



# SMITHS FALLS

RISE AT THE FALLS

## Report # 2018-039

To: Mayor and Council

From: W. Troy Dunlop, Director of Public Works and Utilities

Date: February 28, 2018

Committee of the Whole Date: March 5, 2018

Title: Procurement of Professional Services – Detailed Design of Beckwith Street

---

For Direction

For Information

For Adoption

Attachment 4 pages

**Recommendation:** THAT Council of the Corporation of the Town of Smiths Falls authorize staff to seek a direct proposal for additional services pursuant to the terms included within the Beckwith Street Redevelopment Plan Contract # RFP-17-PW-07; AND THAT staff bring forward the final detailed design services proposal from Parsons civil design division for review and approval by Council.

---

**Purpose:** To authorize staff to obtain a direct proposal for additional services from Parsons civil design division subject to the terms and conditions included within the Professional Services for Completion of the Beckwith Street Redevelopment Plan Contract # RFP-17-PW-07.

**Background:** On April 20<sup>th</sup>, 2017, the Request for Proposals for professional services for the Beckwith Street Redevelopment Plan concluded with a total of four qualified bids. Each of these proposals was scored through a merit based evaluation process that looked at: i) the experience of the team, ii) understanding of objectives, iii) quality of approach and methodology, iv) workplan and, v) financial proposal. In the end, the proposal from Parsons, yielded the highest overall score and offered the best overall value to the Corporation. A copy of the original report # 2017-67 has been attached for reference.

On May 15<sup>th</sup>, 2017, Council passed Resolution # 2017-05-115 to authorize the execution of a professional services contract with Parsons and granted budgetary approval for the assignment. Over the following eight months, Parsons advanced with extensive research and field survey work and led a comprehensive public engagement plan to develop recommendations for the Beckwith Street Redevelopment plan. This assignment was originally planned to conclude on January 30<sup>th</sup>, 2018, however the study was extended by four weeks to supported extended periods for public comment.

On February 26<sup>th</sup>, 2018, the final recommendations for the Beckwith Street Redevelopment Plan were brought forward to Committee and the following Resolution was passed:

***Resolution # 2018-02-62***

*THAT Council of the Corporation of the Town of Smiths Falls approve the Angle Parking Option as the preferred Beckwith Street Redevelopment concept as outlined in Parsons final presentation to Committee dated February 20<sup>th</sup>, 2018.*

*Moved by Jay Brennan  
Seconded by Dawn Quinn*

The Smiths Falls Strategic Plan 2015-2018 which was approved in March 2016 had set out the objective to prepare the Beckwith Street Redevelopment Plan. This document further identified the objective to have the project tender ready in 2017 (Strategic Priority 5.1.5). Looking back, this target may have been too ambitious and may not have considered the level of advanced planning and public consultation needed for a project of this complexity.

With this understanding, staff scoped the Parsons assignment to include several added initiatives to accelerate future detailed design activities including:

- completion of a full geodetic survey of the Beckwith Street corridor with associated horizontal and vertical controls;
- advance consultations with electrical, telecommunications and natural gas providers regarding network planning and upgrades in the study area;
- development of functional designs for laning and geometrics that are supported by traffic study investigations; and
- provision of construction cost estimates to support the application for “above ground features” eligible for possible grant funding under the Connecting Links Program.

**Analysis and Options:** The standard template for the Request for Proposals for Professional Services includes provision in Annex C that allow for the parties to “*extend, increase, vary or otherwise alter the Services*” subject to mutually agreed rates and/or fixed costs. This provision allows multi-stage professional assignments to be extended where such scope additions would be favourable to the Corporation for considerations including project continuity, competitive rates, schedule demands, and/or consultant performance.

Over the last two years staff have been working aggressively to position the Town for reconstruction of Beckwith Street (Chambers to Russell) in spring of 2019. The development of the hybrid assignment by Parsons was a large part of that consideration. The next steps in the project will involve the detailed design of the underground infrastructure and the finalization of the road designs including street lighting, signalization and landscape architectural elements. Approvals will need to be secured from the Ministry of Environment and Climate Change (sewers and storm drains) along with the Ministry of Transportation (intersection modifications and signalization). The Town has 12 months to obtain these approvals and issue tenders in February of 2019.

The Town currently has three Options to consider in moving forward to the next stage of Detailed Design:

Option 1 – Issue an Open Request for Proposal for Detailed Design Services

Option 2 – Issue a Request for Proposal for Detailed Design Services by Invitation to Select Firms

Option 3 – Pursue Extensions of the Parsons Agreement under the Terms of Contract

If the Town proceeds with Option 1 or Option 2, the procurement process will take approximately three months to expedite without any assurance of outcome on number of submissions or the resulting cost. The last open call issued for this assignment last year, as an example yielded four proposals all of which were competitively scoped and priced.

If the Town proceeds with Option 3, it will offer the municipality the opportunity to maintain project continuity and negotiate with a familiar firm and fee structure. Parsons civil design division has extensive experience in the redevelopment of commercial core areas and we have already inquired about the lead engineers that would be available for this assignment if approved. It is therefore recommended that Option 3 be approved.

**Budget/Financial Implications:** There are currently no budget implications associated with this report recommendation.

**Link to Strategic Plan:**

Vision Statement

- Item 4 – Investing in infrastructure to keep pace with needs
- Item 5 – Redeveloping our waterfront and downtown

Strategic Priority # 5 – Waterfront Development

- Objective 5.1.5 – Undertake a complete Beckwith Street Redevelopment Plan.

**Existing Policy:**

- 2016 Asset Management Plan
- 2016 Smiths Falls Strategic Plan, 2015-2018
- 2013 Downtown Revitalization and Waterfront Integration Master Plan

**Consultations:** Engineering Technologist, Treasurer and Director of Community Services.

**Notes/Action (space for Council Member's notes):**

Respectfully Submitted:



W. Troy Dunlop, C.E.T.  
Director of Public Works and Utilities

Approved for agenda by CAO:



Malcolm Morris, CMO



Heart of the Rideau Canal

COPY

To: Mayor and Council
From: W. Troy Dunlop, Director of Public Works and Utilities
Date: May 10, 2017
Committee of the Whole Date: May 15, 2017
Title: Award of RFP – Beckwith Street Redevelopment Plan

- For Direction
For Information
For Adoption
Attachment

Recommendation: THAT Council of the Corporation of the Town of Smiths Falls award RFP # 17-PW-07 to Parsons for professional services relating to the Beckwith Street Redevelopment Plan. AND THAT Council authorize the Mayor and Clerk to execute the final contract agreement with Parsons for the amount of \$84,535 plus HST. AND FURTHERMORE THAT additional project funding be approved in the amount of \$9,100, which will be funded from capital reserves.

Purpose: The purpose of this report is to provide background on the Request for Proposal issued for selection of the preferred consultant for the Beckwith Street Redevelopment Plan and to award the contract to the qualifying firm with the best overall proposal.

Background: On March 24th, 2017, the Town released Request for Proposal # 17-PW-07 for professional services for the development of the Beckwith Street Redevelopment Plan. As part of this assignment, bidding firms were requested to develop a workplan to deliver a functional streetscape design for Beckwith Street within the downtown core. Proponents were furthermore directed to build upon the guidelines and principles of the Downtown Revitalization and Waterfront Integration Master Plan (2013). Other activities included within this assignment were as follows:

- 1) Traffic Study – Prepare a focused traffic study to assess the laning and geometrics requirements for each of the intersections (signalized / unsignalized) in the study area. Beckwith Street forms part of the Ministry of Transportation’s connecting links program and as such, the study outcomes will need to demonstrate that corridor changes will not adversely impact the level of service. The traffic study will also look at other multi modal aspects such as cycling opportunities, pedestrian crossings, key linkages, and accessibility needs (Accessibility for Ontarians with Disabilities Act).
2) Existing Conditions Plan – Develop an existing conditions plan that will document all above and below ground infrastructure, utilities, building interfaces and natural features within the corridor. Consult with electrical, telecommunications and natural gas providers to

identify any network replacements or upgrades that may have bearing on the corridor design. This information will help inform the study process and provide guidance when evaluating individual design alternatives;

- 3) Parking – Independently assess each of the two parking alternatives presented in the Downtown Revitalization and Waterfront Integration Master Plan. This review will also include an evaluation of the on and off street parking inventories within the downtown core. The on street parking solution for Beckwith Street will ultimately define the working palletete for development of the “complete street” concept;
- 4) Functional Streetscape Design – Develop a functional design for streetscaping based on the design principles included within the Downtown Revitalization and Waterfront Integration Master Plan. This streetscape plan shall furthermore provide the design details and locations for: preferred surface treatments, street furnishings, streetlights, waste/recycling baskets, benches, cycling racks, decorative signage etc. The preferred design is also to be fully integrated with the Town Square planning works underway;
- 5) Cost Estimates – The Consultant will be required to provide cost estimates on or before October 1<sup>st</sup>, 2017 to inform the next stages of detailed design and construction. This information will be considered in the 2018 Budget and will also be used to assist the municipality in the next round of funding under the Connecting Links Program (2018-2019) along with other federal and provincial opportunities.

Terms within the Request for Proposal also stipulated that all of the above works were to be completed with final study recommendations received by Council on or before January 31<sup>st</sup>, 2018.

On April 20<sup>th</sup>, the Request for Proposal closed with four proposals received from the invitees. All of these submissions were subsequently reviewed and scored according to the following criteria:

- Experience and Team Qualifications – 20 points
- Understanding of Objectives – 10 points
- Quality of Approach and Methodology – 20 points
- Work Plan, Schedule and Level of Effort – 20 Points
- Financial Proposal – 30 Points

A break-out of the level of effort and financial results for qualifying bids are included in the table below:

| COMPANY                 | Level of Effort (Hours) | Score (Max 100) | Total Price (Including HST) |
|-------------------------|-------------------------|-----------------|-----------------------------|
| AECOM                   | 738                     | 91              | \$85,659.65                 |
| Ainley Group (Kingston) | 614                     | 86              | \$90,965.00                 |
| Novatech                | 834                     | 78              | \$124,300.00                |
| <b>Parsons</b>          | <b>627</b>              | <b>96</b>       | <b>\$95,524.55</b>          |
| <b>AVERAGES</b>         | <b>703</b>              | <b>-</b>        | <b>\$99,112.30</b>          |



All of the proposals were individually reviewed by the Director of Public Works and Utilities and the Senior Planner. Once the scoring process was completed, the submission from Parsons yielded the highest overall score in the group and offered the best overall value to the Corporation. The Parsons proposal was very thorough, met all project deliverables and also presented the most comprehensive public engagement plan in the group. Parsons has also numerous planning, design and streetscaping projects for downtown "complete streets" in Ottawa including the following:

- Main Street (Rideau Canal to Rideau River) in Old Ottawa East
- Rideau Street Renewal (Dalhousie Street to Rideau River) in the Market
- Wellington Street (Western Avenue to Somerset) in Hintonburg

Parsons's team will be led by Ron Clarke, who is a professional transportation and urban planner with over 29 years of experience in the consulting industry. Ron was the project manager for the City of Ottawa's "Downtown Moves" initiative. "Downtown Moves" was an Urban Design and Transportation Study completed in 2011-2013 that specifically looked at the development of complete street environments in Ottawa's Central Business District.

**Analysis and Options:** The advancement of the Beckwith Street Redevelopment Plan is an important milestone project that will help the municipality work toward its vision for redevelopment of the waterfront and the downtown core (Strategic Priority #5). This assignment will also establish the base plans for all subsequent design work for renewal of existing water, sewer, drainage, and road infrastructure. Recommendations falling out of this study will also better position the municipality to submit applications for grant funding under any new federal or provincial infrastructure programs (Strategic Priority # 2).

If Council should choose not to award the contract, the foundational design work for Beckwith Street would remain incomplete and the downtown revitalization project would otherwise be placed on hold. Levels of service for local infrastructure on Beckwith Street would also continue to decline with continued impacts on local residents, businesses and tourists. Staff are therefore recommending that the Town proceed with the award of contract.

**Budget/Financial Implications:** The 2017 Budget allowance for this project is currently set at \$80,000 which includes capital reserves of \$35,000 and Federal Gas Tax contributions of \$45,000. In order to advance the project, staff will require additional funding commitment in the amount of \$9,100 to cover the project cost of \$86,022.82 and all subsequent advertising once all non recoverable taxes are considered. Staff are presently recommending that this shortfall be funded from capital reserves.

It should be noted that with the recent announcement of the Connecting Links Funding for the Beckwith Street structures, the municipality will receive new grant funding for the engineering phase totalling \$68,400 (90% funding of \$76,000). With that announcement, the Town will see new revenues in the 2017 Budget that will provide offsetting savings of \$68,400 that were originally to be sourced from capital reserves.

**Links to Strategic Plan:**

Vision Statement

- Item 4 – Investing in infrastructure to keep pace with needs
- Item 5 – Redeveloping our waterfront and downtown

Strategic Priority # 2 – Financial Sustainability

- Objective 2.10 of the Strategic Plan outlines that the municipality will continue to research funding and grant opportunities with the objective of increasing the ratio of grant funding to taxation revenue. The advancement of the Beckwith Street Redevelopment Plan will better position the Town to define future projects for funding eligibility under the Connecting Links Program and other federal /provincial grant programs.

Strategic Priority # 5 – Waterfront Development

- Objective 5.1.5 – Undertake a complete Beckwith Street Redevelopment Plan.

**Consultations:** Director of Community Services, Senior Planner, and Interim Treasurer

**Existing Policy:**

- By-Law no. 7850-2004, Policies respecting the procurement of goods and services
- Official Plan 2016 – Section 2.2 and enabling policies therein
- Downtown Revitalization and Waterfront Integration Master Plan, 2013

**Notes/Action (space for Council Member’s notes):**

Respectfully Submitted:

\_\_\_\_\_  
W. Troy Dunlop, C.E.T.  
Director of Public Works and Utilities

\_\_\_\_\_  
Niki Dwyer, MA BES  
Senior Planner

Approved for agenda by:

\_\_\_\_\_  
Malcolm Morris, CMO  
CAO