



## The Corporation of the Town of LaSalle

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<b>Date:</b>	April 16, 2018	<b>Report No:</b>	DS-26-2018
<b>Directed To:</b>	Mayor and Members of Council	<b>Attachments:</b>	Transportation Master Plan RFP
<b>Department:</b>	Development & Strategic Initiatives		
<b>Prepared By:</b>	L. Silani, M.PI, MCIP, RPP Director of Development & Strategic Initiatives  P. Marra, P. Eng. Director of Public Works	<b>Policy References:</b>	
<b>Subject:</b>	Transportation Master Plan RFP Contract Award		

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### RECOMMENDATION:

That Council award the Transportation Master Plan Request for Proposals (RFP) contract to WSP, for the creation of a new Transportation Master Plan (including a LaSalle Age-Friendly Active Transportation Action Plan) for the Town.

### REPORT:

In 2017 the Town received a grant from CWATS in the amount of \$30,000 to assist the Town to undertake a LaSalle Age-Friendly Active Transportation Action Plan, as part of a comprehensive, forward-thinking, and integrated Transportation Master Plan to be prepared for the entire community. Attached to this Staff Report is a copy of the Town's RFP document that describes the nature and scope of this project, and identifies the key objectives to be addressed, and the importance of proceeding to prepare the Active Transportation Plan as part of an overall Transportation Master Plan.

The RFP for this project was issued in January of this year, and Consultants were required to submit their proposals by March 9<sup>th</sup>. A total of four submissions were received from Consultants. Town Staff reviewed and short-listed these submissions to three for interview purposes. Interviews were held with representatives from all three consulting teams on April 9<sup>th</sup>. The proposed fees ranged from \$114,796 to \$124,640 plus HST. Based on the results of the submissions received and the interviews conducted, it is recommended by Administration that the Town retain the services of WSP, to prepare the new Transportation Master Plan (including a LaSalle Age-Friendly Active Transportation Action Plan) for the Town, for an amount not to exceed \$124,640 plus HST.

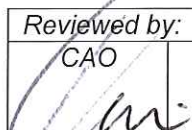
Respectfully submitted by,



L. Silani, M.Pl., MCIP, RPP  
Director of Development &  
Strategic Initiatives



P. Marra, P. Eng.  
Director of Public  
Works

Reviewed by:						
CAO	Finance	Council Services	Public Works	Development & Strategic Initiatives	Culture & Recreation	Fire
						



# Transportation Master Plan



## **- REQUEST FOR PROPOSALS -**

### **FOR PROFESSIONAL TRANSPORTATION PLANNING CONSULTING SERVICES**

January 2018

*Place Matters, It Is About Making Smart Choices*

Departments of Development & Strategic Initiatives and Public Works



## 1.0 Introduction

In August of 2017, LaSalle Council passed a resolution in support of the preparation of a new *"LaSalle Age-Friendly Active Transportation Plan"* being prepared for the Town of LaSalle, as part of a comprehensive Transportation Master Plan.

Active Transportation (AT) includes all forms of non-motorized (human-powered) transportation. Within a growing municipality such as the Town of LaSalle, there is a broad range of users that require a properly designed, built and maintained network of both cycling and pedestrian related active transportation infrastructure --- including but not limited to AT infrastructure for:

### Commuter Cyclists



### Recreational Cyclists



Pedestrians travelling to/from a specific destination (walking to the store, walking to school, etc.)



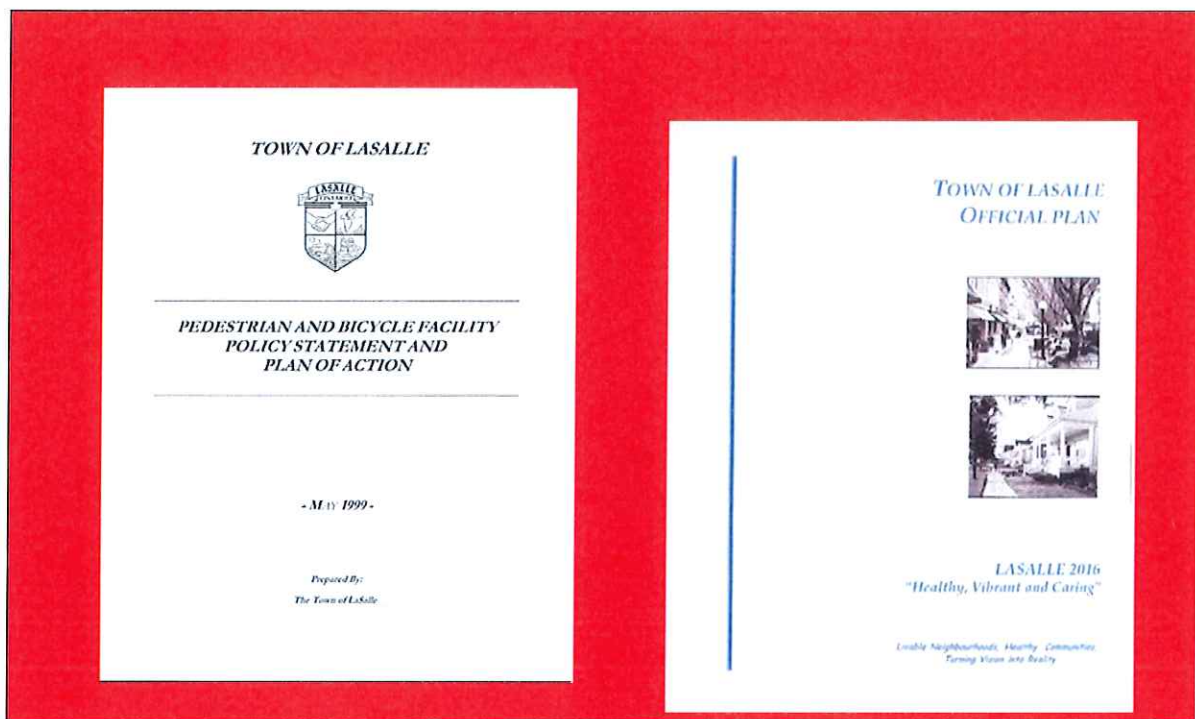
Pedestrians walking or jogging for leisure/exercise purposes



Pedestrians with special mobility requirements



The Town of LaSalle has a long history and a successful track record of planning for and building "age-friendly" infrastructure for both cyclists and pedestrians of all ages and abilities.



In 1997, extensive community consultation resulted in the adoption of an Official Plan which incorporated the "LaSalle Greenway" as a cornerstone element of the Town's growth management strategy. The essence of the greenway system approach is linkages --- connecting wildlife habitat areas to each other, neighbourhoods to other neighbourhoods, urban to rural, waterfront to non-waterfront, and people to nature.

In 1999, a "Pedestrian and Bicycle Facility Policy Statement and Action Plan" was formulated by LaSalle Staff and was adopted by Council ---- to put in place a set of guiding principles and specific actions to be taken to build an integrated network of safe and inviting facilities for LaSalle residents and visitors to cycle and walk for both utilitarian and recreational purposes.

Both of these documents, and the on-going commitment by Council to allocate funding for cycling and pedestrian related infrastructure, has resulted in a community that has an extensive network of off-road, in-boulevard and on-road cycling facilities (over 40 kilometres in total), and more than 80 kilometres of sidewalks ----- see Figure 1 attached, which depicts the various elements of the Town's existing Active Transportation Network.

This existing AT network currently serves many of the needs of this community, and has been received very positively by a broad cross-section of LaSalle residents. "LaSalle Trails" are a key



defining element of this municipality. They are a significant community asset that are used by many residents as a deciding factor when choosing to make LaSalle their home.

However, the Town is now at a point in time where there is a need to “re-tool” and to undertake a comprehensive review of:

- the gaps that still exist within the AT network, with an emphasis on identifying critical pieces of missing AT infrastructure, and identifying how best to complete the Town’s AT network, in order to meet the evolving needs of cyclists, pedestrians and persons with special mobility requirements of all ages and of all abilities;
- the opportunities that exist to better integrate the Town’s AT infrastructure within the larger CWATS network, with the AT infrastructure that is to be built as part of the new Gordie Howe International Bridge, and with the network that exists/is planned in the City of Windsor and along the Herb Gray Parkway;
- the design guidelines that should be used for various AT facility types, for both new “greenfield” neighbourhoods and for existing developed areas of LaSalle --- focusing on user needs, safety, and convenience factors that collectively promote/support increased use of AT by a broad range of LaSalle residents and visitors of all ages and abilities;
- financial resources required for AT related infrastructure --- with the objective being to identify and put into place a sustainable and fiscally responsible on-going implementation plan in keeping with the Town’s available resources;
- opportunities that may exist for funding from senior levels of government for cycling related infrastructure --- particularly those related to provincial and federal programs designed to promote active and healthy lifestyles and to reduce greenhouse gas emissions;
- best practices for on-going maintenance of AT infrastructure – for on-going asset management and user safety purposes;
- the priority actions that need to be taken during the next 5 and 10 year time frames --- to continue to build on the successful AT track record that has been built during the last two decades.

A new “*LaSalle Age-Friendly Active Transportation Action Plan*” will provide the necessary recommendations and action items that will enable Council, working collaboratively with

community partners, to responsibly deal with each of the above-noted items in a timely, integrated and cost-effective manner.

The AT action plan is to be prepared as part of a broader Transportation Master Plan, to be prepared by the Town with the assistance an experienced multi-disciplinary consulting team, working closely with Town Staff, Council, stakeholder groups (including County of Essex Engineering Staff), and a broad cross-section of LaSalle businesses and residents.

In addition to the AT action plan, the Town's new Transportation Master Plan will need to be comprehensive in scope, including the following key components:

- I. An assessment and evaluation of the existing transportation network, and an identification of gaps and deficiencies in terms of capacity, connectivity, level of service and effectiveness. Attached, as Figure 2, is the Town's Existing Transportation Plan --- depicting existing and planned arterial and collector roads;
- II. A re-assessment of the Town's future arterial and collector road needs, based on short, mid and long-term planning horizons;
- III. An assessment of the Town's mid and long-term transit requirements;
- IV. The identification, assessment and evaluation of cost-effective options to responsibly address the existing transportation related gaps/deficiencies and the future transportation related needs of the Town of LaSalle;
- V. A review and update existing design standards for Town of LaSalle roads and trails, to ensure that they are designed, built and maintained to meet applicable standards and best practices for all users (pedestrians, cyclists, transit riders and motorists of all ages and abilities);
- VI. An assessment of steps that the Town will need to take to responsibly address mid and long-term impacts to the Town's overall transportation needs, arising from autonomous (self-driving) vehicles;
- VII. The preparation of an implementable action plan that makes cost-effective use of limited financial resources, and builds on the existing strengths and successes achieved to date by the Town to create "safe and livable neighbourhoods" and a "healthy, vibrant and caring" community.



## **2.0 Scope of Professional Planning Consulting Services for the LaSalle Official Plan Review**

The Town of LaSalle is seeking to retain the services of a team of highly skilled professionals that collectively possess the necessary experience and knowledge in their respective professional fields (i.e. transportation planning/engineering, municipal engineering, urban design and land use planning, and community/stakeholder engagement), and have a “proven track record” of preparing technically sound and fiscally responsible municipal Transportation Master Plans.

As part of this RFP, the Town of LaSalle will be awarding one (1) professional consulting service contract for the entire scope of work as described herein.

The selected consultant will coordinate and attend meetings with the Town's Project Steering Committee, with Council, Stakeholders and the community at large throughout the duration of the consulting service contract.

The consultants will be expected to:

- i) Identify and implement meaningful stakeholder and community consultation, to ensure that the voices of LaSalle landowners, business, and residents of all ages are heard throughout the process; and
- ii) Undertake all of the tasks required to successfully complete project on time and on budget;
- iii) Complete this work in accordance with the “Master Plan” process, to satisfy the corresponding provisions of a Municipal Class EA.

## **3.0 Project Administration, Project Completion Deadline**

All of the tasks to be undertaken to satisfy the terms of this professional consulting service contract are to be completed in a timely and cost-effective manner, and no later than December 2018.

Each submission will need to establish a completion date, a detailed work plan and project timeline, and provide a rationale for the date selected for project completion.

This project will be completed under the direction of the Town's Director of Development & Strategic Initiatives and the Director of Public Works (the Town's Project Managers for this Transportation Master Plan).

The Senior Staff person from the selected consulting team will be reporting directly to the Project Managers, and will be meeting with a Project Steering Committee on a regular basis. The Steering Committee (including Council representatives) shall be fully involved throughout the duration of this project.

#### **4.0 Available Documents**

The following documents are available for review at the LaSalle Town Hall.

- Consolidated Version of the Approved "*Town of LaSalle Official Plan*" (consolidated January 5, 2015);
- "*Bouffard and Howard Planning Districts, Illustrated Zoning By-law and Development Standards Manual*", August 2005;
- "*County of Essex Official Plan*", Approved April 2014;
- "*Town of LaSalle Road Needs Study*", 2017;
- "*EA Addendum Report for the Bouffard and Howard Planning Districts*", 2017

#### **5.0 Deliverables**

The consultant team will supply the following to the Town of LaSalle:

- Ten (10) copies of draft and final versions of all reports, plans, drawings and other documents produced;
- One original hard copy, and one electronic file copy of all draft and final reports, plans, drawings and other documents produced -- including all maps, graphics, tables, illustrations and text (in electronic formats as directed by the Town's Project Manager);
- All required notices, and copies of all attendance records, meeting minutes, correspondence and any other pertinent documentation that is prepared/received by the consulting team.

#### **6.0 Proposal Instructions**

The consulting team shall prepare a proposal submission that clearly identifies on the outside of the envelope the name of the professional services contract that they are submitting a proposal for, as follows:

"Town of LaSalle -- Professional Planning Consulting Service  
for the LaSalle Transportation Master Plan"

The envelope will contain the consultant's submission of the proposed work program to be followed to complete the scope of work as described in this RFP, incorporating the following information:

- A description of the consultant's understanding of the scope and nature of the issues to be addressed, and a description of the approach and phases to be used by the consulting team;
- A detailed project schedule, including public/agency/stakeholder/community consultation meetings, Steering Committee meetings and meetings with Council;
- A description of the methodology and techniques to be used by the consulting team to successfully undertake and complete meaningful stakeholder/agency and public/community consultation;
- An outline of the detailed project deliverables that will be submitted at key milestones dates;
- A summary of the consultant's project team (with an organizational chart and resumes); a description of the corresponding experience of the principal staff in completing similar projects in other municipal jurisdictions; and examples of recent successes in completing municipal Transportation Master Plans and Active Transportation Plans;
- Identification of any specialized services or sub-consultant services (with resumes) to be used on this consulting service contract;
- Availability of the firms resources and the estimated time that each assigned staff person will spend on this project;
- A description of the assistance that the consultant expects to receive from Town Staff and from the Project Steering Committee throughout the duration of this contract;
- Per diem rates for all of the staff to be assigned to this project;
- Total consulting fee to be charged to the Town of LaSalle to complete all of the required project tasks --- which will represent the maximum upset fees that shall not be exceeded.

Your proposed consulting fee is to be inclusive of all professional fees, travel expenses, and any other out-of-pocket expenses. All overhead and support will be the consultant's responsibility.

Any revisions to the agreed upon work which may require additional expenditures to be made will require the written approval of the Town's Project Managers.

Six (6) copies of the RFP submission, enclosed in a sealed envelope as outlined above, identifying the consultant and the project are to have the heading as noted above.



There is to be no payment for the preparation and submission of proposals in response to this Request for Proposals.

The Town of LaSalle reserves the right to negotiate changes in the content and cost of the most satisfactory proposal(s) and, if necessary, interview key personnel. Any in-person interviews will be conducted in the Town of LaSalle.

Proposals may be submitted by individuals or firms. Consortiums are welcome to submit proposals, but must indicate which individual or firm will be the prime consultant.

Individuals and/or firms selected by the Town for this consulting service contract will be required to carry a minimum of one (1) million dollars in professional errors and omissions insurance. The successful consultant will be required to enter into a professional consulting services contract for the work as outlined.

The Town of LaSalle reserves the right to reject any or all proposals without incurring any liability whatsoever.

Proposed submissions are to be addressed and submitted to the attention of:

**L. Silani, MCIP, RPP & P. Marra, P. Eng.  
Director of Development & Strategic Initiatives & Director of Public Works  
Town of LaSalle  
5950 Malden Road  
LaSalle, Ontario  
N9H1S4**

and shall be received until 12 noon, Friday, March 9, 2018 at the above noted address. The intent is to award this professional consulting services contract in April of 2018.