



# Town of Erin

## Corporate Report

<b>Department:</b> Infrastructure Services	<b>Report Number:</b> R2024-01
<b>Business Unit:</b> Roads	<b>Meeting Date:</b> 10/10/2024
<b>Presented/ Prepared By:</b> Brian Kavanagh, Director of Infrastructure Services & Town Engineer	

### Subject

Award of RFP 2024-02R – Transportation Master Plan

### Recommendation

That report number R2024-01 “Award of RFP 2024-02R – Transportation Master Plan” be received for information;

And that Council directs staff to proceed with the award of contract to 30 Forensic Engineering Inc. in the amount of \$81,648.00 excluding HST.

### Background

The Town is seeking consulting services to complete the municipality’s first Transportation Master Plan. The plan will serve as a strategic framework to address current and future transportation needs, ensuring efficient, safe, and sustainable mobility.

By analyzing existing infrastructure, predicting future demand, and incorporating various modes of transport, the plan aims to enhance connectivity, reduce congestion, and support economic development. Additionally, it promotes community engagement, aligning transportation initiatives with the values and priorities of residents while fostering environmental sustainability and resilience as the Town grows.

The benefits of a Transportation Master Plan include:

- **Strategic Planning:** Provides a long-term vision for transportation systems, ensuring alignment with growth and development goals.
- **Improved Mobility:** Enhances accessibility and connectivity, making it easier for residents to travel within the municipality and to surrounding areas.
- **Sustainable Development:** Promotes sustainable transportation options, such as cycling, walking and micromobility, reducing reliance on cars and lowering emissions.

- **Economic Growth:** Facilitates economic development by improving access to jobs, services, and amenities, attracting businesses and investment.
- **Safety Enhancements:** Identifies and addresses safety concerns, leading to safer transportation options for all users, including pedestrians and cyclists.
- **Public Engagement:** Encourages community involvement in the planning process through two public information centre events, ensuring that the transportation system reflects the needs and desires of residents.

To procure consulting services for this project, Town staff prepared a Request for Proposals (RFP) document that was advertised publicly on the online procurement portal “Bids & Tenders”. The RFP closed on September 12, 2024.

An RFP Review Committee including three representatives from the Finance and Infrastructure departments reviewed the submissions and scored the proposals, as per the scoring criteria outlined in the RFP document.

The process of evaluation used by the Review Committee to determine which proposal, if any, would result in an award, involved an assessment to ensure compliance and additional criteria relevant to the Town’s requirements for this contract based upon the following:

Item	Evaluation Criteria Description	Scoring
<b>Technical Proposal (75 points)</b>		
1	Understanding of Requirements	10
2	Experience of Key Personnel	20
3	Management and Methodology	25
4	Work Plan and Schedule	15
5	Past Projects and References	5
<b>Financial Proposal (25 points)</b>		
6	Financial Proposal - Budget	25
<b>Total</b>		100

Nine compliant proposals were received. The following table summarizes the bidders and their respective pricing:

Consultant Name	Bid Price (excluding HST)
30 Forensic Engineering Inc.	\$81,648.00
R.J. Burnside & Associates Limited	\$88,304.97
R.V. Anderson Associates Limited	\$90,600.00
Gannett Fleming Canada ULC	\$95,924.39
Concept Dash Inc.	\$96,330.00

Paradigm Transportation Solutions Limited	\$99,000.00
Momentum Transport Consultancy	\$99,265.00
Egis Canada Ltd.	\$99,870.00
T.Y. Lin International Canada Inc.	\$127,150.00

## Discussion

The proposal submitted by 30 Forensic Engineering Inc. received the highest technical score from the Review Committee, in addition to receiving the highest financial score as the lowest price bid. Staff consider the proposal to represent good value for money, and therefore recommend that the contract be awarded to 30 Forensic Engineering Inc. The project is planned to begin in October 2024 and be completed in early Summer 2025.

## Strategic Pillars

Investment in Community Assets  
Growth Management

## Financial Impact

The 2024 Capital Budget includes \$100,000 for completion of the Transportation Master Plan project. The preferred proponent's bid price is \$81,648.00 excluding HST, which is within the project budget.

## Conclusion

That Council hereby receives report number R2024-01 "Award of RFP 2024-02R – Transportation Master Plan" for information and direct staff to proceed with the award of contract to 30 Forensic Engineering Inc. in the amount of \$81,648.00 excluding HST.

## Attachments

None.

[Brian Kavanagh](#)

Director of Infrastructure Services &  
Town Engineer

[Rob Adams](#)

Chief Administrative Officer