
Award of Contract – Transit Villages Concept Plans Request for Proposals

Recommendation

That the Standing Policy Committee on Planning, Development and Community Services recommend to City Council:

1. That the award of contract for the provision of planning services to complete the Transit Villages Concept Plans planning and design services to Dialog, in partnership with Watt Consulting Group and Colliers International, for a total contract amount not to exceed \$350,000, including taxes and disbursements, be approved; and
2. That the City Solicitor be requested to prepare the appropriate agreement and that His Worship the Mayor and the City Clerk be authorized to execute the agreement under the Corporate Seal.

Topic and Purpose

The purpose of this report is to obtain approval to award the contract to Dialog, in partnership with Watt Consulting Group and Colliers International, for the provision of planning services to complete the Transit Villages Concept Plans' planning and design, a component of the Corridor Growth Program of the Growth Plan to Half a Million.

Report Highlights

1. External planning services are recommended to complete the planning and design of all aspects related to the preparation of the Transit Villages Concept Plans.
2. There are constraints associated with delivering this project in accordance with the Public Transit Infrastructure Fund (Infrastructure Fund) deadlines.
3. The allotment of a healthy contingency is necessary within the contract to allow for potential engagement activities that may become necessary. A contingency is also proposed to cover any unforeseen works that may arise through the collaborations necessary to integrate delivery of this project with other City of Saskatoon (City) projects under the Growth Plan to Half a Million (Grown Plan).
4. A contract awarded to Dialog, in partnership with Watt Consulting Group and Colliers International, is recommended for planning and design services to complete the Transit Villages Concept Plans at a total contract amount not to exceed \$350,000, including taxes and disbursements.

Strategic Goals

This report supports the City's Strategic Goals of Sustainable Growth and Moving Around by furthering the implementation of the Growth Plan. This report also supports the Strategic Goal of Asset and Financial Sustainability by ensuring that project

expenditures are eligible for approved federal funding support through the Infrastructure Fund.

Background

Effective September 15, 2016, several Growth Plan projects received approval for federal funding support through Phase 1 of the Infrastructure Fund. The combination of City and federal funding brings the total amount of the City's eligible Infrastructure Fund projects dedicated to infrastructure design to \$7.6 million.

At its May 23, 2017 meeting, City Council approved a recommendation authorizing the Administration to issue three Requests for Proposals required for the Infrastructure Fund projects: Bus Rapid and Conventional Transit Planning, Design, and Engineering Services; Transit Villages Concept Plans; and Growth Plan Engagement. The approval gives direction to proceed with a similar procurement approach for other potential components of work funded through the Infrastructure Fund. The rationale for this approach is as follows:

The Administration has determined that procuring external support through competitive Requests for Proposals is the appropriate delivery method for the projects described above, based on a number of factors, including:

- a) regulated requirements of the work;
- b) capacity of existing staff to perform the work;
- c) requirement of specialized services;
- d) expected timeline of delivery;
- e) frequency of need of the required expertise; and
- f) cost of the expected scope of work.

The most significant factor necessitating the Request for Proposals approach is the Infrastructure Fund program rule for eligible expenditures, which states that the City must conduct a competitive tendering process for all projects and/or portions of projects exceeding \$100,000 in eligible expenditures unless otherwise agreed to by the Government of Saskatchewan. See Attachment 1 for the detailed rationale for all of these factors.

Report

External Planning Services

This project is aimed at delivering the planning and design services necessary to develop Transit Villages Concept Plans that incorporate a wide range of land uses for the immediate areas adjacent to key station locations on the Bus Rapid Transit line. These planning services will encompass a number of potential deliverables that include:

- a) the intensification and diversification of land uses, including the proposed mix of uses, building heights and densities;
- b) input into the potential locations for the Bus Rapid Transit station including access and egress route options, in collaboration with the City and the

- consultant responsible for the Bus Rapid Transit planning and design; and a park and ride feasibility study and strategy;
- c) place-making design principles and strategies, including an overall design theme for each location, and a detailed design for an integrated bus transit system;
 - d) public gathering spaces designed for all seasons;
 - e) pedestrian and cycling connections and infrastructure;
 - f) rainwater, snow, and site drainage management systems and approaches;
 - g) opportunities to incorporate green building technologies into new and existing buildings;
 - h) traffic impacts/analysis for each of the concept plans;
 - i) phasing options and plan;
 - j) development feasibility/analysis; and
 - k) recommended policy, regulatory, and development guidelines.

The Administration is recommending that this project not be completed in-house. This project requires extensive specific understanding, knowledge, and experience in transit-oriented development, as well as bus rapid and conventional transit planning, design, and economics in North America. Given that this type of expertise is rarely required by the City, the Administration does not have staff with the level of expertise required to successfully deliver this project in the required time frame. Through a competitive process, the Administration has identified that Dialog has significant experience in this field.

Contingency

Due to the necessity for alignment of this project with other Growth Plan initiative projects, other major City projects, and the need for Dialog to collaborate with the City and other stakeholders on various aspects of design throughout the life of this project, an additional \$36,166 (11.5%) of the submitted budget is being proposed as a contingency. This will provide the City the opportunity to commission additional unforeseen work items that may arise from the collaborative work needed from this and other Growth Plan projects in order to deliver the best results for the City, within the time constraints of the project.

Contract with Dialog

On June 15, 2017, the Administration posted a Request for Proposals on the SaskTenders website to identify the most qualified proponent capable of completing this work, and five proposals were received. See Attachment 2 for a summary of the proposals received.

Based on the evaluation criteria and the evaluation process included in the Request For Proposals, Dialog, in partnership with Watt Consulting Group and Colliers International, was identified as the highest scoring, and as such, the preferred proponent. The

Administration is recommending that the City enter into an agreement with Dialog to provide the planning services necessary to complete planning and design of all aspects related to the Transit Villages Concept Plans.

Options to the Recommendation

City Council could choose to not approve the award of contract; further direction would then be required.

Public and/or Stakeholder Involvement

Stakeholder consultation is a part of the responsibility of Dialog during this project. Dialog will be supported by the City’s Communications Division, as well as their external engagement service provider, O2 Planning + Design, approved by City Council in July 2017. Dialog will provide all technical material, appropriate representation, and support for all stakeholder engagement and communication events, which will be driven by the City and its engagement service provider. Stakeholder engagement at various levels will occur throughout the life of this project, for which, Dialog will have shared responsibility.

Communication Plan

Subject to City Council approval of the recommendations of this report, a News Release will be issued to the public, communicating relevant information regarding the decision and the project.

A broader communication plan for the Growth Plan Implementation Plan is being developed and will integrate the various initiatives, including the Transit Villages Concept Plans. Communication activities will generally be coordinated by the City’s Communication Division with the input from relevant divisions and service providers contracted to support the Growth Plan projects.

Financial Implications

Capital Project No. 2541-02 Growth Plan to Half a Million Implementation for Secondary Plan Process and Corridor Redevelopment contains sufficient funding for this contract.

A breakdown of the total proposed contract amount is as follows:

Description	Amount
Cost to deliver this project	\$313,834
Contingency to deliver unforeseen works or engagement	\$ 36,166
Total	\$350,000

Environmental Implications

A more efficient transit system has the potential to reduce fuel consumption, greenhouse gas emissions, and air pollution associated with personal vehicle use versus utilizing public transportation across the City. Furthermore, the intensification

and diversification of land uses at key Bus Rapid Transit stations will also make more efficient use of existing infrastructure and encourage walking and cycling.

Other Considerations/Implications

There are no policy, privacy, or CPTED implications or considerations.

Due Date for Follow-up and/or Project Completion

The Administration will prepare future reports with project updates at key project milestones. Once initiated, the project is expected to be completed within 12 months.

Public Notice

Public notice, pursuant to Section 3 of Public Notice Policy No. C01-021, is not required.

Attachments

1. Rationale for Request for Proposals for Growth Plan Initiatives
2. Proponent Summary

Report Approval

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Reviewed by: Lesley Anderson, Director of Planning and Development
Approved by: Randy Grauer, General Manager, Community Services Department
Randy Grauer, Acting City Manager

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