



**TOWN OF SIDNEY
British Columbia**

**REQUEST FOR PROPOSAL
2022-010**

2022 DOWNTOWN PARKING STUDY

July 5, 2022

1. Project Overview

The Town of Sidney is seeking proposals from qualified consultants to undertake a parking study within the downtown core area, as well as the on- and off-street parking area for Resthaven Park. Maps of the subject areas are attached as Schedule A and Schedule B to this RFP.

The downtown area is a desirable shopping/service destination for the Saanich Peninsula and the region in general. Sidney's downtown is easily accessible from Highway 17, it has convenient parking and it has a variety of services and amenities. In 2018, the Town constructed a Downtown Employee and Public Parking Lot beside the Mary Winspear Centre to try to alleviate some of the parking concerns in the downtown.

Through a recent engagement survey for Resthaven Park, many residents expressed concerns about the lack of parking on Resthaven Drive adjacent to the park. There have been recent residential developments near the park that may be affecting the use of this on-street parking. There is an off-street parking lot at Resthaven Park that should also be reviewed.

With increasing densification comes increasing pressure on the parking supply. A detailed analysis and assessment of downtown and Resthaven Park parking conditions is required.

2. Purpose

The purpose of this study is to undertake a comprehensive review of the parking supply in the downtown core and Resthaven Park areas, and to recommend a Parking Plan for both the short and long term. As Sidney continues to grow, it is anticipated that both of these areas will see an increase in population density through new development. Coupled with increasing population, vehicle traffic volumes and active transportation are both anticipated to continue to increase in the years ahead. The Town of Sidney would like to take a proactive approach to future vehicle parking needs, guided by the Parking Plan.

3. Resources

The Town has a substantial body of relevant information available that will be provided to the successful consultant. This material includes the following:

- Official Community Plan (adopted June 27, 2022)
- Downtown/Downtown Waterfront Local Area Plan
- Zoning Bylaw
- Subdivision and Development Bylaw
- Streets and Traffic Bylaw
- Off-Street Parking and Loading Bylaw
- Town of Sidney Downtown Parking Study (2016)
- Town of Sidney Downtown Traffic Movement Evaluation Study (2013)
- Town of Sidney Parking Implementation Plan (2011)
- Town of Sidney Parking and Parkade Study (2007)
- Town of Sidney Traffic Study (1999) ; and
- Miscellaneous Town of Sidney staff reports, documents and records.

The Town is also currently developing an Active Transportation Plan (ATP), which may have a future impact on traffic and road design throughout the Town. Staff anticipate that this plan will

be adopted in Q1 2023. The ATP will make recommendations related to bike parking, so this study does not need to address bike facilities.

4. Project Scope and Considerations

Key items 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 that are important to the Parking Plan, while staying within the available budget.

- Review relevant documents, reports and studies.
- Conduct data collection of existing parking supply and determine how current and future parking demands can best be met. Include data collection and analysis on the use of the new Downtown Employee and Public Parking Lot beside the Mary Winspear Centre. Ideally data collection will capture both high tourism season (i.e. summer) and regular (i.e. fall) parking demand.
- Review the current parking restrictions to determine if usage and turnover are optimized for current and future demands. Make recommendations on any necessary changes to meet the current and future demands.
- Explore the potential of siting a parkade facility at a location in the east end of the downtown core and what changes may be necessary to on-street parking restrictions to encourage the use of a new parkade. Provide an order of magnitude cost estimate for the parkade construction.
- Explore creative opportunities to better utilize public and private parking spaces through coordinated systems, taking into account the experiences of other municipalities.
- Provide recommendations on parking management strategies with the latest best practices.
- Review effectiveness of existing parking enforcement approach and provide recommendations for modifying levels of parking enforcement.
- Review the potential use of Residential Parking Permit areas and provide recommendations.
- Consider implementation of pay parking in the downtown core and, if this would be suitable for Sidney, make recommendations on timing and scope.
- Create a Parking Plan to guide Sidney into the future, with recommended timelines for implementation of various strategies.
- Review available accessible public parking spaces and make recommendations on locations and number of spaces in the downtown. Specifically review the accessible parking available at Beacon Wharf with respect to the future Changing Places washroom facility that is being built on Sidney's waterfront.
- Present findings of the study to a Town Committee of the Whole meeting.

5. Deliverables

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

- The submission of a detailed Work Plan for the project.
- Meeting with Town staff at 70% study completion to present:
 - the data collected;
 - analysis undertaken;
 - conclusions drawn; and
 - options considered.

From this meeting, consultant will consider any feedback provided from Town staff to incorporate into Study Report.

- The preparation and presentation of the **Draft Study Report**. The **Draft Study 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. Town staff will require at least two weeks to review and provide comment on this draft report.
- Upon review by the Town, two bound colour copies and one digital pdf of the **Final Study Report** (100% completion) must be submitted to the Town.
- The presentation of the **Final Study Report** findings and recommendations to a Committee of the Whole meeting at the Town of Sidney Municipal Hall.

6. Project Budget

The proposed budget for this project is **\$45,000.00**. This budget shall include all applicable engineering, sub-consultants, contingency allowances, fees, and disbursements.

7. Project Schedule

Study milestone dates are projected to be as follows:

Proposed Milestones	Date
RFP issued	July 5, 2022
RFP closed	July 26, 2022
Award of Study Contract	August 16, 2022
Submission of Consultant's Detailed Work Plan	August 23, 2022
Data Collection	Aug 23 – Sept 23, 2022
Meeting to review 70% Study Completion	October 21, 2022
Submission of Draft Study Report	November 18, 2022
Submission of Final Study Report	January 6, 2023
Presentation of Final Report to Committee of the Whole	January 2023
Acceptance of Final Study Report (by Council)	January 2023

8. Proposal Requirements

This Request for Proposals is not intended to be all-encompassing. The consultant is expected to ensure all issues that need to be addressed in this project are included in the proposal submitted. Proposals should, if necessary, expand on the proposed scope of work with a list of the work activities that the consultant would undertake. This will help demonstrate understanding of the project. Proposals shall detail to sufficient extent all actions that are proposed to be undertaken by the consultant. This shall include but not be limited to the following:

- The proposed project team including resumes of the lead personnel
- Details of the proposed project methodology
- Project deliverables
- Anticipated project schedule (if different from item 7 above)
- Costs including charge out rates of team personnel

Provide a total upset fee to complete the services as outlined in this RFP. Provide a schedule of hourly rates for the personnel who would be involved with those services.

Fees are to be billed on an hourly basis. Rates shall be fixed for the duration of the assignment. Include all taxes applicable to this project.

9. Selection Criteria

Proposals will be reviewed and evaluated by the Town of Sidney using the following weighted criteria:

Criteria	Weighting
Overall understanding of the project noted in the Proposal Submission	10%
Familiarity with the various technical issues specific to this assignment including proposed approach to the work	20%
Project methodology and task list	10%
Fee(s) schedule and resulting “upset” cost to the Town (includes disbursements, excludes GST)	30%
Past performance of firm on similar projects and identified key staff	15%
Quality of the project schedule and completion date for deliverables	10%
All other relevant facts or matters mentioned in the detailed proposal the Town may consider relevant in making its determination	5%

10. General

- The above process and other aspects of this RFP may be subject to change. In addition, prior to selection, the Town may choose to meet with any or all proponents in order to request further information or clarification regarding proposals submitted.
- No contractual obligations shall arise between the Town and any person submitting a proposal until and unless a formal, written contract for the project is entered into. The Town will not compensate a proponent for costs or expenses incurred in the creation or submission of a proposal or for any other costs, expenses or losses associated with this RFP process.
- All proposals and other documents submitted to the Town of Sidney by a proponent become the property of the Town and will not be returned.
- Proposals and other documents may be submitted in confidence, however, proponents should be aware that the Town is subject to the provisions of the *Freedom of Information and Protection of Privacy Act* and, in the event of a request for information under that Act, the Town may be required to disclose all or a portion of a proposal or a document notwithstanding that they may be delivered in confidence.

11. Deadline for Submission

Complete proposal packages must be received by **2:00 p.m. Tuesday, July 26, 2022**. Proposals received after this time will not be accepted.

All Proposals should be submitted in THREE bound copies, and one electronic copy in PDF format, enclosed in a sealed envelope or appropriate packaging. The name and address of the Participant must appear on the outside of the packaging, the packaging should display the Request for Proposal title, due date and time.

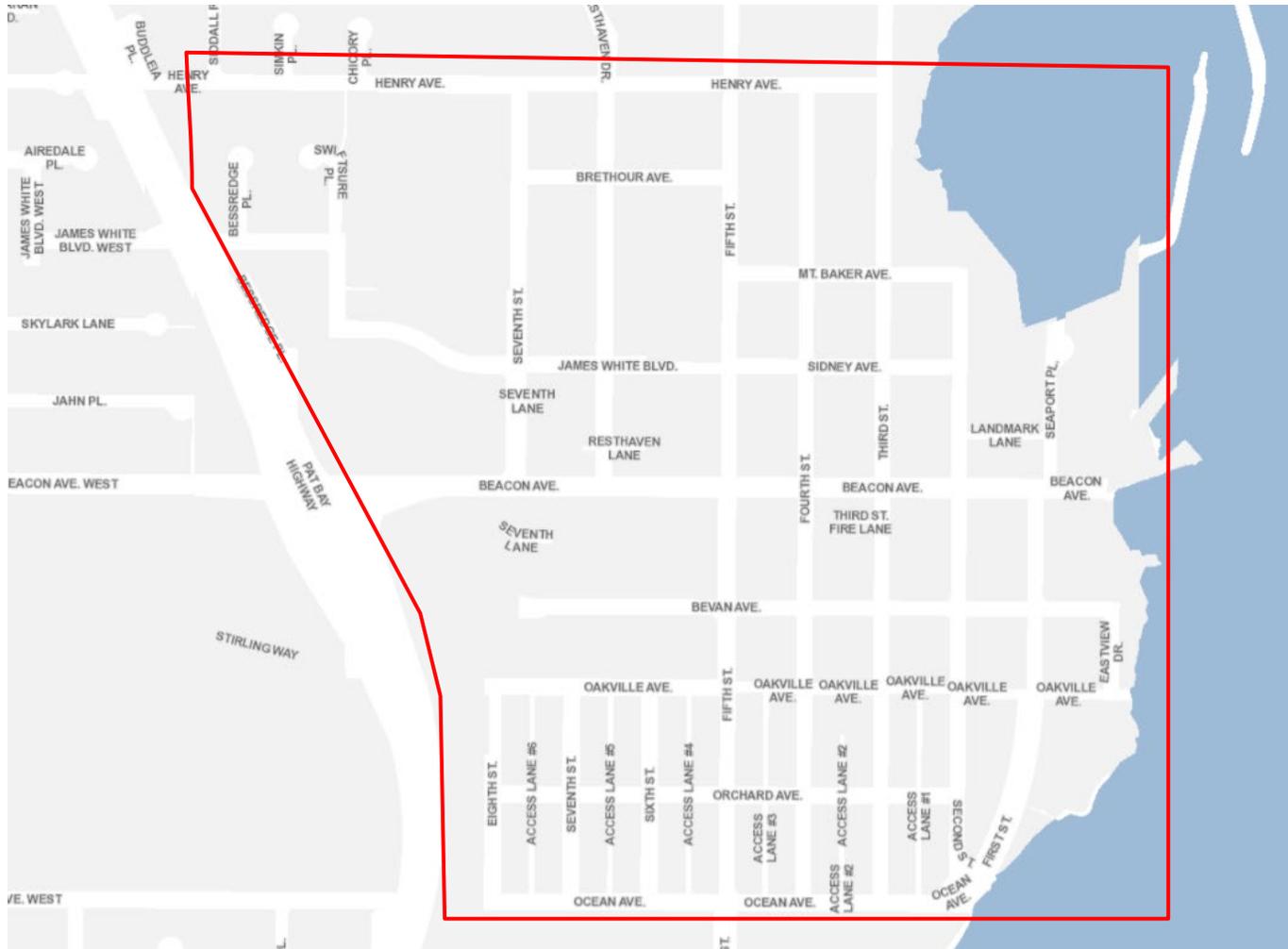
Please send complete application packages to:

Andrew Hicik, Director of Corporate Services
Re: 2022 Downtown Parking Study
Town of Sidney
2440 Sidney Avenue
Sidney BC V8L 1Y7
Email: tenders@sidney.ca

For additional information or questions, please contact:

Jenn Clary, Director of Engineering
Town of Sidney
2440 Sidney Avenue
Sidney BC V8L 1Y7
Phone: 250-656-4502
Email: jclary@sidney.ca

Town of Sidney Downtown Parking Study Area



Town of Sidney Resthaven Park Parking Study Area

