



Request for Proposals  
Master Trails Plan  
May 2013



The District of Fort St. James  
PO Box 640, 477 Stuart Drive W.  
Fort St. James, BC  
VOJ 1P0

## **REQUEST FOR PROPOSAL**

### **TRAILS MASTER PLAN 2013 – District of Fort St. James, BC**

The District of Fort St. James proposes to retain a qualified consultant to prepare a comprehensive Trails Master Plan that supports active modes of transportation. Important goals of the plan are to foster the usage of active transportation while providing for population and industry growth, the development of a high quality of life for residents, and to assist with municipal efforts to reduce community greenhouse gas emissions.

#### **1. ABOUT THE COMMUNITY/ SERVICE AREA**

Founded by Simon Fraser in 1806 on the shores of beautiful Stuart Lake, Fort St. James is the gateway to a chain of rivers and lakes that traverse 400 kilometres of central British Columbia. The population of the Fort St. James area, including the municipality itself, rural areas and First Nations, is approximately 4,500 people. There is an established forest industry, a growing mining sector and a growing tourism industry. Year round outdoor and indoor recreational opportunities include hiking and biking trails, soccer and ball parks, golf, fishing, hunting, water-skiing, canoeing, swimming, sailing and boating, alpine and Nordic skiing, skating, hockey, curling, snowmobiling, dog sledding and camping. Cultural opportunities include a Public Library, the Community Arts Council, an amateur theatre company and a movie theatre. Few towns are more proud or more aware of their history. The Fort St. James National Historic Site, the ancient burial site of Carrier Chief Kwah, Our Lady of Good Hope Catholic Church, and the monument to legendary bush pilot Russ Baker are of great interest to residents and visitors alike.

Industrial traffic in Fort St. James has a strong impact on the traffic flow in our community and region. Over 100,000 loaded logging trucks pass through town on an annual basis. Increasing development of resource-based projects is bringing new residents to town and impacting traffic flow in our community. These changes require development of healthy transportation choices for residents and visitors to our community, including the use of active transportation options. Community transit and recreation infrastructure has not kept up with community needs, and a municipal Transportation Committee has been working closely with the Ministry of Transportation and other transportation stakeholders to implement improvements for traffic safety. Unsafe, poorly maintained or little known infrastructure likely discourages active transportation, possibly resulting in an increased use of vehicles, community-wide GHG emissions and health issues.

#### **2. INTRODUCTION**

The primary objective of the Trails Master Plan is to provide set municipal development goals and actions for connected active transportation and to support sustainable economic and community development through trails and transportation planning. Included in the Trails Master Plan will be a map (provided both hard copy and electronically) which will highlight local and regional trails in our area. Some limited trails signage will be implemented as a component of this project.

The desired outcome is that the Trails Master Plan will provide direction towards a transportation network that will efficiently handle a growing community and increasing modal shifts that will happen as the District population grows; that will encourage walking, and cycling use for access to schools, local businesses, recreation facilities, shopping and local and regional employment centres; whilst also providing for growth in vehicle traffic as required for the envisaged economic, resource growth and community growth patterns.

A robust, connected, and safe active transportation network is required for our community. The District of Fort St. James already has a preliminary foundation for this development in the form of an under-utilized alleyway system which parallels existing streets, connects to informal foot-path as well as to a largely informal regional trail system as well as a number of local and regional recreation trails developed and maintained by user groups. Safety standards in the Trails Master Plan will include crime prevention through environmental design (CPTED), particularly involving pedestrian and cycling access in less visible locations. The proposed infrastructure recommendations will contribute to the safe, efficient flow of self-propelled, industrial, and automobile traffic.

### **3: SCOPE OF WORK**

#### **3.1 General**

The consultant will be responsible for the implementation of a robust plan that will be developed in consultation with and approved by municipal Council and Staff.

Alleyways and trails within the municipality and surrounding region will be documented, with recommendations made as to how development of these trails could be pursued to make them easier to access and more supportive of multi-modal use. A budget for signage will be provided by the municipality, in addition to the awarding of the planning contract to the successful candidate for the implementation of signage features at particular locations in town and on trails. Features detailed in the plan may include the development of standards for trails, employing trees and landscaping techniques, recommendations for public art, and other elements that will contribute to the development of trails as highly visible community places. This will encourage public engagement and interaction, and will contribute to meeting the municipality's sustainability objectives. Neighbourhood traffic patterns and road details will be important in informing recommendations made in the Master Trails Plan.

The study will take into consideration all applicable content in the District of Fort St. James' Official Community Plan (OCP), 2010 and other plans and studies conducted by the District of Fort St. James, the Regional District of Bulkley Nechako, the Ministry of Forests, and the Ministry of Transportation and Infrastructure.

#### **3.2 Detailed**

It is proposed that the scope of work be broken into three phases:

##### **A. Conceptual Framework**

The development of the conceptual framework will include but not be limited to:

- A detailed review of existing relevant policies, plans, objectives and bylaws.
- An iterative consultation approach with municipal staff, and community stakeholders including the municipal Transportation Committee and trails stakeholders group.
- Liaison with other agencies, including District of Fort St. James Fire Department, BC Ambulance, RCMP, the Ministry of Transportation and Infrastructure, Nak'azdli First Nation, Ministry of Forests, neighbouring local governments, and the Regional District of Bulkley-Nechako.
- Providing for people with disabilities and mobility challenges.
- Recommendation of end of trip facilities and amenities including bicycle parking, way finding, lighting and street furniture.
- Tracking the flow of vehicular and self-propelled traffic.
- A survey for evaluating people's motivations and perceived barriers for using active transportation methods.

- Evaluation of existing cycling and walking conditions and identification of gaps in the networks
- Recommendations for improvements to pedestrian and cycling connectivity within neighbourhoods, around schools and parks, downtown, and other high active transportation areas.
- Identification of potential trail locations/ connections with road rights of way, municipal green spaces and federal, provincial and other lands.
- Identification of additional uses for trails, including emergency access routes and utility corridors.
- Identification of options for active transportation infrastructure as traffic calming techniques where merited.
- Trail and walkway signage standards and identification of recommended locations for signage

#### **B. Detailed Master Trails Plan** - including an implementation component

The detailed plan for the implementation of the recommended transportation plan will include but not be limited to:

- GIS mapping of existing trails network both in the municipality and in the outlying area. This GIS map will be made accessible through the municipality's website, a print-brochure for hard-copy reproduction, and in-situ signage where appropriate.
- Concept drawings of recommended trails network improvements, bike and multi-use trails, public spaces, bike parking facilities, etc.
- Information about current and anticipated traffic volumes as they relate to multi-modal connections with trails infrastructure both existing and suggested.
- Prioritized capital projects using criteria including: economic development potential, contribution to GHG reduction goals, connectivity, community health objectives, safety, improvement to existing traffic conditions, infrastructure, development opportunity and cost.
- Recommended maintenance requirements for in town and outlying trails.
- Recommended signage and legal requirements for in town and outlying trails.
- A step-by-step outline for community trails stakeholders to implement legitimizing processes for recreation trails which run through a variety of private and public jurisdictions.
- Proposed policies, programs and projects for implementing the plan with an emphasis on economic development, active living, infrastructure, programs, funding options and partnerships. This will extend beyond hard infrastructure to include programs that promote a culture of active transportation and target specific demographic groups within the community.
- A phased implementation plan, including potential funding programs, partnerships and roles.
- A way-finding signage plan, incorporating existing and suggested infrastructure such as signage locations and kiosks.

#### **C. Communication of Trails Master Plan and Maps**

- Production of print and electronic media as an output of the GIS mapping of existing trails
- Production of signage for installation as recommended wayfinding signage and liability signage (additional signage production budget provided by municipality)
- Public presentation of the Trails Master Plan to trails stakeholders, Transportation Committee, and Mayor & Council for recommendations and approval.
- Public presentation of the Trails Master Plan to the community through a Community Open House.

#### 4: DELIVERABLES AND MILESTONES

| Action Outcome/ Deliverables  | Timeframe     |
|---|---------------|
| Preliminary meeting with stakeholders group/ Transportation Committee.  | Week 1        |
| Conceptual framework of research and planning process shared with stakeholders group and/or municipal administration staff  | Week 4        |
| Survey for distribution into the community  | Weeks 4 - 6   |
| Traffic count of active and motorized transportation at key locations in town   | Weeks 4 - 6   |
| Draft map and draft plan made available for review, including concept drawings and class C cost estimates for suggested major actions. – PDF drafts distributed with stakeholders and municipal administration. | Weeks 8 - 10  |
| Final plan and map presented to stakeholders group and municipal Council  | Weeks 10 - 12 |
| Web-ready version of the final report including all attachments, appendices, maps, data and pertinent information.  | Weeks 10 - 12 |
| Production of print and signage maps for installation at key identified locations   | Weeks 12 - 14 |
| Production of GIS trails network map made available online through municipal website.   | Weeks 12 - 14 |

Consultants are encouraged to expand upon the deliverables as they see fit to propose a project of highest quality. Items proposed which are not requested within the original scope of work or set of deliverables should be indicated as such within the proposed cost estimate.

#### Milestone 1:

##### Draft Report Including:

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| Updated map of trails and transportation routes in the municipality and relevant portions of the region.  |
| Tabulation of input received through stakeholder interviews and community consultations   |
| Web-ready mapping for web feedback  |
| Analysis of the existing transportation network.  |
| Recommended changes to the existing transportation network (for all modes) based on current deficiencies, new land use bylaw objectives, and densities being developed concurrently with population growth, traffic counts (all modes). |
| Presentation to the Transportation Committee and stakeholders group to incorporate the committee's input and receive direction from Council.  |

#### Milestone 2:

##### Final report including:

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| Updated map of transportation features of the municipality and relevant portions of the region.  |
| Finalized analysis of the existing transportation network and deficiencies discovered.   |
| Finalized recommended changes to the existing transportation network (for all modes of transportation, with focus on active transportation). |
| Class C cost estimates for improvements to existing infrastructure   |
| Mapping of existing trails network, and mapping of all recommended improvements, including hard and soft landscaping and public art areas.   |
| Presentation of the final draft report to the Transportation Committee and trails stakeholders (1 meeting), and to the municipal Council.    |
| Presentation of final Transportation Plan at a public Open House   |

**Milestone 3:****Completion of all remaining project products including:**

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| Installation of trails map signage as agreed upon with the District of Fort St. James |
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| Posting of the electronic GIS map to the municipality's website |
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It is anticipated that the Consultant will informally advise the municipality of planning and progress during the course of the project. The Consultant will be required to attend a public open house to present the final plan to the public. Informal meetings will be held with staff as deemed necessary. The consultant will work closely with and have direction from the municipal staff liaison.

**6: TERM OF CONTRACT, PAYMENTS, INCENTIVES AND PENALTIES**

The Contract shall commence on or around June 21, 2013 and end no later than 120 days following the signing date of the contract. The contract will outline specific duties and deliverables of the project including expected community consultations, presentations, final report, GIS map and some signage associated with the project.

40% will be paid to the consultant upon signing of the contract, 20% upon completion of Milestone 1, 20% upon completion of Milestone 2 and the remaining 20% will be paid to the consultant upon submission of a final invoice due at the completion of the contract (Milestone 3).

It is at the discretion of the District of Fort St. James to with-hold payment of the final 20% until all deliverables have been presented to the municipality. Contractors fees should include travel and office expenses in the total submission, as these will not be considered for payment in addition to the signed contract amount.

**7: PROCESS AND PROJECT SCHEDULE**

Following is a proposed tentative schedule for the project:

- Request for Proposals issued (Early May)
- Submission of Proposals – (May 24, 2013, 4:30p.m. PST)
- Review of proposals (May 24 – June 7)
- Council consideration and approval of contractor (June 12, 2013)
- District of Fort St. James – Consultant Agreement (June 21, 2013)
- Submission of draft report – Work to be completed (Aug 30, 2013)
- Submission of final report (Sept 13)
- Implementation of signage, mapping and print materials (Sept 27, 2013)

**8: EVALUATION of PROPOSALS****8.1 Proposal Submission**

Proposals and costs will be accepted in two parts:

Proposals entitled "PROPOSAL –MASTER TRAILS PLAN" including proposed costs shall be rendered in pdf format and emailed to Emily Colombo, [edo@fortstjames.ca](mailto:edo@fortstjames.ca). Proposals may also be uploaded to a service such as dropbox.com or yousendit.com and a link may be emailed.

**Proposals and costs will be accepted until June 19, 2013, 4:30p.m. PST.**

Proposals received will be independently and collectively evaluated by a committee that may include member(s) of District Council, municipal staff, and community stakeholders. Approval for awarding the contract will be finalized by municipal Council.

Based on an evaluation of the proposals received, an applicant may be invited to enter into a Client - Consultant Agreement which will specify the services to be provided and the fees to be charged.

The District reserves the right, based solely on its assessment of its best interests, to accept any or none of the proposals submitted.

The District of Fort St. James reserves the right to waive any irregularities or informalities, and the right to accept or reject any and all proposals including, but not limited to, any proposal which does not meet bonding requirements, or proposals which do not furnish the quality, or offer the availability of materials, equipment or services as required by the specifications, description or scope of services, or proposals from offerors who lack experience or financial responsibility, or proposals which are not made to form. The District of Fort St. James reserves the right not to award contracts to the lowest and most responsive offeror, and may require new proposals.

The District of Fort St. James may rescind the award of any proposal within one week thereof or at its next regularly scheduled meeting, whichever is later, when the public interest will be served thereby.

## 8.2 Technical Evaluation Criteria

The technical merits of the proposals will be evaluated in accordance with the following criteria:

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| <b>Qualifications of Consultant</b>   | <b>25 points</b>                        | <b>A complete submission will include:</b><br>- Narrative response to RFP<br>- Proposed timeline for study process<br>- Brief statement of qualifications, including summary of key personnel who would be assigned to the project<br>- List of references for similar projects<br>- Cost proposal |
|   | Experience completing this type of plan |  |
| Experience working in similar sized and demographically comprised communities |   |  |
| <b>Proposed study methodology</b>   | <b>25 points</b>                        |  |
| Sources of data   |   |  |
| Interaction with community  |   |  |
| <b>Understanding of RFP</b>   | <b>20 points</b>                        |  |
| Community Context   |   |  |
| Goals and Purposes of the study   |   |  |
| <b>Adherence to timeline</b>  | <b>10 points</b>                        |  |
| <b>Cost of Services</b>   | <b>20 points</b>                        |  |