



Corporation of the City of  
**NEW WESTMINSTER**

## **REQUEST FOR PROPOSAL**

**NWRFP-18-23**

### **Transportation Impact Assessment - New Westminster Aquatics & Community Centre**

The City is seeking submissions from qualified Proponents for **Transportation Impact Assessment - New Westminster Aquatics & Community Centre** Transportation Study in New Westminister.

#### **Closing Time:**

Thursday, September 06, 2018  
3:00 PM, Local Time, Vancouver BC

#### **Closing Location:**

Main Information Desk  
City of New Westminister City Hall  
511 Royal Avenue,  
New Westminister, BC, V3L 1H9

#### **Further requests for information :**

**Gilbert Matembe, SCMP**  
Intermediate Buyer

Email: [nwpurchasing@newwestcity.ca](mailto:nwpurchasing@newwestcity.ca)

**CORPORATION OF THE CITY OF NEW WESTMINSTER**

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**CORPORATION OF THE CITY OF NEW WESTMINSTER****PART 1****RFP PROCESS & GENERAL REQUIREMENTS****1.0 DEFINITIONS**

- 1.1** **“Business Requirements”** means the detailed specifications, requirements and Services set out in Part 2 of this RFP.
- 1.2** **“Contract”** means a written contract for the Services that may entered into by the City and a Proponent.
- 1.1** **“City”, “Owner”** means the Corporation of the City of New Westminster.
- 1.2** **“Proponent”** means a person who submits a Proposal to the City in response to this Request for Proposal.
- 1.3** **“Proposal”** means a proposal submitted to the City in response to this RFP.
- 1.4** **“Provide” “Supply”** shall mean provide and pay for, and supply and pay for.
- 1.5** **“Request for Proposal” “RFP”** means this Request for Proposal, including all Schedules to this Request for Proposal, and any changes the City may from time to time make to this Request for Proposal.
- 1.6** **“Services”** means the provision by the successful Proponent of all services, duties, and expectations as described in this RFP, including in the Business Requirements.

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### **2.0 INTRODUCTION**

The City of New Westminster ('the City') requires an appropriately qualified Transportation Consultant to undertake a technical planning & engineering study ('the Study'). The Study will build on the recently adopted Sapperton/Massey Victory Heights Transportation Plan to:

1. Addresses the multi-modal transportation challenges associated with the redevelopment of the Canada Games Pool & Community Centre and Justice Institute site;
2. Planning & Project definition for the McBride Boulevard Corridor Study (10th Avenue to Memorial Drive) to inform the detailed design in future years

The Study will require the Consultant to develop an integrated transportation approach that provides multi-modal solutions to parking (structured & at-grade), circulation and access, sustainable modes of transportation and traffic management. The Study should incorporate the vision, goals, and recommendations of the Sapperton/ Massey Victory Heights Transportation Plan, Master Transportation Plan and the Official Community Plan and CGP (not sure what document is best referenced for guiding principles/objectives).

The process should present a work breakdown structure that involves a number of steps (suggested, but not limited to):

- 1) Background research and analysis;
- 2) Options analysis and recommendations;
- 3) Timing/ sequencing of recommended measures;
- 4) Cost estimation (Class C Cost Estimate 25-40%) and identification of partnership opportunities with other stakeholders, through new development or other means; and
- 5) Alignment with the Sapperton/ Massey Victory Heights Transportation Plan

### **3.0 NO CITY OBLIGATIONS TO PROPONENTS**

**3.1** This RFP is a request for proposals, and not a call for tenders or request for offers and no contractual obligations shall arise between the City and a Proponent upon the Proponent's submission of a Proposal to the City. For clarity, the City shall have no obligations whatsoever to any Proponent until and unless the City and a Proponent enter into a formal, written contract for the Proponent to provide the Services.

### **4.0 CITY DISCRETION**

**4.1** For clarity, and without in any way limiting the City's rights, prospective proponents should be aware that the City may, at its discretion:

- a) cancel this RFP at any time;
- b) select a Proposal that deviates from the requirements of this RFP;
- c) select a Proposal that is not the lowest cost Proposal;
- d) select a Proposal with a view to engaging the Proponent to provide only some of the Services;
- e) modify this RFP at any time;
- f) reject a Proposal for any reason, including where in the City's estimation the personnel and/or resources of the Proponent are deemed insufficient or if the City determines that a Proposal is incomplete or does not comply with a requirement under this RFP;
- g) not select any Proposals;
- h) split the provision of the Services requirements between two or more Proponents;

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- i) shortlist one or more Proponents to formally present their Proposal' to the City's Evaluation Committee;
- j) negotiate with one or more Proponents, including with respect to the form of Contract ; and
- k) consider and select a late Proposal.

### **5.0 PROPOSAL INSTRUCTIONS**

One (1) electronic and two (2) hard copies (one to be unbound) of the Proposal, should be submitted and clearly marked on the outside envelope or box as follows:

#### **NWRFP-18-23**

#### **Transportation Impact Assessment - New Westminster Aquatics & Community Centre** Attention: Purchasing Manager

The City will receive Proposals at the location and time indicated on the title page of this Request for Proposal.

It is the Proponent's responsibility to ensure that the City receives its Proposal prior to the closing time indicated on the title page of this Request for Proposal. The City does not accept facsimile, electronic mail, or other unsealed Proposals.

Requests for clarification or further information should be made in writing only to the individual from the City identified on the first page of this RFP. The City may respond to enquiries that it, in its sole discretion, considers relevant to this RFP. The City intends to respond only to those relevant written enquiries received at least ninety-six (96) hours prior to the closing time indicated on the title page of this RFP. The City may record enquiries and post written responses on its website at <https://www.newwestcity.ca/business-and-economy/doing-business-with-the-city/request-for-bids-and-proposals-open>

### **6.0 GENERAL CONDITIONS**

#### **6.1 OWNERSHIP OF PROPOSALS AND FREEDOM OF INFORMATION**

All documents submitted to the City in response to this RFP or as part of any subsequent negotiation will become the property of the City, and will not be returned.

#### **6.2 PROPOSAL CONFIDENTIALITY & FREEDOM OF INFORMATION**

Proponents should be aware that the City is subject to the provisions of the *Freedom of Information and Protection of Privacy Act* (FOIPPA) ("Act"). A Proponent may stipulate in their Proposal that a portion(s) of their Proposal that contains confidential information and is supplied to the City in confidence. However, under FOIPPA, the City may nevertheless be obligated to disclose all or part of a Proposal in response to a request made under the Act, even if the Proponent has stipulated that part of their Proposal is supplied in confidence. The Proponent should review Section 21 and other provisions of FOIPPA in order to gain a better understanding of the City's disclosure responsibilities under the Act.

#### **6.3 CONFIDENTIALITY OF CITY INFORMATION**

All information provided by the City to a Proponent in connection with this RFP is provided on a confidential basis, and Proponents will not disclose any such information to any person (other than the Proponent's legal advisers or consultants) without the City's prior written consent, nor may any Proponent publicize or advertise its involvement with this RFP process without the prior written consent of the City.

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### 6.4 PROPONENT'S EXPENSES

For clarity, Proponents will be solely responsible for their own expenses incurred in connection with this RFP, including in preparing and submitting a Proposal and in any subsequent negotiations with the City.

### 6.5 CONTACTING CITY REPRESENTATIVES

Proponents shall not contact City elected officials, NWPL Board, City or Library officers or employees directly or indirectly regarding this RFP, except as indicated in this RFP.

### 6.6 CONFLICT OF INTEREST

Proponents shall disclose any potential conflicts of interest and existing business relationships they may have with the City, its elected or appointed officials or employees. The City may reject a Proposal if the City considers that selection of the Proponent to enter into a Contract would give rise to a conflict of interest. The Contract may include a clause providing that a failure to disclose, or false or insufficient disclosure of the nature and extent of any relationship the Proponent may have with the City or any of its elected or appointed officials or employees shall be grounds for immediate termination of the Contract, in the City's sole discretion, without compensation from the City.

### 6.7 INSURANCE

The successful Proponent will, without limiting its obligations or liabilities and at its own expense, provide and maintain throughout the Contract term, the following insurance with insurers licensed in British Columbia in forms acceptable to the City:

- a) Commercial General Liability Insurance protecting the City, for an amount of two million dollars (\$2,000,000) naming the City as additional insured;
- b) Professional Liability Insurance of one million dollars (\$1,000,000)

### 6.8 PERMITS AND LICENSES

The successful Proponent may be required to obtain a City of New Westminster or MetroWest Inter-Municipal Business license prior to commencement of work.

### 6.9 GOVERNING LAW / JURISDICTION

This RFP shall be governed by and construed in accordance with the laws of the Province of British Columbia which shall be deemed to be the proper law hereof and in so doing the Courts of British Columbia shall have exclusive jurisdiction to determine all disputes and claims arising out of or in any way connected to this RFP.

### 7.0 LIVING WAGE EMPLOYER

Effective January 1, 2011, the City of New Westminster became a "Living Wage Employer". As such, the City has established a [Living Wage Policy](#) that requires all firms that are contracted by the City to provide services on City premises, to pay their employees, who perform said service on City property, a Living Wage as calculated by the Living Wage for Families Campaign. The current living wage rate for Metro Vancouver is \$20.91 per hour, assuming the employer provides no benefits.

In order to determine an employee's hourly rate with benefits the Living Wage for Families has created a Living Wage Calculator to assist with this determination. Please access the following website to determine your compatibility. <http://www.livingwageforfamilies.ca/employers/living-wage-calculator/>

The City includes in all its competitive bid documents a Declaration referencing the City's expectations with regards to compliance of the Policy (attached as Appendix B). **Completion and submission of the Declaration is required prior to Contract award.**

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In evaluating submissions, the City intends to rely on the Declaration provided by a Respondent and shall have no obligation or duty to investigate the truthfulness of the Declaration. Please review the City's [Living Wage Page](#) for further information.

### 8.0 EVALUATION CRITERIA AND PROCESS

8.1 The City intends to evaluate Proposals in order to identify a Proposal that, in the City's opinion offers the best value to the City.

8.2 The City intends to evaluate Proposals based on the following criteria and weighting:

<b>Evaluation Criteria</b>	<b>Weighting</b>
Approach & Understanding of assignment	35
Ability to meet timelines	25
Team structure (particularly the PM) & experience with similar projects	25
Pricing / Fees / Rates	15
<b>Total</b>	<b>100</b>

8.3 In evaluating a Proposal, the City may review and investigate the Proponent's ability to comply with Living Wage Employer requirements of this RFP and Protection of Privacy Assessment and the City may choose not to select a Proponent if the City is not satisfied, in its sole discretion, that the Proponent can meet these requirements.

8.4 In evaluating a Proposal, the City may contact references and may choose not to select a Proponent where the references are not satisfactory to the City in its sole discretion.

8.5 In evaluating a Proposal, the City may request financial information regarding a Proponent and may choose not to select a Proponent where the City is not satisfied, in its sole discretion, that the Proponent is in a financial position to perform the Services.

8.6 There shall be no obligation on the part of the City to receive further information, whether written or oral, from any Proponent or to disclose the nature of any Proposal received.

8.7 The City may invite one or more Proponents for an interview or to provide clarifications of their Proposal(s) and the City may consider the results of such Proponent interview(s) or clarifications in evaluating Proposals.

8.8 The City at its discretion, may invite some or all Proponents to provide a product demonstration and the City may consider the product demonstration in evaluating Proposals.

8.9 In evaluating a Proposal, the City may consider qualifications and experience of the Proponent and past performance of the Proponent in providing similar services.

### 9.0 NEGOTIATIONS

9.1 The award of a contract may be subject to negotiations with the lead Proponent that is deemed to provide the best value to the City. Such negotiations include, but not limited to, the following:

- a) Changes to the requirements or Scope of Work proposed by the Proponent
- b) Price; and

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c) Specific contract details as deemed reasonable for negotiations by the City

**9.2** If a written contract cannot be negotiated within fourteen (14) days of notification with the lead Proponent, the City may, at its discretion at any time thereafter, terminate negotiations with the lead Proponent and either enter into negotiations with the next qualified Proponent or cancel the RFP or negotiate with another supplier.





Corporation of the City of  
**NEW WESTMINSTER**

**NWRFP-18-23**

**PART 2**

**BUSINESS REQUIREMENTS**

## **1.0 CORPORATION OF THE CITY OF NEW WESTMINSTER OVERVIEW**

- 1.1** The City of New Westminister is the first city in Western Canada and is located at the centre of Metro Vancouver. Just 20 km from downtown Vancouver, the City has both major transportation routes and railways running through its boundaries.
- 1.2** The City, apart from the standard service and facility offerings of a typical municipality, also operates its own Electrical Utility and police force.

## **2.0 BACKGROUND**

The Canada Games Pool (CGP) and Centennial Community Centre (CCC) are two of the City's key facilities, providing a variety of popular and important aquatic, fitness and community programs to residents of New Westminister, as well as the surrounding Lower Mainland region.

The City is at a critical moment with regard to the CGP and CCC, built in 1972 and 1967 respectively; both facilities are aging and are in need of attention. Independent condition assessments and feasibility studies have indicated that the CGP needs to be replaced and the CCC requires functional upgrades. City Council identified the renewal of these buildings as a strategic priority.

Over the past 24 months, the Mayor's Task Force on CGP/CCC has been working to develop a program scope to guide the ongoing planning for the replacement of the Canada Games Pool and Centennial Community Centre with the priority goal of advancing the project planning to the stage where the City has sufficient information to apply for pending infrastructure grants from senior levels of government. This process has built upon the work of previous studies and has had extensive community consultation with the general public as well as engagement with key facility stakeholders. Three key reports highlight the findings of the processes undertaken to date: the "Your Active New West" public engagement report from the fall of 2016, the 2017 "Aquatic & Community Centre Feasibility Study", and the 2018 "Feasibility Study, Public Engagement Results Report"

The 2017 'Aquatic & Community Centre Feasibility Study' by HCMA Architecture + Design's report outlined specific concept options for a new aquatic and community centre and included proposals for special and functional programming as well as the optimal building location on the existing site. In December, 2017 Council endorsed the Feasibility Study, and prioritized design option #3 as the preferred concept design.

### **TRANSPORTATION CONSIDERATIONS**

The study area has an active road, cycling and pedestrian network, each of which experience unique challenges now and will into the future given their location within the City. Multiple agencies govern various aspects of transportation in the area and surrounding neighbourhoods, including City of Burnaby (responsible for operations along 10<sup>th</sup> Ave), and TransLink (responsible for the bus routes, stops, McBride Boulevard – being part of the Major Road Network & designated truck route; 8<sup>th</sup> ave is a designated truck route). The site is bound by 6<sup>th</sup> Avenue (City Collector; transit route), Cumberland Street (local street); 8<sup>th</sup> Avenue (City Collector; time restricted truck route; transit route) and McBride Boulevard (truck route & Major Road Network). To the south-east of the site, the Ministry of Transportation & Infrastructure (MOTI) are proceeding with the replacement of the Pattullo Bridge; the existing Pattullo Bridge is owned by TransLink.

The local street network grapples with regional through-traffic accessing the Pattullo Bridge and making east-west movements across the City, with added complexity with various turn lane restrictions.

The site is surrounded by three bus routes, 155 (6<sup>th</sup> Ave), C4 (6<sup>th</sup> Ave & Cumberland St. & 8<sup>th</sup> Ave), and the 128 (8<sup>th</sup> Ave). The City's Transit Priorities Document (available on the City's website) identifies and advocates for factors influencing current and future transit service. Currently, transit ridership to the site is low, and a significant part of this assignment is for the successful proponent to assess operational enhancements & connectivity opportunities to the site that could result in a shift in travel behaviour to the site.

The Crosstown Greenway runs through the centre of the site (between JI & City facilities) connecting with 7<sup>th</sup> Avenue at Cumberland Street to the east, and across the McBride Blvd overpass to the west. This key greenway corridor runs east-west across the City and connects a number of key destinations, including numerous schools, retail areas, inter-municipal bus routes and SkyTrain Stations (22<sup>nd</sup> Street & Braid Street Stations).

The Glenbrook Firehall is located in the southwestern corner of the site, and will remain in its current location for the foreseeable future. The Firehall has direct access to 6<sup>th</sup> Avenue along with the ability to manipulate the signal at 6<sup>th</sup> Ave/ McBride Blvd during emergency call-outs. An additional access is available alongside McBride Boulevard which requires fob-activation to open boom-gates across the entry. The Fire Department has requested additional parking & storage space for their equipment, which should be incorporated into this project through further engagement with the Fire Department.

The CGP & CCC currently has numerous access/egress points (two on 6<sup>th</sup> Ave; two on Cumberland St), while the Justice Institute has a single right-in-right-out access from McBride Boulevard and full movement access point from 8<sup>th</sup> Avenue.

For the purposes of this project, it should be assumed that the recycling depot on the site will be relocated and does not need to be accommodated in the future facility.

The Sapperton/Massey-Victory Heights Transportation Plan recommends the following improvements in proximity to the site:

- Dual left turns from westbound 8<sup>th</sup> Ave onto southbound McBride Boulevard
- Intersection improvements at 8<sup>th</sup>/ Cumberland (will require validation as part of this exercise)
- Left-turn restrictions from 6<sup>th</sup> Ave into McBride Boulevard
- Further analysis of parking and impact/ need of regulated/ un-regulated parking in adjacent neighbourhoods (see area identified in the Plan)
- Enhancements to the Central Valley Greenway connections through the site and across Cumberland Street
- Intersection improvements at 6<sup>th</sup> Ave/ Cumberland Street (will require update as part of this exercise)

The City is working with the City of Burnaby on the 10th Ave Corridor Study. One of the key items that has been recommended is the need to reconfigure the intersection of 10<sup>th</sup> Ave and McBride Boulevard to remove the channelized right turn lane, provide a dedicated WB-left turn lane into McBride Boulevard, and normalize the intersection to provide a more urban, pedestrian-friendly intersection.

- Intersection Safety Study
- Mid-block pedestrian crossing between 10<sup>th</sup> Ave and 8<sup>th</sup> Ave

## LAND USE CONSIDERATIONS

The Official Community Plan (OCP), adopted in 2017, designates the study site as Major Institution (Justice Institute) and Parks, Open Space and Community Facilities (City Facility) on the Land Use Designation Map. Alongside McBride Boulevard, there are a variety of Development Permit Areas, consisting of mixed-use nodes and residential neighbourhoods as shown in figure 1, with further details about each category available within the City’s Official Community Plan.

### Future Development Considerations

The City is aware of and/or received applications for development at a number of locations in close proximity to the site as illustrated in figure 2. The Sangster Place development is proposed to be a multi-storey tower, with the 8<sup>th</sup> Avenue development being a ground oriented town home development.

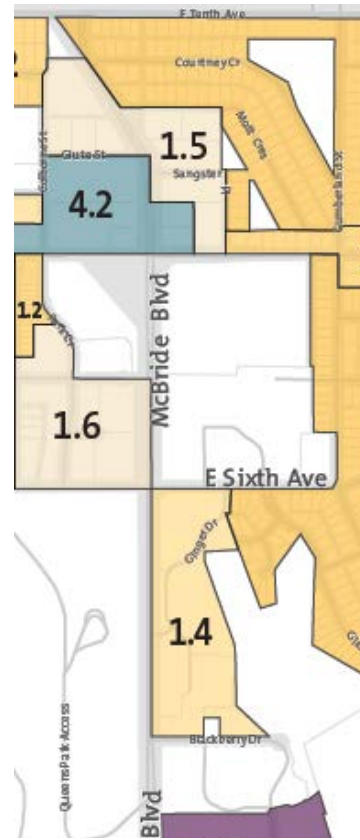


Figure 1: Development Permit Areas

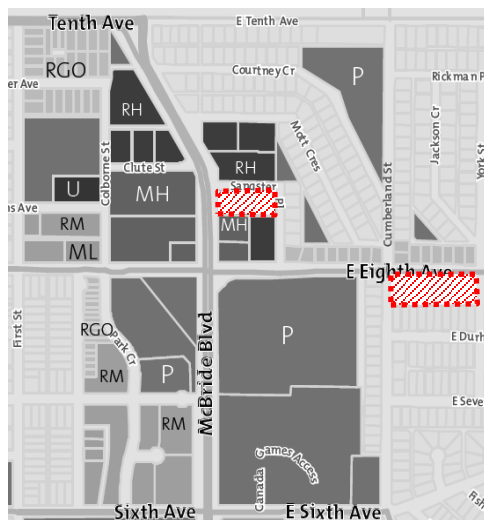


Figure 2: Proposed Development Sites

## 3.0 BUSINESS REQUIREMENTS

The project should be broken down into two key deliverables:

1. Transportation Study for the redevelopment of the Canada Games Pool & Centennial Community Centre
2. Planning & Project definition for the McBride Corridor improvements from 10<sup>th</sup> Avenue to Memorial Drive

### 1. CANADA GAMES POOL & CENTENNIAL COMMUNITY CENTRE

As a result of the work undertaken by HCMA Architecture & Design, the Transportation Division is seeking a transportation consultant to undertake a comprehensive multi-modal transportation assessment for the study area (figure 3). For the purposes of this transportation study, it is necessary to consider the CGP, CCC and the Justice Institute as one parcel. The study area is as shown in red in Figure 3, and is

roughly 12 hectares in size, incorporating the area south of E. Eighth Avenue, west of McBride Boulevard, north of E. Sixth Avenue and west of Cumberland Street.



Figure 3: Study area

The Consultant will need to conduct a comprehensive multi-modal Transportation Study that incorporates the existing materials, previous feedback collected, engagement with relevant stakeholders such as TransLink, and results of recent related projects to inform the work. Recommendations shall include measures that address the needs of the site at full buildout and that align with City policy and planning objectives. Some of the key items that will need to be addressed are:

- loading requirements,
- emergency access to the site,
- general vehicle access & circulation,
- detailed analysis of transportation demand management potential and required measures,
- Bike facilities (on-site), connectivity and desire line analysis
- Connectivity & accessibility to transit
- Pedestrian facility assessment, including connectivity and desire line analysis and CPTED principles

- Universal accessibility assessment and recommendations to ensure fully inclusive access
- Parking Strategy development

The City will provide the required materials and contextual information (see Section 7.0).

The assessment shall be based upon the following two design options, and address the issues and requirements discussed in this section as well as section 2.0 (Background) of this RFP:

- A community recreation facility which is consistent with the results of the community engagement process (8-lane pool); and
- A design option that includes all of the community recreation components with an enhanced competition hosting capability (10-lane pool)

It should be assumed that the Fire Hall will remain in its current location, and the Recycle Depot will not be retained in the future. Additionally, the consultant should incorporate the findings/ recommendations/ designs that are assumed for the north bridgehead area of the Pattullo Bridge replacement project.

### **Parking Strategy**

Undertake a comprehensive parking analysis and develop a parking strategy that takes into account the needs of all users while managing the impacts on the surrounding neighbourhood. This should include the following (but not be limited to):

- Analysis of surface level parking requirements that meet the needs of most scenarios/ events at the facility (excluding large events that typically draw a larger crowd)
- Viability and detailed analysis of structured parking that meet the needs of most scenarios/ events at the facility (excluding large events that typically draw a larger crowd)
- Assess the viability of the City sharing parking with the Justice Institute through a shared access agreement. This has been occurring in an informal manner for many years, however the proponent should assess it from a technical, planning and legal (access across property boundaries) perspective and describe the implications (positive and negative) that this could have to all parties involved.
- Develop a 'Large Event Strategy' to address spill over parking into adjacent neighbourhoods and/or the Justice Institute
  - Assesses the strengths and weaknesses of implementing paid-parking on the site and the on-street parking in adjoining neighbourhoods
- Review the implications upon the access points to the site, and how any issues could be addressed or managed in the future
- Assess the viability of the City sharing the right-in-right-out access control onto McBride Boulevard that the Justice Institute currently utilises, from a technical, planning and legal (Justice Institute & TransLink MRN) perspective
- Review the circulation patterns to maximise internalising all movements and minimising impacts on the adjoining street network

### **MCBRIDE CORRIDOR STUDY**

As a result of a number of Transportation priorities related to road safety, network efficiency and land use planning, the City is seeking assistance to prepare a project plan, scope definition and preliminary budget document for the McBride Corridor. The Study area (shown as 1A in figure 3) extends from 10th Avenue to Memorial Drive. The anticipated deliverable is a Project Charter, which will include the following key components:

- Statement of project Goals, objectives and strategic outcomes
- Project Scope statement, including clear articulation of what's in scope and out of scope
- Timelines, including consideration of the City's 5 year capital plan, Pattullo Replacement and CGP/CCC development
- Dependencies
- Project risks, assumptions, and constraints
- Stakeholder Identification (internal and external) and high level engagement strategy
- Preliminary assessment of Project Feasibility
- +/- 30% cost prediction

Additionally, the consultant should assess the future need, design and functionality of the entry/ exit points from McBride Boulevard to:

- Queens Park
- Blackberry Drive
- Ginger Drive
- Fire Hall
- Justice Institute

## **STAKEHOLDER CONSULTATION**

Staff expect that key stakeholders (e.g. TransLink, JIBC) will be engaged at strategic points in the project lifecycle, which should be demonstrated in the applicants proposal.

### **4.0 PROPONENT QUALIFICATIONS**

The consultant should be a multi-disciplinary team that should include a civil and/or transportation engineer, and an urban/ transportation planner as a minimum. These key roles should have a strong understanding and working knowledge of each of the respective fields of work, and have experience with similar types of projects/ facilities. The Proponent team must be able to show that they have a sound understanding of the unique planning context and transportation network challenges and opportunities in New Westminster.

The Proponent team must be able to show that it has at least five (5) years' experience in the following areas:

- a) Transportation impact studies associated with complex land developments,
- b) Multi-modal transportation network planning and design, and;
- c) High quality public and stakeholder engagement

### **5.0 SUMMARY OF WORK**

The City of New Westminster ('the City') requires an appropriately qualified Transportation Consultant to undertake a technical planning & engineering study ('the Study'). The Study will build on the recently adopted Sapperton/Massey Victory Heights Transportation Plan to:

1. Address the multi-modal transportation challenges associated with the redevelopment of the Canada Games Pool & Community Centre and Justice Institute site;
2. Planning & Project definition for the McBride Boulevard Corridor Study (10th Avenue to Memorial Drive) to inform the detailed design in future years

The Study will require the Consultant to develop an integrated transportation approach that provides multi-modal solutions to parking (structured & at-grade), circulation and access, sustainable modes of transportation and traffic management. The Study should incorporate the vision, goals, and recommendations of the Sapperton/ Massey Victory Heights Transportation Plan, Master Transportation Plan and the Official Community Plan.

The City has a maximum budget for this assignment, but believes the content and scope of work provided in the RFP is sufficient for the proponent to cost out their required level of effort to successfully complete the work identified.

1. The consultant should include at least two revisions of materials once a complete draft has been prepared.
2. The consultant should include appropriate time to consult with key stakeholders at least twice during the project development (stakeholder matrix should be established as part of the study and confirmed with the City)
3. All data, graphics & supporting materials prepared as part of the assignment must be made available to the City upon request and is owned by the City

## **6.0 SCHEDULE**

- 6.1** The anticipated timeline for the RFP is currently as follows; however the City reserves the right to modify the actual timing and sequence of events:

<b>Activity</b>	<b>Anticipated Timing</b>
RFP Closes	September 2018
Proponent Selected	September 2018
Work to start	September 2018
Work to be completed	December 30, 2018

A more detailed schedule will be finalized with the successful Proponent

- 6.2** The Consultant must initiate work within 5 business days of issuance of Notice to Proceed. Given the tight schedule for this project, all work must be completed within these timelines (inclusive of at least two revisions of the reports by City staff). The proposal should include a confirmation that your firm can complete this work within the allotted timeframe.

## **7.0 MATERIALS AVAILABLE TO SUCCESSFUL PROPONENT**

The City will provide the following background materials and information to the Consultant:

- New Westminster Official Community Plan (2017);
- New Westminster Master Transportation Plan (2015);
- Sapperton/ Massey Victory Heights Transportation Plan (2018)
- New Westminster Transit Priorities Reference Document (2018)
- Road Safety Assessments for numerous locations along McBride Corridor
- HCMA Design & Architecture Feasibility Study (2017)
- Numerous Council Reports 2016 – 2018
- City Ortho Photo (2016), Digital City Maps (PDF, ArcGIS or Illustrator);
- Locations of existing greenways, cycling infrastructure, sidewalks, and traffic calming measures;
- Available traffic counts, signal timing plans and other traffic-related data.



**8.0 DELIVERABLES**

**8.1** The consultant will provide:

- a) A completed comprehensive Transportation Study in Word format with all raw files for all the images & graphics
- b) A complete Project Charter for the McBride Corridor Study in Word format with all raw files for all the images & graphics

It should be assumed that at least 2 reviews of the draft documents will be required.



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**PART 3**

**PROPOSAL FORMAT AND CONTENT REQUIREMENTS**

**1.0 PROPOSAL COVER PAGE**

Proposals are to include the following Cover Page, completed by the Proponent:

**NWRFP-18-23**

**Transportation Impact Assessment - New Westminster Aquatics & Community Centre**

**Closing Time:**

Thursday, September 06, 2018  
3:00 PM, Local Time, Vancouver BC

**Closing Location:**

Main Information Desk  
City of New Westminster  
511 Royal Avenue,  
New Westminster, BC, V3L 1H9

<b>PROPONENT NAME</b>		
Street Address:		
City Province Postal Code		
Contact Name:		
Telephone number:		Fax:
Email		Date:
Signature: by authorized signatory		

By my signature above, it shall be understood that I have read, understood and accept the requirements outlined in the Request for Proposal, we hereby propose to supply the Services in accordance with the Request for Proposal and as outlined in this Form of Proposal.

**2.0 REQUEST FOR PROPOSAL DOCUMENTS**

**2.1** The RFP Documents include the following documents attached to this Form of Proposal

<u>Appendix Title</u>	<u>Appendix Number</u>
RFP Submission Requirements	Appendix A
Declaration – Living Wage Employer	Appendix B
References	Appendix C
Absence of Conflict of Interest	Appendix D
Protection of Privacy Assessment	Appendix E

**3.0 PROPOSAL FORMAT**

**3.1** All Proposals should include the following information and in the same sequence of topics and numbered accordingly.

**3.2** Sequence of topics:

- 1) Proponent Information - signed
- 2) Appendix A – RFP Submission Requirements – provide all requested information
- 3) Appendix B – Declaration – Living Wage Employer - signed
- 4) Appendix C – References
- 5) Appendix D – Absence of Conflict of Interest
- 6) Appendix E – Privacy Impact Assessment

**3.3** Please provide a Table of Contents.

**3.4** Proposals should not exceed twenty (20) pages in length excluding attached appendices. Proposals should be provided double-sided on 8 ½” white paper, in a font colour of black and not less than 11 point.



Corporation of the City of  
**NEW WESTMINSTER**

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**APPENDIX A**

**PROPOSAL SUBMISSION REQUIREMENTS**

### Proposal Submission Requirements

- Proponents should provide the information required under each heading clearly and concisely.
- Note any page number restrictions for each question, where applicable.
- Any attachments required to supplement your response should be clearly cross-referenced and included in your Proposal package.
- Do not respond to any questions in this RFP by referencing another question or information that has been submitted to the City outside of this RFP.

<b>1.0</b>	<b>Company Profile</b>
<b>1.1</b>	Please provide name, address, telephone and web site of your firm;
<b>1.2</b>	A brief overview of your firm, including size, years in service, and other relevant information.
<b>2.0</b>	<b>Capability and Experience</b>
<b>2.1</b>	Provide a one (1) page biography of your key employees who will be working on the project.
<b>2.2</b>	If applicable, provide a list of key consulting companies or sub-consultants you will be using for this project. For each company or individual indicate their role and experiences on projects similar in scope to this project.
<b>2.3</b>	The Project manager assigned to the project and a description of their qualifications and experience to successfully lead the project team
<b>2.4</b>	Names of three references of clients who have undertaken similar work whom the City may contact to assess the performance of the Proponent
<b>3.0</b>	<b>Business Processes</b>
<b>3.1</b>	Provide an overview based upon the requirements outlined in Part – 2, Business Requirements and how you will deliver the project. <ul style="list-style-type: none"> <li>• Ensure you are very clear on how you propose to meet the requirements.</li> </ul>
<b>3.2</b>	Provide a project schedule that details your proposed timelines, indicate all major milestones and a list of resources you will require from the City and when.
<b>4.0</b>	<b>Value Add</b>
<b>4.1</b>	Describe any unique contributions your organization can deliver to the City. You may wish to discuss one or more of the following: <ul style="list-style-type: none"> <li>• Your proposed value-add not captured elsewhere in the response.</li> <li>• Proposed additional functionality to meet the City’s business requirements.</li> <li>• Other considerations that are not covered in the RFP.</li> </ul>
<b>5.0</b>	<b>Pricing</b>
<b>5.1</b>	The City has a maximum budget for this exercise, and believes the content and scope of work provided in the RFP is sufficient for the proponent to cost out their required level of

	<p>effort to successfully complete the work identified.</p> <p>Provide a detailed price in Canadian dollars to complete the project as out lined in Part 2 Business Requirements:</p> <ul style="list-style-type: none"> <li>• A schedule of activity from date of award to final submission, including a labour summary matrix that provides person-hour estimates for each of the work activities</li> <li>• The cost to complete the project in the form of a spreadsheet showing the proposed level of effort and fees for each stage and/or component of the project</li> <li>• Disbursements (refer to 5.5 and 5.6 below)</li> </ul>
<b>5.2</b>	Provide any and all on going costs, including a list of all licenses and annual maintenance costs.
<b>5.3</b>	Provide an hourly rate for key personnel.
<b>5.4</b>	Provide any additional costs associated with this project.
<b>5.5</b>	<p>The following expenses <b><u>must be included</u></b> in the fixed, lump sum fee proposal:</p> <ol style="list-style-type: none"> <li>a) All cost associated with fax, photocopier and long distance telephone calls;</li> <li>b) All documentation required to respond to Request For Information submittals from the General Contractor Change Orders and Supplemental Instructions for the construction contract;</li> <li>c) All documentation required to address day to day management of the design and construction phases of the Project;</li> <li>d) All indirect (or overhead) expenses incurred in the course of operating a firm including local travel expenses;</li> <li>e) All costs associated with the necessary insurance coverage including professional liability insurance.</li> </ol>
<b>5.6</b>	<p>The disbursements which will be reimbursed <b><u>at cost</u></b> will include the following:</p> <ol style="list-style-type: none"> <li>a) Reproduction of client requested drawings and reports;</li> <li>b) Delivery of drawings, reports including courier, postage etc.;</li> <li>c) All necessary documents required to obtain all permits and approvals from the authorities having jurisdiction.</li> </ol>

**NWRFP-18-23**

**APPENDIX B**

**DECLARATION – LIVING WAGE EMPLOYER**





### DECLARATION – LIVING WAGE EMPLOYER

I, \_\_\_\_\_ as a duly authorized signing officer of

Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_, confirm that all employees and sub-contractors under our contract with the City as outlined below, are paid not less than the “Living Wage” as calculated by the Living Wage for Families Campaign.

I understand that this requirement extends only to those employees and sub-contractors’ employees that perform work while on City premises and property for durations in excess of one continuous hour per occasion.

I understand that the City will conduct audits if and when notification of breach of this compliance is received by the City. I understand that in the event any breach of this declaration is found to be true, the City reserves the right to cancel its contract without penalty at any time once said authentication of the breach is made.

Contract Name: \_\_\_\_\_

Authorized Signatory:

Dated:

\_\_\_\_\_

\_\_\_\_\_



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**APPENDIX C**

**REFERENCES**

## REFERENCES

Please provide three (3) references for companies in British Columbia for whom your organization has completed work of a similar magnitude and nature in the past five (5) years. The City of New Westminster may be used as a reference, if work of a similar nature has been provided to the City.

<b>Reference 1</b>	
Company Name and Address	
Contact Name	
Telephone Number	
Email address	
Brief Description of services provided	

<b>Reference 2</b>	
Company Name and Address	
Contact Name	
Telephone Number	
Email address	
Brief Description of services provided	

<b>Reference 3</b>	
Company Name and Address	
Contact Name	
Telephone Number	
Email address	
Brief Description of services provided	

**1.1** The City reserves the right to contact the references to confirm the nature and performance of the work provided by the Proponent. The City may not enter into any contract with any Proponent whose reference, in the City's sole opinion, are found to be unsatisfactory.

**1.2** Description of services provided can be expanded but limited to one (1) page per Reference.



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**APPENDIX D**

**ABSENCE OF CONFLICT OF INTEREST**

### Absence of Conflict of Interest

The City reserves the right to reject Proposals from Proponents, who in the opinion of the City, are in conflict of interest, in relation to the Services described in the RFP. The determination of a conflict will be in the sole discretion of the City.

1. State if there is a conflict, or potential conflict of interest, that may exist with provisions of the Services to the City.	Yes  No
2. If you have answered “Yes” to Question 1 noted above , please provide a description of the nature of the conflict of interest below:	



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**APPENDIX E**

**PRIVACY IMPACT ASSESSMENT**

## Privacy Impact Assessment

The City and any Proponent is required to comply with the *Freedom of Information and Protection of Privacy Act (FOIPPA)*. This ensures that personal information is stored and only accessed in Canada except in limited circumstances. As a condition of contract award, the Proponent must provide evidence of their compliance.

1. Where is the data stored, include the backup and/or business continuity or disaster recovery sites?
2. Will the data be accessed outside of the country at any time without the City's authorization? This includes maintenance on the systems from a third party.
3. Describe your processes for managing personal information; include any industry certifications, such as ISO or others that you have in place.
4. What physical security measures do you have in place?
5. Describe how you track and manage who has access to personal information.
6. What process do you have in place should a privacy breach occur?