



The Corporation of the City of North Bay

Request for Proposals

For

Road Safety Strategy

Request for Proposal No.: **RFP 2023-28**

Issued: **Wednesday April 12, 2023**

Submission Deadline: **Wednesday May 3, 2023 @ 1:00 p.m.**

***** ELECTRONIC BID SUBMISSIONS ONLY *****



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UNDER SEPARATE ATTACHMENT:

APPENDIX D – Form of Agreement



PART 1 – INVITATION AND SUBMISSION INSTRUCTIONS

1.1 Invitation to Proponents

This Request for Proposal (the “RFP”) is an invitation by The Corporation of the City of North Bay (“the City”) to prospective proponents to submit proposals for the provision of a road safety strategy, as further described in the RFP Particulars (Appendix C) (the “Deliverables”).

1.2 Type of Contract for Deliverables

The selected proponent will be requested to enter into a contract for the provision of the Deliverables on the terms and conditions set out in the Form of Agreement (Appendix D) (the “Agreement”). It is the City’s intention to enter into a contract with only one (1) legal entity.

1.3 RFP Timetable

Issue Date of RFP	Wednesday April 12, 2023
Deadline for Questions	Wednesday April 26, 2023 @ 3:00 p.m.
Deadline for Issuing Addenda	Monday May 1, 2023
Submission Deadline	Wednesday May 3, 2023 @ 1:00 p.m.
Anticipated Execution of Agreement	Wednesday June 7, 2023

The RFP timetable is tentative only, and may be changed by the City at any time.

1.4 Bidding System Registration

The City will only consider proposals received from proponents who have registered with the City’s electronic bidding system at <https://cityofnorthbay.bidsandtenders.ca> (the “Bidding System”) and have obtained the RFP directly from the Bidding System.

All proponents must establish a Bidding System account and be registered as a Plan Taker for the bid opportunity, which will enable the proponent to download the RFP, to receive addenda email notifications, download addenda and to submit their proposal electronically through the Bidding System.

1.5 RFP Contact and Proponents' Questions

1.5.1 RFP Contact

For the purposes of this procurement process, all communications in relation to this RFP must be made to the RFP contact through the Bidding System, unless specifically instructed within the RFP document.

Proponents and their representatives are not permitted to contact any employees, officers, agents, elected or appointed officials or other representatives of the City, other than the RFP Contact. Failure to adhere to this rule may result in the disqualification of the proponent and the rejection of the proponent’s proposal.

Post bid closing communications in relation to this RFP may be made to Mary-Ann Kotylak, Purchasing Manager at purchasing@northbay.ca.

1.5.2 Proponents' Questions

Prior to the Deadline for Questions, proponents may ask questions or seek additional information in relation to this RFP through the Bidding System using the “Submit a Question” link associated with this bid opportunity. The City will not accept proponent’s questions or requests for information by any other means, except as specifically stated in this RFP.

1.6 Submission of Proposals

1.6.1 Electronic Submission Only

Proposals must be submitted electronically through the Bidding System. The City will not accept proposals submitted by any other method.

1.6.2 Proposals must be Received on Time



Proposals will only be accepted if they are received by the Bidding System by no later than the Submission Deadline. The Submission Deadline will be determined by the Bidding System clock. The timing of the proposal submission is based on when the proposal is **received** by the Bidding System, regardless of when the proponent began the submission process. Onus and responsibility rest solely with the proponent to ensure its proposal is received by the Bidding System by no later than the Submission Deadline.

Proponents are advised that transmission of proposals can be delayed due to file transfer size, transmission speed and other issues. Proponents are strongly encouraged to allow sufficient time to upload their proposal submission and attachment(s), if applicable, and to resolve any issues that may arise. Proponents making submissions near the Submission Deadline do so at their own risk.

The Bidding System will send a confirmation email to the proponent advising that their proposal was successfully received.

1.6.3 Acknowledgement of Addenda

It is the responsibility of the proponent to have received all addenda to this RFP that have been issued by the City through the Bidding System. Proponents will be required to check a box for each addendum and any applicable attachments that have been issued before a proponent can submit their proposal in the Bidding System.

Proponents must check the Bidding System for any addenda up until the Submission Deadline.

If a proposal is submitted before an addendum is issued, the Bidding System will automatically withdraw the proposal and identify the status of the proposal as incomplete (not accepted by the City). The withdrawn proposal can be viewed by the proponent in the “MY BIDS” section of the Bidding System. The proponent is solely responsible for:

- (a) reviewing the status of their proposal;
- (b) making any required adjustments to their proposal;
- (c) acknowledging the addendum; and
- (d) ensuring the proposal is re-submitted and received by the Bidding System by no later than the Submission Deadline.

The City will not be responsible for the withdrawal of a proposal due to the proponent’s failure to acknowledge any addenda issued prior to the Submission Deadline.

1.6.4 Amendment of Proposals

If a proponent wishes to amend an already submitted proposal prior to the Submission Deadline, the proponent may withdraw the submitted proposal and submit a revised proposal prior to the Submission Deadline through the Bidding System. The proponent is solely responsible for ensuring that the revised proposal is received by the Bidding System by no later than the Submission Deadline.

1.6.5 Withdrawal of Proposals

At any time throughout the RFP process, a proponent may withdraw a submitted proposal. Prior to the Submission Deadline, the proponent may withdraw the submitted proposal through the Bidding System. To withdraw a proposal after the Submission Deadline, a notice of withdrawal must be sent to the RFP Contact and must be signed by an authorized representative of the proponent. The City is under no obligation to return withdrawn proposals.

[End of Part 1]



PART 2 – EVALUATION

2.1 Stages of Evaluation

The City will conduct the evaluation of proposals in the following stages:

2.2 Stage I Mandatory Submission Requirements

Stage I will consist of a review to determine which proposals comply with all of the mandatory submission requirements listed in Section C of the RFP Particulars (Appendix C). Proposals that fail to satisfy the mandatory submission requirements will be excluded from further consideration.

2.3 Stage II Evaluation

Stage II will consist of the following two sub-stages:

2.3.1 Mandatory Technical Requirements

The City will review the proposals to determine whether the mandatory technical requirements as set out in Section D of the RFP Particulars (Appendix C) have been met. Questions or queries on the part of the City as to whether a proposal has met the mandatory technical requirements will be subject to the verification and clarification process set out in Part 3.

2.3.1 Rated Criteria

The City will evaluate each qualified proposal on the basis of the non-price rated criteria as set out in Section F of the RFP Particulars (Appendix C).

2.4 Stage III Pricing

Stage III will consist of a scoring of the submitted pricing of each qualified proposal in accordance with the price evaluation method set out in Pricing (Appendix B). The evaluation of price will be undertaken after the evaluation of mandatory requirements and rated criteria has been completed.

2.5 Selection of Top Ranked Proposal

After the completion of Stage III, all scores from Stage II and Stage III will be added together and proponents will be ranked based on their total scores. Subject to the process rules contained in the Terms and Conditions of the RFP Process (Part 3), the top-ranked proponent will be invited to enter into the Agreement in accordance with Part 3. In the event of a tie, the selected proponent will be the proponent with the highest score on the rated criteria. The selected proponent will be notified in writing and will be expected to satisfy any applicable conditions of this RFP, including the pre-conditions of award listed in Section E of the RFP Particulars (Appendix C), and enter into the Agreement within the timeframe specified in the selection notice. Failure to do so may result in the disqualification of the proponent and the selection of another proponent or the cancellation of the RFP.

[End of Part 2]



PART 3 – TERMS AND CONDITIONS OF THE RFP PROCESS

3.1 General Information and Instructions

3.1.1 Proponents to Follow Instructions

Proponents should structure their proposals in accordance with the instructions in this RFP. Where information is requested in this RFP, any response made in a proposal should reference the applicable section numbers of this RFP.

3.1.2 Proposals in English

All proposals are to be in English only.

3.1.3 No Incorporation by Reference

The entire content of the proponent's proposal should be submitted in a fixed form, and the content of websites or other external documents referred to in the proponent's proposal but not attached will not be considered to form part of its proposal.

3.1.4 Past Performance

In the evaluation process, the City may consider the proponent's past performance or conduct on previous contracts with the City or other institutions.

3.1.5 Information in RFP Only an Estimate

The City and its advisers make no representation, warranty or guarantee as to the accuracy of the information contained in this RFP or issued by way of addenda. Any quantities shown or data contained in this RFP or provided by way of addenda are estimates only, and are for the sole purpose of indicating to proponents the general scale and scope of the Deliverables. It is the proponent's responsibility to obtain all the information necessary to prepare a proposal in response to this RFP.

3.1.6 Proponents to Bear Their Own Costs

The proponent will bear all costs associated with or incurred in the preparation and presentation of its proposal, including, if applicable, costs incurred for interviews or demonstrations.

3.1.7 Proposal to be Retained by the City

The City will not return the proposal or any accompanying documentation submitted by a proponent.

3.1.8 No Guarantee of Volume of Work or Exclusivity of Contract

The City makes no guarantee of the value or volume of work to be assigned to the successful proponent. The agreement to be negotiated with the selected proponent will not be an exclusive contract for the provision of the described Deliverables. The City may contract with others for goods and services the same as or similar to the Deliverables or may obtain such goods and services internally.

3.2 Communication after Issuance of RFP

3.2.1 Proponents to Review RFP

Proponents should promptly examine all of the documents comprising this RFP, and should report any errors, omission or ambiguities through the Bidding System prior to the Deadline for questions. The City is under no obligation to provide additional information, and the City is not responsible for any information provided by or obtained from any source other than by addenda issued by the RFP Contact through the Bidding System. It is the responsibility of the proponent to seek clarification from the RFP Contact on any matter it considers to be unclear. The City is not responsible for any misunderstanding on the part of the proponent concerning this RFP or its process.



3.2.2 All New Information to proponents by Way of Addenda

This RFP may be amended only by addendum. If the City, for any reason, determines that it is necessary to provide additional information relating to this RFP, such information will be communicated to all proponents by addendum through the Bidding System. Each addendum forms an integral part of this RFP.

3.2.3 Post-Deadline Addenda and Extension of Submission Deadline

If the City determines that it is necessary to issue an addendum after the Deadline for Issuing Addenda, the City may extend the Submission Deadline for a reasonable period of time.

3.2.4 Verify, Clarify and Supplement

When evaluating proposals, the City may request further information from the proponent or third parties in order to verify, clarify or supplement the information provided in the proponent's proposal, including but not limited to clarification with respect to whether a proposal meets the mandatory technical requirements set out in Section C of the RFP Particulars (Appendix C). The City may revisit and re-evaluate the proponent's response or ranking on the basis of any such information.

3.3 Notification and Debriefing

3.3.1 Notification to Other Proponents

Once an agreement is executed by the City and a proponent, the other proponents may be notified directly in writing and will be notified by public posting in the same manner that this RFP was originally posted of the outcome of the procurement process.

3.3.2 Debriefing

Unsuccessful proponents may request a debriefing after receipt of a notification of the outcome of the procurement process. All requests must be in writing to the RFP Contact and must be made within thirty (30) days of such notification. The intent of the debriefing information session is to aid the proponent in presenting a better proposal in subsequent procurement opportunities. Any debriefing provided is not for the purpose of providing an opportunity to challenge the procurement process or its outcome.

3.3.3 Procurement Protest Procedure

If a proponent wishes to challenge the RFP process, it should provide written request for review in writing within sixty (60) days from notification of the outcome of the procurement process to the RFP Contact. The notice must provide a detailed explanation of the proponent's concerns with the procurement process or its outcome.

3.4 Conflict of Interest and Prohibited Conduct

3.4.1 Conflict of Interest

For the purposes of this RFP, the term "Conflict of Interest" includes, but is not limited to, any situation or circumstance where:

- (a) in relation to the RFP process, the proponent has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to;
 - i. having, or having access to, confidential information of the City in the preparation of its proposal that is not available to other proponents, or
 - ii. communicating with any person with a view to influencing preferred treatment in the RFP process (including but not limited to the lobbying of decision makers involved in the RFP process), or
 - iii. engaging in conduct that compromises, or could be seen to compromise, the integrity of the open and competitive RFP process or render that process non-competitive or unfair, or
- (b) in relation to the performance of its contractual obligations under a contract for the Deliverables, the proponent's other commitments, relationships or financial interests';
 - i. could, or could be seen to, exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgement, or



- ii. could, or could be seen to, compromise, impair or be incompatible with the effective performance of its contractual obligations.

3.4.2 Disqualification for Conflict of Interest

The City may disqualify a proponent for any conduct, situation or circumstances, determined by the City, in its sole and absolute discretion, to constitute a Conflict of Interest as defined above.

3.4.3 Disqualification for Prohibited Conduct

The City may disqualify a proponent, rescind an invitation to negotiate or terminate a contract subsequently entered into if the City determines that the proponent has engaged in any conduct prohibited by this RFP, or if the proponent has a claim, demand, action or other legal proceeding against the City or against who the City has a claim, demand, action or other legal proceeding with respect to any previous or existing Contract, except where such circumstances as deemed necessary by the City's Chief Administrative Officer.

3.4.4 Prohibited Proponent Communications

Proponents must not engage in any communications that could constitute a Conflict of Interest and should take note of the Conflict of Interest declaration set out in the Submission Form (Appendix A).

3.4.5 Proponent Not to Communicate with Media

Proponents must not at any time directly or indirectly communicate with the media in relation to this RFP or any agreement entered into pursuant to this RFP without first obtaining the written permission of the RFP Contact.

3.4.6 No Lobbying

Proponents must not, in relation to this RFP or the evaluation and selection process, engage directly or indirectly in any form of political or other lobbying whatsoever to influence the selection of the successful proponent(s).

3.4.7 Illegal or Unethical Conduct

Proponents must not engage in any illegal business practices, including activities such as bid-rigging, price-fixing, bribery, fraud, coercion or collusion. Proponents must not engage in any unethical conduct, including lobbying, as described above, or other inappropriate communications; offering gifts to any employees, officers, agents, elected or appointed officials or other representatives of the City; deceitfulness; submitting proposals containing misrepresentations or other misleading or inaccurate information; or any other conduct that compromises or may be seen to compromise the competitive process provided for in this RFP.

3.4.8 Past Performance or Past Conduct

The City may prohibit a supplier from participating in a procurement process based on past performance or based on inappropriate conduct in a prior procurement process, including but not limited to the following:

- (a) illegal or unethical conduct as described above; or
- (b) any conduct, situation or circumstance determined by the City, in its sole and absolute discretion, to have constituted an undisclosed Conflict of Interest; or
- (c) the refusal of the supplier to honour its submitted pricing; or
- (d) the proponent has not complied with and/or satisfactorily performed the requirements of a previous Contract.

3.5 Confidential Information

3.5.1 Confidential Information of the City

All information provided by or obtained from the City in any form in connection with this RFP either before or after the issuance of this RFP

- (a) is the sole property of the City and must be treated as confidential;
- (b) is not to be used for any purpose other than replying to this RFP and the performance of any subsequent contract for the Deliverables;



- (c) must not be disclosed without prior written authorization from the City; and
- (d) must be returned by the proponent to the City immediately upon the request of the City.

3.5.2 Confidential Information of Proponent

Proponents are advised that the City is governed by Ontario's Municipal Freedom of Information and Protection of Privacy Act ("MFIPPA") and information submitted to the City in response to this RFP may be subject to disclosure under MFIPPA. A proponent should identify any information in its proposal or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by the City and is advised to consult with their own legal advisors regarding the appropriate way to identify such information. The City will make reasonable efforts to safeguard confidential information, subject to its disclosure requirements under MFIPPA or any disclosure requirements imposed by law or by order of a court or tribunal. Proponents are advised that their bids will, as necessary, be disclosed, on a confidential basis, to advisers retained by the City to advise or assist with the RFP process, including the evaluation of bids. If a proponent has any questions about the collection and use of information pursuant to this RFP, questions are to be submitted to the RFP Contact.

3.6 Procurement Process Non-binding

3.6.1 No Contract A and No Claims

This procurement process is not intended to create and will not create a formal, legally binding bidding process and will instead be governed by the law applicable to direct commercial negotiations. For greater certainty and without limitation:

- (a) this RFP will not give rise to any Contract A–based tendering law duties or any other legal obligations arising out of any process contract or collateral contract; and
- (b) neither the proponent nor the City will have the right to make any claims (in contract, tort, or otherwise) against the other with respect to the award of a contract, failure to award a contract or failure to honour a proposal submitted in response to this RFP.

3.6.2 No Contract until Execution of Written Agreement

This RFP process is intended to identify prospective suppliers for the purposes of negotiating potential agreements. No legal relationship or obligation regarding the procurement of any good or service will be created between the proponent and the City by this RFP process until the execution of a written agreement for the acquisition of such goods and/or services.

3.6.3 Non-binding Price Estimates

While the pricing information provided in proposals will be non-binding prior to the execution of a written agreement, such information will be assessed during the evaluation of the proposals and the ranking of the proponents. Any inaccurate, misleading or incomplete information, including withdrawn or altered pricing, could adversely impact any such evaluation or ranking or the decision of the City to enter into an agreement for the Deliverables.

3.6.4 Cancellation

The City may cancel or amend the RFP process without liability at any time.

3.7 Governing Law and Interpretation

These Terms and Conditions of the RFP Process (Part 3):

- (a) are intended to be interpreted broadly and independently (with no particular provision intended to limit the scope of any other provision);
- (b) are non-exhaustive and will not be construed as intending to limit the pre-existing rights of the parties to engage in pre-contractual discussions in accordance with the common law governing direct commercial negotiations; and
- (c) are to be governed by and construed in accordance with the laws of the province of Ontario and the federal laws of Canada applicable therein.

[End of Part 3]



APPENDIX A – SUBMISSION FORM

Proponents should refer to the instructions attached to the solicitation for the Appendix A - Submission Form requirements and provide that information in accordance with the instructions provided in the bidding system.



APPENDIX B – PRICING

1. Instructions on How to Provide Pricing

- (a) Proponents should provide the information requested under section 3 below (“Required Pricing Information”)
- (b) Rates must be provided in Canadian funds, inclusive of all applicable duties and taxes except for HST, which will be in addition to the price quoted.
- (c) Rates quoted by the proponent must be all-inclusive and must include all labour, material and equipment costs, all travel costs, all disbursements, all insurance costs, and all other overhead, including any fees or other charges required by law.

2. Evaluation of Pricing

Pricing is worth **30** points of the total score.

Pricing will be scored based on a relative pricing formula using the rates set out in the Pricing Form. Each proponent will receive a percentage of the total possible points allocated to price for the particular category it has bid on, which will be calculated in accordance with the following formula:

$$\text{lowest price} \div \text{proponent's price} \times \text{weighting} = \text{proponent's pricing points}$$

3. Required Pricing Information

Proponents shall complete the Bidding System Schedule of Prices.

Proponents must also provide a detailed Time Task Breakdown for the deliverables indicating the estimated number of hours by each team member and their corresponding hourly rate fee. All individual charge out rates indicated in the Time Task Breakdown must be firm for the period of the services and will be used for determining costs for the various allowances. Allowances are not guaranteed and if required, will be paid based on actual time spent.

Pricing for all allowances and provisional items will be included in the calculation for the evaluation of pricing. The proponent is not entitled to payment of allowance and provisional items except for additional work carried out in accordance with the contract as directed by the City in writing and only to the extent of such additional work.



APPENDIX C – RFP PARTICULARS

A. THE DELIVERABLES

The City of North Bay is seeking proposals from qualified and experienced engineering consultants for the provision of a Road Safety Strategy for the city’s road network. The Strategy will be the city’s roadmap to identify and prioritize safety improvements to transportation infrastructure and the road network. The successful consultant will provide a recommendation on whether the city should be incorporating road safety initiatives such as Vision Zero and a Safe System Approach (as defined by ITE) in the Strategy.

North Bay has a population of approximately 52,662 (2021 Census data) and a regional trading area of 112,000 people. The City of North Bay’s Road network consists of more than 830 lane km of urban and rural roads, more than 150 km of maintained sidewalk, and fifty-five (55) signalized intersections and pedestrian crossovers.

The North Bay Police Service 2021-2022 Comparison Collision Report noted the following statistics:

Collision Data	2021	2022
Total Collisions	1,172	1,040
Total Fatal Injury	1	0
Total Non-Fatal Injury	92	131
Involving Pedestrians	20	16
Involving Cyclists	11	12
Involving Alcohol or Drugs	22	14

The Consultant shall begin work on the Strategy immediately upon award, and shall deliver the completed Strategy by Summer 2024, or as extended by the City of North Bay, at its sole discretion.

The Work will include the following:

1. Establish a work plan

The Consultant shall:

- a. Coordinate and lead an in-person project initiation meeting with the City’s project team.
- b. Propose and discuss work plan and phases at the initiation meeting.
- c. Develop a vision for the strategy including a mission statement, goals, and objectives.
- d. Create work breakdown structure with deliverables and create a critical path.
- e. Suggest framework for performance and progress evaluation to revisit, refine and update the strategy.
- f. Submit final work plan to the project team for approval.
- g. Coordinate and lead subsequent virtual meetings, as required, with the project team.

2. Review and analyze background information

The Consultant shall:

- a. Review and conduct a technical analysis of the following information:
 - i. Collision data report containing collision statistics for the city from the last five (5) years. The report will be provided to the Consultant.
 - ii. Five (5) years of local municipal council reports and presentations available on traffic safety, initiatives, annual collision statistics.
- b. Review of municipal documents:
 - i. City of North Bay’s 2017-2027 Strategic Plan
<https://www.northbay.ca/media/hpka0p0l/2017-2027-north-bay-strategic-plan.pdf>
 - ii. City of North Bay Official Plan



- <https://www.northbay.ca/media/wscb3sw5/consolidated-official-plan-to-july-11-2018.pdf?v=637290252631870000>
- iii. City of North Bay's Downtown Waterfront Master Plan
<https://www.northbay.ca/media/amnoz0jo/2017-2-15-draft-final-dwmp-report.pdf>
- iv. Active Transportation Master Plan
<https://www.northbay.ca/media/jbwcmazx/active-transportation-master-plan-final-report-january-2019.pdf>
- v. Parks Master Plan
https://www.northbay.ca/media/hsbaybbk/north-bay-parks-master-plan_draft-4-0-1.pdf
- vi. 2008 Background Infrastructure Study (will be provided to the Consultant)
- vii. Engineering Technical Design Guidelines 2021
[city-of-north-bay-engineering-design-guidelines-2021.pdf \(northbay.ca\)](http://www.northbay.ca/city-of-north-bay-engineering-design-guidelines-2021.pdf)
- viii. Mapping (i.e. Traffic Counts Mapping, Community Safety Zones, Road Class Mapping, and others)
<https://www.northbay.ca/services-payments/streets-sidewalks/maps-plans-and-diagrams/maps-of-city-streets/>
- ix. Review City traffic studies (will be provided to Consultant)
- x. Traffic By-Law
<https://www.northbay.ca/by-laws/2014-038/>
- xi. Parking By-Laws
<https://www.northbay.ca/by-laws/2014-037/>
<https://www.northbay.ca/by-laws/2007-089/>
- xii. Private Approach By-Law
<https://www.northbay.ca/by-laws/2017-72/>
- c. Provide a technical report summarizing background information research findings in 2.a. and 2.b.

3. Develop and implement a plan to engage road safety partners and residents for public input

Consultant shall:

- a. Prepare a communication plan based on best practices, for the development and presentation of the Strategy. The city's project team will review the plan for approval.
- b. Prepare content for a web page, including but not limited to: strategy content, metrics and project schedule, public consultation details, public surveys, ads, media alerts etc.
- c. Develop (in consultation with the city's project team) communication content defined in the communication plan.
- d. Engage, meet, and consult with stakeholders and the public to gain feedback regarding traffic in the community. Groups including (but not limited to) regional traffic safety partners, pedestrian, cyclist, and other advocacy groups, community partners etc.
- e. Meet and/or consult with the transportation consortium including City staff (i.e. Transit, Engineering, Public Works), Public Health, North Bay Police Services, Ontario Provincial Police, Nipissing-Parry Sound Student Transportation Services, Ministry of Transportation (MTO), North Bay Fire and Emergency Services, Ambulance services, Active Transportation Committee and other relevant committees.
- f. Consultant is to lead a minimum of two (2) in-person public consultation sessions at City Hall.
- g. Consultant to present to City of North Bay Council as required (minimum of one (1) presentation).

4. Design and plan safer streets using a best practice approach

The Consultant shall:

- a. Provide a recommendation regarding adopting road safety initiatives such as Vision Zero and a Safe System Approach (as defined by ITE).



- b. Review policies and procedures, road design, criteria, and planning principles for establishing safer road design and planning principles.
- c. Develop road engineering measures to integrate into major and minor capital road projects and retrofit measures for existing roads.
- d. Review local municipal major and minor capital program processes (ex. detail design) to integrate road safety reviews/audits and approval processes, etc.
- e. Identify opportunities to expand road safety measures and programs, including investigating and providing a recommendation of innovative programs such as Automated Speed Enforcement and Red Light Camera. Consultant to provide a high-level breakdown of steps required and high-level cost estimate of implementing the new programs.

5. Identify quantifiable, practical, and feasible countermeasures to address focus areas and develop realistic road safety targets and key performance indicators

Emphasis areas: pedestrians, cyclists, motor vehicles, trucks, transit, motorcycles, and e-bikes.

The Consultant shall:

- a. Prioritize vulnerable road users.
- b. Identify new initiatives, technology, and measures to address emphasis areas through engineering, enforcement, engagement, evaluation, and education.
- c. Develop guidelines and warrants for implementing traffic signal phasing to protect vulnerable road users.
- d. Develop action plan and accountability that will speak to implementation timing of each initiative, resource requirements, benefits, and inter-relationships with other projects.
- e. Develop an evaluation and monitoring program, including a matrix of key performance indicators of measure and evaluate success with the goal of reducing injury and fatal collisions.
- f. Develop an evaluation process to identify candidate streets for pedestrian crossing treatments.
- g. Develop an evaluation method and process for potential future community safety zones.

6. Revision to the City of North Bay Engineering Technical Design Guidelines

The Consultant shall:

- a. Recommend revisions to the Engineering Technical Design Guidelines 2021.
- b. Document industry planning principles and examples that have proven statistically to improve road safety (school locations, cycling facilities etc.).
- c. Document industry design elements and examples (lane widths, design speed, on street parking etc.) that have been proven statistically to improve road safety.

7. Develop a procedure for traffic requests

The Consultant shall:

- a. Develop a procedure for receiving and responding to traffic requests. The procedure should include a screening process to prioritize requests and determine the reasonable level of effort when responding to requests.

8. Develop a draft Traffic Calming Policy

The Consultant shall:

- a. Develop a Traffic Calming Policy which utilizes a set of criteria to determine if traffic calming would be suitable for an area. This policy will be presented to Council to gain approval and endorsement.
- b. Determine a process to engage residents in developing a neighborhood traffic calming plan.



- c. Develop a guideline/“toolkit” of traffic calming strategies, devices and designs that can be applied in different contexts to address various identified issues.

9. Develop of a business case describing resource needs and financial plan to deliver a sustainable strategy

The Consultant shall:

- a. Set achievable targets and key performance indicators that coincide with realistic budget and resource allocation for each safety initiative and measures.
- b. Prepare a cost-benefit analysis for all initiatives and measures.
- c. Identify potential grants.
- d. Identify potential partnership opportunities.
- e. Review City’s structure and processes, identify and gaps related to resources, funding, and staffing.
- f. Prepare and submit a financial plan that identifies resource needs and potential funding.

10. Finalize the Road Safety Strategy report and presentation material

The Consultant shall:

- a. Complete a Road Safety Strategy for approval.
- b. Prepare technical and non-technical presentation materials.
- c. Present to council, public, advocacy groups, safety partners, transportation consortium.

B. MATERIAL DISCLOSURES

The material disclosures that apply to this RFP, if any, are set out below:

Compliance With Laws

All persons, partnerships, corporations or other legal entities who provide service to or perform work in City facilities shall do so in compliance with all applicable laws, statutes regulations, by-laws, rules, declarations, ordinances, directions, directives, orders, requirements, codes and policies then in effect, of all federal, provincial, municipal, local and other government and quasi-government authorities, departments, commissions and boards having jurisdiction.

Electronic Funds Transfer (EFT) Payment Process

The City of North Bay has implemented an Electronic Funds Transfer (EFT) Payment Process. This enhancement will improve service to vendors by making payments electronically. The conversion to EFT will provide enhanced security, eliminate cheque fraud, reduce costs and improve the timing of payments. Contracts awarded through this procurement will be paid through EFT. For details on setting up your firm’s EFT, please see the City web site at <https://www.northbay.ca/bid>.

C. MANDATORY SUBMISSION REQUIREMENTS

1. Online Submission Form (Appendix A)

By submitting an online response to this RFP, and to be eligible for consideration, each proponent acknowledges its acceptance of the RFP Terms and Conditions of this document.

2. Online Pricing (Appendix B)

Proponents must include online pricing information that complies with the instructions contained in Appendix B – Pricing.

3. Other Online Mandatory Submission Requirements

Please see all other required forms in the online bidding system. The bid submission will not be complete unless all required documents are completed and submitted.



D. MANDATORY TECHNICAL REQUIREMENTS

The material disclosures that apply to this RFP, if any, are set out below:

N/A

E. PRECONDITIONS OF AWARD

The selected proponent(s) must satisfy the following conditions and provide the following information within 14 days of selection:

Workplace Safety and Insurance Board Clearance

Upon selection and prior to the commencement of the contract, the successful proponent(s) must provide a valid, current Clearance Certificate declaring that they are registered with Workplace Safety and Insurance Board (WSIB) and has an account in good standing: or a Letter Of Good Standing issued by WSIB.

If WSIB coverage is not required by law to be carried by the successful proponent(s), they shall provide one of the following (as the case may be):

- a. An Exemption Letter from WSIB, satisfactory to the Corporation of the City Of North Bay's City Solicitor;
- b. An Independent Operators Status Certificate issued by WSIB, or
- c. Such further and other evidence as may be satisfactory to the Corporation of North Bay's City Solicitor.

Insurance Certificate

Upon selection and prior to the commencement of the contract, the successful proponent(s) must provide a current Certificate of Insurance which complies with the insurance requirement outlined in the Form of Agreement (Appendix D). All subsequent policy renewals and certificates of insurance thereafter, during the time that the Contract is in force shall be forwarded to the City within seven (7) days of their renewal date.

Form of Agreement

The successful proponent(s) will be required to complete and provide to the City an executed agreement, provided under separate attachment as APPENDIX D – Form of Agreement.



F. RATED CRITERIA

The following is an overview of the categories and weighting for the rated criteria of the RFP. Proponents who do not meet a minimum threshold score for a category will not proceed to the next stage of the evaluation process.

Rated Criteria Category	Weighting (Points)	Minimum Threshold
F.1 Experience and Qualifications		
(a) Company Overview	25	N/A
(b) Project Team		
(c) Previous Experience with Similar Projects		
F.2 Response to Scope of Work		
(a) Project Understanding, Methodology and Approach	15	N/A
(b) Work Plan	15	N/A
(c) Project Schedule	10	N/A
(d) Risk Management	5	N/A
Subtotal Technical Score	70	42
Pricing	30	
Total Points	100	

Each Proponent is to provide the following information in sufficient detail for the City to be able to fully evaluate the Proponent and its proposal. Proponents are strongly encouraged to review the evaluation criteria and ensure the minimum requested information is provided in their proposal. The City’s evaluation of submissions is guided by the rated criteria listed above and their respective details requested articulated below

F.1 Experience and Qualifications

Each proponent should provide the following in its proposal:

- (a) **Company Overview:** Provide a description of the proponent including a description of the goods and services the proponent has previously delivered and/or is currently delivering, with an emphasis on experience relevant to its knowledge, skills and expertise in the following areas:
 - Experience in developing similar strategy and transportation master plan
 - Safe System Approach (as defined by ITE) and/or Vision Zero Strategy
- (b) **Project Team:** Proponents shall outline the roles and responsibilities of the proponent and any of its agents, employees, and sub-consultants who will be involved in providing the Deliverables, together with the identity of those who will be performing those roles and their relevant expertise and experience. Emphasis should be provided on experience, knowledge, skills and expertise in developing similar strategies and transportation master plan. C.V’s of the key staff must be uploaded in the documents upload section.
- (c) **Previous Experience with Similar Projects:** Proponents shall provide, in their submission, information on three contracts of similar scope in this class of work that were undertaken in the last five (5) years. Proponent shall specifically indicate which members of the proposed project team have participated in listed projects.



F.2 Response to Scope of Work

This section of the proposal is to include details of each of the items provided and identified within the Scope of Work and provide detail on the following;

- (a) **Project Understanding, Methodology and Approach:** Proponents shall demonstrate their comprehension of the requirements and how the proposal will meet the City's objectives including a description of the research, approach, and methodology for the development of the Road Safety Strategy.
- (b) **Work Plan:** Proponents shall provide a project work plan from project initiation to substantial completion and project closeout, including a listing of the tasks and activities detailing milestones, deadlines, targets, duration, and resource assignments for both Proponent and City staff assignments. The work plan shall include scheduling of activities/tasks and resources necessary to meet the project scope and requirements.
- (c) **Project Schedule:** Proponents shall provide a brief outline of the approach proposed for time control to ensure meeting the requested project schedule.
- (d) **Risk Management:** Proponents shall provide a brief outline of the approach proposed for proactively managing risk to ensure the best interests of the City are protected.

RFP 2023-28 - Road Safety Strategy

Opening Date: April 12, 2023 12:00 PM

Closing Date: May 3, 2023 1:00 PM

Schedule of Prices

The Bidder hereby Bids and offers to enter into the Contract referred to and to supply and do all or any part of the Work which is set out or called for in this Bid, at the unit prices, and/or lump sums, hereinafter stated. HST is additional.

* Denotes a "MANDATORY" field

Do not enter \$0.00 dollars unless you are providing the line item at zero dollars to the Owner.

If the line item and/or table is "NON-MANDATORY" and you are not bidding on it, leave the table and/or line item blank. Do not enter a \$0.00 dollar value.

Pricing

Proponents must include pricing information that complies with the instructions contained in Appendix B – Pricing. HST is additional.

Line Item	Description	Quantity	Unit of Measure	Unit Price *	Total
1	Road Safety Strategy as per Appendix C RFP Particulars	1	Lump Sum		
Subtotal:					

Contingency and Allowance

Proponents must include pricing information that complies with the instructions contained in Appendix B – Pricing. HST is additional.

Line Item	Description	Quantity	Unit of Measure	Unit Price	Total
1	Contingency Allowance	1	Allowance	\$20,000.0000	\$ 20,000.00
Subtotal:					\$ 20,000.00

Summary Table

Bid Form	Amount
Pricing	
Contingency and Allowance	\$ 20,000.00
Subtotal Contract Amount:	

Specifications

Proponent Information

Line Item	Description	Response
1	Full Legal Name of Company:	
2	Street Address:	
3	City:	
4	Province:	
5	Postal Code:	
6	Company Name and Address for Issuing PO and Remittance of Payment: (if different from above)	
7	Company Phone Number:	
8	Bid Contact Name:	
9	Contact Title:	
10	Contact Telephone Extension or Cell Phone Number:	
11	Contact Email Address:	

F. 1 (a) Company Overview

Line Item	Description	Response *
1	<p>Company Overview: Provide a description of the proponent including a description of the goods and services the proponent has previously delivered and/or is currently delivering, with an emphasis on experience relevant to its knowledge, skills and expertise in the following areas:</p> <ul style="list-style-type: none"> • Experience in developing similar strategy and transportation master plan • Safe System Approach (as defined by ITE) and/or Vision Zero Strategy 	

F.1 (b) Project Team

Qualifications of Key Staff to be Employed on this Contract.

Identify staff who will be involved in providing the Deliverables, what roles they will be performing and their relevant respective qualifications and expertise.

Line Item	Name	Role	Qualification & Experience
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Company Ability and Experience

Proponents shall provide information on at least three (3) contracts of similar scope in this class of work that were undertaken in the last five (5) years.

Line Item	Owner and Project Name	Onwer Contact Name	Onwer Contact Phone	Contact Email	Project Value	Project Start and End Dates	Description of Specific Scope of Work Undertaken by Proponent
1							
2							
3							
4							
5							

Documents

It is your responsibility to make sure the uploaded file(s) is/are not defective or corrupted and are able to be opened and viewed by the Owner. If the attached file(s) cannot be opened or viewed, your Bid Call Document may be rejected.

Each Proponent is to provide the information in sufficient detail for the City to be able to fully evaluate the Proponent and its proposal. Proponents are strongly encouraged to review the evaluation criteria in Section F. RATED CRITERIA and ensure the minimum requested information is provided in their proposal.

- F.1 (b) C.V's of key staff assigned to the project * (mandatory)
- F.2 Response to Scope of Work * (mandatory)
- Appendix B Time Task Breakdown * (mandatory)

Addenda, Terms and Conditions

1. Acknowledgment of Non-binding Procurement Process

The proponent acknowledges that the RFP process will be governed by the terms and conditions of the RFP, and that, among other things, such terms and conditions confirm that this procurement process does not constitute a formal, legally binding bidding process (and for greater certainty, does not give rise to a Contract A bidding process contract), and that no legal relationship or obligation regarding the procurement of any good or service will be created between the City and the proponent unless and until the City and the proponent execute a written agreement for the Deliverables.

2. Ability to Provide Deliverables

The proponent has carefully examined the RFP documents and has a clear and comprehensive knowledge of the Deliverables required. The proponent represents and warrants its ability to provide the Deliverables in accordance with the requirements of the RFP for the rates set out in its proposal.

3. Non-binding Pricing

The proponent has submitted its pricing in accordance with the instructions in the RFP and in Pricing (Appendix B) in particular. The proponent confirms that the pricing information provided is accurate. The proponent acknowledges that any inaccurate, misleading or incomplete information, including withdrawn or altered pricing, could adversely impact the acceptance of its proposal or its eligibility for future work.

4. Addenda

The proponent is deemed to have read and taken into account all addenda issued by the City prior to the Deadline for Issuing Addenda. The onus is on the proponent to make any necessary amendments to their proposals based on the addenda.

5. No Prohibited Conduct

The proponent declares that it has not engaged in any conduct prohibited by this RFP.

6. Disclosure of Information

The proponent hereby agrees that any information provided in this proposal, even if it is identified as being supplied in confidence, may be disclosed where required by law or by order of a court or tribunal. The proponent hereby consents to the disclosure, on a confidential basis, of this proposal by the City to the advisers retained by the City to advise or assist with the RFP process, including the evaluation of this proposal.

I have the authority to bind the organization.

You must declare all potential Conflicts of Interest, as defined in section 3.4.1 of the solicitation document. This includes disclosing the names and all pertinent details of all individuals (employees, advisors, or individuals acting in any other capacity) who (a) participated in the preparation of the submission; AND (b) were employees of the Corporation of the City of North Bay within twelve (12) months prior to the Submission Deadline.

If the box below is checked "NO", you will be deemed to declare that (a) there was no Conflict of Interest in preparing your submission and (b) there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the solicitation document.

Otherwise, if the statement below applies, check the box "YES".

• You declare that there is an actual or potential Conflict of Interest relating to the preparation of your submission, and/or you foresee an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the solicitation document.

Yes No

Please check the box in the column "**I have reviewed this addendum**" below to acknowledge each of the addenda.

File Name	I have reviewed the below addendum and attachments (if applicable)	Pages
There have not been any addenda issued for this bid.		