
TERMS OF REFERENCE

“Regional Active Transportation Plan”

for the

Greater Charlottetown Area

**Department of Transportation and Infrastructure Renewal
City of Charlottetown
Town of Cornwall
Town of Stratford**

June 2011

1. INTRODUCTION

The City of Charlottetown, the Town of Stratford and the Town of Cornwall were created in 1995 from the amalgamation of a number of former communities in the greater Charlottetown area. The City of Charlottetown is located on a peninsula. The Town of Stratford is located to the east of the City separated by the Hillsborough River. The Town of Cornwall is located to the west of the City separated by the North River. The three communities have cooperated on a number of initiatives in recent years including a regional public transit system. The three communities are also in various stages of developing active transportation¹ networks. These initiatives are aimed at providing residents with more sustainable and healthier forms of transportation.

The City of Charlottetown owns and maintains the streets within the City except for the Perimeter highway (TCH) and Route 2 which are owned and maintained by the provincial Department of Transportation and Infrastructure Renewal. The streets in the Towns of Stratford and Cornwall, as well as the Hillsborough Bridge and the North River Causeway which connect the two towns to the City, are also owned and maintained by the provincial Department of Transportation and Infrastructure Renewal.

The street network in general, and the high volume arterial highways and bridges in particular, do not adequately accommodate active transportation. The three communities and the Department of Transportation and Infrastructure Renewal are interested in working together to develop a plan for a regional active transportation network that will connect the major hubs within and between the communities. An application was submitted to the New Deal for Cities and Communities Capacity Building Program for financial support to develop the regional active transportation plan. The project proposal was approved and a budget of \$90,000 has been allocated to develop the regional active transportation plan.

¹ Active Transportation includes any form of human-powered transportation - walking, cycling, using a wheelchair, in-line skating, skateboarding, skiing, etc. but it should be noted that not all of these forms of active transportation would be allowed within a provincial or municipal road right-of-way

The regional active transportation network is meant to be the spine or high volume network (not necessarily all within the existing public rights-of-way) that establishes active transportation connectivity between the major hubs and to existing or proposed external arterial networks. Each community will still be responsible to plan and develop the lower order/volume internal active transportation networks.

2. TERMS OF REFERENCE

This terms of reference shall be used as a guide to develop proposals for the regional active transportation plan. Bidders are encouraged to be innovative in their response while ensuring that the proposed approach and work plan achieve the fundamental objectives of the study. The successful consultant will be expected to:

- a. identify, in consultation with the proponents, the major hubs (source, attraction, destination) within each community;
- b. identify existing major active transportation routes and connection points within and bordering on the communities;
- c. review the current and planned internal active transportation network in each community;
- d. review the official plans and relevant reports provided by each community and the Department of Transportation and Infrastructure Renewal including the following:
 - i. City of Charlottetown Parks Master Plan
 - ii. City of Charlottetown Integrated Community Sustainability Plan
 - iii. City of Charlottetown Routes for Nature and Heath Map
 - iv. Imagine Stratford 2028, a Community Sustainability Plan
 - v. Town of Stratford Strategic Plan
 - vi. Town of Stratford Active Transportation Plan
 - vii. Town of Stratford Master Transportation Plan (Draft)
 - viii. Town of Cornwall Official Plan
 - ix. Town of Cornwall Transportation Master Plan (Draft)
 - x. City of Charlottetown Eastern Gateway Plan

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- e. consult with stakeholders and with the community at large, using the collaborative planning approach². Stakeholders to be consulted shall include the following:
 - i. members of the elected Councils
 - ii. senior municipal and Transportation and Infrastructure Renewal Officials
 - iii. active transportation community members
 - iv. transit service provider
 - v. school community
 - vi. seniors and youth community members
 - vii. cycling PEI
 - viii. general public
 - f. make recommendations for a regional active transportation network to connect the major hubs that are identified and the major external network connections;
 - g. make recommendations to alter existing infrastructure and develop new infrastructure and amenities for the proposed regional active transportation network;
 - h. identify standards for the infrastructure and amenities in the proposed regional active transportation network;
 - i. identify class D capital and maintenance cost estimates of the proposed regional active transportation network;
 - j. make recommendations to each community for any further study that they feel is required to integrate the regional network with the community networks or to further plan and/or develop the community networks to provide a safe and efficient active transportation alternative for residents of each community.
 - k. meet with the steering committee as required throughout the project including, as a minimum, a start up meeting and presentation of a draft report; and

² The collaborative planning approach is based on the principles of a two way sharing of information with residents and stakeholders throughout the process

- l. present your findings to the public; and
- m. Present a draft final report to and to the elected officials and officials at a joint meeting.

3. PROPOSAL REQUIREMENTS

a. Deliverables

Deliverables shall include 4 copies of a preliminary report to allow for feedback and 8 copies of a final report plus a digital copy which can be posted on the proponents websites or further distributed as required.

b. Proposal Submission

Bidders must provide a concise description of your ability to satisfy the requirements described in this proposal request. Four copies of the proposal shall be submitted in a sealed envelope and the proposals shall include:

- i. General qualifications and experience of the firm(s) and, in particular, experience with the development of active transportation plans;
- ii. Detailed qualifications, relevant experience and assigned tasks of the team members who will carry out the work;
- iii. Proposed project methodology, including the community engagement strategy, and a project time line from award;
- iv. References from other clients for similar plans;
- v. Fixed fee and projected expenses to complete the project;
- vi. Any other information you can provide that will help with the selection.

The cost shall include, but separately identify, PST, GST and reimbursable expenses.

The proposal submitted is irrevocable, and will remain in effect and open or acceptance by the proponents for a period of sixty (60) days after the deadline for submission of proposals.

c. Proposal Evaluation

The evaluation will be carried out by representatives of the proponents on the basis of the factors noted below:

Description	Rating
Qualifications and experience of project team members, particularly with the successful delivery of similar plans and community engagement strategies, project team depth and references	35
Project approach and schedule with particular emphasis on innovation and community engagement/collaboration.	30
Other factors that the consultant provides to demonstrate that their proposal will meet the objectives of the study.	25
Proposed fee and expenses	15

The proponents reserve the right to accept or reject any or all proposals for any reason and the lowest cost proposal will not necessarily be accepted. The proponents also reserve the right to negotiate changes, amendments or modifications to the proposal deemed most suitable to the proponents needs.

d. Proposal Deadline

Proposals shall be titled “Regional Active Transportation Plan” and shall be submitted in a sealed envelope by 12:00 noon Atlantic Standard Time, on June 17, 2011 to:

Regional Active Transportation Plan Steering Committee
 c/o the Town of Stratford
 234 Shakespeare Drive
 Stratford, PE C1B 2V8

Late or un-sealed proposals will not be accepted.

e. Contact Information

Questions on the request for proposals can be addressed to:

Robert Hughes, Chief Administrative Officer, Town of Stratford

telephone: (902) 569-6251

fax: (902) 569-5000

e-mail: rhughes@town.stratford.pe.ca.

f. Budget and Schedule

The budget for this project shall not exceed \$90,000 (Canadian) which includes pst, fees and expenses (but does not include gst). Bidders shall propose a detailed schedule for the project, including all significant milestones, with a project completion date no later than December 31, 2011, assuming that the contract is awarded on July 10, 2011.

