

REQUEST FOR PROPOSAL: RANGER PARK TRAFFIC IMPACT ASSESSMENT

1. INTRODUCTION:

The Town is inviting proposals from qualified engineering firms / consultants with experience in transportation assessment and management studies, to undertake a Traffic Impact Assessment (TIA) for the Princess Street – Sixteenth Avenue intersection abutting Ranger Park, Smithers, BC.

2. BACKGROUND:

The Town of Smithers has recently applied to the ChildCareBC New Spaces Fund (CBCNSF) Program, proposing to build a new 74-space multi-age group child care facility on a designated portion of Ranger Park.

The 8.3 acre-Ranger Park is located north-east of the Princess Street – Sixteenth Avenue intersection. Currently, the site features a small children's playground enclosed by a chain-link fence in the southwest corner and a basketball court to the west. The site also houses the Ranger Park Building, which includes the Edge Learning Centre and has its own entrance and parking lot. Residential areas are located to the west and south, Main Street lies to the northeast, and to the north, there are trails, a disc golf course, and picnic tables extending east through the existing forest (see Annexure 1).

During phase-1 community engagement conducted as part of the project earlier this year, several neighbourhood residents expressed concerns regarding the increased traffic volume both on Princess Street and Sixteenth Avenue, and its potential adverse impacts on traffic safety. As per the Town's road classification, Princess Street is a local road, while Sixteenth Avenue (with its direct connection to Highway 16) is a collector road.

Two potential sites within Ranger Park are under consideration for the new child care centre. The exact location for the proposed facility is to be determined in fall this year through community. The findings and recommendations of the TIA will be critical in guiding the next phase of community engagement, selection of the final location for the proposed facility, and traffic management within and around the site, once the facility is built. As a background information, the proposed site plans for the two potential sites – prepared as part of the grant application submission process – are included as Annexure 2 of this document.

3. REQUIREMENTS:

The Town expects that the successful consultant will:

- Have proven experience in undertaking TIA studies in the past; experience in leading TIA studies for child care / park projects in the past will be considered an asset.
- Submit a proposal that demonstrates the Proponent's clear understanding of the objectives and scope of the TIA study and the expected deliverables.

- Be available to complete the study within a 2-3 weeks timeframe following the contract award.
- Available to meet (virtually or in-person) with Town staff as needed to complete the study in a meaningful manner and to integrate feedback provided.
- Will enter into a Consultant Service Contract with the Town and complete the project in accordance with the agreed upon terms and conditions.

4. SUBMISSION REQUIREMENTS:

- A 1-page summary of the firm, highlighting relevant experience.
- A brief clear and concise proposal with a methodology and corresponding task list that details the steps to:
 - a) fully understand all issues and concerns;
 - b) secure adequate data to be used to carry out the various activities required; and
 - c) address how all aspects of the Scope of Work will be carried out.
- Brief bios of team members, along with their hourly rate.
- Provide the expected costs to complete the project, containing a cost break down by person and hours for each task.

5. PROPOSAL EVALUATION:

The following factors will be considered in the proposal evaluation process (weightage provided within brackets):

- a) Experience in undertaking TIA studies (30%); studies conducted specific to child care projects will be an asset.
- b) Clarity in methodology and workplan (20%)
- c) Team's capacity and availability to complete the project on time (20%)
- d) Proposal fee (20%)
- e) Local Knowledge (10%)

Each component will be assessed on a scale of 0-5, where '0' denotes 'proposal does not meet the requirements', and '5' denotes 'excellent'. Weighted average will be calculated to arrive at the final score for each submission. The expected timeline for completing the proposal review process is 1-2 weeks from the deadline for proposal submission.

6. INQUIRIES:

If a Proponent has any questions about this RFP, including the scope of work, or finds an error, inconsistency, or ambiguity in any of the RFP content, the Proponent is advised to submit a request for clarification or correction, by email, to Deepa Chandran, Planner, at dchandran@smithers.ca. Requests for clarifications or corrections must be submitted before **4:00 pm (PST), Friday, October 11, 2024**. The Town may respond to enquiries that it, in its sole discretion, considers relevant to this RFP.

7. INSTRUCTION FOR SUBMISSION:

Proponents may submit the proposal either in electronic or printed formats.

- i. The electronic version of the RFP submissions in PDF format must be emailed to dchandran@smithers.ca, with the subject line "RFP: Ranger Park Traffic Impact Assessment".
- ii. Hardcopy proposals for this RFP may be submitted to:

Mark Allen,
Director of Development Services
Town of Smithers
PO Box 879,
1027 Aldous Street
Smithers, BC. V0J 2N0
- iii. Hard copy submissions must include one copy of the proposal and a digital version of the proposal in a sealed envelope marked "RFP: Ranger Park Traffic Impact Assessment".
- iv. Submissions must be received no later than **4:00 pm (PST), Tuesday, October 22, 2024**).

It is the sole responsibility of the Proponent to ensure that the Town received their submission prior to the closing time and date.

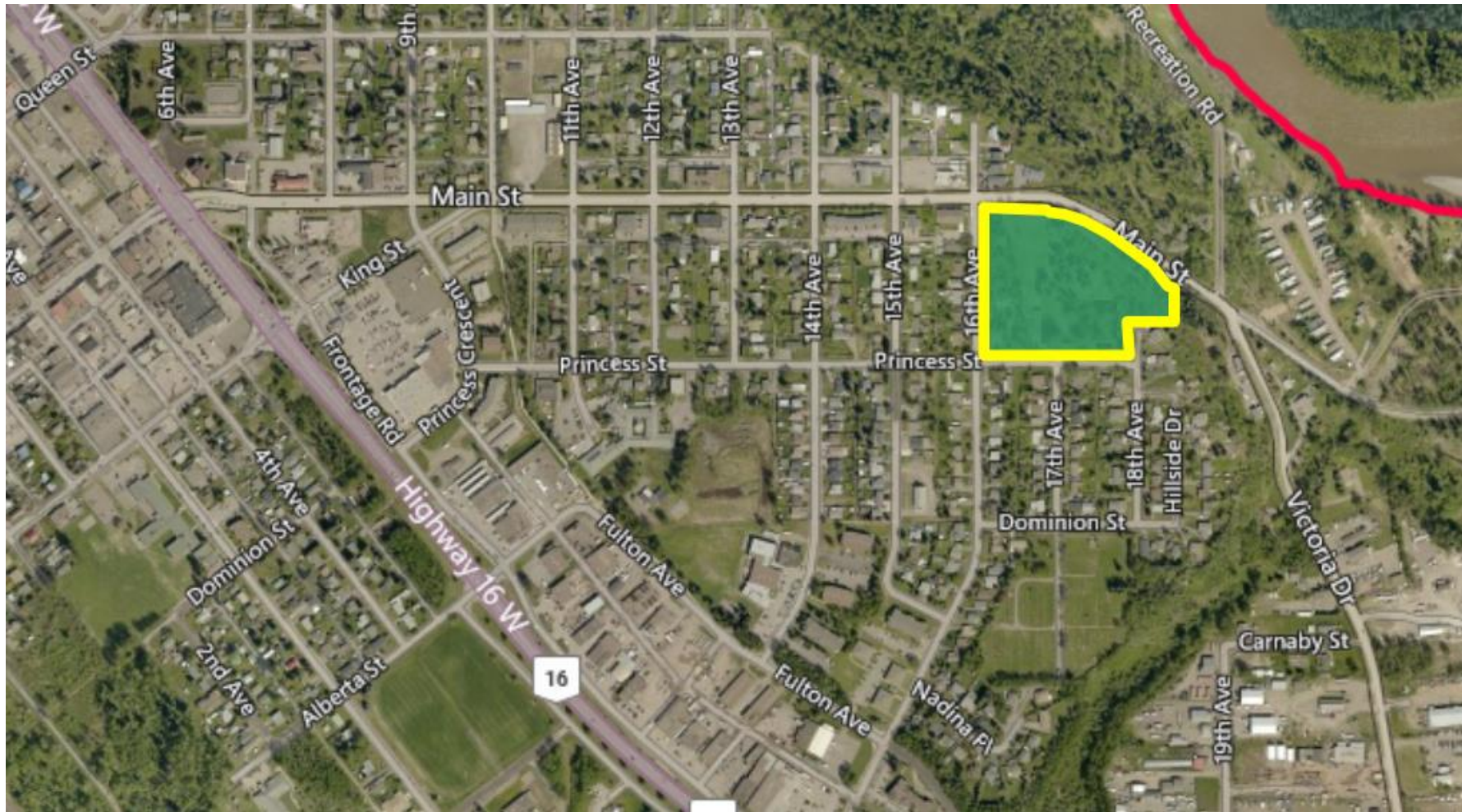
8. OTHER INFORMATION:

- The issuance of this RFP and the acceptance of a Proposal do not constitute an agreement by the Town to pay for the costs incurred in the preparation of a proposal submitted in response to this request and, where applicable, to cover costs associated with the subsequent negotiation process.
- Proponents are responsible for reviewing all sections of this RFP and are expected to make all necessary inquiries and reviews prior to submitting a Proposal.
- Proponents are responsible for ensuring that they receive any and all addenda that the Town may issue in conjunction with this RFP from time to time.
- All proposals submitted to the Town in response to this RFP will become the property of the Town of Smithers.
- All proposals are confidential and will be so treated. The information outlined in this Request for Proposals must be held in confidence by recipient firms.
- All proposals must be firm offers and valid for sixty (60) calendar days following the last day to accept proposals.
- The Town reserves the right to:
 - reject any or all proposals, including the one proposing the lowest cost;
 - decline to go forward with this RFP or reissue the RFP;

- extend the proposal submission deadline;
 - request more information from any all proponents;
 - reject any Contractor or Sub-contractor proposed by the Proponent; and
 - accept the proposal deemed most favorable in the interest of the Town.
- Unless specifically outlined in the proposal, the services or any part thereof may not be sub-contracted, transferred or assigned to another firm, person, or company without the prior written authorization of the Town.
 - Proponent selection is subject to the Town's Purchasing Policy and to Town Council Approval.

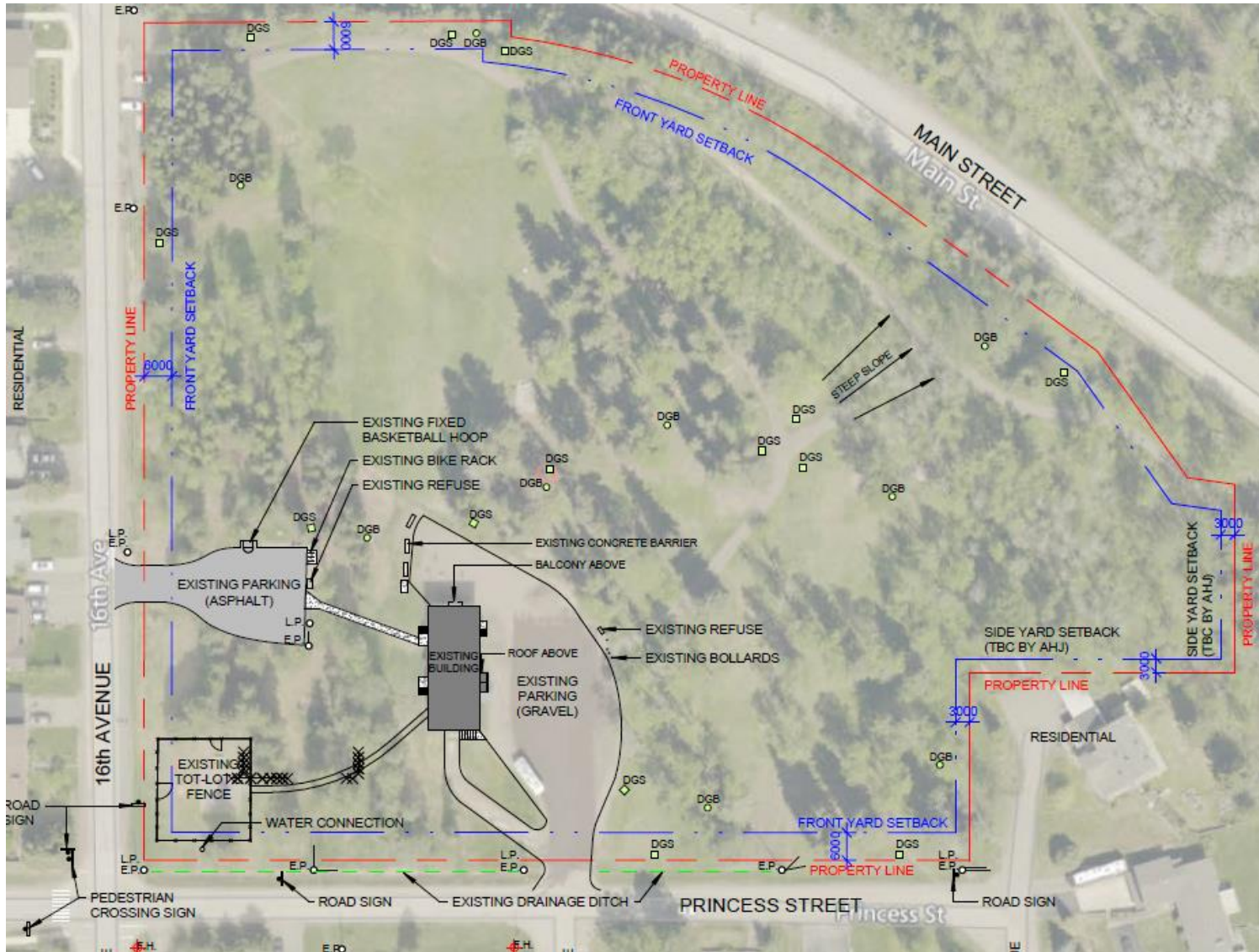
Annexure 1:

Map.1 Context

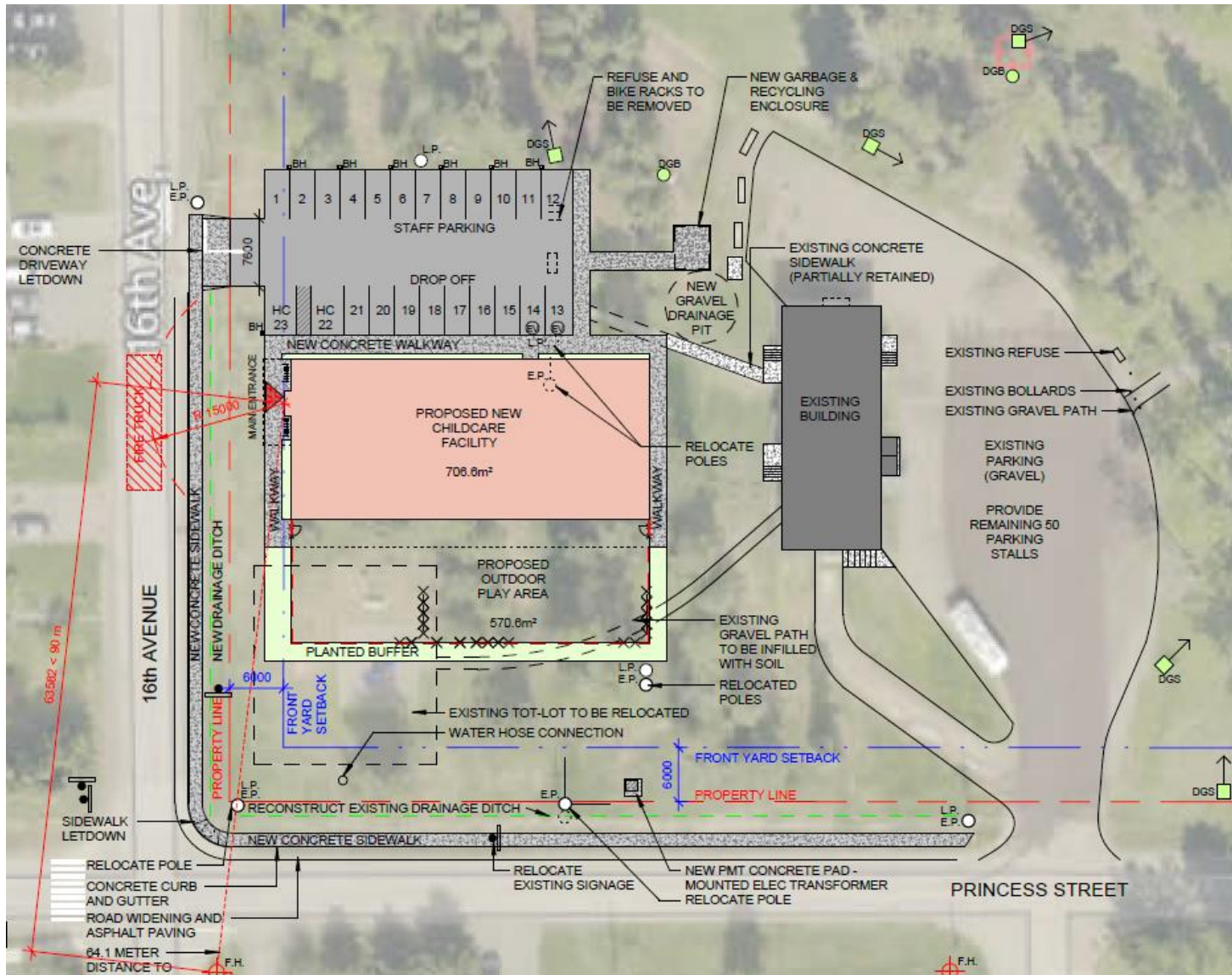


The park is approximately 8.4 acre in area. The intent is to repurpose a small portion of the Park to accommodate the proposed 74-space child care facility

Map.2 Ranger Park Traffic



Location Option #1



Location Option #2

