

REQUEST FOR PROPOSAL

KC-2022-02 TRAFFIC CIRCULATION AND PEDESTRIAN SAFETY AT KEMPTVILLE CAMPUS

Issued on:
June 21, 2022

Requested by:
Kemptville Campus Education and Community Centre

Attention:
Liz Sutherland, Executive Director

Closing Date and Time:
A complete electronic PDF copy must be received by:
4:00 PM local time on
July 7, 2022

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INTRODUCTION

Kemptville Campus is an educational and multi-use facility serving the community of North Grenville and surrounding area. The Campus includes 630 acres and 17 main buildings, as well as woodlands, cropland, wetland, greenhouses, an agroforestry centre, maple bush, and trails. The Campus is a nonprofit subsidiary of the Municipality of North Grenville and is overseen by a Board of Directors.

The Campus is looking for a qualified consultant to complete a Traffic Circulation and Pedestrian Safety Study for the northeast portion of the campus where the majority of buildings and driveways are located. The [Master Plan](#) for the campus includes a long-term plan to redirect traffic and parking away from this area in order to create a pedestrianized plaza.

There are currently multiple schools and child care centres operating on campus. A short-term solution was implemented in 2021 to calm traffic that was cutting through campus to and from Concession Road and County Road 44. A Traffic Circulation and Pedestrian Safety Study is now required to validate the preliminary plan and ensure that it adheres to the Fire Code/Building Code.

Please submit your quote as a single PDF attachment by email to Lsutherland@kemptvillecampus.ca.

Closing Date: Thursday, July 7, 2022 at 4:00 pm ET.

Proposals must be received before the above-mentioned time and date, and in accordance with the enclosed RFP documents.

For inquiries please contact:

- Liz Sutherland, Executive Director (Lsutherland@kemptvillecampus.ca) for financial or contracting information
- Bruce Jackson, Facilities Manager (bjackson@kemptvillecampus.ca) for traffic/infrastructure/technical information

A full description of the project and scope of work is set out below.

1.0 INSTRUCTIONS TO PROPONENTS

1.1 Invitation

Kemptville Campus Education and Community Centre invites bids from qualified consultants to complete a Traffic Circulation and Pedestrian Safety Study for the northeastern portion of the Campus where the majority of buildings and driveways are located. The area is bounded by Concession Road to the north, Prescott St/County Road 44 to the east, Curtis Drive to the south, and McPhail to the west.

The Campus anticipates that this project will be completed by August 26, 2022.

Please submit your quote as a single PDF attachment by email to Lsutherland@kemptvillecampus.ca.

Closing Date: Thursday, July 7, 2022 at 4:00 pm ET.

Proposals must be received before the above-mentioned time and date, and in accordance with the enclosed RFP documents.

1.2 Format of Proposal

The proposal submission must not exceed ten (10) pages. All other supporting information (e.g., corporate information, resumes, and project profiles) is to be attached to the submission in the form of appendices.

1.3 Costs Incurred by Proponents

All expenses incurred in the preparation and submission of proposals shall be borne by the Consultant. No payment will be made for any proposals received, or for any other effort required of or made by the Consultant prior to the commencement of work defined by the proposal approved by the Campus.

1.4 Acceptance of Terms

All those who submit a proposal represent that they have read, completely understand, and accept the terms and conditions of this Request for Proposal (RFP) in full.

1.5 Insurance

1.5.1 Commercial General Liability

The Proponent shall, at their expense obtain and keep in force during the term of the Agreement, Commercial General Liability Insurance satisfactory to the Kemptville Campus and underwritten by an insurer licensed to conduct business in the Province of Ontario. The policy shall provide coverage for Bodily Injury, Property Damage and Personal Injury and shall include but not be limited to:

- a) A limit of liability of not less than \$ \$2,000,000 per occurrence

- b) Non-owned automobile coverage with a limit not less than \$2,000,000 and shall include contractual non-owned coverage
- c) Products and completed operations coverage
- d) Broad Form Property Damage
- e) Contractual Liability
- f) Owners and Contractors Protective

The successful Proponent will add “the Municipality of North Grenville” and “Kemptville Campus Education and Community Centre” as additional insured with respect to the operations of the Named Insured. The policy shall contain a provision for cross liability and severability of interest in respect of the Named Insured. The policy shall provide 30 days prior notice of cancellation

1.5.2 Professional Liability

The Proponent shall take out and keep in force Professional Liability insurance in the amount of \$2,000,000 providing coverage for acts, errors and omissions arising from their professional services performed under this Agreement. The policy self-insured retention/deductible shall not exceed \$25,000 per claim and if the policy has an aggregate limit, the amount of the aggregate shall be double the required per claim limit. The policy shall be underwritten by an insurer licensed to conduct business in the Province of Ontario and acceptable to the Kemptville Campus. The policy shall be renewed for three years after contract termination. A certificate of insurance evidencing renewal is to be provided every year. If the policy is to be cancelled or non-renewed for any reason, 90 days’ notice of said cancellation or non-renewal must be provided to Kemptville Campus. The Campus has the right to request that an Extended Reporting Endorsement be purchased by the Consultant at the Consultants sole expense.

1.5.3 Indemnification

The successful proponent shall at all times hereafter hold harmless and shall fully indemnify Kemptville Campus and the Municipality of North Grenville from and against all claims and demands which may be brought against or made upon them and against all loss, liabilities, judgments, costs, damages or expenses which the Corporation may sustain, suffer or be put unto resulting from, arising from, or in any way incidental to the performance of this Agreement by the proponent or any other persons engaged by the proponent in the performance of services pursuant to this Agreement during the term of this Agreement.

1.6 Municipal Freedom of Information and protection of Privacy Act (MFIPPA)

In accordance with MFIPPA, this is to advise that any personal information Proponents provide is being collected under the authority of the Municipal Act and will be used exclusively in the selection process. All proposals submitted become the property of the Campus. Proponents are reminded to identify in their proposal any specific scientific, technical, commercial proprietary, or similar confidential information, the disclosure of which could cause them injury.

1.7 Clarification

All inquiries regarding this RFP are to be directed to the individuals identified below. Inquiries must be received in writing or email no later than July 5, 2022 at 11:00 AM. All inquiries received and the responses provided will be sent by the Campus to all Consultants by email.

For inquiries please contact:

- Liz Sutherland, Executive Director (Lsutherland@kemptvillecampus.ca) for financial or contracting information
- Bruce Jackson, Facilities Manager (bjackson@kemptvillecampus.ca) for traffic/ infrastructure/technical information

2.0 TERMS OF PAYMENT

The successful Proponent shall be reimbursed monthly for actual work completed and time spent on the project. Monthly invoices are to include supporting documentation for all disbursements. Disbursements will be paid at cost.

Invoices submitted by the Consultant shall include the project title, a description of the work completed and a billing summary. This summary shall include the tasks set forth in the financial submission and shall indicate the budgeted cost, percentage invoiced to date and a total of these amounts for each task referencing the original level of effort schedule.

2.1 Proposal Validity

Proposals shall remain valid and open for acceptance by the Campus for a period of sixty (60) calendar days following the deadline for receipt of proposals.

2.2 Follow-On Contracts

The Campus reserves the right to award subsequent phases of the project to the successful proponent, and fees for any follow-on contracts shall be based on the same unit or per diem rates proposed under this RFP, unless negotiated and approved otherwise.

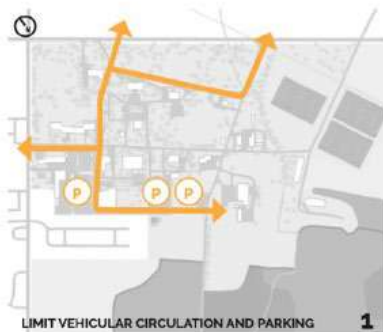
The Campus also reserves the right to request competitive proposals for subsequent phases of the project.

3.0 TERMS OF REFERENCE

3.1 Background

The [Master Plan](#) for the Campus includes a long-term plan to remove motor vehicle traffic from the northeast area of Campus around the existing buildings (approximately 400 metres by 550 metres, identified as “the Village” in the Master Plan – see images below). Specifically, the Master Plan requires Campus staff to “Design and implement a new [motor vehicle] circulation and parking strategy that seeks to direct through traffic and parking to the peripheries of the Campus.” This Master Plan has been approved by Municipal Council.

MASTER PLAN | THE BIG MOVES



Reconfiguration of traffic flow through the core of the Campus buildings, limiting vehicular circulation and parking to the periphery of the core of the Campus will allow flexible and safe use of the rest of the site for pedestrians.



Creation of a central axis through the core of the Campus by way of a public plaza and a shared street becomes a central spine of the Campus and transforms the core of the Campus into a dynamic pedestrian oriented space.



Develop a coordinated network of pedestrian paths through the core of the Campus to transform the space into a people-friendly plaza that encourages people to wander and discover the Campus safely while creating sub-sectors in the heart of the Village.

The Campus operates as property manager for the Municipality of North Grenville (the property owner). According to the Campus Head Lease, “there are no designated Municipal roads located on the Leased Premises,” (Section 14(1)). Campus property is therefore “private municipal property,” similar to the Municipal Centre parking lot in that it is municipally owned but not subject to the Highway Traffic Act.

There are currently multiple schools and child care centres operating on campus. A short-term solution was demanded in 2021 to calm traffic that was cutting through Campus from Concession, down Campus Drive and along Curtis Ave.

In summer 2021, the Campus created a working group to explore traffic management options. Temporary barricade locations (see Appendix A) were selected to create a protected area. Barricades were put in place to control motor vehicle traffic around the schools during school hours. Staff moved them at the end of each school day. Having observed the functionality of the barricade plan for several months, Campus developed in March 2022 a slightly modified map of barricade locations (see Appendix B).

The preliminary mid-term plan (from approximately September 2022 until full pedestrianization is realized) is to have lift-gates to keep motor vehicles out of this protected area. These gates should be approved and controllable by emergency services. Some driveways may be blocked by permanent installations (e.g., planters) as long as they do not impede emergency services.

The Fire Code requires that Campus must provide “fire apparatus access roads” to enable emergency vehicles to get within 50 metres of each building. These access roads can be roads, fire lanes, parking lot lanes or a combination of the above. Because of the age of the Campus (over 100 years old), existing fire routes are not known.

The Campus is seeking the traffic engineering study to develop a plan that will be compliant with the Fire Code/Building Code while protecting pedestrian safety and reducing motor vehicle traffic as much as is practical in the identified area of Campus.

3.2 Plan Objectives

Areas to be addressed in the provision of this service will include:

- a) Full traffic circulation (all modes) and Pedestrian Safety Study for the northeastern portion of Campus, including a review of all background documentation.
- b) One “kickoff” stakeholder meeting and another should be scheduled strategically during the development of the report (with stakeholders by invitation only – no public consultation).
- c) Final document should be prepared, reviewed by the Campus, and finalized. The report will then be presented to the Campus Board of Directors by the successful consultant.

3.3 General Conditions

The Traffic Circulation and Pedestrian Safety Study (Kemptville Campus) shall include the following:

- Review of the Campus Master Plan
- Review of the 2021 Campus Traffic Working Group materials
- Review of the existing school bus routes and schedules for the four school boards operating on campus (and proposed routes and schedules for 2022-23 if available)
- Key informant interviews with Campus staff, municipal public works staff, Fire Department officials, and school transportation authorities regarding the 2021 traffic study, the barricade measures, and relevant factors (e.g., potential changes in school bus routes)
- Assessment/evaluation of on-site traffic circulation and pedestrian safety
- Recommendations for the location of fire routes, traffic calming measures (including e.g., planters, lift-gates, speed humps, bollards, and paint) for the **medium-term**.
- Recommendations for the **final/long-term** traffic plan in keeping with the pedestrianization envisioned by the Master Plan
- Cost estimate(s) for recommendations
- Presentation to Kemptville Campus staff team and Board of Directors

3.4 Special Considerations

Each consultant is to be aware of the following prior to proposal submission:

- This study shall be focussed on the circulation and pedestrian safety on private municipal property that is not subject to the Highway Traffic Act but is subject to the Fire Code/Building Code
- All modes of travel should be considered in the evaluation (including pedestrians, cyclists, and school buses)
- Information will be provided by Campus staff on traffic patterns, including deliveries and current/future school bus routes and schedules (the study will take place during the summer school break, and changes to school locations, notably the opening of a school in Purvis Hall, may change school bus routes for the near future)
- Recommendations shall be compliant with the Accessibilities for Ontarians with Disabilities Act
- All evaluations should be compliant with Transportation Association of Canada (TAC) and Ministry of Transportation (MTO) guidelines, where applicable

3.5 Project Reporting

The Proponent shall report to Liz Sutherland, Executive Director. Bruce Jackson, Facilities Manager, will be the day-to-day Campus contact for the project. The Executive Director shall be the approval authority for the final report.

One (1) digital copy of the document will be provided at each review stage and three (3) hard copies and one (1) digital copy of the final document will be provided upon completion of the project. All printed material must be reproducible.

3.6 Background Documents Provided

The following documents will be made available to the successful Proponent:

- 2021 Traffic Working Group materials (to be provided during request for proposal stage)

3.7 Summary of Key Dates for Proposal

June 21, 2022 – Date issued

July 5, 2022 – Deadline for questions (11 a.m.)

July 6, 2022 – Responses to questions issued

July 7, 2022 @ 4:00 PM – RFP closing

Week of July 11, 2022 – Anticipated award date

Week of July 18, 2022 – Initial kickoff meeting

August 26, 2022 – Final report submitted to Kemptville Campus

August/September 2022 (TBC) – Presentation (by the consultant) to Kemptville Campus

4.0 EVALUATION CRITERIA

The successful firm will possess the requisite technical skills to deal with the complex matters to be addressed in the scope of work and will be required to work directly with Municipal staff, the project manager, the public, agencies and stakeholders in a professional manner.

To achieve this, the Campus is interested in a firm, which in addition to sound technical qualifications, exhibits such skills as timeliness, diplomacy, tact, strong communication ability (both written and verbal) and an understanding of the municipal culture.

4.1 Basis of Selection

The Campus intends to recommend the appointment of the Consultant on the basis of best overall value, based upon a review of the technical and fee proposal, and the consultant interview. The Consultant appointment is subject to approval by the Campus Board of Directors in accordance with the provisions of the Campus procurement policy

4.2 Selection Criteria

At the first phase of selection, proposals will be evaluated on a “yes/no” basis with respect to whether they meet the minimum requirements for bid submission (including deadline and format).

At the second stage of selection, a total of 100 points will be allocated to each proposal, as follows:

Category	Available Points
<i>Technical:</i>	
Qualifications and Experience of Company	20
Qualifications and Relevant Experience of Project Team	20
Understanding of Objectives	10
Quality of Approach and Methodology	20
Proposed Work Plan and Schedule	10
Sub-total	80
<i>Financial:</i>	
Fees and disbursements (including sub-consultants)	20
Total	100

4.3 Qualifications and Experience of Company

Provide a brief company profile and recent relevant experience. Provide two (2) similar projects completed by your firm, including as a minimum, one (1) project completed in the last five (5) years. Provide client references for each project.

4.4 Qualifications and Recent Relevant Experience of Project Team

Provide the qualifications, recent relevant experience and responsibility of each member of the project team (Project Manager, key team members, sub-consultants and other staff), clearly stating the employment history of the Project Manager and key team members, years with current firm and work location. Resumes should be included in an appendix.

4.5 Understanding of Objectives

Describe your understanding of the assignment, including overall scope and objectives, noting any particular issues that may require specific attention.

4.6 Quality Approach and Methodology

Describe the approach and methodology to be followed in completing all aspects of the assignment in order to achieve the stated project objectives.

4.7 Proposed Work Plan and Schedule

Provide a work plan and schedule in the form of a Gantt chart to illustrate the breakdown of the major tasks and the level of effort of the individual team members in sufficient detail to allow a complete understanding as to how and by whom the work is to be carried out.

The Consultant shall outline the measures that it has in place to ensure the project delivery and cost control to meet the needs of the Campus.

4.8 Fees

The Consultant is to provide a total upset limit price, including all fees, sub-consultants and disbursements, but exclusive of HST, to complete this assignment in accordance with the services detailed herein in the Consultant's proposal.

All reasonable and proper expenses incurred by the Consultant shall be reimbursed without any allowance thereon for overhead and/or profit. The following costs shall not be reimbursed:

- Communication expenses including facsimile, local phone and cellular charges;
- Standard PC or computer aided design and drafting equipment (excludes specialized equipment or software as identified in Consultant's proposal); and
- Travel and living expenses unless identified in the proposal or approved in advance.

The Consultant shall provide the per diem cost for any additional public meetings as a separate line item, should they be required.

5.0 SPECIAL TERMS AND CONDITIONS

Submission of a proposal constitutes acknowledgement the proponent has read and agrees to be bound by all the terms and conditions of the Request for Proposal.

The Campus will not make any payments for the preparation of the response to the Request for Proposal. All costs incurred by a proponent will be borne by the proponent.

This is not an offer. The Campus does not bind itself to accept the lowest price proposal or any proposal submitted.

The Campus has the right to cancel the Request for Proposal at any time and to reissue it for any reason whatsoever, without incurring any liability and no proponent will have any claim against the Campus as a result of the cancellation or re-issuing of the Request for Proposal.

The Consultant acknowledges that the Campus shall have the right to reject any, or all, Proposals for any reason, or to accept any Proposal which the Campus in its *sole unfettered discretion* deems most advantageous to itself. The lowest, or any, Proposal will not necessarily be accepted and the Campus shall have the *unfettered* right to:

- (i) Accept a non-compliant Proposal;
- (ii) Accept a Proposal which is not the lowest Proposal; and
- (iii) Reject a Proposal that is the lowest Proposal even if it is the only Proposal received.

The Consultant acknowledges that the Campus may rely upon the criteria which the Campus deems relevant, even though such criteria may not have been disclosed to the Consultant. By submitting a Proposal, the Consultant acknowledges the Campus' rights under this Section and absolutely waives any right, or cause of action against the Campus, by reason of the Campus' failure to accept the Proposal submitted by the Consultant, whether such right or cause of action arises in contract, negligence, or otherwise.

If the Campus decides to award a contract based on a submission received in response to this Request for Proposal, the successful proponent will be notified of the intent to award in writing, and the subsequent execution of a written agreement shall constitute the making of a contract. Proponents will not acquire any legal or equitable rights or privileges whatsoever until the contract is signed by both parties.

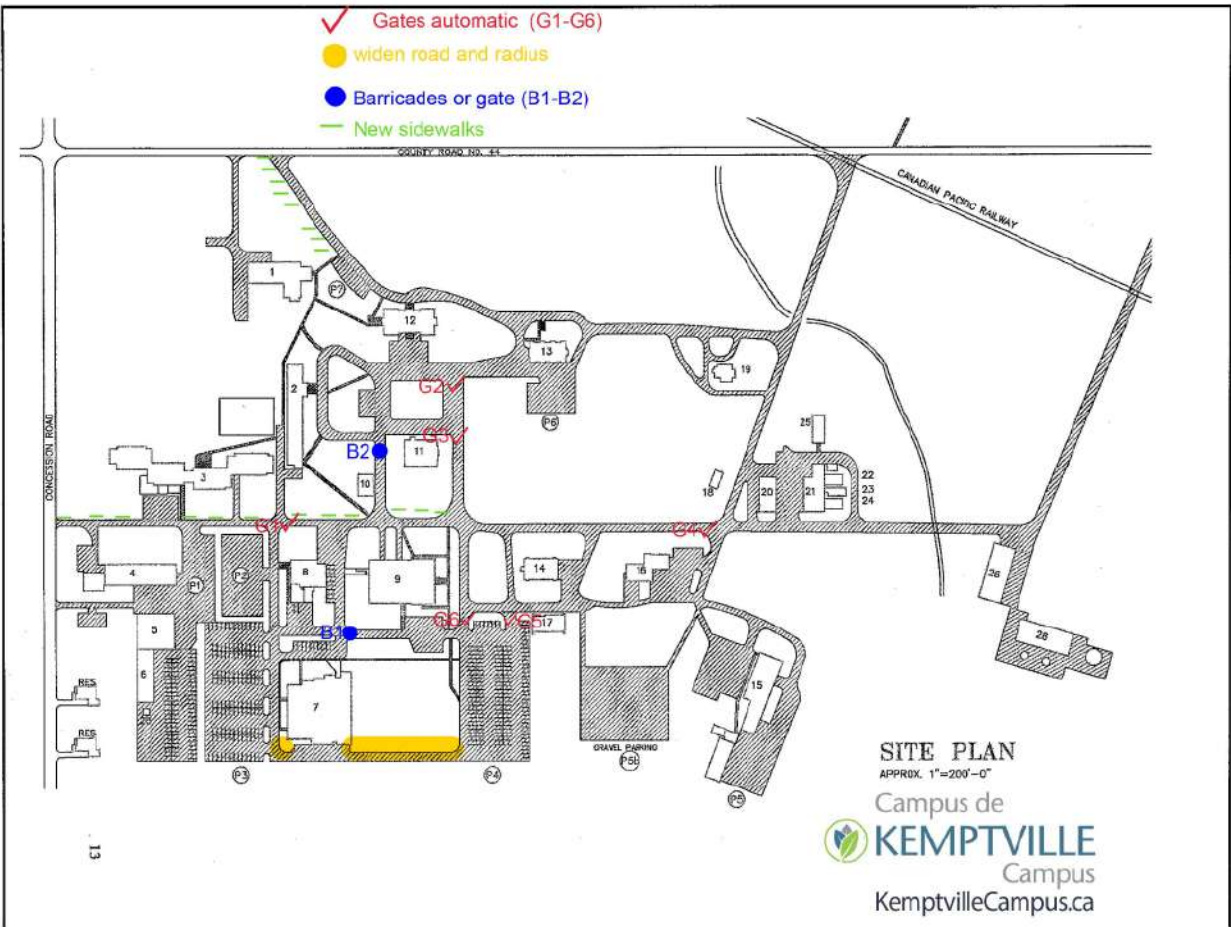
In the event of any inconsistency between the RFP and the contract, the contract shall govern.

Proponents may not amend or withdraw their proposals after the closing date and time.

Proposals will be evaluated as soon as practicable after the closing time.

Proponents are advised that all communications with the Campus related to this RFP during the bidding process must be directly and only with the individuals nominated in section 1.7.

Appendix A: August 2021 traffic study - location of barricades



Appendix B: Modified location of barricades (revised March 2022)

