TOWN OF SIDNEY
British Columbia

REQUEST FOR PROPOSALS

DOWNTOWN STREETSCAPE & URBAN
DESIGN STANDARDS

April 14, 2016

IMPORTANT: To receive any possible addendums to this Request for Proposal, please register your company and contact name with the Town by emailing averhagen@sidney.ca.
Request for Proposals

Town of Sidney
Downtown Streetscape & Urban Design Standards

April 14, 2016

1. Project Overview

The Town of Sidney is seeking proposals from qualified consultants to undertake the development of new streetscape and urban design standards for Sidney's downtown core area, the boundaries of which are identified in Appendix A. The intent of this project is twofold: one, to establish design standards for downtown streets (including Beacon Avenue) that can be implemented as redevelopment, capital planning and other opportunities arise. The standards should focus on encouraging active transportation as well as the creation of “places for people” in the downtown, through urban design that establishes a high standard of aesthetics and inviting public infrastructure to help enhance the central economic role of the downtown. A second aspect of the project would develop urban design standards that would improve the relationship of buildings to the streetscape and the space between buildings, recognizing that the downtown will be home to a variety of land uses in close proximity.

The streetscape standards would include street and sidewalk design, street furniture placement, and pedestrian space and safety, while considering public infrastructure and how these elements enhance and interact with one another. Work will include design standards for improving the attractiveness and functionality of downtown spaces, as well as strategies to ensure that vehicle flows and parking are successfully integrated with great streets for people. The urban design standards for buildings would include frontage design and policies/guidelines to encourage best practices for building placement and design in the context of a growing downtown area. The process would include public consultation consisting of workshops and open houses, as well as online web forums to determine the preferences/needs of businesses, residents and visitors.

2. Purpose

The purpose of the standards is to ensure that the downtown public realm develops in a consistent yet unique way that establishes downtown Sidney as a world-class urban environment. As a large portion of this work would be implemented in the context of redevelopment projects, the intent is to have detailed conceptual designs that can be easily translated into detailed designs or working drawings. In addition, the Town would utilize the detailed concept designs in order to apply for grant and other funding opportunities related to its public infrastructure.
3. **Resources**

The following relevant material should be reviewed by the consultant upon engagement by the Town:

- Zoning Bylaw No. 2015
- Official Community Plan Bylaw No. 1920
- Downtown/Downtown Waterfront Local Area Plan (Schedule A in OCP Bylaw No. 1920)
- Sidney Downtown and Multi-Family Density Review (2016)
- Vision 2020 Strategic Plan
- Downtown Traffic Movement Evaluation Study (2013)
- Off-Street Parking and Loading Bylaw No. 1661 (currently under review)
- Miscellaneous Town of Sidney staff reports, documents and records.

4. **Project Scope and Considerations**

Key areas of focus that the successful proponent shall address in the study are listed below. This is not necessarily a comprehensive list, and the proponent is encouraged to add any additional details or information that may further interest the Town within the scope of work and available budget.

- Review all relevant documents and reports.
- Develop comprehensive standards for the public realm portion of the downtown (i.e. building face to building face) that include detailed conceptual street plans (and cross-sections) for all major streets in the downtown, including Beacon Avenue.
- Review general transportation conditions in and around the downtown core (i.e. bicycle and vehicle counts, sidewalk conditions, transit usage, etc.) and determine an appropriate allocation of right-of-way space based on policy directions in the OCP and LAP.
- Develop finishing standards that give each street in the downtown a unique appearance, while maintaining an overall consistency in the design language for the downtown area (i.e. materials & colour palette, street furnishings, etc.)
- Develop detailed urban design standards that facilitate residential development of the downtown core in a highly mixed-use and context sensitive environment (i.e. form, massing, adjacency requirements, etc.)
- Provide recommendations for incorporating the standards into relevant bylaws and the Downtown Commercial design guidelines to achieve the goals of the project.
• Hold workshops and open houses with members of the public and stakeholders (e.g. business and property owners) to obtain public input on the directions of the project.

• Present the results of the project to Council at a future Town Committee-of-the-Whole meeting and potentially to the Advisory Planning Commission.

5. Deliverables

Key deliverables for this assignment are expected to include (at a minimum):

• The submission of a detailed Work Plan for the project.

• The preparation and presentation of a digital copy of the Draft Report (70% completion) detailing the analysis undertaken, conclusions drawn and options considered and evaluated, to be submitted to the Town, along with proposed recommendations and refinements to be pursued for completion of the Draft Final Study Report.

• The preparation and presentation of a digital copy of the Draft Final Report. The Draft Final Report must consider and include all those elements proposed to properly address the project scope of work and considerations, and fully support the final recommendations.

• Upon satisfactory review by the Town, four bound colour copies of the Final Report (100% completion) will be required along with a digital PDF version.

• The presentation of the Final Study Report findings and recommendations to a future Committee of the Whole meeting at the Town of Sidney Town Hall.

6. Project Budget

The total budget for this project is $85,000.00. This budget shall include all applicable consultants, sub-consultants, contingency allowances, fees, and disbursements.

7. Project Schedule

Study milestone dates are projected to be as follows:

<table>
<thead>
<tr>
<th>Event</th>
<th>Anticipated Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request for Proposals is issued (i.e. commencement of advertising)</td>
<td>April 14, 2016</td>
</tr>
<tr>
<td>Request for Proposals closes</td>
<td>May 6, 2016</td>
</tr>
<tr>
<td>Proposal evaluation process (i.e. by Town)</td>
<td>May 27, 2016</td>
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<tr>
<td>Consultant selection by Council resolution</td>
<td>June 13, 2016</td>
</tr>
<tr>
<td>Project completion</td>
<td>Fall 2016</td>
</tr>
</tbody>
</table>
8. **Proposal Submission Requirements**

a. **Company Profile, Project Team Experience and Qualifications**

Proposals shall include but are not limited to providing the following:

- Company profile and project experience **specifically** as it relates to the subject work in similar contexts.

- The proposed project team’s experience, including recent and current relevant projects, that clearly demonstrates the proponent’s ability to undertake the roles and deliverables, and that the proponent has the capacity, reputation and experience required to successfully carry out the services anticipated by this RFP. Proponents are encouraged to provide information on a minimum of three and a maximum of six relevant projects. For each project, provide information on the project (e.g. scope, schedule and budget), the proponent’s specific role(s) on the project, and the name of a reference to confirm satisfactory performance on the project.

- A Summary of Experience, that clearly identifies each individual team member’s expected role in providing the services anticipated in this RFP and summarizes their recent relevant project team experience with the company and knowledge, skills and abilities to perform that role in the delivery of these services. The Summary of Experience for each team member should not exceed two pages.

- A resume or curriculum vitae for each team member describing the team member’s education and broader work experience, as it may pertain to the roles and deliverables anticipated in this RFP.

b. **Organization and Quality Management**

Proposals shall provide the following:

- An organizational chart for the project and a description of the proponent’s proposed Study organization, indicating key members/firms that will make up the Study team, their roles and responsibilities and reporting relationships. One person must be clearly nominated as the team lead. The team lead will be the proponent’s primary liaison with the Town and will lead the planning and delivery of the Review.

- A description of the proponent team’s quality management processes for this assignment.

c. **Understanding of Assignment and Methodology**

Proposals shall provide the following:

- A summary of the proponent's understanding of the assignment and considerations, identifying challenges that are likely to affect the satisfactory
performance of their expected roles and delivery of the project scope. Include an explanatory narrative of how the proponent’s cited qualifications and experience are particularly suitable to address those issues and service delivery considerations. The Understanding of Assignment should not exceed two (2) pages.

- A brief work plan that addresses all scope elements identified in the Project Scope and Considerations section and describes the proponent’s proposed methodology for undertaking the assignment.

d. Schedule

Submissions shall include a project schedule in table format (Gantt chart) and identify resources (including sub-consultants) required to undertake the work.

e. Price

Submissions must include the overall price for the project (excluding GST), which will be compared to the project budget.

f. Fee Schedule

The proponent’s fee schedule for the Study shall include the following tabulated information:

- Hourly rates for all staff and sub-consultants to be included in the proposal.
- Hours assigned to each staff member and sub-consultant for each of the identified list of tasks.
- Disbursements.
- Any other anticipated costs.

The Town reserves the right to request and negotiate changes to any part of this RFP and any part of the proponent's submission including hourly rates. The Town further reserves the right to select any proposal that is deemed to be in the best interest of the Town or, conversely, to reject any or all proposals that are deemed not to be in the best interest of the Town. Costs incurred by any proponent in association with the submission of a proposal in response to this RFP will not be reimbursed by the Town.

**g. Submission Format**

The following format, sequence, and instructions should be followed in order to provide consistency in the proponent response and ensure each proposal receives full consideration. All pages should be consecutively numbered.

a) Table of contents including page numbers.

b) A short (one or two page) summary of the key features of the proposal.
c) The body of the proposal, including pricing, i.e. the “Proponent Response”.

By submission of a clear and detailed written notice, the proponent may amend or withdraw its proposal prior to the closing time.

h. Proposal Delivery Format

The proposal is to be bound and delivered in a single envelope clearly labelled “Proposal – Town of Sidney Downtown Streetscape & Urban Design Standards” (4 copies), and addressed to:

Town of Sidney
2440 Sidney Avenue
Sidney BC V8L 1Y7
Attention: Alison Verhagen, Manager of Planning

Proposals are to be received no later than 3:00 P.M. May 6, 2016.

i. Contact Person

For this RFP, any requests for information and clarification are to be directed, in writing, to Alison Verhagen (email averhagen@sidney.ca) who will respond if time permits. Enquiries and any responses will be recorded and may be distributed to all prospective proponents at the Town of Sidney’s option. In person and telephone inquiries will not be accepted.

9. Proposal Evaluation

This section details all of the mandatory and desirable criteria against which proposals will be evaluated. Proponents should ensure that they fully respond to all criteria in order to receive full consideration during evaluation. Evaluation of proposals will be conducted by an Evaluation Committee of senior Town staff.

The Evaluation Committee will check proposals against the Mandatory Criteria listed in this RFP. Any proposal that fails to substantially comply with any of the Mandatory Criteria will, at the sole discretion of the Evaluation Committee, be subject to disqualification from further consideration as a valid proposal. Proposals not disqualified by the Committee for non-compliance with the Mandatory Criteria will be assessed against the Desirable Criteria in this RFP.

Mandatory Criteria. Proposals not clearly demonstrating that they meet the following mandatory criteria will be excluded from further consideration during the evaluation process.

<table>
<thead>
<tr>
<th>Mandatory Criteria</th>
<th>Scoring</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The proposal must be received at the closing location by the specified closing date and time.</td>
<td>Yes/ No</td>
</tr>
<tr>
<td>2. Four copies of the proposal must be submitted.</td>
<td>Yes/ No</td>
</tr>
</tbody>
</table>
Desirable Criteria. Proposals meeting all of the mandatory criteria will be further assessed against desirable criteria.

<table>
<thead>
<tr>
<th>Desirable Criteria</th>
<th>Weight</th>
</tr>
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<tbody>
<tr>
<td>1. Company Profile, Project Team Experience and Qualifications</td>
<td>25</td>
</tr>
<tr>
<td>2. Organization &amp; Quality Management</td>
<td>15</td>
</tr>
<tr>
<td>3. Project Understanding &amp; Methodology</td>
<td>25</td>
</tr>
<tr>
<td>4. Schedule</td>
<td>15</td>
</tr>
<tr>
<td>5. Price</td>
<td>20</td>
</tr>
<tr>
<td><strong>Total Points Available to Earn</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

10. Study Contract

a. Acceptance of Proposal and Study Contract

This RFP shall not be construed as an agreement to purchase goods or services. The Town of Sidney is not obligated to enter into a contract with the proponent who submits the lowest priced or highest rated proposal, or with any proponent. By submission of a proposal, the proponent agrees that should it be identified as the preferred proponent, the proponent is willing to enter into a contract on the terms set out in this RFP.

b. Form of Contract

The Contract may be drafted by the Town of Sidney, or on behalf of the Town, subject to the Town’s approval of the content, terms and conditions therein, and may include parts of this RFP and parts of the proponent’s proposal, including any clarifications, rectifications, and negotiated changes. Where any part of the proponent’s proposal contradicts or conflicts with the RFP or any other part of the contract, the RFP or other part of the contract shall prevail.
APPENDIX A: STUDY AREA