



# Request for Proposal

*Issue Date: September 24, 2020*

**PROJECT:**

**Active Transportation Network Plan**

**LOCATION:**

**Town of Lake Cowichan, British Columbia**

**OVERVIEW:**

The Town of Lake Cowichan is inviting qualified firms or individuals to submit proposals for the development of an Active Transportation Plan (ATNP).

**BACKGROUND:**

The Town of Lake Cowichan's vision is to create a vibrant, healthy, sustainable community that exists in harmony with the natural environment. Currently the Town's transportation network is heavily focused on cars as the main form of transportation. The Town is served by BC Transit. The sidewalk network has sections that do not allow for continuity of travel, or there are sections that are too narrow to be considered accessible by those with mobility issues. The Town is the terminus of the Trans Canada Trail (Cowichan Valley Trail) which is not well integrated with the existing transportation network. The Mobility and Transportation map of the Official Community Plan includes multi-purpose trails and a conceptual bicycle route network.

**PROJECT OBJECTIVES:**

Preparation of an Active Transportation Network Plan (ATNP) that will:

- 1) advance the Official Community Plan's Mobility and Transportation network goals, policies and network map;
- 2) advance appropriate mobility related actions of the Age-friendly Action Plan;
- 3) address safety concerns identified by the community, ICBC Statistics and Crash Maps and Transport Canada Collision Database;
- 4) Provide enough detail and depth of design to successfully obtain Provincial active transportation funding grants to build infrastructure;
- 5) Prioritize 'shovel ready' projects that may receive Provincial infrastructure funding;
- 6) be consistent with the BC Active Transportation Design Guide;

- 7) include appropriate community engagement with the Ts'uubaa-asatx Nation, Advisory Planning Commission, Public Works Committee, and broader community; and
- 8) enhance tourism-oriented activities such as hiking, cycling, tubing, water sports and camping.

**PROJECT TASKS:**

At a minimum, tasks include:

1. review of key policy documents, including identification of areas of consistency, enhancement and possible divergence for the ATNP;
2. review of ICBC Statistics and Crash maps and Transport Canadas Collision Database and identify relevant areas of concern;
3. evaluation of existing active transportation network (sidewalks, roadways and trails) and identify priorities to maximize network utility and safety for pedestrians and cyclists;
4. engagement with the Ts'uubaa-asatx Nation (primarily coordinating about existing active transportation infrastructure in their reserve), Advisory Planning Commission, the Cowichan Lake Trail Blazers Society, Public Works Committee and broader community (open house workshop style event);
5. identification of conceptual costs for priority infrastructure projects; and
6. drafting an ATNP that includes network facility standards for cycling and multi-use trail infrastructure.

**PROJECT DELIVERABLES:** Draft ATNP that includes policy review, network evaluation, Active Transportation network map, facility standards, infrastructure improvement priorities, and conceptual costs.

**PROJECT EXPECTATIONS:** The AM Plan must be:

- 1) a readable and user-friendly living document, and
- 2) include readily implementable actions suitable for immediate infrastructure grant proposals and Town funded projects.

The consultant will be required to meet directly with staff at the beginning, intermediate and final stages in the development of the ATNP.

**COMPLETION TIMEFRAME:** March 15, 2021

**SUPPORTING  
BACKGROUND  
MATERIAL**

The successful proponent will receive access to the following studies and reports:

- 1) Official Community Plan (2019)

- 2) Age-friendly Action Plan (2015)
- 3) Asset Management Plan (2020)

**PROJECT CONSULTANT  
BUDGET**

\$50,000, exclusive of GST

**SUBMISSION  
CONTENT:**

Proposals shall respond to the information contained within this RFP document and should include the following:

**Proposed Work Program**

The work program shall specifically outline tasks and deliverables.

**Proposed Schedule**

The schedule should provide detailed estimates for project components and include a timeline estimate for the deliverables. It is anticipated that the project should be completed within three months following contract signing.

**Consultant Qualifications**

This community seeks a firm or individual with experience in asset management.

The submission shall provide the following details:

- Firm (s) name, address, email and brief firm description;
- References from clients for comparable work undertaken; and
- Firm (s) professional experience in completing projects of a similar nature and subject matter.

**Budget**

The proposals shall provide the following budgetary details:

- ▪ Itemized costs for completing all tasks and deliverables
- Breakdown of time of each consultant team member; and
- ▪ Estimation of expenses and taxes.

**EVALUATION  
CRITERIA:**

During the evaluation process any or all the firms may be invited for a telephone interview. Consultants will be evaluated specifically on:

- Quality of the proposal (10%);
- Responsiveness to the requirements of the RFP (20%);
- Qualifications and relevant experience (20%);
- Understanding of the project (20%);

- Quality of work experience (20%); and
- Proposed budget and ability to complete the work (10%).

The Town reserves the right to reject any or all submissions, to waive informalities and irregularities in the submissions received and accept any proportion of any submission if deemed in the best interest of the project and the Town.

All materials submitted regarding this RFP and deliverables from the subsequent contract with the successful consultant will become the property of the Town. The Town is not liable for any costs incurred by entities prior to the execution of the contract.

### **Insurance**

Any Contract resulting from this RFP will require that the Consultant, without limiting its obligations or liabilities and at its own expense, provide and maintain throughout the Contract term, comprehensive commercial general liability insurance in an amount not less than \$2,000,000 inclusive per occurrence, insuring against bodily injury and property damage and including liability assumed under the Contract. The Town is to be added as an additional insured and the policy shall contain a cross liability clause. The Consultant will provide the Town with evidence of the required insurance in the form of a certificate of insurance, upon execution and delivery of the Contract.

The Consultant will provide and maintain professional liability insurance in an amount not less than \$1,000,000 insuring the Consultant's liability resulting from errors and omissions in the performance of professional services under the Contract.

### **Registration with WorkSafe BC**

The Consultant and any approved sub-consultants must be registered with the WorkSafe BC, in which case WorkSafe BC coverage must be maintained for the duration of the Contract. Prior to receiving any payment, the Consultant may be required to submit a WorkSafe BC Clearance Letter indicating that all assessments have been paid. The Consultant shall abide by all provisions of the Workers Compensation Act of British Columbia and must sign a safety agreement in the form provided by the Town.

**SUBMISSION  
REQUIREMENTS:**

The Town of Lake Cowichan will accept proposals no later than **4 pm on Wednesday, October 14<sup>th</sup>, 2020** as one digital copy, by email or flash drive.

Proposals and inquiries may be addressed to:

Joseph A. Fernandez, Chief Administrative Officer  
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