

# Staff Report to Council



**Report From:** Don Giberson, Infrastructure & Development General Manager

**Meeting Date:** October 7 2024

**Report:** TSD- 12-2024  
Request for Proposals for Active Transportation Study

## Recommendation

**That South Huron Council receive the Staff Report TSD12-2024 Request for Proposals for Active Transportation Study; and**

**That South Huron Council accepts the proposal received from R. J. Burnside, and authorizes the award of a professional services contract to R. J. Burnside in the amount of \$46,065.60 plus HST.**

## Report Overview

<b>Purpose of Report</b>	For Approval
<b>Council Priority Alignment</b>	Community Safety and Well-Being
<b>Consultations</b>	Shane Timmermans, Manager of Transportation Services Amanda Johnston, Manager of Community Services Erin Moore, Acting Director of Financial Services / Treasurer
<b>Attachment(s) to Report</b>	None

## Report Highlights

- The Active Transportation Study will review sidewalks, sidewalk policies, bike lanes, cycling strategy and recreation trails.

- The RFP Review Committee evaluated all proposals received and determined that the proposal received from R.J. Burnside ranked the highest.
- Grant funding has been secured from Infrastructure Canada in the amount of \$24,000 and the balance will be funded from the Transportation Services Operating Budget.

## Context and Background

The Request for Proposal for an Active Transportation Study was posted on the Bids&tenders on August 14, 2024. The Request for Proposal closed on September 11, 2024 at 2:00pm and four proposals were received by the Municipality. This Request for Proposal was a “two envelope” process, with the technical submission separately from the budget/fee structure for the cost of professional services.

This was a digital process, with online proposal submissions and the opening recorded on Zoom. The digital files containing the technical portion of the proposal were opened by Katie Rowe, Asset Management Analyst as witnessed by Mayor George Finch; Mannat Kaur, Financial Analyst; and Don Giberson General Manager of Infrastructure and Development.

The second digital files containing the budget/fee structure for the cost of professional services remained unopened until after the technical portion of the proposal was reviewed and scored by the RFP Review Committee. The second digital files were subsequently opened by Katie Rowe, Asset Management Analyst on September 17, 2024.

Proposals were received from R.J. Burnside & Associates Limited, LEA Consulting Ltd., ConceptDash Inc., and EXP Services Inc. The technical proposals were evaluated and scored by a RFP Committee comprised of Amanda Johnston, Manager of Community Services, Shane Timmermans, Manager of Transportation Services and Don Giberson, General Manager of Infrastructure and Development. The Proposals were evaluated based on the criteria set out in the Request for Proposal and in accordance with the Procurement of Goods and Services By-Law.

Evaluation Criteria	Weighting
Demonstrated performance of the firm for contracts of this size and nature for municipalities of similar size including but not limited to Firm Profile, References	25
Relevant experience and qualifications of key personnel identified to perform the work including but not limited to Project Team Information, Project Experience.	15
Approach and methodology to meet the Municipality’s requirements including but not limited to Understanding, Details, Action Plan	30
Advisory Services, additional value-added services	10

Cost	20
<b>Total</b>	<b>100</b>

All proposals were found to be in general conformance with the submission requirements. The technical proposals were evaluated and scored by the RFP Review Committee prior to opening the digital files containing the budget/fee structure for the proposals. Based on a review of technical proposals and budget/fee structures, proposals submitted received the following rankings:

	Demonstrated performance	Relevant experience	Approach and methodology	Advisory Services	Technical Rank	Cost	Final Rank
<b>Proponents Name</b>	25%	15%	30%	10%		20%	100%
R.J. Burnside & Associates	1	1	1	1	1	2	1
LEA Consulting Ltd.	2	1	1	3	2	1	2
ConceptDash Inc.	3	2	2	1	3	4	3
EXP Services Inc.	3	2	2	4	4	3	4

### Discussion and Staff Recommendation(s)

Staff recommend the award of a professional services contract to R.J. Burnside & Associates Limited, as their proposal was ranked the highest as evaluated by the RFP Committee; meets the expectations of the study timelines; and the cost is in the ballpark of the budget assigned to this project.

### Impact Analysis

#### Financial Impact:

The cost of this study is included in the 2024 Transportation Services Operating Budget and the amount allocated was \$40,000. Of this amount, \$24,000 was to be funded by an Active Transportation grant from Infrastructure Canada and the balance (ie. \$16,000) was to be funded by the Municipality. The total cost of the Active Transportation Study, including non-recoverable HST is \$46,876.35 is \$6,876.35 higher than the amount allocated in the budget. However, there are sufficient funds in the 2024 Transportation Services Operating Budget to cover the additional costs. The following is a summary of the cost breakdown from the recommended proponent:

Financial Evaluation of RFP Submissions			
Description	R.J. Burnside	Approved Budget	Budget Variance
Complete Study as per RFP	\$46,065.60		
<i>Non-recoverable HST</i>	<u>\$810.75</u>		
<b>Total</b>	\$46,876.35	\$40,000.00	<b>-\$6,876.35</b>

**Legal Impact:**

There are no legal implications for the Corporation resulting from the proposed recommendation.

**Community Impact:**

The community will be positively impacted by the Active Transportation Study, as this study will make recommendations regarding recreation trails, bike lanes, sidewalks and walkability of the community.

**Linkages**

- [Approved 2024 Budget](#)
- [South Huron Asset Management Plan](#)
- [State of the Roads Infrastructure \(SOI\) Report](#)

**Respectfully submitted,**

**Don Giberson, Infrastructure & Development General Manager**

## Report Approval Details

Document Title:	TSD12-2024 - Active Transportation RFP.docx
Attachments:	
Final Approval Date:	Sep 25, 2024

This report and all of its attachments were approved and signed as outlined below:

**Alex Wolfe - Sep 23, 2024 - 12:50 PM**

**Erin Moore - Sep 23, 2024 - 3:33 PM**

**Rebekah Msuya-Collison - Sep 25, 2024 - 4:19 PM**