



INFORMATION ONLY COUNCIL REPORT

To: Paul Gipps, CAO

Date: April 6, 2021

From: Nilton Praticante, Engineering Supervisor

Subject: **Transportation Master Plan – Contract Award**

STRATEGIC AREA(S) OF FOCUS

Following City Council's identified Strategic Priorities, development of the City of West Kelowna's Transportation Master Plan supports the objectives set out in Council's *Invest in Infrastructure* framework pillar.

BACKGROUND

Completed in 2014, the City of West Kelowna's first Transportation Master Plan (TMP) was developed by three independent consultants to support and build upon the goals and objectives identified within the City's Official Community Plan. The first iteration of the TMP provided the City with a roadmap to achieve various community goals and objectives including: promoting safety and security of the City's transportation system, enhancing mobility and economic vitality, improving connectivity of the City's pedestrian network and development of a capital plan to meet future intersection capacity needs.

With rapid population and economic growth in West Kelowna since 2014, the City has reached a point where development of a new, more robust and detailed TMP is required to proactively guide the City's transportation investments, municipal infrastructure improvements and decision-making over the next 20 years.

REQUEST FOR PROPOSAL DETAILS

In December 2020, a Request for Proposals (RFP) was developed seeking the services of a qualified Consultant to produce the City's new TMP. The RFP highlighted an extensive list of criteria, objectives, and deliverables required to achieve a plan for an integrated transportation network capable of handling a growing community.

Planning requirements within the RFP included:

- Network development, with consideration of emerging trends and technologies
- Existing network improvement recommendations
- Pedestrian infrastructure improvements, with establishment of an active transportation network

- Transit considerations
- Regional/external connections
- Truck routes and goods movement
- Land use and transportation integration

With the City's current development update to the Official Community Plan (OCP), the RFP highlighted the necessity for direct integration of the two documents. With the relationship between land use and transportation being a key aspect for sustainable development, it was important to emphasize the requirement for collaboration between the selected proponent and the consultant assigned to the OCP update to ensure synergy between the two documents, and to ensure objectives are met with a unified vision.

The RFP further highlighted a list of key stakeholders required for engagement including:

- Westbank First Nation
- Interior Health Authority
- BC Transit
- Insurance Corporation of BC
- Ministry of Transportation and Infrastructure of BC
- Transportation Advisory Committee
- Residents
- City of West Kelowna Staff (Engineering, Planning and Development, Communications, Fire Department)
- Centre of Transportation and Land Use Research (CeTLUR – UBCO)

The City has retained a partnership with UBCO's Centre for Transportation and Land Use Research team for essential tasks including: data collection, corridor analysis and traffic modelling. CeTLUR's resources, expertise and forward-thinking approach will be a significant asset to both the City, and the selected proponent, in development of the TMP.



CONTRACT AWARD

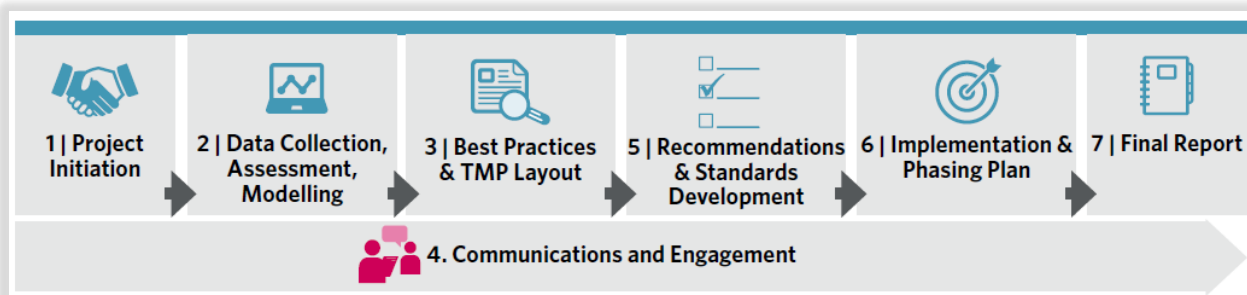
The RFP was issued on January 7th 2021 and closed on February 5th 2021. The City of West Kelowna received a favorable response to the RFP with nine proposals received from the following consulting firms:

HDR CORPORATION	PARSONS INC.
URBAN SYSTEMS LTD.	IBI GROUP
ISL ENGINEERING	MCELHANNEY LTD.
GREEN PI INC.	CTQ CONSULTANTS LTD.
BUNT & ASSOCIATES	

In accordance with the City of West Kelowna's Purchasing Policy, detailed reviews of each proposal were conducted by a City of West Kelowna review committee which considered various evaluation factors including: methodology and approach, resource allocation, exceptions to the contract, fees, disbursements and overall price. The City of West Kelowna also retained the services of a Senior Transportation Engineer (Tom Baumgartner of Align Engineering) as a 3rd-party evaluator.

A combined summary of the independent reviews resulted in **HDR Corporation** (HDR) receiving the highest aggregate evaluation score with a price of **\$238,670.00** (excluding GST).

HDR's proposal was exceptional, with highlights including: a thorough list of constraints and associated solutions, a strong communications/engagement plan, identifying a strong and reliable project team, naming reputable sub-consultants, zero exceptions and identification of a strong project understanding with regards to traffic transportation services throughout the community.



COMMUNICATIONS AND ENGAGEMENT

Through collaboration with the City's Communication team, the RFP identified an extensive set of criteria with regards to Communications and Engagement as part of the development of the TMP. HDR's proposal identified an engagement process consistent with IAP2 principles including:

- Putting the Community First
- Fostering Trusting Relationships
- Informing and Involving Early and Often
- Remaining Responsible and Adaptable

Communication and Engagement will be conducted in three phases at key milestones throughout the project. Each phase will include a public engagement session,

opportunities for online and in-person feedback through questionnaires, and facilitated engagement workshops with City staff, Council and First Nations, community, business and technical stakeholders. The engagement events will help validate and confirm direction and recommendations, identify outstanding issues/concerns, and achieve community and stakeholder alignment with key aspects of the plan.

As previously noted, the TMP public engagement process will be coordinated with the City's OCP to effectively manage resources and reduce community and stakeholder engagement fatigue as we proceed through the public process. The development of a Community and Engagement Strategy will include a broad range of deliverables in both print and electronic format. Further, a proposed outline will be brought forth for Council's feedback this spring.

HDR has clearly identified a community-first approach to encourage widespread public and stakeholder participation to ensure the TMP achieves acceptance and support from both the City and the community.

FINANCIAL IMPLICATIONS

With a project budget of \$250,000, HDR's submitted price of \$238,670 falls within the Council-approved budget required to complete this work.

REVIEWED BY

Rob Hillis, Engineering Manager

Allen Fillion, Director of Engineering/Public Works

Shelley Schnitzler, Legislative Services Manager/Corporate Officer

APPROVED FOR THE AGENDA BY

Paul Gipps, CAO

Powerpoint: Yes ☒ No ☐