



Report to: Development Services Committee

Meeting Date: July 16, 2024

SUBJECT: Award of RFP 273-R-23 Consulting Services for the Completion of the City of Markham Transportation Master Plan

PREPARED BY: Laura Chong, Project Manager, Transportation Ext. 3136
Samson Wat, Manager, Transportation Policy & Research Ext 2077
Tony Casale, Senior Construction Buyer, Ext. 3190

RECOMMENDATION:

1. That the report entitled “Award of RFP 273-R-23 Consulting Services for the Completion of the City of Markham Transportation Master Plan” be received;
2. That the contract for Consulting Services for the Completion of the City of Markham Transportation Master Plan be awarded to the highest ranked, 2nd lowest priced bidder, HDR Inc., in the amount of \$808,015.10 inclusive of HST;
3. That a 10% contingency in the amount of \$80,801.51 inclusive of HST, be established to cover any additional consulting services to deliver the project and that authorization to approve expenditures of this 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 \$79,993.50 be transferred to revenue account 640-998-8871 (Capital Administration Fee);
5. That the cost in the amount of \$968,810.11 (\$808,015.10 + \$80,801.51 + \$79,993.50) be funded from capital account 640 101 5399 23105 with available budget of \$974,700;
6. That the remaining budget in the amount of \$5,889.89 be returned to the original funding source; and
7. That Staff be authorized and directed to do all things necessary to give effect to this resolution.

EXECUTIVE SUMMARY:

Not Applicable

PURPOSE:

The purpose of this report is to obtain Council approval to award the contract for consulting services for the completion of the City of Markham Transportation Master Plan.

BACKGROUND:

The City last completed a Markham Transportation Planning Study (MTPS) in June 2002. Since then, a draft Markham Transportation Strategic Plan (MTSP) was prepared in 2012 as an update to the MTPS. The draft was sufficiently completed to inform the development of the City's 2014 Official Plan.

As Markham is a rapidly growing municipality in the Greater Toronto Area, with a population of over 362,000 people, it is crucial for the City to have an up-to-date Transportation Master Plan to guide the development and growth of the transportation system by providing direction and policies to address current and future challenges in terms of mobility, safety, and environmental sustainability.

The City has been actively working to address these challenges through various transportation initiatives and capital projects, including the recent establishment of the Sidewalk Network Completion Program, Active Transportation Master Plan and approval of a 10-year Active Transportation Capital Program, the ongoing development of the Citywide Parking Strategy, Road Safety Plan and School Zone Safety Guide.

The Markham Transportation Master Plan (MTMP) will address the City's changing transportation needs, considering Provincial and Regional policies and plans, the City's growth plans, and emerging transportation technologies and trends. The MTMP will be developed to align with the City's Strategic Goal of developing a safe, sustainable, and complete community with a vision for sustainable transportation, including policies that promote active and sustainable transportation, transit, and support reducing greenhouse gas emissions.

The primary objective of the MTMP is to develop a comprehensive and integrated plan that guides the City's transportation system up to **2051** and beyond. The plan will establish a clear vision for the future of transportation in Markham within the context of Provincial and Regional policies and plans, identify and prioritize the transportation needs of the community, and provide policy direction and specific strategies to meet those needs, focusing on the jurisdictional reach of the City.

The [study Terms of Reference](#) was endorsed by Council on September 26, 2023. It is anticipated that the study will be completed by the end of May 2026.

Bid Information (273-R-23):

Bids closed on	February 2, 2024
Number picking up the Bid document	9
Number responded to the Bid	3

Proposal Evaluation:

The evaluation team was comprised of staff from the Engineering and Planning & Urban Design Departments and facilitated by staff from the Procurement Division. The City released this RFP utilizing a two-stage evaluation process.

Stage 1 – Technical Evaluation

Under Stage 1 – Technical Evaluation, Bidders were assessed based on pre-established evaluation criteria as outlined in the Request for Proposal (RFP); 20% corporate experience, project team and structure, 25% project understanding and approach, 20% project resources and workplan, and 5% proposal structure and quality. Bidders that did not achieve a technical score of 52.5 out of 70 points (75%) would not proceed any further and their financial proposal would remain sealed in the bidding system. Of the three (3) bidders that submitted a bid, two (2) bidders achieved a technical score of 52.5 points or greater out of 70 points and advanced to Stage 2 – Financial Evaluation.

Stage 2 – Financial Evaluation

Under Stage 2 – Financial Evaluation, Bidders 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.

Bidder	Technical Score	Financial Score	Total Score (out of 100)
HDR Inc.	56.00	28.33	84.33

Bid prices ranged from \$765,325.77 to \$808,015.10 inclusive of HST.

OPTIONS/ DISCUSSION:

HDR demonstrated a thorough understanding of the project and its requirements. They have the required experience, qualifications, and capability to undertake a study of this size and scope. The referenced projects provided in HDR's submission demonstrated experience developing complex, Transportation Master Plans for various municipalities across the Greater Toronto Area. Throughout the evaluation process, HDR's proposal demonstrated a comprehensive understanding of Markham's context, key issues and opportunities and project deliverables, which are reflected in the proposed detailed project understanding and approach and work plan, corresponding to the City's needs.

FINANCIAL CONSIDERATIONS

Recommended bidder	HDR Inc. (Highest ranked / 2 nd Lowest priced bidder)	
Current budget available	\$ 974,700.00	640 101 5399 23105 Markham Transportation Strategic Plan (MTSP) Update
Less cost of award	\$ 808,015.10	Consulting Services (Incl. of HST)
	<u>\$ 80,801.51</u>	Contingency @ 10%
	\$ 888,816.61	Cost of award (Incl. of HST)
	<u>\$ 79,993.50</u>	Internal Management Fees
	\$ 968,810.11	Total Cost
Budget remaining after this award	\$ 5,889.89	**

*The remaining budget in the amount of 5,889.89 will be returned to the original funding source.

HUMAN RESOURCES CONSIDERATIONS

Not Applicable

OPERATING BUDGET AND LIFE CYCLE IMPACT:

This contract will be funded from Project 23105 (funded by Development Charges).
There is no incremental impact to the Life Cycle.

ALIGNMENT WITH STRATEGIC PRIORITIES:

The MTMP 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

ATTACHMENTS:

Not Applicable