

DECISION NOTE

Title: RFP – Metrobus/GoBus Review
Date Prepared: July 4, 2018
Report To: His Worship, The Mayor and Members of Council
Ward: N/A

Issue: Seeking approval for the contract to conduct the “Public Transit Operational Review and Strategic Plan Update” to be awarded to Dillon Consulting Limited.

Discussion – Background and Current Status:

Council agreed to a review of Metrobus and GoBus as part of the Capital Works Budget that was approved at a Regular Meeting of Council held March 5, 2018.

A Request for Proposals (RFP) to conduct a “Public Transit Operational Review and Strategic Plan Update” was released and nine (9) submissions were received.

The attached correspondence from Judy Powell provides a list of the review committee members and the score summary.

Based on the score summary, it is recommended that the contract be awarded to Dillon Consulting Limited at a total cost of \$159,772 excluding taxes.

Key Considerations/Implications:

- 1. Budget/Financial Implications:**
 - Allocated in the Capital Budget
- 2. Partners or Other Stakeholders:**
 - St. John’s Transportation Commission
 - Users of Metrobus and GoBus
- 3. Alignment with Strategic Directions/Adopted Plans:**
 - Responsive and Progressive
- 4. Legal or Policy Implications:** N/A
- 5. Engagement and Communications Considerations:** TBD
- 6. Human Resource Implications:** N/A

7. **Procurement Implications:** N/A

8. **Information Technology Implications:** N/A

9. **Other Implications:** N/A

Recommendation: It is recommended that Council approve awarding the contract for the “Public Transit Operational Review and Strategic Plan” to Dillon Consulting Limited for \$159,772 excluding taxes.

Prepared by: Elaine Henley, City Clerk

Approved by: Kevin Breen, City Manager

Attachments: Letter from Judy Powell dated June 29, 2018

TO: Kevin Breen, City Manager
FROM: Judy Powell, General Manager, Metrobus
RE: RFP – Metrobus/GoBus Review
DATE: June 29, 2018

Nine (9) bids were received in response to the Request for Proposals for a Public Transit Operational Review and Strategic Plan Update (for GoBus and Metrobus). Members of the Review Committee were:

1. Derek Coffey, Deputy City Manager, Finance & Administration
2. Garrett Donaher, Manager, Transportation Engineering, City of St. John's
3. Paul Walsh, Member, St. John's Transportation Commission
4. Jason Hussey, Manager, Finance, Metrobus
5. Judy Powell, General Manager, Metrobus

The Committee met on June 27th to evaluate all bids received. As a result of the evaluation, the Committee recommends that the proposal from Dillon Consulting Limited at a bid price of \$159,722 exclusive of taxes be accepted.

Derek Coffey was unable to attend the meeting on June 27th, however, I subsequently discussed the results with him and he is in agreement with the recommendation, which was consistent with his findings. Attached is a summary sheet of the Committee's evaluation results signed by the four Committee members in attendance.

Should you require additional information or have any questions, please let me know.



Judy Powell
General Manager

cc. Members of the RFP Evaluation Committee

Attach.