



**Request for Proposals (RFP)
Town of Morinville - Transportation Master Plan (TMP)**

Project Information

Project Number:	TOM-TMP-2019
Name of Project:	Transportation Master Plan
Project Location:	Morinville, Alberta
Date Request for Proposal Issued:	August 8, 2019
Deadline Date for Submissions:	August 28, at 4:30 pm MT (local time)
All Responses/Submissions shall be made to:	Abul Azad, Senior Planner
Email Address:	abul.azad@morinville.ca
Address:	10125-100 Avenue, Morinville, Alberta T8R 1L6
Contact No.	780-939-7858
Project Manager	Abul Azad, Senior Planner, Planning and Economic Development

TRANSPORTATION MASTER PLAN (TMP)

1. Introduction

The Town of Morinville is requesting proposal packages from qualified, licensed, professional transportation engineering and planning consulting firms to provide engineering/planning services for an update to its town-wide Transportation Master Plan (TMP). This plan shall be the Town's first comprehensive multi-modal transportation plan.

2. Terms of Reference

The selected consultant shall enter into a Consultant Agreement with the Town of Morinville for the specified services. By entering into the consulting agreement, the consultant shall consent to contractual obligations with the Town of Morinville of which all terms and conditions shall be disclosed in this Request for Proposals (RFP) document.

3. Description of the Project

3.1. Background

The Town of Morinville is located within the northern Edmonton Metropolitan Region. It is located approximately 35 kilometers north of the City of Edmonton along Highway 2. 2016 Census has the Town of Morinville's population at 9,848 residents living about 3500 private dwellings. Morinville has a land area of 11.15 km² (4.31 sq mi), and a population density of 883.2/km² (2,287.6/sq mi).

The need for a TMP has been driven by several components including:

- *Alignment with the Town of Morinville's statutory planning documents: Municipal Development Plan (MDP), Area Structure Plans (ASPs), Land Use Bylaw (LUB)*
- *Alignment with other Morinville planning studies: Utility Servicing Master Plan, Transportation Master Plan (TMP 2004), Highway 642 Functional Planning Study (Hwy 642 FPS), Mobility Study, and Parks, Recreation, Culture & Trails Master Plan, 100 Street Design*
- *Alignment with the Edmonton Metropolitan Region Board's (EMRB) planning documents: Inter-Regional Transportation Master Plan, Regional Growth Plan*
- *Opening of the new Morinville Leisure Centre (MLC), and construction of Four Winds Public School (grades 5 to 9) opening in September 2019 and St. Kateri Tekakwitha Academy (grades kindergarten to grade 6) opening in 2020*
- *Recent increased development interest in the Town*

Other factors influencing the development of a TMP:

A Growing Community - Through increased residential and non-residential development, improved regional partnerships; Morinville is an affordable, family-friendly community. The past ten years have seen population growth of 6,775 in 2006, to 9,848 in 2016. This ten-year population increase of 3,073 is 31.2%, or 3.1% each year.

Encouraging a strong economy - An efficient transportation network is a key component of a vibrant economy.

Healthier lifestyles - Active transportation options

Promoting Sustainable Asset Management - Smarter transportation choices; efficient new infrastructure and lowering ongoing operating costs.

Safety - Increased road and pedestrian safety.

3.2. Scope and Objective

The successful consulting firm shall be required to complete a detailed, town wide TMP by December 31, 2019 and proposed budget will form part of criteria for evaluation. TMP also should integrate with neighbouring Municipalities' (Sturgeon County, City of St. Albert, Edmonton Metropolitan Regions) Transportation Plans.

The TMP shall include a review and update of the last TMP (2004) including, but not limited to, changes in zoning, new development, and considerations of the strategic directions and vision of the Town. The TMP is expected to align with EMRB (Edmonton Metropolitan Regional Board) Plans, Sturgeon County's Development Plans, and MDP that impact Morinville. Coordination of public consultation is expected between the Regional Study and the TMP.

3.2.1 Objectives

The TMP shall bridge between community objectives from public consultations and transportation policies, Municipal strategies (MDP, ASPs, Strategic Plan. Potential community **objectives** are: move towards a mix of transportation options, neighborhood streets friendlier, to improve road safety, support walking and cycling, and explore transit options.

The plan will form develop optimal transportation concepts for both the short- and long-term development. The results of this study shall form the basis for developing new infrastructure, and completing necessary upgrades to existing infrastructure.

This includes, but is not limited to, the following:

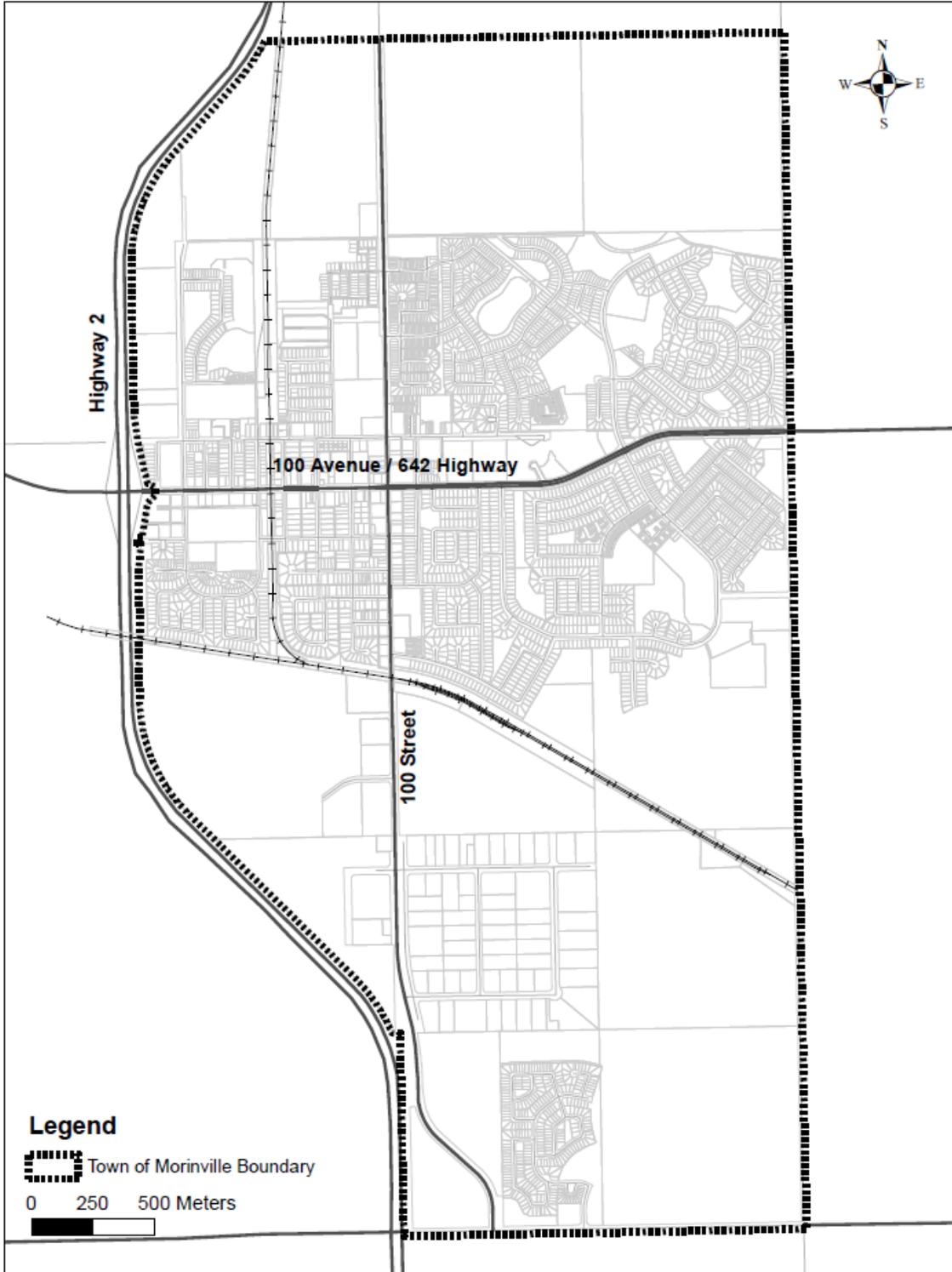
1. Reviewing historical records relating to traffic, travel patterns, and transportation planning for the Town;
2. Examining existing transportation capacity and functionality;
3. Reviewing and applying available planning information in the analysis;
4. Evaluating and prioritizing the need for improvements of existing infrastructure;
5. Examining alternative transportation networks and concepts;
6. Confirming the conceptual design requirements of proposed improvements with conceptual cost estimates;
7. Providing a baseline guiding document for orderly and cost-effective development within the current boundaries and surrounding areas of the Town;
8. Providing a baseline for the Town's 25-year capital plan including defining the projects and priority based on need;
 - a. Propose population growth based TMP's implementation plan
9. Providing input/support/recommendations to the Town's offsite levies model;
10. Provide a forum for public consultation and input in regards to the TMP; and
11. Update the guiding principles for the TMP in consultation with all stakeholders.

As part of the TMP, it is expected that a comprehensive regional data collection program and travel demand forecasting model will be completed. Data collection includes any initiative taking place in the Capital region that could impact transportation to the Town. Transportation data sets and model would be expected to support future evidence-based decision making.

3.3. Study Area

The successful execution of the TMP shall require addressing transportation issues within the Town, and consideration to adjacent jurisdictions including other parts of the Edmonton Metropolitan Region. The TMP Study Area is defined as all areas within the boundaries of the Town of Morinville. While it is expected that the majority of effort shall be focus on issues within the Town, some issues shall require consideration of areas outside the Study Area, in particular, to better understand interactions between the Town and adjacent jurisdictions. The extent of the Town limits is shown in following figure.

Town of Morinville, Alberta - Boundary



3.4. Project Schedule

The following expected outlines some of the key milestone dates predicted for the project:

Date	Milestone
August 8, 2019	Publish the RFP
August 28, 2019	Deadline to submit the Proposal
September 6, 2019	Project Awarding Announced
December 31, 2019	Completion of the project (Expected)

The following key milestones details shall also be proposed in the RFP.

- 1st Draft TMP (current conditions and issues identification report)
- Incorporate all the issues from the first Draft and prepare the Full Draft TMP
- Incorporate all the issues from the first Draft and prepare the Final Report

3.5. Deliverables

A consultation process shall seek input from Morinville's: public, business community, Council, Administration, and other stakeholders and in combination with direction from Council's Strategic Priorities and other Town's policies. The Plan shall develop clear transportation goals and objectives and provide a road map to achieve them over the next 25 years.

Additional requirements for specific deliverables are described in more detail below

Current Conditions / Issues Identification Summary

A first draft report shall be required by outlining existing conditions, identified issues, the Plan vision and principles and draft goals and objectives. The report shall summarize the results of the public consultation process, and its outcomes.

Principles, Vision, Goals and Objectives

The successful consultant shall be required to develop a vision for the Town's transportation network, including the development of the plan principles derived from existing policy and consultation. This is expected to be delivered on the first draft report.

Transportation Master Plan Elements

The TMP is expected to identify the following elements:

- *Land use, demographic, transportation integration and transportation demand management*
- *Neighbourhood streets: Pedestrian crossing, neighbourhood traffic, traffic calming techniques, continued connectivity through the neighbourhoods.*
- *Major road network: Review the Town's standard road cross-sections and identify improvements that could better accommodate pedestrians, cyclists and other vulnerable road users while supporting Plan goals and objectives.*
- *Pedestrians and Cycling and connectivity with trails*
- *Develop the functional planning study for major roads: 100 Street and future East Boundary Road*
- *Transportation network safety issues such as transportation of dangerous good routes*
- *Parking*
- *Commercial vehicles and goods movement*
- *Emergency transportation network services*
- *External connections (e.g., Cardiff Road, Highway 2, Highway 642, Possible Future Ray Gibbon Drive Extension)*
- *Project implementation, prioritization and financial Impacts*

Recommended Future Road/Transit Network Concept

The Town wishes to develop a future road/transit network concept that shall best meet the Town’s transportation goals and objectives over the next 25 years.

Transportation policy framework and benchmarking

Develop a framework to document policies and formalize consideration of Town’s MDP and EMRB’s Plans. The Town is interested in providing a comparison between the Town and other municipalities in the Capital region’s policy framework.

3.6. Report Structure

The Transportation Master Plan report should be comprehensive in nature and document the plan development process, existing and future conditions, the vision, principles, goals and objectives of the Plan. It should describe specific targets, strategies and policies to be adopted by subject area. A monitoring framework and assessment of financial implications should also be provided.

All public deliverables, including the Plan, should avoid technical jargon. The use of graphic content is preferred over tabular presentation. Proposals should include examples demonstrating the proposed document style. Report recommendations should be evidence based and should utilize Town’s specific data where possible and recommendations should reflect consultation input.

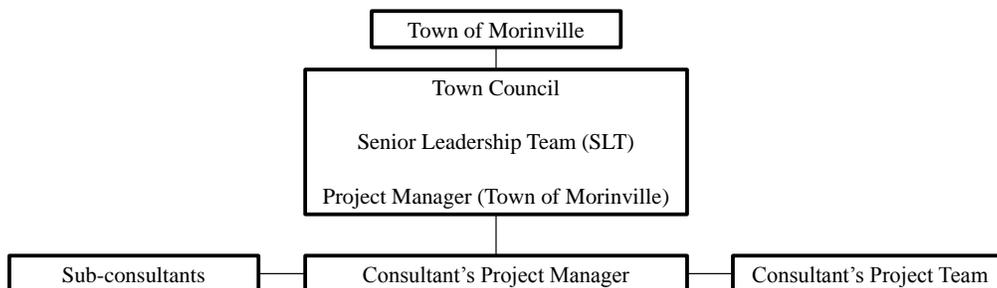
3.7. Available Information

The following outlines the information that shall be made available to the selected/successful consultant:

- 2004 Transportation Master Plan (available online)
- Existing and Proposed Land Use (MDP, Land Use Bylaw, ASPs) (available online)
- Land use and development density information from existing Area Structure Plans and MDP
- Traffic Analysis Zones
- Utility Servicing Master Plan (available online)
- Digital Air Photo (2017) of the study area
- Planning Reports and Information
- Area Structure Plans and Technical Reports (e.g., Highway 642 FPS, Mobility Strategy, Traffic Impact Studies different areas within the Town)
- 2016 Census Report (available online)
- 2016 Census Data at neighborhood/zone level
- EMRB Growth Plan (available online)
- EMRB Inter Regional Transportation Master Plan (IRTMP) (available online)
- Sturgeon County’s MDP (available online), Infrastructure Plan

3.8. Project Organization Team and Project Team

The Project Team and their reporting relationships shall be generally organized as follows: Council, Senior Leadership Team, Project Manager, and Consultant’s Project Manager.



3.9. Project Team (Consultant)

Project teams should include all the skill sets required to address the wide range of transportation issues outlined within this document and to be addressed in the TMP process. Proponents should ensure individuals with specific skills and experience in the following areas are included in their teams:

- Transportation Planning and Engineering
- Transportation Modeling
- Network/Connectivity and intersection safety
- Geographic Information Systems (GIS)
- Communications / Consultation / Stakeholder Engagement

4. Minimum submission requirements

Proposal packages shall include the followings:

4.1. Scope of Services and Work Plan

Prepare the scope of engineering/planning services to be provided and a proposed work plan with detailed methodology for completing the project. These should be sufficiently detailed to allow the Town of Morinville to adequately compare and evaluate the proposal. Please provide no more than 20 pages on this section.

4.2. Communications Plan

Consultation and communication shall be major components of the TMP process. All proposals should include a communication and consultation plan that is fully integrated with the TMP development process; the format, timing and scope of consultation/communication activities should be described. The consultation/communication plan should address all stakeholders and specifically include:

- *TMP Steering Committee/Town Council*
- *Respective Project Manager (both from Town and Consultant)*
- *Town of Morinville's residents and businesses*
- *Key Developers*
- *Community organizations*
- *Government agencies and adjacent municipalities*

Submissions shall outline the proposed project communication plan including, but not limited to the following:

- Regular project meetings, preparation of meeting minutes, and distribution within 72 hours of the meetings. Meeting locations will be provided by town at no cost to the consultant
- Regular correspondence
- Regular status update reporting
- Stakeholder communication and updates. These shall be considered as part of the consultant's consulting fees. Input from internal and external stakeholders shall be necessary to ensure an adequate review of the transportation network is conducted
- A kick-off meeting at the beginning of the project, presenting the work plan, approach, time line and deliverables
- Presentations. Plan for a minimum presentations and include consideration of additional presentations

4.3. Project Schedule

The project schedule shall detail the proposed starting date, completion date, meeting and presentation dates, submission deadlines, and major milestones of the project.

The submission shall include a detailed project schedule outlining the timelines and key milestone dates envisaged for the project. This component of the proposal will form a decision criterion for the consultant selection process.

4.4. Project Fee Schedule

Provide a detailed fee proposal correlated to the proposed work plan. The fee proposal shall include a list of all-inclusive hourly rates for the consultant's project team (including sub-consultants) and a table detailing staff-hour estimates for each project team member and a total for each phase or major activity grouping. All disbursements and expenses (including Geographic Information System (GIS), Computer-aided Design (CAD), modeling, and printing time) shall be included in the fee proposal.

4.5. Project Team, Sub consultants and Qualifications

The Prime Consultant and if any Sub-Consultants shall submit the names and resumes/bio of the key personnel who will be assigned to the project. Information submitted should include the proposed partner's availability for the project as well as staff experience in Transportation Master Plan (TMP). Changes of the consultant's identified Project Manager, shall be mutually agreed upon by both parties.

The successful consultant shall possess technical skills to deal with the complex matters to be addressed in the TMP process. The consultant must be required to work directly with the Town's staff, the public, agencies, and stakeholders in a professional manner. In addition to technical qualifications, the consultant must exhibit such skills as timeliness, diplomacy, tact, strong communication ability (both written and verbal), and an understanding of the municipal culture.

4.6. Proposal Package Submission

Three (3) clearly labeled double sided copies and (1) digital copy (PDF) of the proposal package shall be submitted to the office no later than **4:30 p.m. (local time) on Aug 28, 2019** to:

Town of Morinville – Planning and Economic Development Division
10125-100 Avenue
Morinville, Alberta, T8R 1L6
Attention to: Abul Azad, Senior Planner
abul.azad@morinville.ca
Proposal package for: Morinville Transportation Master Plan

The successful Proponent is expected to be notified by September 6, 2019 after the evaluation period by phone call and email.

4.7. Further Considerations

Health and Safety

The successful consultant shall accept the role of prime consultant. All proposals shall include a health and safety plan for field operations.

Professional Practice Management Plans (PPMP)

The Town requires a copy of the firm's PPMP accepted by the professional association (i.e. APEGA, CIP/APPI) that the firm is a member of.

4.8. Optional Tasks

If the proponent identifies additional work tasks that are not described in this document but that the proponent feels would bring value to the Transportation Master Plan process they may include such items as optional tasks. The scope, cost and impact on schedule should be included for each optional task.

4.9. Document and Files Format Document Type

Consultant shall make available supporting files and data with the Town.

Type of files:	Preferred File Formats:
Written Documents	Microsoft Word
Spreadsheets	Microsoft Excel
Technical Drawings	Autodesk AutoCAD
Graphics	Adobe Photoshop, Adobe InDesign, Adobe Illustrator, Microsoft Visio
Mapping	ArcGIS or compliant
Database	Microsoft Access

5. Selection Process and Proposal Evaluation

A panel comprised of a minimum of five representatives from the Town of Morinville will independently evaluate the submittals in accordance with the proposal evaluation criteria table at the end of this document.

Presentation with Key Proposed Team Members

The Town will invite up to three proponents from the highest evaluated submissions to deliver a presentation expanding on key items from the proponent's submission. Scoring from the proposal will be carried through to the evaluation process and will be worth 85% of the overall score. The presentation evaluation will account for the remaining 15% of the overall score.

Selected consultants for the presentation will be notified by noon on August 30, 2019. Presentation times and evaluation criteria will be issued at this time to consultants selected for the presentation.

The proposal should include sufficient information to permit the Town to evaluate it in accordance with the following Evaluation Criteria Table.

Requirements	Point
Understanding of The Project	10
Scope of Services of Work Plan, Methodology and Timeline	20
Qualifications of Firms and Project Team	10
Transportation Planning/Engineering Experience: Town of Morinville and/or same size and type of Municipality	20
Management Services	10
Cost (Including Hourly Rates)	15
Presentation	15
Total	100

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