

The Corporation of the City of Kawartha Lakes

Council Report

Report Number PUR2017-035

Date: June 6, 2017
Time: 2:00 p.m.
Place: Council Chambers

Ward Community Identifier: 9, 10, 11 and 12

Subject: 2017-53-OP Consulting Services for a Transit Master Plan

Author Name and Title: Marielle van Engelen, Buyer
Todd Bryant, Manager of Fleet and Transit Services

Recommendation(s):

RESOLVED THAT Report PUR2017-035, **Consulting Services for a Transit Master Plan**, be received;

THAT Transit Consulting Network of Keswick, being the highest scoring proponent, be selected for the award of Request for Proposal 2017-53-OP **Consulting Services for a Transit Master Plan** for a proposed cost of \$69,090.00, plus HST;

THAT the funding approved through Development Charges be increased by \$20,457 to a revised total of \$47,457;

THAT subject to the receipt of the required documents, the Mayor and City Clerk be authorized to execute the agreement to award RFP 2017-53; and

THAT the Purchasing Division be authorized to issue a purchase order.

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer: _____

Background:

Lindsay Transit has been in operation since 1977 and LIMO Specialized Transit since 1979. Transit ridership, over the past five years, has continued to increase for Lindsay Transit to 94,512 and LIMO Specialized Transit to 13,623 rides respectively for 2016. This is a 2.9% overall increase from 2015.

Lindsay Transit completed a Transit Master Plan in 2008 and has acted on the recommendations within the plan. It is now time for a new, updated look at Transit beyond 2017. This plan will investigate route improvements, customer accessibility, marketing, community partnerships, staffing levels, equipment, maintenance, community engagement and much more.

Request for Quotation 2017-53-OP Consulting Services for Transit Master Plan was released for advertising in accordance with the City's Purchasing Policy.

The proposal closed on Thursday May 11, 2017 and was opened in public by Pat Dunn, Councilor and Debbie Ball, Buyer with the following results:

Proposal Received From
Transit Consulting Network of Keswick
Steer Davies Gleave North America Inc. of Toronto
Dillion Consulting Limited of Ottawa

Proposals were reviewed by an evaluation committee for compliance to the proposal requirements and Transit Consulting Network was found to be the highest scoring proponent.

Dillion Consulting Limited was found to be non-compliant in accordance with the Purchasing Policy Appendix B –Competitive Process Evaluation – Irregularity of Submission Summary, as their Form of Proposal did not have an original signature.

Reference checks were conducted and no concerns were identified.

Rationale:

Staff recommends that Transit Consulting Network of Keswick be selected for the award of Request for Proposal 2017-53-OP Consulting Services for Transit Master Plan, for the tender price of \$69,090.00 plus HST.

Other Alternatives Considered:

None as the highest scoring proponent is being recommended.

Financial/Operation Impacts:

Funds for the Transit Master Plan are included in the 2017 Operating Budget under Transit. This Plan is eligible to be funded 67.5% from Development Charges. The current budget identifies \$13,000 funded from operating and \$27,000 from DCs for a total of \$40,000. With a proposal award of \$69,090 and including the non-recoverable HST, the amounts required are \$47,457 from DCs and \$22,849 from Operating based on 67.5% sharing indicated above. The additional operating amount is to be funded from area rate transit tax levy.

Relationship of Recommendation(s) To The 2016-2019 Strategic Plan:

The Lindsay Transit Master Plan contributes to the Council Adopted Strategic Plan, namely:

- A Vibrant and Growing Economy. A healthy transit system enables commuters to get to work, school and activities that support the growth of our City.
- An Exceptional Quality of Life. Affordable public transit assists the general well-being of residents and customers promoting activity health, education and employment.
- A Healthy Environment. Acting on recommendation of a Transit Master Plan promotes active transportation and builds ridership.

Review of Accessibility Implications of Any Development or Policy:

All legal requirements as legislated within Regulation 191/11 made under the Accessibility for Ontarians with Disabilities Act, 2005 are met by Lindsay Transit and LIMO Specialized Transit. Lindsay Transit continues to strive for Service Excellence when providing transportation services to the residents of the City of Kawartha Lakes and will continue to consult all users including people with disabilities to ensure that future service excellence are maintained.

Consultations:

Financial Coordinator

Attachments:

Not applicable

Department Head E-Mail: brobinson@city.kawarthalakes.on.ca

Department Head: Bryan Robinson

Department File: 2017-53-OP