

DECISION/DIRECTION NOTE

Title:	Request for Proposals, Bike St. John's Master Plan
Date Prepared:	June 14, 2018
Report To:	His Worship the Mayor and Members of Council
Councillor and Role:	All Councillors
Ward:	n/a

Decision/Direction Required:

Council Decision to award engineering consulting services for the Bike St. John's Master Plan.

Discussion – Background and Current Status:

Council adopted the recommendations of the Bike St. John's Task Force in February 2017 (Council Directive R2017-02-20/7) and committed to completing a comprehensive bicycle strategy and master plan.

In response to a public RFP for engineering consulting services to complete this project, proposals were received from the following professional firms:

1. Trace Planning and Design
2. Tract Consulting Inc.
3. CBCL Limited
4. Fresh Fruit & Architecture
5. WSP Canada Inc.

The proposals were reviewed, evaluated, and rated by an evaluation committee. The evaluation committee included City staff from three different departments and a public member of the Bike St. John's Advisory Committee. The highest ranked proposal was submitted by Trace Planning and Design for the amount of \$122,509.50 (HST included).

Key Considerations/Implications:

1. Budget/Financial Implications

Completion of this project is funded through capital budget allocation of \$125,000 (\$90,000 previously allocated plus \$35,000 additional in 2017 capital budget)

2. Partners or Other Stakeholders

The general public and business community of the City.

3. Alignment with Strategic Directions/Adopted Plans

Neighbourhoods Build Our City – Improve neighbourhood-level services, Promote a safe and secure City

ST. JOHN'S

A City for All Seasons – Support year-round active transportation
Responsive and Progressive – Identify and deliver on projects, strategies, and programs

4. *Legal or Policy Implication*

n/a

5. *Engagement and Communications Considerations*

Stakeholders will be engaged throughout the completion of this project.

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 engineering consulting services be awarded to Trace Planning and Design in the amount of **\$122,509.50 (HST included)**.

Prepared by:

Anna Bauditz, Transportation System Engineer

Signature: _____

Approved by:

Garrett Donaher, Manager, Transportation Engineering

Signature: _____

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