Cycling Plans in place. In this study, we will work with them to support their efforts.

The following list identifies local municipal studies and plans related to pedestrian and cycling initiatives:

- Town of Aurora, 2005 Streets, Parks & Trails Map;
- Town of Richmond Hill, Trails Master Plan;
- City of Vaughan, Pedestrian and Bicycle Master Plan Study, draft 2005;
- Town of Newmarket, Walking and Biking Trails;
- Town of Markham, Town Wide Bicycle System Study, 1998;
- Town of Markham, Draft Bikeway Implementation Strategy –Spine Network, Oct 2003.

The Region’s primary role in this study will be to:

- Support and provide inter-municipal connections.
- Identify and implement facilities on Regional Roads.
- Support York Region Transit

The Region’s Pedestrian and Cycling Plan will also respond to the need to promote health and wellness of our residents, develop policies, guidelines and standards at the Regional level to take a leadership role and to support municipal efforts for the provision of cycling and pedestrian facilities.

## 7. CONCLUSION

Three proposals for this project were evaluated in accordance with Regional Purchasing policy, by-laws and practices. The proposal submitted by MMM received the highest score in our consultant selection evaluation. It addresses all of the requirements for this assignment, including qualified and knowledgeable personnel, and a sound methodology to complete this assignment. The proposal represents the best overall value to York Region.

Staff recommend that MMM be engaged to carry out the Pedestrian and Cycling Master Plan study at an upset limit fee of $148,300.00 excluding GST and that the appropriate Regional officials be authorized to take all necessary steps to execute a formal agreement with MMM for the delivery of these services.

This report has been reviewed by the Senior Management Group.