



Contract 2893P

City Centre Transportation Plan Update

1. Introduction

The City of Richmond proposes to engage the services of a transportation engineering consultant to assist the City in preparing the *City Centre Transportation Plan Update*.

The objective of this request for proposal is to provide the City with qualified proponents capable of carrying out the work herein defined. The subsequent proponent submissions will form the basis for evaluation, interview and selection.

2. Submission Details

Six (6) copies of proposals marked “City Centre Area Transportation Plan Update Contract 2893P” addressed to the Purchasing Section, will be received at the Information Counter, Main Floor, Richmond City Hall, 6911 No. 3 Road, Richmond BC V6Y 2C1, until 4:00pm, Local Time, Tuesday, August 1, 2006. Submissions received after this time will be returned to the sender.

The City reserves the right to cancel this Request for Proposal for any reason without any liability to any proponent or to waive irregularities at their own discretion.

Proposals may be withdrawn by written notice only provided such notice is received at the office of the City’s Purchasing Section prior to the date/time set as the closing time for receiving proposals.

Proposals shall be open for acceptance for 90 days following the submission closing date.

All proposals will remain confidential, subject to the Freedom of Information and Privacy Act.

Any interpretation of, additions to, deletions from, or any other corrections to the Proposal document, will be issued as written addenda by the City of Richmond. This includes any questions that are received by City of Richmond Staff that affect the Proposal Process. It is the sole responsibility of the potential Bidders to check with the City of Richmond’s Website, and / or BC Bid to ensure that all available information has been received prior to submitting a bid.

3. Enquiries

3.1. Clarification of terms and conditions of the proposal process shall be directed to:

Purchasing

Kerry Lynne Gillis
Buyer, Finance Division
City of Richmond

Phone: 604-276-4097
Email: purchasing@richmond.ca

Technical

Victor Wei, P. Eng.
Director, Transportation Division
City of Richmond

Phone: 604-276-4131
Email: vwei@richmond.ca

The City, its agents and employees shall not be responsible for any information given by way of verbal/oral communication.

4. Project Background and Consultant Duties

Please refer to the terms of reference included with this Request for Proposal.

5. City Provided Items

As determined by the City including:

- City Centre Transportation Plan November 2000 – also available at <http://www.richmond.ca/services/tp/planning/citycentre.htm>
- City Centre Area Plan Update – report to Council June 26, 2006 – also available at http://www.richmond.ca/_shared/assets/062606_item2214087.pdf
- GIS cadastral (dxf format) and aerial photo (last flown May 2005) (tif format) for City Centre area.

6. Budget

A budget of \$150,000.00 Canadian, including all applicable taxes, has been assigned to this project, including a final report and all associated costs. All such costs shall not exceed this amount.

7. Project Schedule

The project is to be completed by March 30, 2007, with work commencing as soon as possible in August, 2006. A project schedule is to be submitted with the proposal.

8. Proposal Submissions

All proponents are required to provide the following information with their submissions,

- A Corporate Profile of their firm outlining its' history, philosophy and target market;

- identify the specific staff to be assigned to this project and their relevant experience and qualifications for this project;
- provide a priced methodology complete with a time allotment for each task, correlated with the items of work set out in the Terms of Reference, in the approach proposed to carry out the work. This approach will form the basis for payments to the successful proponent;
- schedule of fees for staff to be assigned to the project;
- specify what coordination and meetings the City will be expected to provide;
- a detailed listing of central urban transportation planning experience;
- a description of the consultant's understanding of the project objectives/outcomes and vision, and how these will be achieved;
- a detailed project methodology explaining each project task including what will be expected of both the consultant and the City with respect to each task.;
- team composition including a complete listing of who will be assigned to this project. This will include their relevant experience, qualifications for this project, roles and responsibilities, leadership, etc., in addition to their availability for this project.;
- a detailed listing of project deliverables, including the expected outcome and benefits to the City of Richmond;
- a complete definition of the process that will be employed to meet the objectives of this project, e.g., approach to be taken, feasibility and market study, etc.;
- a detailed schedule of activities and tasks related to the specified work program including milestones, project meetings, interim reports and progress reports required for this project;
- provision of a priced methodology complete with a time allotment for each identified task proposed to employ to carry out the work, this shall form the basis for payments to the successful proponent. Supplement this with a schedule of fees for staff to be assigned to the project. These rates shall be the basis for adjustments to the value of the contract in the event the scope of work varies from that proposed, and
- a minimum of three (3) client references from projects of a similar size and scope.

9. Working Agreement

The successful proponent will enter into a contract for services with the City based upon the information contained in this request for proposal and the successful proponents submission and any modifications thereto. Proponents may include their standard terms of engagement.

10. Evaluation Criteria

Proposals shall be evaluated to determine the best value offered to the City against conformance to the following criteria:

- previous experience of the proponent;
- understanding of project objectives/outcomes and vision;
- the extent to which the proposal demonstrates an understanding of the scope of the work required to complete the project ;
- qualifications, availability and experience of the team members;
- comprehensiveness/clarity/presentation of proposal;
- proposed work program and methodology (s);
- proposed costs;
- ability to meet the work program objectives and conform to the evaluation criteria;
- ability of the consultant to meet the project schedule;
- references, and
- interview (if necessary).

11. Project Methodology

- Team Composition – Experience and Qualifications of those staff to be assigned to the project.
- Project Deliverables.
- Value for Money.
- References.
- Interview (if required).

TERMS OF REFERENCE
CITY CENTRE TRANSPORTATION PLAN UPDATE

CITY OF RICHMOND

1. Purpose

The purpose of this document contains the Terms of Reference and Work Program for preparing the City Centre Transportation Plan Update (CCTPU).

2. Introduction

The City of Richmond is currently in the process of updating its City Centre Area Plan (CCAP). The current CCAP was adopted in June 1995. Since that time, the City Centre has seen a significant amount of growth and it is expected that growth will continue at an even faster pace with the implementation of the Canada Line, Richmond Olympic Oval and development or re-development of City Centre properties. An update of the CCAP is needed to reflect the past growth and to help manage the continuing growth to ensure it meets Richmond's objective for an appealing, livable and well-managed community. The report to Council dated June 15, 2006 titled: *City Centre Area Plan Update – Preliminary Findings & Proposed Public Consultation Process* provides further information on the CCAP Update including the proposed schedule.

In conjunction with the CCAP Update, an update to the 1997 City Centre Transportation Plan is needed. The scope of work to update the CCTP will be in two phases. Phase 1 will focus on *City Centre Transportation Demand Forecast Modelling and Vision Development*. The work in Phase 1 will form the basis for Phase 2 work, which will focus on developing and preparing a comprehensive implementation strategy, to be referred as *City Centre Transportation Plan Update - Implementation Strategy*.

3. City Centre Boundary

The Richmond City Centre includes the area as shown in the figure (note that the study area may also include areas outside the City Centre related to road and transit linkages to a larger area).



4. Study Goals

- Phase 1 “City Centre Transportation Demand Forecast Modelling and Vision Development”:
From a broad-level perspective, the consultant will be required to validate and define the multi-modal transportation system in and out of the City Centre area as part of the updated City Centre Transportation Plan Update to support the targeted growth within this area over the next 25-30 years.
- Phase 2 “City Centre Transportation Plan Update - Implementation Strategy”:
The consultant will be required to prepare a comprehensive implementation strategy, which will be referred to as City Centre Transportation Plan Update - Implementation Strategy, that will achieve the transportation vision of the updated City Centre Area Plan. It will be used as a guiding document defining in detail the transportation plan components, their phasing plans, and funding mechanisms to achieve the vision and ultimate build-out of the city core area.

5. Work Items and Study Schedule

Work Item	Date
1. RFP due date	Aug 1, 2006
2. Contract awarded	Week of Aug. 21, 2006
3. Project initiation meeting including work program finalized	Week of Aug. 21, 2006
4. Phase 1: City Centre Transportation Demand Forecast Modelling and Vision Development	Aug. 2006 to Nov. 2006
4.1. Calibrate and run transportation demand forecast model to generate an assignment trip table	
4.1.1. Review existing City, GVRD, TransLink (transit), and other agencies’ planning documents to identify planning policies and planned improvements.	
4.1.2. Recommend and run an appropriate transportation demand forecasting modelling software (planning level) which is an alternate to, but compatible with, the regional EMME/2 model (e.g. VISUM or others) and an appropriate transportation operation analysis modelling software (eg Synchro, latest version or others) for use in this assignment (CCTPU) and suitable for future City’s assignments (e.g. other area transportation plans in Richmond).	

<p>4.1.3. Provide a clear description as to how the regional model (emme/2) and the City Centre local micro-simulation model will be integrated.</p>	
<p>4.1.4. Carry out and document the following work on model development:</p> <ul style="list-style-type: none"> 4.1.4.1. Regional and local network assumptions 4.1.4.2. Refinement of the City Centre zone system to include the Richmond Olympic Speed Skating Oval, Department of Fisheries and Ocean site (area bound by Garden City Road, Alderbridge Way, No 4 Road and Westminster Highway), West Cambie area and other significant land use changes 4.1.4.3. Transit network assumptions (e.g. Canada Line, Richmond area transit network) 4.1.4.4. Time periods of analysis (e.g. a.m., p.m., and Richmond local peak periods including weekends) 4.1.4.5. External link capacities and level of service, performance, and/or volume to capacity ratios, into and out of Richmond including all river crossings, highway connections and transit connections. 4.1.4.6. Identify the maximum capacity for the Canada Line and the limiting capacity of the single track section in Richmond 	
<p>4.1.5. Provide a detailed description of the methodology proposed</p>	
<p>4.1.6. Based on the assumed growth targets (residential and employment), develop and run the transportation demand forecasting model to validate a set of assumed multi-modal transportation networks leading into and out of the City Centre area including the following components and if necessary, determine the appropriate revisions to them to support the targeted growth scenarios:</p> <ul style="list-style-type: none"> 4.1.6.1. Canada Line 4.1.6.2. Bus network 4.1.6.3. Pedestrian connections and cycling routes 4.1.6.4. Arterial roadways 4.1.6.5. Parking distribution (on- and off-street) 	
<p>4.1.7. Carry out sensitivity modelling tests for up to three scenarios of build-out growth targets</p>	
<p>4.2. Micro-simulation of the City Centre transportation network and analysis</p>	
<p>4.2.1. Utilize a micro-simulation model (e.g. Synchro or others) to analyze the performance of the transportation network serving the in- and out-movements to and from the City Centre.</p>	

<p>4.2.2. Identify high-level major transportation improvements and their phasing plan based on 25%, 60%, and 100% build-out to determine the timing and trigger for</p> <p>4.2.2.1. Canada Line Capstan Station</p> <p>4.2.2.2. key bus connections</p> <p>4.2.2.3. key cycling connections</p> <p>4.2.2.4. key pedestrian connections</p> <p>4.2.2.5. development of North Loop Road and Lansdowne Road extension</p> <p>4.2.2.6. other new key City Centre streets to support the build-out vision</p>	
<p>4.2.3. Identify and mitigate impacts, if any, on other parts of the City-wide transportation network beyond the City Centre area</p>	
<p>4.2.4. Establish a recommended preliminary ultimate transportation network consisting of the above noted components (with classification of each component based on function and design standard) as part of the City Centre Area Plan Update</p>	
<p>4.2.5. Summarize preliminary findings and recommended network for public consultation purposes</p>	Sept. 2006
<p>4.2.6. Author the transportation-related sections of the updated <i>City Centre Area Plan</i> by providing specific details of each of the transportation components and how they support the overall vision</p>	
<p>4.2.7. Summarize the analyses, findings, and recommendations of this phase in a document to be entitled <i>City Centre Transportation Vision</i>, supplemented with supporting graphics</p>	Nov. 2006
<p>5. Phase 2: City Centre Transportation Plan Update - Implementation Strategy</p>	Oct. 2006 to Mar. 2007
<p>5.1. Using the results from Phase 1 work, develop an implementation strategy (including timing and triggering factors) for each of the following seven major components of the updated City Centre Transportation Plan Update:</p>	

<p>5.1.1. Roads</p> <p>5.1.1.1. New City Centre road classification and functional roles (distinguish from the road classification and functional roles of streets outside of the City Centre)</p> <p>5.1.1.2. New streetscape design standards and cross sections to support transit-oriented development (TOD)</p> <p>5.1.1.3. Location and classification of new streets to support higher density developments and shorter city blocks</p> <p>5.1.1.4. Trigger and timing for construction of new streets</p> <p>5.1.1.5. Opportunities for road dieting</p> <p>5.1.1.6. Development access strategy (i.e. driveway management and/or through commercial lane development)</p> <p>5.1.1.7. Traffic calming strategy</p>	
<p>5.1.2. Transit</p> <p>5.1.2.1. Effective integration between Canada Line and new developments in light of added people-moving capacity</p> <p>5.1.2.2. Conceptual bus system serving the core area</p> <p>5.1.2.3. Appropriate types of transit vehicles to serve various parts of the City Centre and user groups</p> <p>5.1.2.4. Design features for transit station, bus stop and related amenities</p> <p>5.1.2.5. Transit priority measures/improvements</p> <p>5.1.2.6. Review Draft <i>Translink Universally Accessible Bus Stop Guidelines</i></p>	
<p>5.1.3. Pedestrian</p> <p>5.1.3.1. Location and design standard for pedestrian connections, including crosswalks</p> <p>5.1.3.2. Road design elements to support a safe, comfortable and attractive walking environment</p> <p>5.1.3.3. Special design features for integration with Transit Villages</p> <p>5.1.3.4. Special needs for pedestrians and the supporting special traffic control strategy</p> <p>5.1.3.5. Consult with Richmond Committee on Disabilities (RCD)</p>	
<p>5.1.4. Cycling</p> <p>5.1.4.1. Update and integration of City-wide Cycling Network Plan in the City Centre area</p> <p>5.1.4.2. Various types of cycling facilities/improvements (shared wider lanes, exclusive on-pavement bike lanes, raised bike lanes, intersection treatments, off-street bike paths, etc.)</p> <p>5.1.4.3. End-of-trip facility requirements for new developments and streetscape environment</p> <p>5.1.4.4. Consult with Richmond Community Cycling Committee</p>	

<p>5.1.5. Parking and Loading</p> <ul style="list-style-type: none"> 5.1.5.1. Strategy on on-street parking including loading (location, form, type, phasing, etc.) 5.1.5.2. New parking and loading requirements, rate reductions for new development to support TOD (e.g. maximum limits on parking supply) 5.1.5.3. On-street pay parking opportunities 5.1.5.4. On-street loading opportunities including for tour buses 5.1.5.5. Consult with Richmond Parking Advisory Committee 	
<p>5.1.6. Transportation Demand Management (TDM) Measures</p> <ul style="list-style-type: none"> 5.1.6.1. Strategies to reduce automotive travel demand by identifying new requirements for new developments such as: <ul style="list-style-type: none"> 5.1.6.1.1. Car co-op network 5.1.6.1.2. Transit pass incentives 5.1.6.1.3. Private shuttles 5.1.6.1.4. Telecommuting 5.1.6.1.5. Live-work requirements 5.1.6.1.6. Cycling incentives 5.1.6.1.7. Carpool programs 5.1.6.1.8. Intelligent transportation system (video monitoring, real-time reporting to road users, etc.) 5.1.6.2. Research on best practices and summarize findings 	
<p>5.2. Describe the transportation implications of and how the above components can be integrated into the Canada Line, Richmond Olympic Skating Oval, DFO land development (area bound by Alderbridge Way, Garden City Road, Westminster Highway and No. 4 Road), and transit-oriented development (TOD) objectives</p>	
<p>5.3. Set out transportation guiding principles and overall implementation strategies to support the <i>City's Official Community Plan</i> and regional (GVRD and GVTA) goals and objectives</p>	
<p>5.4. Establish projected trends, targets, and monitoring process for growth/decline of various travel modes</p>	
<p>5.5. Preparation of cost estimates (at conceptual design level) and phasing plans of improvements</p>	
<p>5.6. Define funding mechanisms and strategies, including developing a list of the appropriate improvements to be incorporated into:</p>	
<p>5.6.1. City's Development Cost Charges (DCC) Program or any other appropriate developer-assisted funding mechanisms (note that new roads should be located such that the costs for land and construction are shared equitably between the adjacent property owners)</p>	
<p>5.6.2. Other funding programs</p>	
<p>5.6.3. Cost-sharing opportunities with other government agencies</p>	

5.6.4. Determine appropriate municipal assist factors for DCC improvements to encourage concentrated growth in the City Centre area	
5.7. Carry out public consultation (minimum 2 sessions, each session held on 2 separate days for approximately 4 hours each day)	Feb. 2007
5.8. Prepare updated <i>City Centre Transportation Plan Update - Implementation Strategy</i> document 5.8.1. Hard copies and an electronic copy of the document including all appendices, calculations, modelling data, etc.	
5.9. Draft <i>City Centre Transportation Plan Update - Implementation Strategy</i> completed for City staff to review and comment	Feb. 2007
6. Report Finalization	Mar. 2007
6.1. Presentations of the draft report to senior City staff 6.1.1. Minimum two presentations 6.1.2. Revise the draft report to address/incorporate comments from senior City staff	
6.2. Draft report finalized	
6.3. Presentation of the finalized draft report to PWTC and Council 6.3.1. Minimum two presentations 6.3.2. Revise the finalized draft report to address/incorporate comments from PWTC and Council	
6.4. Report Finalized	Mar. 31, 2007

6. Study Deliverables

- Minutes of all meetings, to be provided within a 5 working days of each meeting.
- Progress reports summarizing the key activities and milestone events are to be provided to the City on a regular basis.
- Two presentations to City of Richmond staff, with minutes of the meetings.
- Two presentations to PWTC and Council.
- Draft reports and final report including a reproducible original and electronic copy (compatible with City software) of all work including data.

7. Schedule

The timing for completion of this project is Friday March 30, 2007. The proposed schedule will include meetings, milestone events and associated deliverables.

8. Work Program with Budget Allocation

- Identify the budget allocation for each major task and milestone event (e.g. open house) within the work program
- *Please note that the intent of this Work Program is sequential and performance based: invoice payment will be based upon receipt and approval by City Staff of specified deliverables, not on an automatic monthly basis.*
- *Please note that fees (less Holdback and GST) will become payable on APPROVAL by City staff of performance and/or receipt of the specified deliverables.*

9. Study Roles

(1) City Team

The study shall be managed by the Director of Transportation (or his representative), referred to as the **Project Manager** hereafter.

Input into the study process may also be provided by a City Team comprised of:

- City interdepartmental staff (e.g. Transportation, Policy Planning, Development Applications, Engineering, Building Approvals)

The Project Manager will:

- Manage the consultant contract, work program and coordinate input from the City Team;
- provide available City data, reports and maps;
- provide limited copying/printing service;
- assist in preparing maps and graphics for presentation purposes, and
- complete other tasks, as agreed.

(2) Consultant

The Consultant will perform the Contract Work as defined in this Request for Proposal Document. The Consultant is strongly encouraged to build into their work program a series of working sessions with City staff and if necessary, key stakeholders (e.g. MoT, TransLink, YVR) to develop transportation policies and improvement options as the work progresses.

(3) Key Stakeholders

During this study the City and consultant will consult with the community, developers, external agencies and others, as directed by the City.



Note: Receipt of this completed form will assist us in calling for future bids. Please complete and submit this form prior to the closing date and time as shown on the Request for Quotation/Proposal/Tender form.
Please remember to include Quotation/Proposal/Tender No. at right.

Quotation/Proposal/Tender No.

2893P

A Quotation/Proposal/Tender is not being submitted for the following reason(s):

- | | |
|--|--|
| <input type="checkbox"/> We do not manufacture/supply the required goods/services | <input type="checkbox"/> Cannot obtain raw materials/goods in time to meet delivery requirements |
| <input type="checkbox"/> We do not manufacture/supply to stated specifications | <input type="checkbox"/> Cannot meet delivery requirements |
| <input type="checkbox"/> Specifications are not sufficiently defined | <input type="checkbox"/> Cannot quote/tender a firm price at this time |
| <input type="checkbox"/> Insufficient information to prepare quote/proposal/tender | <input type="checkbox"/> Insufficient time to prepare quote/tender. |
| <input type="checkbox"/> Quantity too small | <input type="checkbox"/> We are unable to competitively quote/tender at this time. |
| <input type="checkbox"/> Quantity too large | <input type="checkbox"/> We do not have facilities to handle this requirement |
| <input type="checkbox"/> Quantity beyond our production capacity | <input type="checkbox"/> Licensing restrictions (please explain) |
| <input type="checkbox"/> Cannot meet packaging requirements | <input type="checkbox"/> Agreements with distributors/dealers do not permit us to sell directly. |
| <input type="checkbox"/> Cannot handle due to present plant loading | <input type="checkbox"/> Other reasons or additional comments (please explain below) |

I / We wish to quote / tender on similar goods / services in future <input type="checkbox"/> Yes <input type="checkbox"/> No	Authorized Company Official – Signature and Title	Date
This space for City of Richmond Comments		Firm Name
		Address
		City
		Province Postal Code
		Telephone Number



This Agreement dated the ☉ day of July, 2006, at the City of Richmond, in the Province of British Columbia

Between:

City of Richmond
6911 No. 3 Road
Richmond, BC
V6Y 2C1

(the "City")

And:

☉
(the "Consultant")

Whereas:

- A. The City is ☉ (the "Event or Project");
- B. The City requires a ☉ the Event or Project;
- C. The City issued a Request for Quotation ☉ for the supply and delivery of ☉;
- D. The Consultant is willing and prepared to deliver ☉;

NOW THEREFORE in consideration of the mutual covenants and agreements set out below, the parties covenant and agree as follows:

12. Responsibilities and Duties

12.1. The Consultant shall be responsible for the following as per Request for Quotation ☉/Proposal ☉ and the Consultant's submission dated ☉.

- a) ☉
- b) ☉
- c) ☉
- d) ☉
- e) ☉
- f) ☉

- g) ✖
- h) ✖

12.2. The Consultant agrees to conduct himself professionally and with integrity so as not to embarrass or discredit the City throughout the performance of the duties and responsibilities set out in this agreement.

13. Compensation

- 13.1. In exchange for carrying out the duties and responsibilities set out in this agreement, the City agrees to pay to the Consultant, the amount of \$✖ plus GST per ✖ for the duration of the term of this agreement, but total amount of payments not to exceed \$✖ plus GST.
- 13.2. Once per month, commencing no sooner than ✖, the Consultant shall submit to the City a written statement of account and setting out a detailed summary of hours worked, meetings attended and the status of ✖ (the "Statement of Account").
- 13.3. The Statement of Account must show the amount of GST charged and include the Consultant's GST registration number and City Purchase Order number.
- 13.4. The City agrees to make payments to the Consultant within ten (10) working days of receipt of the Consultant's Statement of Account.
- 13.5. The Consultant shall, on a monthly basis, submit to the City a list of expenses incurred in carrying out the duties and responsibilities set out in this agreement and, upon approval of such expenses by the City, the City will reimburse the Consultant for such expenses.

14. Performance Standards

- 14.1. The Consultant is responsible for meeting the following ✖ targets:
 - ✖The Consultant agrees to comply with following project deadlines:
 - ✖The Consultant shall prepare a report to the City on a monthly basis indicating ✖ what targets have been met over the preceding month and the status of efforts in relation to the targets set out.

15. Benefits

- 15.1. The Consultant hereby waives all rights, claims, and entitlements whatsoever afforded to employees of the City pursuant to the Group Life Insurance Plan, Long Term Disability Plan and the Dental Plan and any other such benefits. The Consultant agrees to pay, as required by Federal or Provincial Statutes any payments for Income Tax, Workers Compensation, Unemployment Insurance, Canada Pension Plan, Superannuation and other such payments.

16. Independent Contractor

- 16.1. The Consultant is an independent contractor and no agency, joint venture, association, partnership, employer-employee relationship is created between the City and the Consultant.

17. Assignment And Subcontracting

- 17.1. The Consultant will not, without the prior written consent of the City, assign, either directly or indirectly, any right or obligation of the Consultant under this agreement.
- 17.2. No sub-contract entered into by the Consultant will relieve the Consultant from any of his obligations or impose any obligation or liability upon the City to any such sub-contractor.

18. Indemnity

- 18.1. The Consultant agrees to indemnify and hold harmless the City, its agents, employees, and elected officials, against any damages, liabilities, or costs, including reasonable attorney fees and defence costs, arising from or allegedly arising from or in any way connected with any act or omission by the Consultant, his employees, officers, volunteers, servants, or agents, or persons for whom the Consultant has assumed responsibility, in the performance or purported performance of this agreement.

19. Insurance

- 19.1. The Consultant shall, at his own expense, carry and keep in force during the term of this agreement, the following coverage.
- a) Professional liability insurance with a minimum limit of \$250,000.00 for each occurrence and \$500,000.00 aggregate.
 - b) Comprehensive general liability insurance with a minimum limit of \$2,000,000 per occurrence with a cross-liability clause.
- 19.2. The City may require a dedicated limit of the Consultant's professional liability policy be allocated to cover the Consultant's work while contracted by the City.
- 19.3. The City shall be added as an additional insured under the Consultant's comprehensive general liability insurance.
- 19.4. All insurance policies shall provide that they cannot be cancelled, lapsed or materially changed without at least 30 days' notice to the City.
- 19.5. Prior to the commencement of the services hereunder, the Consultant shall file with the City a copy of each insurance policy and certificate required. All such insurance shall be maintained until final completion of the service.

20. Representation

- 20.1. The parties hereto agree that for all purposes hereunder the City shall be represented by the ☺.

21. Ownership of Products

- 21.1. The City shall take title to and ownership of all materials and products developed by the Consultant pursuant to this agreement, including reports, drawings, schematics, computer files, and designs developed, except those covered by

copyright. All materials and products produced shall be provided to the City upon expiry of this agreement.

22. Confidentiality

22.1. The Consultant shall not disclose any information provided by the City, specifically proprietary, sensitive, personal or confidential information or that developed resulting through the performance of this agreement to any other party without the express written consent of the City. All information provided to the Consultant or developed by the Consultant pursuant to this agreement shall be returned to the City upon the expiration of this agreement. The Consultant acknowledges that the City is subject to the Freedom of Information and Protection of Privacy Act of British Columbia.

23. Related Companies

23.1. The Consultant shall not during the term of this agreement, perform a service for or provide advice to any person, firm or corporation where the performance of the service or the provision of the advice may or does, in the opinion of the City, give rise to a conflict of interest between the obligations of the Consultant to the City under this agreement and the obligations of the Consultant to such other person, firm or corporation.

24. Term

24.1. This agreement is valid for the period commencing ☼ and ending ☼ (the "Expiration Date"), or such later date as may be mutually agreed upon.

25. Termination

- 25.1. Notwithstanding any other provisions of this agreement, either party may terminate this agreement at any time upon at least two (2) weeks' written notice delivered to the Parties at the addresses shown on the first page of this agreement, or such shorter time and in such a manner as may be agreed upon by the parties.
- 25.2. Notwithstanding the provisions of subsection 14.1, if in the opinion of the ☼ the Consultant has breached a material covenant, the City may cancel this Agreement immediately without notice.

26. Notices

26.1. Any notices or other communications required or permitted hereunder shall be sufficiently given if delivered, or if sent by prepaid regular mail, to the addresses of the parties set out on the first page of this agreement, or to such other addressees as shall have been specified by notice in writing by either party to the other. Any such notice or communication shall be deemed to have been given, if delivered, and if mailed in Canada, on the fourth business day after the date of mailing.

27. Feminine/Masculine

27.1. Wherever the singular or masculine is used throughout these Terms the same shall be construed as meaning the plural, the feminine or body corporate or politic where the context or the parties hereto so require and vice versa.

28. General

28.1. This Agreement may be amended upon mutual agreement of the parties in writing.

28.2. This Agreement and the rights and obligations of the parties hereunder shall be governed by and construed in accordance with the laws of British Columbia.

28.3. This Agreement sets out the entire agreement of the parties and no representations, warranties or conditions have been made other than those expressed or implied herein. No agreement collateral hereto shall be binding upon the City unless made in writing and signed by the City.

The City and the Consultant Agree to these Terms the day and year first above written.

Consultant

City of Richmond



City of Richmond

6911 No.3 Road, Richmond, BC V6Y 2C1
Telephone (604) 276-4000
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July 26, 2006
File: 02-0775-40-- INBOX/Vol 01

Business & Financial Services Department
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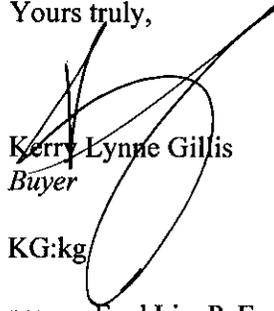
TO ALL THOSE WHO HAVE RECEIVED A COPY OF 2893P - City Centre Area Transportation Plan Update

Dear Sir/Madame:

Re: Contract 2893P - City Centre Area Transportation Plan Update: Addendum 1

Please be advised that the deadline for submission of proposals to this Request for Proposals is now Friday, August 11, 2006 at 4:00pm.

Yours truly,



Kerry Lynne Gillis
Buyer

KG:kg

pc: Fred Lin, P. Eng., Transportation Engineer
Victor Wei, P. Eng., Director, Transportation



City of Richmond

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August 2, 2006

File: 02-0775-50-2893/Vol 01

Business & Financial Services Department

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Attention: Those who have received a copy of 2893P

Dear Sir/Madame:

Re: Request for Proposal 2893P - City Centre Transportation Plan Update Addendum 2

Please be advised of the following information, based on bidder inquiries about this Request for Proposal:

1. Section 4 – 4.1.2 and 4.1.3 Proposed Model

- The reason we are not using EMME is that we would like to be able to use a more user-friendly model in-house for future on-going traffic forecasting and analyses. EMME does not suit our needs for more micro traffic analyses at a local level.
- Acceptable examples of alternative software at the planning level and at the micro simulation level are VISUM, micro-simulation model: VISSIM, operations model: SYNCHRO. VISUM is most compatible with VISSIM but we are open to other suggestions. The proposed choice of model will be evaluated by the City in terms of proven reliability and accuracy, experience of other users, technical support and compatibility with emme/2.
- Task 4.2.3 – please note that the city-wide impacts can only be done via planning level model (VISUM, emme/2). The modelling for Phase 1 is only for the purpose of validating the transportation network envisioned for the City Centre primarily for external trips to the core area.
- The existing city-wide Richmond emme/2 model was last used by TSI in the 2002 and 2005 Blundell Interchange studies. It has not been used for the City Centre area (with finer traffic zones) within the last 10 years since the original City Centre Transportation Study in 1997.
- It is expected that the micro-simulation model will be used primarily for local areas such as City Centre and Steveston. There will be the occasional needs to use the planning model to do city-wide analysis as part of future OCP process.
- The City would provide prompt access to the Regional emme/2 model to the successful consultant.
- New 4.2.8 – CCAP and City Centre Transportation Vision adoption by Council – Dec, 06. The concept of both the Area Plan and the Transportation vision need to be adopted by Council prior to the completion of Phase 2 work. However, a portion of Phase 2 work can

commence prior to this adoption, such as the modeling and general improvements strategy development.

2. Milestone dates:

- The tight deadline for the tasks in Phase One is necessary as the City Centre Area Plan along with the transportation network concept is scheduled to be presented to Council by the end of the year. The main purpose of the modeling in the first phase is simply to "validate" the ultimate vision of the transportation network in terms of its adequacy in meeting the travel needs in and out of the City Centre area only. No high details of modeling is required in this phase on the adequacy of the internal road network configuration.

3. Section 4.1.4 - Data Collection

- Traffic counts are available for other time periods (including 24-hr) at all signalized intersections in the city.
- Manual counts may be required at a limited number of intersections to supplement for right-turn volumes. Parking information may be retrieved from the 1997 study or recent development files available from the City.
- The successful consultant will be able to rely on the information provided by the City. Any additional data collection by the successful consultant is expected to be limited.
- Should additional data be required by the successful consultant, the City may negotiate provisions for collecting any additional data required.

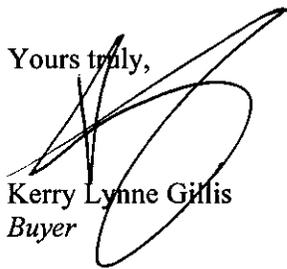
4. Task 4.2.2: Our estimate is that the ultimate build-out is expected at this time beyond 30 years and the 25% and 60% time horizons can be projected based on a linear trend.

5. Task 4.2.5 – please note that the successful consultant will be required to participate in a presentation to an Open House, but only as a resource person to answer questions at the open house.

6. Task 5.7 – The consultant is expected to prepare all necessary materials (e.g. PowerPoint, display boards) for the public consultation. Advertisement and public notification will be carried out the City.

7. Fee Schedule- The proponent shall allocate the percentage/actual amount of the total proposed fee for each of the tasks in the last column of the work program table.

Yours truly,



Kerry Lynne Gillis
Buyer

KG:kg

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