

REPORT

REPORT TO: Chair and Members of the Community Affairs Committee

REPORT FROM: Daniel Ridgway, Transportation Planner

DATE: August 8, 2017

REPORT NO.: TPW-2017-0002

RE: Transit Service Strategy Consultant Award

RECOMMENDATION:

THAT Report No. TPW-2017-0002, dated August 8, 2017 regarding the Transit Service Strategy Consultant Award, be received;

AND FURTHER THAT the Transit Service Strategy be awarded to WSP Canada Inc., 100 Commerce Valley Drive West, Thornhill, ON, L3T 0A1 in the amount of \$294,800.00 plus HST;

AND FURTHER THAT the Manager of Purchasing be authorized to issue a purchase order to WSP Canada Inc. in the amount of \$294,800.00 plus HST.

BACKGROUND:

The Halton Hills 2014-2018 Strategic Action Plan identifies Transportation and Mobility as a Strategic Priority for the 2014-2018 term of Council. Under this Strategic Priority, the Action Plan directs staff to develop a Public Transit Strategy to address the needs of all potential users, prior to or as part of the next Transportation Master Plan Update.

Council will recall Report No. P&I -2016-0025 which outlined the Town's transportation strategy and work plan to 2018. This included the development of a long-term Transit Service Strategy as a key initiative for Transportation and Public Works, to commence in 2017. The 2017 Capital Budget includes \$300,000 for the completion of the Transit Service Strategy.

Report No. P&I-2017-0026 regarding the Transit Service Strategy Study - Terms of Reference, was received by Council on April 25, 2017. Through this report Council approved the Terms of Reference for the Transit Service Strategy Study, and

authorized the Manager of Purchasing to issue a Request for Proposal (RFP) to retain a consulting team to undertake the work as outlined in the Terms of Reference.

The outcome of this study will be a completed Transit Service Strategy that guides the development of a local transit system that serves existing and future needs, and is aligned with future growth and intensification within the Town.

COMMENTS:

Request for Proposal (RFP) P-029-17 for the Transit Service Strategy Study was issued on June 14, 2017. The bid was posted on the Town's website and advertised on the Ontario Public Buyers Association (www.opba.ca) website and on www.biddingo.com.

Twenty-six (26) firms downloaded the document. The RFP closed on July 5, 2017 and five (5) submissions were received as follows:

| Proponent | |
|---------------------|------------------|
| Dillon Consulting | Toronto, ON |
| Stantec | Stoney Creek, ON |
| Steer Davies Gleave | Toronto, ON |
| Watt Consulting | Victoria, BC |
| WSP Canada Inc. | Thornhill, ON |

Bids were evaluated by a staff team based on the following criteria. The evaluation criteria and weighting was stated in the Request for Proposal.

- Corporate experience and Project team's experience on similar projects (35%).
- Project understanding, methodology and work schedule (35%).
- Financial, proponents stated price to conduct work (30%).

After reviewing and evaluating the submissions, WSP Canada Inc. was determined to be the highest ranked respondent.

All requests for proposals are submitted in confidence and evaluated on several pre-determined criteria. As price is only a portion of the bid, the prices of the unsuccessful proponents are not included in this report.

RELATIONSHIP TO STRATEGIC PLAN:

Through report PDS-2015-0035, Council endorsed the 2014-2018 Strategic Action Plan as the Town's priorities for the 2014-2018 term of Council.

Transportation/Mobility was identified as a strategic priority as part of the 2014-2018 Top 8 Strategic Priorities, as follows:

An emerging priority for Council this 4-year term relates to resident concerns with respect to ease of mobility within and beyond the Town, active transportation (walking, cycling), public transit, the impact of trucks, and the future GTA West Transportation Corridor. To respond to this priority, a set of actions has been identified as the proposed areas of focus for the current term of Council.

The following Strategic Action was identified under Transportation/Mobility:

F. Develop a Public Transit Strategy to address the needs of all potential users.

FINANCIAL IMPACT:

The total budget impact, including the non-refundable HST is \$300,000.00. This is within the 2017 capital budget, line 27 (project 6100-22-1701) funding available of \$300,000.00.

COMMUNICATIONS IMPACT:

A public consultation and engagement program is a key element of the Transit Service Strategy Study. The consultant will also develop a communication strategy, to be implemented by the Town, to communicate the recommendations of the study.

SUSTAINABILITY IMPLICATIONS:

The Town is committed to implementing our Community Sustainability Strategy, Imagine Halton Hills. Doing so will lead to a higher quality of life. The relationship between this report and the Strategy is summarized below:

Do the report's recommendations advance the Strategy's implementation?
Yes

Which pillar(s) of sustainability does this report support?
Social Well-being

In Summary, the Sustainability Implications of this report are as follows:

Overall, the alignment of this report with the Community Sustainability Strategy is:
Excellent

CONSULTATION:

Staff from the following departments were consulted as part of the Evaluation Team for RFP No. P-029-17: Corporate Services (Purchasing, Finance, Corporate

Communications); Planning (Policy); and Transportation and Public Works, including ActiVan, and Transportation. The Manager of Purchasing was consulted in the preparation of this report.

CONCLUSION:

As part of the Town's Transportation Strategy work plan, and further to the strategic priorities and actions identified in the 2014-2018 Strategic Action Plan, staff are preparing to undertake a Transit Service Strategy Study.

It is recommended that Council authorize the Manager of Purchasing to issue a purchase order to WSP Canada Inc. in the amount of \$294,800.00 plus HST, for the completion of the Town of Halton Hills Transit Service Strategy Study.

Respectfully submitted,

Daniel Ridgway
Transportation Planner

Reviewed and Approved by,

Maureen Van Ravens, C.E.T.
Manager of Transportation

Chris Mills, P. Eng.
Commissioner, Transportation &
Public Works

Brent Marshall
Chief Administrative Officer