



City of
Peterborough

To: **Members of the General Committee**

From: **W.H. Jackson**
Commissioner of Infrastructure and Planning Services

Meeting Date: **August 20, 2018**

Subject: **Report IPSTR18-020**
Award of Request for Proposals P-23-18 for Transit Route Review and Long Term Growth Strategy

Purpose

A report to recommend award of Request for Proposals P-23-18 for completion of a Transit Route Review and Long Term Growth Strategy for Peterborough Transit.

Recommendations

That Council approve the recommendations outlined in Report IPSTR18-020, dated August 20, 2018 of the Commissioner of Infrastructure and Planning Services, as follows:

- a) That Request for Proposals P-23-18 for Transit Route Review and Long Term Growth Strategy, be awarded to IBI Group, 55 St. Clair Avenue West, 7th Floor, Toronto, ON M4V 2Y7 for an cost of \$353,587.00 plus HST of \$45,966.31 for a total cost of \$399,553.31; and
- b) That a contingency fund of \$60,000.00 be authorized to the Purchase Order and the Commissioner of Infrastructure and Planning Services be delegated authority to adjust the Purchase Order to an upset limit of \$413,587.00 plus HST of \$456,053.31, if required.

Budget and Financial Implications

The total cost of the project is estimated at \$490,866.13 (net of HST rebate) which includes the bid price for RFP P-23-18, the recommended Contingency amount, plus additional incidental costs payable by the City, as described in Table 1.

Table 1: Total Project Costs (net of HST rebate) for RFP P-23-18

Line	Description	Amount
1	Bid Price P-23-18	\$353,587.00
2	Contingency	\$ 60,000.00
3	Sub-total	\$413,587.00
4	HST Payable by the City	\$ 7,279.13
5	Incidental Project Costs (Notices, meeting venues, etc.)	\$ 30,000.00
6	Project Management Costs	\$ 40,000.00
7	Total Estimated Project Cost (Net of HST rebate)	\$490,866.13

The total net \$490,866.13 requirement, including all contingencies and projects costs, after applicable HST rebates for the Transit Route Review and Long Term Growth Strategy study can be accommodated with the approved \$500,000 budgeted in the 2018 Capital Budget 5-11.02.

Background

Brief Description of the Work

The Transit Route Review and Long Term Growth Strategy is being structured as a three part study. Part One, and the primary objective of this Project, will complete a review of the Transit route system in the City to develop recommendations to accommodate future growth in the City; Part Two of the study will develop a future long-term Transit vision for the City.

Part Three will complete the functional planning and design for a new downtown Transit Terminal to provide cost estimates for the new facility to facilitate future capital budgeting and funding requests. Each of these elements are briefly described below:

Part One - Transit Route Review

This is the primary purpose of the Project and it is expected that this portion of the Project will involve a complete redesign of the Transit route system for the City. The Consultant will utilize advanced route planning software to develop and test a wide range of new route structures as part of an extensive and interactive public consultation program. The redesign of the Transit route system is expected to:

a. Reduce Transit Travel Times - completing a trip across the City on the current Transit system can take 40-80 minutes, excluding waiting time at stops, compared to about 20-25 minutes for the same trip by automobile. To better compete with auto travel times and increase the ridership, a route system that features more direct routing of Transit trips will be critical to achieving the 6% Transit Mode Share target established in the 2012 Transportation Master Plan. The consultant will examine route structures that include the use of satellite hubs, feeder routes and express routes, and/or a grid system to determine if these systems can be effectively utilized to reduce overall user travel time.

b. Improve Frequency of Service – A new route design should consider opportunities to create a network that can provide frequent service between popular high demand destinations, while potentially providing a less frequent service, matched to demand, for other locations across the City. The route design should also be flexible enough to accommodate an incremental approach to improving service frequency, either system-wide, or on various routes.

c. Increase Transit Ridership – while improvements to travel times and frequency of service should increase Transit ridership on their own, there is also an opportunity to consider new Transit routes or services that are designed to capitalize on existing or future trip generators as a means to increase ridership. This could include providing enhanced services to support new developments or events as well as new routes or redesigned routes to better serve the various secondary schools in the City.

d. Optimize Vehicles and Resources – with 12 regular routes, four peak period express routes, four Post Secondary Express routes, and five High School Specials, there may be opportunities to rationalize existing routes and services to allocate drivers and vehicles to better match services with demand. The current route system requires 44 conventional buses to be in service during the a.m. peak and 40 vehicles during the p.m. peak. A new route system will examine the most effective way of utilizing the existing resources before recommending the addition of new resources to improve service and will examine the hours when peak service is provided, to ensure that the hourly profile of service aligns with the hourly Transit demands. It is anticipated that the review will also assess the current vehicle fleet used on high demand routes, such as the Trent or Fleming Express routes, to determine if adding high capacity vehicles, i.e. articulated buses or double-deck buses, would allow for a reallocation of drivers, without sacrificing seated capacity, or better accommodate passenger demands. Similarly, the potential to service new growth areas or lower ridership areas with smaller Community Buses may also be considered in the review.

Part Two - Transit Long Term Growth Strategy

This is also an important component of the study that will establish the vision for Transit in this community over the next 20-30 years, along with developing reasonable estimates of the long term capital costs, and operating costs of the recommended service plan, necessary to achieve this vision. This portion of the Project will build on the redesign of the Transit route system completed in Part A, as a basis for developing the future Transit networks and service levels necessary to achieve the longer term vision.

Transit Passenger Origin-Destination Survey to improve the data available for Transit planning and to develop a fully calibrated transit model that is capable of producing city-wide and route specific Transit ridership forecasts, based on various service plans, land use growth scenarios, and fare strategies. This part of the study will use the new model to test and evaluate various Transit enhancement scenarios aimed at achieving the current 6% Transit Mode Share target and testing more aggressive mode share targets to guide future long range planning.

Part Three - Downtown Transit Hub Planning

To build upon the work completed in the Transit Route Review and the Long Term Growth Strategy, the consultant will also complete functional planning and conceptual design for a new Downtown Transit Hub. The functional planning for a new downtown Transit Terminal will consider:

- a. Number of Routes Serving the Downtown** – based on the Route Review and the Long Term Growth Strategy, the number of routes proposed to serve the downtown will determine many of the design and functional requirements for a new downtown Terminal.
- b. Location of Terminal** – the consultant will need to consider the optimum location for the downtown Terminal, considering the origin-destination patterns of riders, the potential integration with other Transit service providers, future growth areas in the downtown based on the ongoing Official Plan Review, and the availability of space for Transit service needs and passenger amenities.
- c. Integration with Potential Rail Station(s)** – the potential introduction of a future Via Rail service with a stop in Peterborough may influence potential sites for a downtown Transit Terminal. Consultation with representatives of Via Rail will be required as they advance their service planning to ensure that due consideration is given to the potential integration of services to support an inter-regional rail station.
- d. Conceptual Design** – the conceptual design of the new downtown Terminal will start with the definition of the functional needs and passenger amenities to be accommodated. A new terminal would ideally feature a flow through design to

eliminate the backing up of buses, and would provide an adequate number of bus loading bays to serve city routes, plus any other services such as GO Transit/Greyhound that may wish to interface their routes at our Terminal.

Procurement Type, Closing Date, Prepared by, Reviewed by

Request for Proposal P-23-18 was released on May 23, 2018 and closed on June 28, 2018. The RFP was prepared and evaluated by the Manager of Transportation, Manager of Transit Operations, and the Senior Project Manager in the Transportation Division.

RFP Statement

This solicitation process was a Request for Proposals where a number of criteria were used to evaluate submissions. The criteria and their relative weighting were clearly set out in the RFP document. Part 6.5.3.i of the City's Purchasing By-law 14-127 states that "as price is only one of the criteria evaluated, the award report will show the rating summary for each proponent and the total points. The award report will disclose the price of the recommended supplier but not the price submitted by other proponents.

RFP Bidder Submission Evaluation Chart

Chart 1 below provides a summary of the RFP results:

Chart 1 RFP P-07-18 Bidder Submission Evaluation Chart

Evaluation Criteria	Maximum Score	Dillon Consulting	IBI Group	AECOM
Project Understanding	20	14.3	17.7	14.7
Project Workplan	15	11.7	13.7	12.0
Schedule	10	8.0	8.7	7.3
Similar Work Experience	10	7.7	8.7	7.3
Project Manager	10	9.0	9.0	9.3
Project Team	15	13.7	13.3	13.7
Pricing	20	17.6	19.4	20.0
Rating Total	100	82	90.4	84.3
Ranking		3	1	2

Recommended Bidder

On the basis of the evaluation criteria, IBI Group is the recommended proponent. IBI is familiar with the City and its processes. IBI has recently completed several studies of a similar nature in other municipalities and through their proposal they have demonstrated excellent experience and knowledge with regard to the City's needs for this project. IBI is currently working on the City's Transit Garage Location and Environmental Assessment Study and have been performing well on that project.

Contingency

The contingency amount identified for this project will allow for the City to accommodate any changes to the scope of work that could not be realistically estimated at the time of bidding. Part A and Part B of the consulting assignment are intended to be quite interactive in terms of assessing options and incorporating feedback from the public to improve upon the study recommendations. Part C of the project will assess locations for a new downtown transit terminal and develop concept designs, and to a large extent, the actual requirements for this scope of work will only be clearly defined once Part A and Part B of the project are finished. The contingency for this project was established in recognition that there may be a need for additional work over and above what could clearly be anticipated at the time of bidding. The Proponent also identified some value added options and services that may be considered if sufficient budget remains after finalizing all of the deliverables under this contract.

Council Approval Required

Section 8.2.1 of the Purchasing By-law 14-127 states Council must approve an award where the expenditure is greater than \$100,000 and is not a Request for Tenders awarded to the lowest bidder. RFP P-23-18 for the Transit Route Review and Long Term Growth Strategy meets this requirement and must be approved by Council.

Timelines

If the recommendation is approved, the purchase will be confirmed via a purchase order and a contract, signed by the CAO and Clerk, will be finalized with the recommended proponent before the work commences.

The contractor will commence the work in the fall of 2018 with Part A completed by the fall of 2019 and Parts B and C are anticipated to be completed by the spring of 2020.

Summary

RFP P-23-18 for the Transit Route Review and Long Term Growth Strategy has been issued in accordance with the City's Purchasing By-law 14-127 and can be awarded within approved budgets as outlined in this report.

Submitted by,

W.H. Jackson, P. Eng.
Commissioner, Infrastructure and Planning Services

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