



## Development Services Staff Report

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Report Number: DS33-2024  
Report Title: Comprehensive Transportation/ Mobility Plan, Consultant Selection  
Author: Jonathan Delli Colli, Junior Planner - Housing  
Meeting Type: Council Meeting  
Meeting Date: September 24, 2024  
eDocs or File ID: 127858  
Consent Item: No  
Final Version: Yes  
Reviewed By: Deanne Friess, Director of Development Services  
Final Review: Senior Management Team

### Recommendation:

That the Council of the Township of Woolwich, considering Report DS33-2024 respecting Comprehensive Transportation/ Mobility Plan, Consultant Selection, approves the consultant for the Comprehensive Transportation/ Mobility Plan at a total cost of \$119,252.54 after HST rebate.

### Background:

In 2023, the Canadian Mortgage and Housing Corporation introduced a funding program for municipalities across Canada, known as the Housing Accelerator Fund (HAF). This program aims to support efforts that expand housing availability and foster the creation of affordable, diverse, and inclusive communities while prioritizing low-carbon and climate-resilient development.

In February 2024, we were informed by CMHC that our funding request was approved for a total of \$6,724,742.20, allocated over the next three years.

With multiple tasks underway, we are now looking to complete another critical project: the Comprehensive Transportation/Mobility Plan (CTMP). This plan is essential to ensure that our housing and community development initiatives are well-supported by an efficient and sustainable transportation network. By aligning our mobility strategy with the goals of the Housing Accelerator Fund, we aim to enhance accessibility, reduce carbon footprints, and build resilient, inclusive communities.

The proposed project is anticipated to be undertaken from September 2024 to May 2025.

## Comments:

The project was issued for RFP on June 28, 2024 and closed on August 5, 2024. Upon closing, the following six (6) companies had submitted proposals:

1. Arcadis
2. Concept Dash
3. Egis
4. EXP
5. Paradigm
6. RJ Burnside

The proposals received were reviewed by a team consisting of the Manager of Accounting & Deputy Treasurer, Director of Development Services, Senior Planner, and Junior Planner.

## Proposal Evaluation

The review team evaluated the proposals using the Township's evaluation model, which awarded points based on the following criteria and weighting:

- **Approach, Methodology, and Schedule – 25 points**

The firms provided a detailed description of the methodology and project management approaches to be used for each of the services proposed.

- **Experience and References – 25 points**

The firms provided examples of similar projects, brief description of the same and references for each project.

- **Team structure / Staff qualifications – 20 points**

The firms provided organizational charts and resumes of all project participants.

- **Proposal Cost – 30 points**

The Township uses a two-phase system for the submission of proposals, which includes one separate submission for cost information which is opened and evaluated subsequent to completing the evaluation of the technical portions.

Based on the evaluation, the firm of Egis achieved the highest overall evaluation.

## Interdepartmental Impacts:

Development Services will be the lead in this project with involvement from other staff in Infrastructure Services.

## Financial Impacts:

Allocated HAF Budget for CTMP

\$150,000.00

Egis	\$117,190.00
Plus H.S.T.	\$15,234.70
Sub total	\$132,424.70
Less H.S.T. rebate	(\$13,172.16)
Total	\$119,252.54

**Grand Total**

**\$119,252.54**

Given the scope and size of this project, funding will need to be carried forward in the 2025 HAF Budget to complete the necessary works for this project.

This expenditure is required to fulfill our obligations under the Housing Accelerator Fund Agreement with CMHC, ensuring the continued receipt of funding.

## Community Strategic Plan Impacts:

The Comprehensive Transportation Mobility Plan is essential for completing the HAF Initiatives and aligns with the Township's Strategic Plan by addressing the following critical needs and priorities:

- The project supports phased development and economic sustainability by enhancing transportation infrastructure, which is crucial for attracting businesses and improving community well-being.
- It promotes community engagement through public consultations, ensuring diverse input and adaptability to changing needs, which helps in effectively addressing residents' concerns.
- By involving stakeholders and communicating progress, the project reflects open and empathetic leadership, which is needed to build trust and foster collaboration.
- The project improves transportation services with innovative solutions, addressing the need for better mobility and service delivery for residents.

## Conclusion:

Based on the review and evaluation process noted above, Staff recommend that Council award the contract to Egis to be retained for the Comprehensive Transportation/ Mobility Plan.

## Attachments:

None