



Corporation of the City of
NEW WESTMINSTER

REQUEST FOR PROPOSAL

NWRFP-22-07

Queensborough Transportation Plan

The City is seeking submissions from qualified Proponents for **Queensborough Transportation Plan** in New Westminster.

Closing Time:

Wednesday, May 18, 2022
3:00 PM, Local Time, Vancouver BC

Closing Location:

upload to https://fileshare.newwestcity.ca/filedrop/purchasing_submissions

Further requests for information :

Heather Rossi
Intermediate Buyer

Email: nwpurchasing@newwestcity.ca

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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** **“City”, “Owner”** means the Corporation of the City of New Westminster.
- 1.3** **“Contract”** means a written contract for the Services that may entered into by the City and a Proponent.
- 1.4** **“Proponent”** means a person who submits a Proposal to the City in response to this Request for Proposal.
- 1.5** **“Proposal”** means a proposal submitted to the City in response to this RFP.
- 1.6** **“Provide” “Supply”** shall mean provide and pay for, and supply and pay for.
- 1.7** **“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.
- 1.8** **“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

- 2.1** The City is seeking proposals from consulting companies with relevant knowledge and experience to provide a transportation vision for Queensborough that is endorsed by the community and Council.

Part 1 of this RFP describes the RFP process and sets out general requirements and expectations.

Part 2 of this RFP sets out the Business Requirements, and contains more detailed requirements regarding the services and products sought by the City under this RFP.

Part 3 of this RFP sets out Proposal format and content requirements, which all Proponents are expected to adhere to in preparing their Proposal

3.0 PROPONENT QUALIFICATIONS

- 3.1** Proponent project teams should include all the skill sets required to address the range of transportation issues and deliverables outlined within this RFP. Proponents should ensure individuals with specific skills and experience in the following areas are included in their teams:
- a) Transportation Planning
 - b) Active Transportation (Pedestrian and Cycling)
 - c) Transit priority and facility design
 - d) Road network operations
 - e) Freight operations
 - f) Multi-modal transportation design and cost estimating
 - g) Geographic Information Systems (GIS) Mapping
 - h) Public and stakeholder engagement

4.0 NO CITY OBLIGATIONS TO PROPONENTS

- 4.1** 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.

5.0 CITY DISCRETION

- 5.1** 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;
 - i) shortlist one or more Proponents to formally present their Proposal to the City's Evaluation Committee;

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- j) negotiate with one or more Proponents, including with respect to the form of Contract;
- k) consider and select a late Proposal.

6.0 PROPOSAL INSTRUCTIONS

- 6.1** Proposals should be submitted electronically in one (1) Adobe (PDF) file with “NWRFP-22-07 Submission” in the Subject line to https://fileshare.newwestcity.ca/filedrop/purchasing_submissions
- 6.2** The City will receive Proposals at the location and time indicated on the title page of this Request for Proposal.
- 6.3** 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 or other unsealed Proposals.
- 6.4** 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>

7.0 CONTRACT REQUIREMENTS

- 7.1** The City anticipates that any contract arising from this RFP will be based on the City’s Consulting Services Agreement and Statement of Work provided by the consultant. Proponents can review the standard agreement at this link https://www.newwestcity.ca/business-and-economy/doing-business-with-the-city/procurement_policy.php

8.0 GENERAL CONDITIONS

8.1 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.

8.2 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.

8.3 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

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may any Proponent publicize or advertise its involvement with this RFP process without the prior written consent of the City.

8.4 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.

8.5 CONTACTING CITY REPRESENTATIVES

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

8.6 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.

8.7 INSURANCE

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

- a) Professional Liability Insurance of one million dollars (\$1,000,000)

8.8 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.

8.9 SANCTUARY CITY

The City is a Sanctuary City; the Consultant shall comply with the Sanctuary City Policy, which can be found on the City's website at <https://www.newwestcity.ca/sanctuary-city-policy>

8.10 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.

8.11 COVID-19 GLOBAL PANDEMIC

Due to the COVID 19 global pandemic, the City may be required or decide not to proceed with the Work or to terminate any contract prior to the Work commencing. If this occurs, the City will only pay for actual costs incurred by the consultant.

In submitting a Proposal, the Proponent acknowledges the presence of the COVID-19 virus in Canada and other jurisdictions. The Proponent also acknowledges the consequences and impacts "Known Impacts" of the COVID-19 Pandemic existing as of the date of this Request for

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Proposal, and said “Known Impacts” have been accounted for by the Proponent within the schedule and pricing.

9.0 LIVING WAGE EMPLOYER

9.1 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 \$20.52 per hour, assuming the employer provides no benefits.

9.2 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/living_wage_calculator

9.3 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.**

9.4 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.

10.0 EVALUATION CRITERIA AND PROCESS

10.1 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.

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

Evaluation Criteria	Weighting
<p>Project Understanding <i>Responses will receive higher marks that identify:</i></p> <ul style="list-style-type: none"> ○ an understanding and familiarity of the City’s objectives, approach, requirements 	25%
<p>Proposed Work Plan and Methodology <i>Responses will receive higher marks that identify:</i></p> <ul style="list-style-type: none"> ○ demonstrated approach and methodology that leads to success and budget compliance ○ how issues, challenges and risks will be managed ○ a specific, achievable work plan 	30%
<p>Experience and Qualifications: <i>Responses will receive higher marks that identify:</i> project and team experience similar to those services required by the RFP</p>	25%
<p>Social and Sustainability: <i>Responses will receive higher marks that identify:</i></p> <ul style="list-style-type: none"> ○ practices, reports, policies or plans related to environmentally sustainable business practices 	5%

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Evaluation Criteria	Weighting
Value Add: <i>Responses will receive higher marks that identify:</i> <ul style="list-style-type: none"> o other value added items not considered in this RFP that will provide benefit to the City 	5%
References	Pass/Fail
Pricing / Fees / Rates	10%
Total	100

- 10.3** 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.
- 10.4** 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. The City reserves the right to seek a reference from sources other than those provided by the Proponent.
- 10.5** 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.
- 10.6** 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.
- 10.7** 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.
- 10.8** In evaluating a Proposal, the City may consider qualifications and experience of the Proponent and past performance of the Proponent in providing similar services.
- 11.0** **NEGOTIATIONS**
- 11.1** 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
 - c) Specific contract details as deemed reasonable for negotiations by the City
- 11.2** 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.



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PART 2

BUSINESS REQUIREMENTS

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

- 1.1 The City of New Westminster 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.

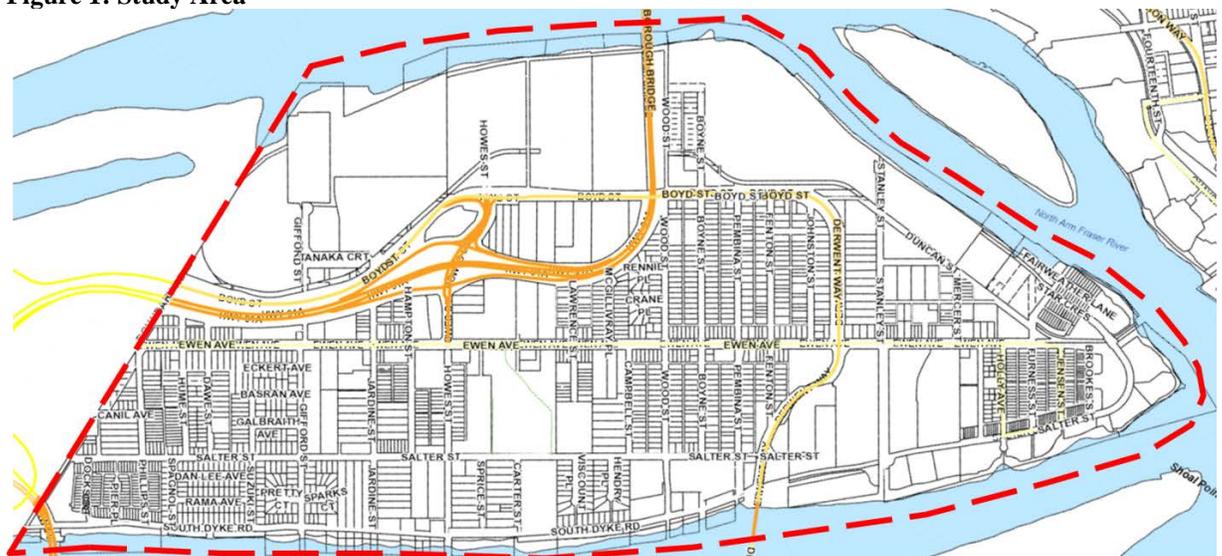
2.0 **BACKGROUND**

- 2.1 Queensborough is one of New Westminster's most distinct neighbourhoods. Bounded by Annacis Channel and the North Arm of the Fraser River, Queensborough is connected to the mainland by Highway 91A and the Q2Q Ferry. Queensborough has a rich history as a culturally diverse and family-friendly area with a strong sense of community. The neighbourhood has been rapidly urbanizing over the past decade with an influx of small lot, single-detached dwellings, rowhomes, townhouses and apartments, and commercial service space. This new growth sits alongside industrial sites, predominantly along the riverfront, creating opportunities for conflict between residential neighbourhood liveability and the movement of goods.
- 2.2 The Queensborough Community Plan, adopted in 2014, identifies the neighbourhood as a key area of growth for New Westminster. A Queensborough Transportation Plan will need to be consistent with this plan, as well as, the City's Master Transportation Plan (MTP) and Seven Bold Steps for Climate Action. It also must deliberately incorporate a climate change lens in response to the City's climate emergency declaration (2019) and planned actions, and respond to the City's commitment to universal accessibility, providing access for all, all of the time.

2.3 **Study Area:**

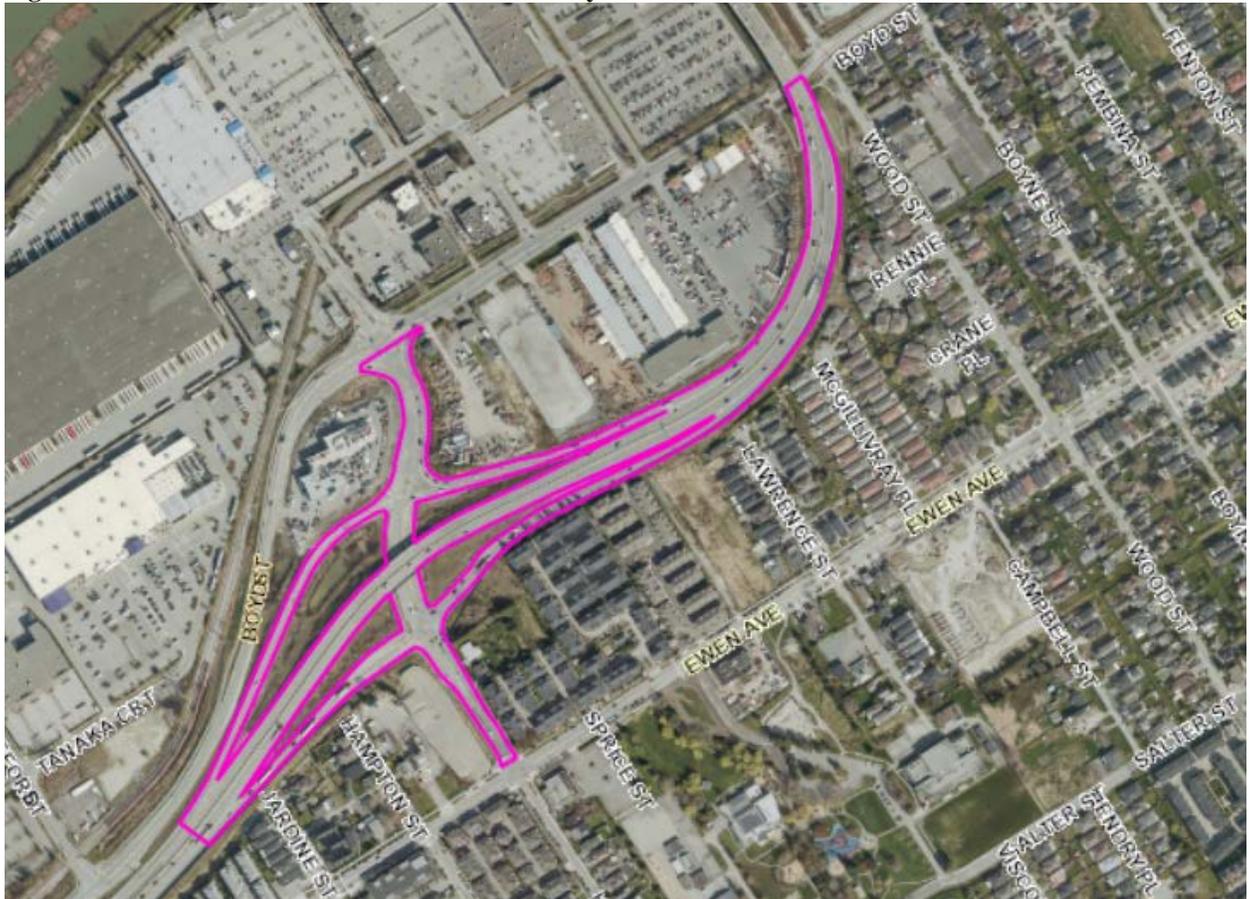
- a) The study area, Figure 1, includes the entire Queensborough neighbourhood, including Boundary Road.

Figure 1: Study Area



- b) Excluded from the study area are Hwy 91A and access ramps and Howes Street between Boyd Street and Ewen Avenue, which are under Ministry of Transportation and Infrastructure (MoTI) jurisdiction (Figure 2). Consultation with MoTI however will be an integral part of the project scope.

Figure 2: MoTI Infrastructure Excluded from Study Area



2.4 Transportation Network

a) Great Streets

- 1) Ewen Avenue is designated as a “Great Street” in the MTP. Great Streets are streets that are destinations, places for people to be, instead of places to move through. Qualities associated with Great Streets include street definition, physical comfort, places for people to walk with leisure, ensuring that walking, cycling, and transit are more accessible and attractive forms of transportation.
- 2) Although Ewen Avenue provides access to the Highway 91A Interchange, its designation as a Great Street also signifies that it is less desirable for non-local traffic to use Ewen Avenue. As such, the design of Ewen Avenue as part of its Streetscape Improvement Project includes traffic calming components such as speed humps and curb extensions.

b) Truck Routes

- 1) Boyd Street and Derwent Way are designated as truck routes and are part of TransLink’s Major Road Network. As such, the roads’ function regionally through the Queensborough area would need to be considered for future recommendations.

c) **Transit Routes**

- 1) Transit service is available through two bus routes:
 - Route 104 – which operates along Derwent Way, Duncan Street, and Ewen Avenue and Howes Street
 - Route 410 – which operates along Boundary Road, Ewen Avenue, and Howes Street.
- 2) Bus stops for routes 340 and 388 also operate along the southbound and northbound onramps for Highway 91A at Howes Street.

d) **Pedestrian Ferry Service**

- 1) The City operates the Q2Q Ferry, which connects Port Royal to the New Westminster Quay.

e) **Cycling Network**

- 1) Several designated cycling routes are located within the Queensborough neighbourhood, these include:
 - Ewen Avenue Greenway
 - Boyd Street Trail
 - Boundary Trail
 - Annacis Channel Trail
 - North Arm Trail
 - Port Royal Loop

f) **Land Uses**

- 1) Important destinations and land use trip generators to consider within the study area include:
 - Queensborough Community Centre
 - Queen Elizabeth Elementary School and Queensborough Middle School;
 - Commercial areas north of Boyd Street, such as Queensborough Landing; and
 - Industrial Lands, generally located north of Boyd Street.

3.0 BUDGET

- 3.1** The City has a maximum budget of \$100,000 to complete this study, including GST. Proponents should provide a cost breakdown by milestones and deliverables as well as unit rates for team members.

4.0 BUSINESS REQUIREMENTS

- 4.1** Project objectives that should be reflected in a proposed scope of work for the Queensborough Transportation Plan include:
- a) Provide a transportation vision for Queensborough that is endorsed by the community and Council
 - b) Understand, recommend, and prioritize the projects and policies required to realize the Queensborough transportation vision through a comprehensive implementation strategy.
 - c) Invite and leverage community and stakeholder knowledge throughout the planning process
- 4.2** **Key Issues** – some key issues that should be reflected in a proposed scope of work for the Queensborough Transportation Plan include:
- a) Limited access to New Westminster mainland

- b) Limited access routes and limited mode choices to the Queensborough Landing commercial services area
- c) Limited universal accessibility
- d) Pedestrian and train crossing conflicts
- e) Regional traffic shortcutting onto local roads from Hwy 91A
- f) Incomplete and inconsistent sidewalk and cycling networks
- g) Limited transit service with delays on and off Hwy 91A
- h) Intersection delays for road connections onto Hwy 91A
- i) Ongoing freight goods movement to and from industrial areas
- j) Close access to 22nd Street SkyTrain Station, that is perceived as limited or constrained access

4.3 Transportation Plan Focus Areas – the following focus areas will need to be considered in order to effectively complete the work tasks and produce the final deliverables outlined in Section 5 below.

- a) **Walking Network:** Verify gaps within the pedestrian network and provide recommendations to address. Develop a walking network concept plan, by facility type and priority for implementation that provides for universal accessibility to key destinations within the neighbourhood
- b) **Cycling Network:** Verify gaps within the cycling network, including connections beyond the neighbourhood, and provide recommendations to address. Develop a future cycling network concept plan, including facility type, priority for implementation. Provide guidance on how to improve cycling environments within new and existing neighbourhoods.
- c) **Transit:** Confirm current and forecasted ridership for bus routes serving Queensborough, confirm if any speed and reliability issues, and identify potential transit priority measures, or facility improvements to facilitate ridership.
- d) **Road Network:** Confirm operational, traffic safety and goods movement issues and strategically identify opportunities for improvement.
- e) **Advance Street Plan:** Complete an advance street plan for the area bounded by Salter Street, Spruce Street, South Dyke Road, and Howes Street to guide future development within this block and ensure the area evolves in a way best suited to provide access to the neighbourhood.
- f) **On-street Parking:** Complete a strategic review of current parking issues and provide best management practices for managing on-street parking, and identify potential solutions, including recommendations on time durations and restrictions in areas such as Ryall Park and the Queensborough Community Centre, Queen Elizabeth Elementary, Queensborough Middle School and Port Royal Park, .
- g) **Goods Movement:** Identify existing and future potential logistics facilities and map key truck routes to these activity nodes. Verify if congestion and reliability issues and determine suitable improvement options while considering liveability of the residential areas.
- h) **Emerging Technologies:** Identify opportunities and risks regarding emerging trends and technology such as bike share, car share, ride share, electric scooters, electric vehicles and charging stations, and intelligent transportation systems.
- i) **Inter Neighbourhood / Municipal Connections:** Confirm travel demand origins/destinations and identify opportunities to facilitate and further advance sustainable transportation modes for trips beyond the neighbourhood. Explore opportunities for improved connections to areas outside of the neighbourhood. Identify mitigation strategies for local roads that are potentially being used by cut through traffic.

5.0 **SUMMARY OF WORK AND DELIVERABLES**

5.1 **Communication and Engagement Plan**

- a) Engagement and communication will be major components of the QBTP process. All proposals should include a comprehensive communication and engagement plan that is fully integrated with the QBTP development process, including careful consideration of stakeholders to be engaged and how best to engage, and regular project status meetings with City staff. The format, timing, and scope of communication and engagement activities should be described. The communication and engagement plan should address all identified stakeholders. A preliminary list is provided in Section 8 below.

Deliverable: Communication and Engagement Plan that includes innovative and effective ways to consult with stakeholders and engage the public and methods to document what was heard.

5.2 **Existing Conditions / Issue Analysis – Where are we now?**

- a) Confirm project expectations, collect and review background information, and identify issues, challenges, and opportunities in the City’s Transportation Network. Elements of this work task should include:
- 1) Conduct a review of the existing transportation system (i.e. streets, transit nodes, sidewalks etc.) and assess deficiencies and opportunities, including barriers to sustainable transportation mode use.
 - 2) Assess current location, connectivity, and usage of bicycle routes, pedestrian networks, and multi-use trails.
 - 3) Document current conditions.

Deliverable: Draft and final existing conditions report that includes based on data collection and preliminary public engagement: an inventory of existing transportation mode infrastructure, current traffic, pedestrian and cycling volumes, collision rates, identification of known issues and constraints, and identification of concerns raised through stakeholder and public engagement.

5.3 **Future Transportation Demand / Issues and Opportunities Assessment - Status Quo Forecast**

- a) Elements of this work task should include:
- 1) Projected travel demands (all modes) for a long-term (20-year) time horizon.
 - 2) Applying a long-term (20 year) travel demand across all modes
 - 3) Identify issues arising from land use and growth-related demands assuming existing mode shares and transportation services and infrastructure (gap analysis).

Note: It is not expected nor desired that a travel demand forecasting model (i.e., EMM) will be used to determine future travel demand. This work task is expected to result in a ‘roughly right’ set of findings to generally guide decisions regarding where we want to go.

Deliverable: Draft and final transportation needs analysis, based on current needs and future projections including estimated pedestrian, cycling, transit and vehicle demand, travel patterns and associated transportation infrastructure requirements.

5.4 **Develop and Assess Options (Preliminary Strategies and Solutions) – Where do we want to go?**

- a) Elements of this work task should include:
- 1) Identify strategic directions and themes, including mode share targets.
 - 2) Identify opportunities within the following areas of focus:
 - **Intermodal Connections:** Identify opportunities for increasing connectivity between all public transport modes, including Q2Q and TransLink bus routes. Describe

policies, actions, and strategies that could be implemented, including potential projects or locations to maximize intermodal connections.

- **Pedestrian:** Identify priority areas for pedestrian improvements. Provide guidance on increasing pedestrian trips within the context of neighbourhoods/local streets, major roads, and development sites. Address changes in pedestrians needs related to an aging population and motorized mobility devices.
- **Cycling:** Identify potential cycling facilities and treatments that could be used to further develop the cycling network. Develop a future cycling network concept plan, including facility type (general), element priority by planning horizon and costs.
- **Inter-neighbourhood / municipal Connections:** Identify opportunities for improving inter-neighbourhood and inter-municipal connections for sustainable transportation modes.
- **Road Network:** Identify strategic road network improvements that address current and forecasted issues that do not detract from improving sustainable transportation mode shares.
- **Goods Movement:** Identify opportunities to strategically improve the road network to support goods movement serving Queensborough's industrial areas.

Deliverable: Draft and final options report that identifies options and strategies to achieve identified strategic directions and mode share targets.

5.5 Develop Strategies and Policies and an Implementation Strategy (Draft Plan) – How do we get there?

a) Elements of this work task should include:

- 1) **Develop Strategies and Policies** for the QBTP, including the following focus areas:
 - **On-Street Parking:** Develop policy for on-street parking within both residential and commercial areas, and in particular, provide guidance for managing on-street parking demand within residential areas.
 - **Pedestrian and Cycling:** Provide guidance on how to improve the pedestrian and cycling environment and develop strategies for implementing improved pedestrian and cycling connectivity.
 - **Transit:** Provide guidance for implementing potential transit priority measures, or facility improvements to facilitate ridership.
 - **Road Network:** Confirm operational, traffic safety and goods movement issues and strategically identify opportunities for improvement.
 - **Goods Movement:** Develop approaches for implementing strategic improvement options while considering liveability of residential areas. Provide recommended policies to support expedient and safe access to key industrial areas. Provide recommendations on restrictions to limit heavy truck travel to specific routes or excluded routes within Queensborough.
 - **Emerging Technologies:** Identify opportunities and risks regarding emerging trends and technology such as bike share, car share, ride share, electric scooters, and electric vehicles and charging stations
- 2) **Implementation Strategy** - Prepare an implementation strategy that includes:
 - Cost and resource implications of the QBTP across all focus areas,
 - A prioritized list of improvement projects and recommended policy, procedure, and bylaw amendments to facilitate implementation, organized by focus area within short, medium, and long-term time horizons.
 - Order of magnitude cost estimates of proposed projects.

Deliverable: A draft Transportation Plan suitable for presentation to the public and key stakeholders for review.

5.6 Final Plan

- a) The final transportation plan will be a compilation of all information, recommendations, policies, and mapping in a comprehensive package suitable for presentation to the public and key stakeholders for their review, and to City Council for consideration and approval. The package shall include electronic copies (Microsoft Word and PDF) of all maps, figures, and appendices. Maps are also to be provided as a GIS layer suitable for import into ArcGIS.

Deliverable: Final transportation plan for Council’s consideration and approval.

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:

Milestone Month/ Quarter	Milestone Name	Milestone Description
May 2022	Proposal Deadline	Proposal to be delivered by 3:00 PM, Local Time
June 2022	Project award	Project will be awarded to successful proponent by this date
Summer – Early Fall 2022	Phase 1 – Where are we now?	Status of existing transportation system. Identify deficiencies and opportunities
Fall 2022 – Early Winter 2023	Phase 2 – Where do we want to go?	Key directions and themes. Identify opportunities within areas of focus.
Winter - Spring 2023	Phase 3 – How do we get there?	Strategies and policies. Draft plan and implementation strategy.
Spring - Early Summer 2023	Phase 4 – Final Plan	Council adoption.

7.0 MATERIALS AVAILABLE TO SUCCESSFUL PROPONENT

- 7.1 The following list reflects some of the key reference documents and information available to inform development of the Queensborough Transportation Plan:

- a) New Westminster Master Transportation Plan
- b) New Westminster Official Community Plan
- c) Queensborough Community Plan
- d) Metro Vancouver Metro 2050 Draft Regional Growth Strategy (2021)
- e) TransLink Transport 2050 Draft Regional Transportation Strategy (2021)
- f) New Westminster Engineering Services Traffic Counts (Ongoing)
- g) TransLink Trip Diary (2017)
- h) Census 2021 Data, as it becomes available

8.0 STAKEHOLDERS

8.1 The following reflects a partial list of stakeholders that will likely require engagement through the planning process:

- a) Queensborough Residents Association
- b) Queensborough business operators
- c) Community organizations
- d) Port of Vancouver
- e) Ministry of Transportation and Infrastructure
- f) TransLink
- g) School District
- h) Southern Rail
- i) HUB
- j) BC Trucking Association
- k) Urban Development Industry
- l) Local builders and developers
- m) The City’s Sustainable Transportation Task Force (STTF)
- n) The City’s Sustainable Transportation Advisory Committee (STAC)
- o) City Council
- p) City Staff, including staff from the following departments and divisions:
 - 1) Engineering Services, Infrastructure Planning
 - 2) Engineering Operations
 - 3) Parks and Open Space Planning
 - 4) Climate Action, Planning and Development

9.0 IN SCOPE AND OUT OF SCOPE SERVICES

The table below provides a breakdown of in-scope and out-of-scope tasks for the proposed services.

	In Scope (Consultant)	Out of Scope (City or Third Party)
Process delivery	<ul style="list-style-type: none"> • Modifications and updates to the Project Charter. • Analysis and background research. • Progress updates, and summary reports. • Engagement deliverables (e.g. maps, storyboards, interactive displays etc.) • Stakeholder mapping. • Facilitation of engagement events. • Facilitation of intergovernmental meetings and workshops as required. 	<ul style="list-style-type: none"> • Scheduling STTF, STAC and stakeholder meetings

	In Scope (Consultant)	Out of Scope (City or Third Party)
Communications	<ul style="list-style-type: none"> • Communication deliverables, including newspaper advertising, social media posts and other outreach methods. • Presentations to Council, STTF, and STAC as required. 	<ul style="list-style-type: none"> • Communications deliverables will be reviewed and executed by the City's Communications Officer. • Newspaper advertising. • Posting on City webpages and social media.
Transportation Plan Content & Adoption	<ul style="list-style-type: none"> • Digital (i.e., GIS, AutoCAD, jpeg) files for all Transportation Plan maps. • Digital files for all Transportation Plan analyses (i.e., Microsoft Excel) • Word versions of all Transportation Plan drafts, including any schedules, appendices, or attachments. 	<ul style="list-style-type: none"> • Staff reports to Council. • Legal advice and reviews.
Administration and Incidentals	<ul style="list-style-type: none"> • Equipment and materials for engagement events • Travel, meals, and staff incidentals. • Vehicle transportation 	<ul style="list-style-type: none"> • COVID-19 safety items, as needed • Venue booking



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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:

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Queensborough Transportation Plan

Closing Time:

Wednesday, May 18, 2022
3:00 PM, Local Time, Vancouver BC

Closing Location:

upload to https://fileshare.newwestcity.ca/filedrop/purchasing_submissions

PROPONENT NAME		
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
Privacy Impact 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 be concise and directed to the requirements of this RFP. Proposals should be provided double-sided on 8 ½” white paper, in a font colour of black and not less than 11 point. Proposals should not exceed 25 pages.



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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.

1.0	Company Profile
1.1	Please provide name, address, telephone and web site of your firm;
1.2	A brief overview of your firm, including size, years in service, and other relevant information.
2.0	Project Understanding
2.1	Provide information that illustrates an understanding of the City’s objectives, approach and requirements for the providing the project deliverables.
2.2	Demonstrate the Proponent’s familiarity with transportation plan focus areas (Part 2 – Business Requirements, Section 3.3)
2.3	Demonstrate an understanding of the City’s objective, and Proponent’s ability to develop a transportation plan with tangible objectives, defined projects and priorities, and cost estimates that support the City’s capital planning and budgeting.
3.0	Experience and Qualifications
3.1	Provide biographies of key employees working on the project.
3.2	Provide the name and outline the relevant experience of the Proposed Project Manager.
3.3	Provide at least three (3) examples of projects undertaken in the past five (5) years that are similar in scope and scale to this project (maximum two pages per example). For each example provide the following: <ul style="list-style-type: none"> • Names of references from the project, the City may contact the references to assess performance of your firm • Outline your organizations role in the project •
3.4	If applicable, provide a list of key consulting companies or 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.

4.0	Business Processes (Proposed Work Plan and Methodology)
4.1	Provide a work plan and methodology, based upon the requirements outlined in Part – 2, Business Requirements describing how the project will be completed. <ul style="list-style-type: none"> • Ensure you are clear on how you propose to meet the requirements.
4.2	Include a draft Statement of Work (SOW) with your submission. A Statement of Work (SOW) is a narrative description of the required work. It stipulates the deliverables or services required to fulfil the contract, and it defines the task to be accomplished or services to be delivered in clear, concise, and meaningful terms. The final SOW will be developed by the City and the successful Proponent and will be included in the Agreement. A sample Statement of Work is included in this RFP as Appendix F.

5.0	Value Add
5.1	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"> • Your proposed value-add not captured elsewhere in the response. • Proposed additional functionality to meet the City’s business requirements. • Other considerations that are not covered in the RFP.

6.0	Social and Sustainability
6.1	Explain your social and sustainability policy and process
6.2	Explain how you company addresses anti-racism, diversity, inclusion and equity
6.3	Explain how your company promotes sustainability (locally and in your operations), i.e. do you have a carbon footprint reduction plan? How do you manage waste in your facility or on a job-site?

7.0	Schedule
7.1	Provide an overview of your proposed timelines, indicate all major milestones and a list of resources you will require from the City and when.

8.0	Cost / Fees
8.1	Provide a schedule of effort (spreadsheet format) for this project demonstrating: <ul style="list-style-type: none"> • anticipated resource allocation, • hourly rates of each resource, and hours of effort for the proposed Scope of Services outlined in Part 2 Business Requirements, and • cost by work plan tasks and total project costs, including disbursements.
8.2	Disbursements: The Proposal should include an estimate of project related disbursements. The disbursements which will be reimbursed at cost will include the following: <ol style="list-style-type: none"> a) Reproduction of client requested drawings and reports; b) Delivery of drawings, reports including courier, postage etc.; c) All necessary documents required to obtain all permits and approvals from the authorities having jurisdiction. <p>All other expenses must be included in the fee proposal.</p>

8.3	Provide an hourly rate for key personnel.
8.4	Provide any additional costs associated with this project.



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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 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.

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

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

Reference 3	
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 references, in the City’s sole opinion, are found to be unsatisfactory. The City reserves the right to seek a reference from sources other than those provided by the Proponent.

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?



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APPENDIX F

SAMPLE STATEMENT OF WORK

A MS Word version of the Statement of Work has been posted separately.

STATEMENT OF WORK – NAME OF WORK

Primary Contact Information	
Owner	City of New Westminster
Project Name:	Enter Project Name
City Project Manager:	
Telephone No.:	
Email Address:	
Mailing Address	511 Royal Avenue New Westminster, BC V3L 1H9
Consultant Name:	
Project Manager:	
Telephone No.:	
Email Address:	
Mailing Address	

Introduction
This Statement of Work has been prepared for the Enter Name of Project. This Statement of Work document outlines key project information, including objectives, scope of work, tasks, milestones/schedule, deliverables, and standards and testing specification documents that will be used. It also outlines how project success will be defined, and how the project will be budgeted and invoiced.

Project Objective
Enter the Project Objective(s)

Scope of Work
List (in point form) the scope of work: <ul style="list-style-type: none"> • Task 1 • Task 2 • Task 3 • etc.

City's Responsibilities
List what the City will do / provide <ul style="list-style-type: none"> • Item 1

- Item 2
- Item 3
- etc.

Tasks

-Detailed tasks as outlined in proposal document.

- Task 1
- Task 2
- Task 3
- Etc.
-

Milestone/Schedule

Deliverables

- Item 1
- Item 2
- Etc.
-

-

Standards & Testing

Define Success

This section will be developed by the Owner and Consultant

