



Report to: Development Services Committee

Meeting Date: July 11, 2022

SUBJECT: Request for Proposal 077-R-22 Citywide Parking Strategy
PREPARED BY: Samson Wat, Sr. Project Engineer, Ext 2077
Loy Cheah, Senior Manager, Transportation, Ext. 4838
Tony Casale, Senior Construction Buyer, Ext. 3190

RECOMMENDATION:

1. That the report entitled “Request for Proposal 077-R-22 Citywide Parking Strategy” be received;
2. That the contract for the Citywide Parking Strategy be awarded to the highest ranked, lowest priced bidder, WSP Canada Inc. in the amount of \$500,771.14, inclusive of HST;
3. That a 10% contingency in the amount of \$50,077.11 inclusive of HST, be established to cover any additional consulting services to deliver the study and that authorization to approve expenditures of the contingency amount up to the specified limit be in accordance with the Expenditure Control Policy;
4. That the Engineering Department Capital Administration fee in the amount of \$67,506.94, be transferred to revenue account 640-998-8871 (Capital Administration Fee); and
5. That the cost in the amount of \$618,355.19 (\$500,771.14 + \$50,077.11 + \$67,506.94) be funded from account 640 101 5399 22051 with budget available of \$566,100; and,
6. That the budget shortfall in the amount of \$55,255.19 (\$618,355.19 - \$566,100.00) be funded from the Non-DC Growth Reserve in the amount of \$42,213.51 and from Development Charges (DC) in the amount of \$10,041.68; and,
7. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

PURPOSE:

The purpose of this report is to obtain Council approval to award the contract for development of the Citywide Parking Strategy.

BACKGROUND:

As the City continues to grow and evolve, the role of parking and its needs are changing. The 2014 Official Plan included a policy to develop a citywide parking strategy to be

implemented by individual business plans for different geographic areas and a governance structure that will direct and oversee parking issues within the City. An overarching vision and citywide parking policy is critical to ensure parking is planned, managed and operated coherently and consistently to achieve the City's strategic city-building goals.

Over the years, new technologies have accelerated change to travel behaviour. Technologies including electric vehicles, ride-hailing and ride-sharing services, autonomous vehicles, and automated parking systems present significant changes to how parking are traditionally planned. New policies and regulations are necessary to prepare and adapt to this changing environment. New technology can also enhance operational efficiency with automated license plate recognition, digital parking payment enforcement, and data collection and management methods already in use. Service enhancements, through technology use will be studied to improve the customer service experience, compliance and productivity.

This study will review and develop a comprehensive parking policy framework and implementation strategy related to all aspects of parking management in the City. The goal is to create a coordinated and strategic approach that can result in more efficient use of existing parking resources, enhance economic development, enhance operational efficiency and productivity, reduce auto-dependence, and achieve environmental and sustainability goals.

The [study Terms of Reference](#) were endorsed by Council on March 29, 2022. It is anticipated that the study will be completed by March 2024.

Bid Information (077-R-22)

Bid closed on	May 27, 2022
Number picking up bid document	3
Number responding to bid	3

Proposal Evaluation

The Evaluation Team was comprised of staff from the Engineering Department, Planning Department, By-Law Enforcement & Regulatory Services Department and facilitated by staff from the Financial Services Department. Due to the complexity of the project, staff wanted to ensure that bidders had the necessary qualifications and experience to carry out the work and as such, the City released this RFP utilizing a two-stage RFP process.

Stage One (1) – Technical Evaluation:

Under Stage 1 – Technical Evaluation, Bidders were assessed against pre-determined criteria as outlined in the RFP: 5% qualifications and experience of the consulting firm, 20% qualifications and experience of the project manager and team, 45% project understanding, project methodology, schedule and work plan. Bidders that did not achieve a technical score of 52.5 points out of 70 (75%) did not proceed to Stage 2 – Price Evaluation.

Stage Two (2) – Price Evaluation:

Under Stage 2 – Price Evaluation, Bidders that achieved a total technical score of 52.5 points or greater out of 70 points were assessed out of 30 points based on their Bid Price exclusive of HST. The highest ranked bidder was determined by adding the points awarded under Stage 1 – Technical Evaluation and Stage 2 – Price Evaluation.

Of the three (3) bidders to submit a bid, only one (1) bidder achieved a technical score of 52.5 points or greater out of 70 points.

Bidder	Total Score (out of 100)	Rank Results
WSP Canada Inc.	93	1

The Bid from the highest ranked bidder, WSP Canada Inc. (“WSP”), exceeded the City’s budget. Consequently, Procurement entered into negotiations with the highest ranked bidder WSP to reduce the City’s budget shortfall. Staff successfully negotiated a price reduction, which resulted in a savings of \$16,714.08 Inclusive of HST (\$517,485.22 - \$500,771.08).

OPTIONS/ DISCUSSION:

WSP demonstrated a thorough understanding of the project and its requirement. They have the required experience, qualifications and capability to undertake a study of this size and scope. Throughout the evaluation process, WSP’s proposal demonstrated a comprehensive understanding of Markham’s context, key issues and opportunities and project deliverables, which are reflected in the proposed detailed methodology and work plan corresponding to the City’s needs. The referenced projects provided in WSP’s submission demonstrated experience developing complex, citywide parking strategies for various municipalities across the Greater Toronto Area and other relevant parking studies in York Region and Markham.

FINANCIAL CONSIDERATIONS

Account Name	Account #	Current Budget Available	Cost of Award	Contingency	Internal Fees	Budget Remaining/ (Shortfall)
Parking Master Plan and Implementation Strategy	640-101-5399-22051	\$566,100	\$500,771	\$50,077	\$67,507	(\$52,255)*

*The budget shortfall of \$52,255 will be funded from Non-DC Growth Reserve in the amount of \$42,213 and from DC in the amount of \$10,042.

Following the initial budget approval, the scope of work was adjusted to incorporate input and requirements from Council and internal stakeholders, including the following tasks:

- Develop a trails parking strategy for vehicular access to the Rouge Valley Trail system, the Lake-to-Lake Route/trail and the new Markham Centre Trail system;

- Change based on internal consultation:
 - Complete a baseline inventory for all municipal owned parking facilities in the City;
 - Develop a land development related parking strategy that:
 - Review and address the gap in the current alternative parking standards,
 - Assess the need to establish other criteria based on alternative parking standards and,
 - Review and develop recommendations for evaluating, implementing and enforcing shared-parking arrangements between adjacent development properties and privately paid parking programs.

Due to the above challenges, inflation and market conditions, staff anticipated a potential budget shortfall in the range of \$100K to \$150K at the time of RFP release to the market.

HUMAN RESOURCES CONSIDERATIONS

Not applicable.

ALIGNMENT WITH STRATEGIC PRIORITIES:

The study aligns with the City’s Strategic goal of building Safe, Sustainable and Complete Communities.

BUSINESS UNITS CONSULTED AND AFFECTED:

Finance has reviewed and approved the report.

RECOMMENDED BY:

Frank Clarizio, P.Eng.
Director, Engineering

Arvin Prasad, MPA, RPP, MCIP
Commissioner, Development Services