

**IBI GROUP** REPORT

DOWNTOWN TRAFFIC STUDY

PROJECT FILE REPORT

SCHEDULE B MUNICIPAL CLASS ENVIRONMENTAL ASSESSMENT

Submitted to The Corporation of the City of Sault Ste. Marie

# Appendix 1 – Terms of Reference

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**The Corporation of the City of Sault Ste. Marie**  
99 Foster Drive, Sault Ste. Marie, Ontario P6A 5X6  
saultstemarie.ca | 705.759.2500 | info@cityssm.on.ca

## **Request for Proposal**

Engineering Services – Downtown Traffic Study

### **1.0 INFORMATION TO PROPONENTS**

#### ***1.1 Introduction***

The City of Sault Ste. Marie (“City”) has two east-west one-way pairs of streets in its downtown core which include Bay Street with Queen Street and Albert Street with Wellington Street/Cathcart Street. There are also two north-south one-way pairs which include Pim Street with Church Street and Andrew Street/Gloucester Street with Gore Street. The north block of East Street from Albert Street to Wellington Street is also one-way.

The City is requesting proposals from qualified traffic engineering and urban design specialists to provide engineering services associated with a study to determine what, if any, changes should be made to these one-way traffic routes.

Services required for this project include a complete review of the road network in the downtown within the limits of Huron Street, Wellington Street East, Church Street and the river’s edge including recommendations that consider cost and feasibility of converting streets from one-way to two-way.

#### ***1.2 Date and Place for Receiving Proposals***

All proposals must be sealed and delivered to:

**The City of Sault Ste. Marie**  
**Engineering Division**  
**99 Foster Drive – 5<sup>th</sup> Floor**  
**Sault Ste. Marie, Ontario, P6A 5X6**

By the following date and time:

**Date: Wednesday, June 14, 2017**

**Time: 11:00 a.m.**

Proposals received later than the date and time specified will not be accepted.

The contact person for this RFP will be:  
**Carl Rumié, P.Eng**  
Design & Construction Engineer  
c.rumié@cityssm.on.ca or (705) 759-5379

It will be the proponent's responsibility to clarify any questions before submitting a proposal. A written addendum issued by the **City of Sault Ste. Marie** is the only means of changing, amending or correcting this RFP. In the process of responding to this RFP, the proponent should not utilize any information obtained outside this protocol.

### ***1.3 Errors, Omissions, Clarifications***

Any questions concerning the requirements or intent of this Request for Proposal, or identification of any errors or omissions should be addressed to Mr. Carl Rumié, Design and Construction Engineer, telephone 705-759-5379, e-mail [c.rumié@cityssm.on.ca](mailto:c.rumié@cityssm.on.ca).

Proposals must be limited to twenty (20) pages, single sided including appendices.

### ***1.4 Withdrawal of Proposal***

A proponent will be permitted to withdraw its Proposal, unopened, after it has been deposited, if such a request is received by the City, prior to the time specified for the opening of Proposals.

### ***1.5 Informal Proposals***

Proposals which are incomplete, conditional or obscure, or which contain additions not called for, erasures, alterations, or irregularities of any kind, may be rejected as informal.

### ***1.6 Proposal Evaluation***

The successful consultant will be selected based on evaluation of the proposal utilizing a rating system which considers the requirements mentioned below. A committee composed of City staff will be used in the selection process.

- 1) Consulting team's ability outlining corporate profile in transportation planning, traffic engineering, municipal road design, urban design and Municipal Class Environmental Assessments;
- 2) Relevant past experience on similar projects;
- 3) Qualifications and experience of the Project Manager, senior engineers and key members of the project team, including sub-consultants, with the estimated number of days that they will be committed to the project;
- 4) Detailed proposed work program methodology;
- 5) A detailed schedule recognizing critical deliverables, progress meetings and timelines;

- 6) A fee schedule indicating the name, role and rate of pay for each individual assigned to the project. The total cost of the engineering assignment shall be limited by a fee estimate, including travel disbursements, which the consultant will include in its proposal for all work up to and including the final completion of the EA. No further payment will be made above this figure unless authorized in advance by the City. The successful consultant will be required to enter into a standard MEA/CEO agreement for engineering services. These terms of reference will form part of that agreement. The City has budgeted approximately \$100,000 for this project;
- 7) Four (4) copies of the complete proposal submission must be received; and
- 8) Proponents are required to include a Letter of Introduction with the Proposal that states that the Signee is authorized to bind the Proponent to the contents of the Proposal including pricing.

The above list of criteria represents areas which are to be specifically addressed in the proposal. The evaluation process will not necessarily be limited to these areas. Other criteria not specifically listed above may also receive consideration. The order in which the criteria are listed does not indicate the weighting of the evaluation.

The City reserves the right, in its sole and absolute discretion to select a preferred Proponent with which to negotiate a final contract, terminate the proposal call or reject any and all Proposals. The City of Sault Ste. Marie will not necessarily select the proposal with the lowest price or any other proposal.

The City will endeavor to complete the evaluation process within a reasonable time frame. The City reserves the right to contact Proponents to seek clarification of the proposals, as submitted, to assist in the evaluation process. Interviews may be required.

### ***1.7 Conditions and Requirements of Work***

Proponents are required to submit proposals upon the conditions that they shall satisfy themselves by personal examination of the location of the proposed works, or by such other means, as they may prefer, as to the actual conditions and requirements of the work.

The successful Proponent and any Subcontractor (if applicable) is required to comply with the requirements of the City's Contractor Pre-Qualification Program prior to the start of onsite work on this Contract. These requirements include but are not limited to WSIB Coverage, Liability Insurance Coverage, Accessibility Training, and Safe Work Practices. Details regarding compliance with this requirement may be obtained by contacting Aldo Iacoe, Health & Safety Coordinator, telephone 705-759-5367 or by email to [a.iacoe@cityssm.on.ca](mailto:a.iacoe@cityssm.on.ca). Responsibility for compliance with this requirement by any Subcontractor is the responsibility of the successful Proponent.

### **1.8 Proposal Left Open**

The Proponent shall keep its proposal open for acceptance for sixty (60) days after the closing date.

### **1.9 Schedule**

- (A) Release of RFP: May 15, 2017
- (B) Submission of Proposal: June 14, 2017
- (C) Recommendation of Award: June 26, 2017
- (D) Signing of Agreement: June 27, 2017
- (E) Commencement of Services: July 1, 2017
- (F) Completion of the Study: January 31, 2018 (tentative, subject to EA requirements)

The City reserves the right to alter the scheduling of items "C" to "F". Proponents are asked to designate one contact person to whom any additional information deemed to be relevant to the proposal may be communicated.

### **1.10 Incurred Costs**

The City will not be liable for, nor reimburse any Proponent for costs incurred in the preparation of proposals or any other costs such as preparation for, and attendance at interviews that may be required as part of the evaluation process.

### **1.11 Alterations to Documents**

No electronic reproduction or alteration of the original document will be permitted under any circumstance. The Proponent shall not change the wording of the proposal after submission; and no words or comments shall be added to the general conditions or detailed specifications unless requested by the City for the purpose of clarification.

### **1.12 Confidentiality**

No Proponent shall have the right to review or receive any information with respect to a proposal, documentation, or information submitted by any other Proponent. The content of the proposal, and all documentation, and information shall be held in confidence by the City subject only to the provision of freedom of information and privacy legislation, including without limitation, the Municipal Freedom of Information and Protection of Privacy Act.

### **1.13 Municipal Freedom of Information & Protection of Privacy Act**

The Corporation of the City of Sault Ste. Marie is governed by the provisions of the Municipal Freedom of Information and Protection of Privacy Act. All documents submitted to the City in response to this Request for Proposal become the property of the City and as such will be subject to the disclosure provisions of the Act. The Act

gives persons a right of access to information held by the municipality. The right of access is subject to exemptions contained in the Act.

### ***1.14 Indemnification***

The successful Proponent will indemnify and save harmless the City against and from all actions, causes of action, interest, claims, demands, costs, damages, expenses or loss which the City may bear, suffer, incur, become liable for, or be put to by reason of any damage to property or injury or death to persons by reason of, arising out of or in consequence of breach, violation of non-performance by the successful Proponent of any provision of the agreement, or by reason of or arising out of the use of the premises or in connection with the work covered by this contract, or by reason of or arising out of any act, neglect or default by the successful Proponent or any of its agents or employees or any other person or persons, in, on, or about the premises.

The Proponent further covenants that the indemnity herein contained shall extend to all claims, loss, cost and damages by reason of or arising out of improper field inspection practices in connection with this Agreement by the Proponent, its servants or agents, whether or not these have been approved by the City, its servants or agents. The rights to indemnity contained in this paragraph shall survive any termination of this agreement, anything in this agreement to the contrary notwithstanding.

## **SECTION 2**

### **TERMS OF REFERENCE**

#### ***2.1 Introduction***

The City is requesting proposals from qualified traffic engineering and urban design specialists to provide services associated with a study to determine what, if any, changes should be made to these one-way traffic routes in the City's downtown (refer to the attached plan).

Historically, the downtown was the center of all community and these one-way streets provided vehicular access to and from the International Bridge, shopping centers and businesses. While the downtown is still a viable business district, there has been a shift in vehicular traffic away from the downtown to the north (Great Northern Road/ Second Line). New commercial and residential development activity has also followed to the north with the relocation of the Sault Area Hospital, two high schools and the emergence of new large chain retail stores. Further, the construction of Carmen's Way in 2005 has diverted truck traffic from the International Bridge away from Bay Street, Church Street and Wellington Street.

The successful consultant will collect and analyze information to develop recommendations, conduct environmental assessment, weigh disadvantages and benefits as well as develop preliminary cost estimates for the various options.

In particular, the successful proponent will compare the socio-economic environment in the City with other similar communities to determine if the benefits of the one-way traffic routes are still relevant.

The successful proponent will also carry out an infrastructure planning and design alternatives study to develop, evaluate, and recommend options for improved traffic flow, walking, cycling, transit, streetscape as well as public realm improvements in the downtown area.

#### ***2.2 Existing Documentation***

It will be up to the Proponent to become familiar with the details of the following documents, as required:

- City of Sault Ste. Marie Transportation Master Plan (2015)
- City of Sault Ste. Marie Truck Route Class EA and Transportation Planning Study (Reed Voorhees 2002)
- Downtown Development Strategy - <http://www.saultstemarie.ca/downtowndevelopment>
- Various other historic reports

These documents can be viewed at the Engineering Division on the fifth floor of the Civic Center.

### **2.3 Municipal Class Environmental Assessment Requirements**

It is the opinion of the City Engineering Staff that the a preliminary feasibility study on the one-way vs two-way traffic routes in the downtown will be the first step in conducting a Municipal Class Environmental Assessment (“EA”). Should the preliminary recommendations be to convert to two-way traffic, a Schedule B or C EA would be required. The successful consultant will determine the schedule and conduct the required EA. Should the study reveal that it is not recommended to convert to two-way traffic, then a Schedule A+ would be sufficient and no further reports necessary. Regardless of the recommendation, the City would anticipate at least one public information session to gauge the public interest and solicit public and agency input.

### **2.4 Traffic Modelling**

City staff is open to the recommendations of the successful proponent which may include traffic modelling of the downtown. The City currently uses Synchro for traffic modelling.

### **2.5 Suggested Evaluation Criteria**

The following sections are criteria that the City views as important and the successful proponent may consider these in its report.

#### **2.5.1. Transportation**

- Existing and future multi-modal conditions
- Overall safety and service at the intersections
- Ability to encourage and increase the sustainable and active modes of walking and cycling and use of public transit
- Ability to accommodate commercial vehicles
- Impacts on adjacent streets
- Impacts to public transit
- Impacts to emergency services vehicles
- Impacts to Para-bus vehicles/other accessible loading
- Impact on on-street and off-street parking
- Speed limits and traffic signal synchronization review

#### **2.5.2 Urban Design**

- Existing streetscape vision as articulated in Complete Streets Manual and Downtown Strategy and implemented design
- Enhance the existing streetscape design including sidewalks, and treed boulevards
- Enhance the identity and character of the Downtown
- Provide convenient and safe opportunities for pedestrians of all ages and abilities



- Support an improved connections between Queen Street and the Waterfront

#### 2.5.3 Socioeconomic Environment

- Changes in access to various locations
- Support and connect to local parks and the open space network
- Noise and vibration
- Impact on/enhancement of barrier-free design

#### 2.5.4 Economic Development

- Enhance experience for tourists and improve downtown way finding
- Impact on existing land uses
- Enhance development potential and attractiveness of key development sites
- Incorporate seasonal revenue-generating private uses on sidewalks (e.g., patios)
- Encourage residential development
- Incorporate flexible event space to support cultural vibrancy and tourism

#### 2.5.5 Cultural Environment

- Heritage building
- Cultural heritage features
- Archeological resources

#### 2.5.6 Natural Environment

- Ability to meet the criteria in the Stormwater Investigative Study
- Air quality (i.e., emissions)
- Climate change

#### 2.5.7 Engineering and Cost Estimates

- Utility relocation
- Capital costs
- Operation and maintenance
- Property acquisition costs
- Construction feasibility and staging

### **2.6 Project Requirements**

#### Communications - Meetings, Workshops and Public Information Centres

Public engagement will be very important to the success of this project. The successful proponent will determine the number of progress meetings and Public Information Centres and outline them in the proposal.

The minimum is expected to be:

- 5 Project Meetings with City staff
- 2 Public Information Centres (Schedule A+, B or C Requirement for Class EA)

- Feasibility Study and/or Project File Report or Environmental Study Report depending on the schedule of EA

### Project Scope and Time-Frame

The exact project scope will be influenced by the work plan set out by the successful consultant and through the outcome of the Class EA. This study shall be completed by spring of 2018 in order that recommendations may be incorporated into the 2018 Capital Construction Plan.

### ***2.7 Project Deliverables***

The project deliverables of this assignment shall include:

- Preliminary Feasibility Reports
- Environmental Study Report for the EA
- Production and distribution of public notices
- Collection and analysis of all agency and public feedback, questionnaires, and subsequent responses

# Downtown Traffic Environmental Assessment

