



CITY OF HAMILTON
PUBLIC WORKS DEPARTMENT
Transportation Division

TO:	Chair and Members Public Works Committee
COMMITTEE DATE:	September 15, 2014
SUBJECT/REPORT NO:	Transportation Master Plan Update (PW14104) - (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Steve Molloy (905) 546-2424, Extension 2975 Alan Kirkpatrick (905) 546-2424, Extension 4173
SUBMITTED BY:	Gerry Davis, CMA General Manager Public Works Department
SIGNATURE:	

RECOMMENDATION

That the General Manager of Public Works be authorized to transfer capital funds from capital project 4031055369, Specific-Area Transportation Master Plans, to 4031355310, Hamilton Transportation Master Plan Update, in the amount of \$260,000 (inclusive of project contingency) to cover the shortfall associated with the Request for Proposals submissions for C-11-05-14 “Consulting Services required for Hamilton Transportation Master Plan, five-year Review and Update”, for the proposal which achieved the highest technical score and lowest compliant bid (\$578,957).

EXECUTIVE SUMMARY

A Request for Proposals (RFP) for consulting services was prepared to undertake an update to the previously approved 2007 City-Wide Transportation Master Plan (TMP). Awarding of the contract was based upon reaching a minimum technical score, prior to opening the financial bid to undertake the work in stage two of the evaluation. Two (2) proposals were received by the City. Both proposals qualified to the second stage and both submissions submitted a contract price higher than the identified budget. The proposal selection committee is recommending proceeding with the submitted proposal based on its highest technical score and lowest compliant bid amount (\$578,957). The proposal selection committee is recommending that WIP funds in another capital account be reallocated to this project in order to proceed with this project.

Alternatives for Consideration - See Page 3

FINANCIAL - STAFFING - LEGAL IMPLICATIONS

Financial: Capital project 4031355310, Hamilton Transportation Master Plan Update has been established to undertake an update to the City-Wide TMP. The funds available in this capital project are not sufficient to accommodate the compliant, low-bid (\$578,957) for this project. Capital project 4031055369 has funds available (inclusive of project contingency), which were previously established for Specific-Area Transportation Master Plans, but those Transportation Master Plans were not undertaken. Transferring of the required funds to successfully undertake the “Consulting Services required for Hamilton Transportation Master Plan, five-year Review and Update”, requires Council approval.

Staffing: N/A

Legal: N/A

HISTORICAL BACKGROUND

A Request for Proposals (RFP) for consulting services was prepared to undertake an update to the previously approved 2007 City-Wide TMP. Awarding of the contract was based upon reaching a minimum technical score, prior to opening the financial bid to undertake the work in stage two of the evaluation. Two (2) submissions were received by the City. Both submissions qualified to the second stage and both submissions submitted a contract price higher than the identified budget. The proposal selection committee recommendation is based on the submission that achieved the highest technical score and lowest cost proposal (\$578,957).

Unfortunately, there is a shortfall from the approved project budget to accept the lowest compliant bid. Sufficient funds must be in place in the account prior to awarding the contract.

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

This report has been prepared consistent with existing City procurement policies.

RELEVANT CONSULTATION

The proposal selection committee is comprised of staff members from the Transportation Division and Corporate Assets and Strategic Planning Division in Public Works Department and staff from the Planning and Economic Development Department. Staff from Corporate Finance also provided the committee with assistance throughout the RFP process.

ANALYSIS AND RATIONALE FOR RECOMMENDATION

The estimated capital budget funding for an update to the previous 2007 City-Wide Transportation Master Plan is insufficient for the proposals received through a Request for Proposals process for a project of this nature. In order to provide sufficient funds to proceed, Staff involved in the proposal selection committee is recommending that funds

from an existing capital budget be reallocated to the account established for the Hamilton Transportation Master Plan Five Year Review and Update project in order not to delay the project any longer. The Committee is satisfied that the recommended proponent has submitted a compliant proposal and has provided the lowest bid amount (\$578,957).

ALTERNATIVES FOR CONSIDERATION

The following two (2) alternatives are provided for the Committee's consideration:

Alternative 1 - Modify the Work Plan in the Request For Proposal's Scope

The City could choose to modify the RFP's scope, as part of negotiations with the recommended submission. This is not recommended as it would require significant modifications to the project's scope and work plan, whereby the quality of the final product would be compromised.

Alternative 2 - Re-issue the Request for Proposal

The City could choose to re-issue the RFP in order to obtain renewed financial bids. This is not recommended as the desired results may not be achieved and would result in further delays in initiating the TMP Update.

ALIGNMENT TO THE 2012 - 2015 STRATEGIC PLAN

Strategic Priority #1

A Prosperous & Healthy Community

WE enhance our image, economy and well-being by demonstrating that Hamilton is a great place to live, work, play and learn.

Strategic Objective

1.6 Enhance Overall Sustainability (financial, economic, social and environmental).

Strategic Priority #2

Valued & Sustainable Services

WE deliver high quality services that meet citizen needs and expectations, in a cost effective and responsible manner.

Strategic Objective

2.1 Implement processes to improve services, leverage technology and validate cost effectiveness and efficiencies across the Corporation.

Strategic Priority #3

Leadership & Governance

WE work together to ensure we are a government that is respectful towards each other and that the community has confidence and trust in.

Strategic Objective

3.4 Enhance opportunities for administrative and operational efficiencies.

APPENDICES AND SCHEDULES ATTACHED

None