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MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE
Request for Qualifications

STRATEGIC REVIEW OF TRANSIT IN THE FRASER VALLEY

Request for Qualification: SRTFV-RFQ

Issue date:
AUGUST 13, 2008

Closing location:

MAIL:	COURIER/BY HAND:	FAX:
Ministry of Transportation and Infrastructure 7818 6 th Street, Burnaby, BC V3N 4N8 Attention: Ashok Bhatti	Ministry of Transportation and Infrastructure 7818 6 th Street, Burnaby, BC V3N 4N8 Attention: Ashok Bhatti	Ministry of Transportation and Infrastructure Attention: Ashok Bhatti FAX: (604) 660-0350

Closing date and time:

5 complete hard copies (or 1 copy via facsimile) and an electronic copy on diskette of each Response must be received before 2:00 PM Pacific Time on August 21, 2008

Contact person:

Ashok Bhatti, Regional Manager - Transit
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1. Overview of the Requirement

The Ministry of Transportation and Infrastructure (TRAN) in partnership with the Fraser Valley Regional District (FVRD), BC Transit, and Translink, would like to develop a long-range transit vision for the Fraser Valley that supports local community plans, the FVRD's regional growth strategy, and the Provincial Transit Plan (PTP). This work is being undertaken to establish a coherent vision for transit in the Fraser Valley in order to provide the context for transit planning and service delivery by BC Transit and its local government partners and potential new service delivery partnerships.

This vision would create a broad outline of transit and other transportation services in the Fraser Valley for the key PTP benchmark years of 2020 and 2030. Key measures and initiatives necessary to meet the 2020 and 2030 vision would also be identified for the interim milestone year of 2013. Transit, for the purposes of this study, means any form of public transportation from paratransit to full commuter rail. The intent of this study is to provide a series of working papers that form a logical progression in developing a foundation, vision (both regional and municipal) and concept plan for transit in the Fraser Valley.

The partners of this study foresee this strategic review of Transit in the Fraser Valley (SRTFV) consisting of five primary components as well as a communication/consultation plan:

1. Foundation Paper
2. Transit Vision (Regional Level)
3. Transit Vision (Municipal Level)
4. Transit Concept Plan
5. Final Report
6. Communications/Consultation Plan

The purpose of this Request for Qualifications (RFQ) is to determine if there are qualified consulting firms with experience in providing long-term strategic transit planning for areas of similar nature, scope, and size.

Based on the review of the RFQ Responses the Province intends to issue a Request for Proposals to Qualified Respondents who may then be invited to enter into a Contract for provision of the services described in section 4.

2. Request for Qualifications Definitions

Throughout this Request for Qualifications, the following definitions will be used:

- a) "BC Bid" means the electronic tendering service maintained by the Province;
- b) "BC Bid Website" means the website maintained by BC Bid at www.bcbid.ca, or any replacement website;
- c) "Contract" means a written contract executed by the Province and the Contractor as a result of an RFP;

- d) “Contractor” means a Qualified Respondent who is the successful Proponent to an RFP who enters into a Contract with the Province;
- e) “must” or “mandatory” means a requirement that must be met in order for a Response to receive consideration;
- f) “Province” means Her Majesty the Queen in Right of the Province of British Columbia and includes the Ministry of Transportation and Infrastructure;
- g) “Qualified Respondent” means a Respondent possessing the qualifications described in this RFQ;
- h) “Respondent” means an individual or a company that submits, or intends to submit, a Response;
- i) “Response” means a statement of qualifications submitted in reply to this RFQ;
- j) “RFP” means a Request for Proposals for provision of the services described in Section 4 that may be issued to all Qualified Respondents;
- k) “RFQ” means the process described in this Request for Qualifications; and
- l) “should” or “desirable” means a requirement having a significant degree of importance to the objectives of this RFQ.

3. Request for Qualifications

3.1 Enquiries

All enquiries related to this RFQ are to be directed, in writing, to the contact person at the mailing address on the front cover of this RFQ. Information obtained from any other source is not official and should not be relied upon. Enquiries and answers will be recorded and may be distributed to all Respondents at the Province’s option.

3.2 Closing Date

5 complete hard copies of each Response plus one electronic copy on diskette must be received before 2:00 PM, Pacific Time, on August 21, 2008 at the address on the front cover of this RFQ (if submitting via facsimile only 1 copy is needed however an electronic copy is still required). **Responses must not be sent by e-mail or e-bidding on BC Bid.** Responses and their envelopes should be clearly marked with the name and address of the Respondent, the RFQ number, and the project or program title.

Respondents must choose **one delivery method only** and must submit a Response **either** in hard copy format **or** facsimile.

3.3 Late Responses

Responses will be marked with their receipt time at the closing location. Only complete Responses received and marked before closing time will be considered to have been received on time. Hard-copies of late Responses will not be considered or evaluated and will be returned to the Respondent. Electronic Responses that are received late will be marked late and will not be considered or evaluated. In the event of a dispute, the

Response receipt time as recorded at the closing location for hard copy Responses or date stamped on facsimile will prevail whether accurate or not.

3.4 Qualifications Review Committee

Review of Responses will be by a technical steering committee formed by the TRAN and partners of this study (Fraser Valley Regional District, BC Transit, and Translink).

3.5 Review and Selection

The qualifications review committee will check Responses against the mandatory criteria. Responses not meeting all mandatory criteria will be rejected without further consideration. Responses that do meet all the mandatory criteria will then be assessed and scored against the desirable criteria. Responses not achieving a pass in a category will not be considered further. Qualified Respondents will be provided with a copy of the RFP if one is issued.

3.6 Estimated Time-Frames

The following timetable outlines the anticipated schedule for the RFQ, RFP and Contract process. The timing and the sequence of events resulting from this Request for Qualifications may vary and shall ultimately be determined by the Province and its partners.

Event	Anticipated Date
Request for Proposal anticipated issue date	Sept 3, 2008
Anticipated signing date of Contract	Sept 24, 2008
Foundation Paper (Including a Transit Market Analysis)	Jan 2009
Communication/Consultation Plan	Feb 2009
Transit Vision (Regional Level)	July 2009
Transit Vision (Municipal Level)	Sept 2009
Transit Concept Plan	Oct 2009
Final Report	Dec 2009

3.7

3.8 Signed Responses

The Response must include a cover letter substantially similar to the cover letter set out in Appendix B and the cover letter must be signed, by a person authorized to sign, on behalf of the Respondent and to bind the Respondent to statements made in the Response to this RFQ.

3.9 Changes to Response Wording

The Respondent will not change the wording of its Response after the closing date and time specified on the front cover of this RFQ and no words or comments will be added to the Response unless requested by the Province for purposes of clarification.

3.10 Respondent Expenses

Respondents are solely responsible for their own expenses in preparing a Response and for subsequent negotiations with the Province, if any. The Province will not be liable to any Respondent for any claims, whether for costs or damages incurred by the Respondent in preparing the Response, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

3.11 Acceptance of Responses

This RFQ is not an agreement to purchase goods or services. The Province is not bound to enter into a Contract with any Qualified Respondent. Responses will be assessed in light of the qualification review criteria. The Province will be under no obligation to receive further information, whether written or oral, from any Respondent.

3.12 Request for Proposals

It is anticipated that an RFP will be issued to all Qualified Respondents within 1 month. If the qualifications of a qualified respondent change prior to the issue of an RFP, the respondent should immediately notify the contact on the cover of any said changes. TRAN and its partners then reserve the right to reassess the qualification of the respondent based on these changes.

3.13 Definition of Contract

Notice in writing to a Respondent that it has been identified as a Qualified Respondent will not constitute a Contract nor give the Respondent any legal or equitable rights or privileges relative to the service requirements set out in this RFQ or in any subsequent RFP. Only if a Qualified Respondent and the Province enter into a subsequent full written Contract, as a result of an RFP, will a Respondent acquire any legal or equitable rights or privileges.

3.14 Modification of Terms

The Province reserves the right to modify the terms of this RFQ at any time in its sole discretion. This includes the right to cancel this RFQ at any time without issuing an RFP and the right to cancel the RFP at any time without entering into a Contract.

3.15 Ownership of Responses

All documents, including Responses, submitted to the Province become the property of the Province. They will be received and held in confidence by the Province, subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.

3.16 Confidentiality of Information

Information pertaining to the Province obtained by the Respondent as a result of participation in this RFQ and any subsequent RFP is confidential and must not be disclosed without written authorization from the Province.

3.17 Collection and Use of Personal Information

Respondents are solely responsible for familiarizing themselves, and ensuring that they comply, with the laws applicable to the collection and dissemination of information, including resumes and other personal information concerning employees and employees

of any subcontractors. If this RFQ requires Respondents to provide the Province with personal information of employees who have been included as resources in response to this RFQ, Respondents will ensure that they have obtained written consent from each of those employees before forwarding such personal information to the Province. Such written consents are to specify that the personal information may be forwarded to the Province for the purposes of responding to this RFQ and use by the Province for the purposes set out in the RFQ. The Province may, at any time, request the original consents or copies of the original consents from Respondents, and upon such request being made, Respondents will immediately supply such originals or copies to the Province.

3.18 Additional Information on the RFQ

All subsequent information regarding this RFQ, including changes made to this document, will be posted on the BC Bid Website. It is the sole responsibility of the Respondent to check for amendments and additional information on the BC Bid Website.

4. Services

4.1 Services

The Qualified Respondents who become Contractors may perform and be responsible for the following services and duties:

- (a) A review of plans, policies and objectives related to transit, transportation, land use, and greenhouse gas emission in the Fraser Valley;
- (b) Creation of a model to demonstrate current and forecasted transit demand based on current ridership data and transit dependent factors including but not limited to official community plans, demographics, income, vehicle ownership, and transit trip attractions;
- (c) Preparing a supported transit vision for the Fraser Valley at the conceptual level for service types and general service levels at a regional, inter-regional, and municipal transit travel;
- (d) Provide recommendation as to the relative priority of each of the above markets or service types giving due consideration to goals and factors such as creating complete communities, serving all trips and trip purposes, how transit might be used to create density in communities, maximizing ghg reduction potential, changing energy prices, etc., relationships to walking and cycling initiatives, etc.
- (e) Provide projections of transit service, ridership and mode share for municipal, regional, and inter-regional service under a PTP-and ghg supportive scenarios;
- (f) Provide a transit vision can support local land use goals including the desire for more compact, mixed-use development;
- (g) Outline supporting strategies that can be used to encourage greater transit ridership including transportation demand management and fare strategies;
- (h) Describe (at a conceptual level) the fleet and infrastructure to support transit, especially on major municipal corridors. The latter could include transit garage facilities, exchanges or stations, bus stops, park and ride facilities, technology and ITS and security;
- (i) For the interim milestone year of 2013, identify, at a conceptual level, the phasing, needed resources and initiatives for the above scenarios;
- (j) Provide a high-level evaluation of all scenarios proposed along with associated costs and benefits. This information should be provided in a form that could easily be incorporated into future business cases.

- (k) Outline various funding scenarios that demonstrate how these investments horizons could be achieved, as well as any potential funding sources (either new or reallocated and, if applicable, potentially revised institutional or governance arrangements).
- (l) Provide analysis on the roles and responsibilities of the partners and Fraser Valley local governments in implementing the transit vision and comment on the financial implications of achieving that vision.
- (m) Examine and assess the efficiencies, effectiveness, and costs of the various governance models.
- (n) Prepare a comprehensive communication/consultation plan that incorporates effective stakeholder feedback. This would include providing support and resources for the preparation and collection of feedback from identified stakeholders and/or groups.

5. Qualifications Review Criteria

Respondents will be evaluated on their experience in studies of similar nature, scope, and size. The Technical Steering Committee established for this study will review the Responses on the merits of the mandatory criteria and desirable criteria. **The top three (3) respondents, as determined by their overall score, will be provided with the opportunity for a RFP.**

5.1 Mandatory Criteria

The following are mandatory requirements. Responses not clearly demonstrating that they meet them will receive no further consideration during the qualifications review process.

Criteria	
a)	The Response must be received at the closing location or submitted on BC Bid by the specified closing date and time.
b)	The Response must be in English and must not be emailed.
c)	5 copies of the Response (or 1 copy via facsimile) must be submitted. 1 electronic (disk) copy is also required.
d)	If delivery by hard copy is selected, the Response must include a cover letter substantially similar to the cover letter set out in Appendix A and the cover letter must be signed, by a person authorized to sign on behalf of the Respondent and to bind the Respondent to the statements made in the Response to this RFQ.
e)	The Response should <u>provide two unique and specific references of projects of similar scope and size.</u> These references should be complete with <u>contact information</u> as the Ministry on behalf of the partners will contact one (or both) of the stated references for the highest scoring Response. The Ministry will not enter into a contract with any Response whose references are found to be unsatisfactory.

f) The Response received should be of the format described in Section 6 of this RFQ.

5.2 Desirable Criteria

Responses meeting all mandatory requirements will be further assessed against the following desirable criteria. A Respondent not reaching the minimum score in a given category will receive no further consideration during the qualifications review. **The top three (3) respondents, as determined by their overall score, will be provided with the opportunity for a RFP.**

Criterion	Points Available	Minimum Score
Qualifications are sufficient to addresses the service and duties as outlined.	25	15
Proposed project structure is clearly outlined along with location of principles and their primary offices.	5	5
Availability of resources is sufficient to complete the study within the proposed time frame.	5	5
References submitted demonstrate projects completed by the Respondent of similar nature, scope, and size.	40	30
Reference check provides favourable response to the Respondent.	5	5
Respondent has demonstrated enough knowledge and understanding of the study area and the transit service providers to competently complete the study.	20	15
TOTAL POINTS AVAILIABLE	100	75

6. Respondent's Response

The following format and sequence should be followed in order to provide consistency in the Respondent's submissions and ensure each Response receives full consideration. All pages should be consecutively numbered.

- 1) Appendix A – Response Cover Letter
- 2) Executive Summary
- 3) Related Team Experience: Qualifications and Availability
- 4) Proposed Project Structure: With Principles and their primary offices.
- 5) References: Two unique projects of similar nature, scope, and size.
- 6) Demonstrated knowledge and understanding of study area and service providers.

Appendix A – Response Covering Letter

Date:

**MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE
7818 Sixth Street
Burnaby, BC V3N 4N8**

Attention: **Ashok Bhatti, Regional Manager of Transit**

Subject: **Request for Qualifications: SRTFV-RFQ, including any amendments or additions (the “Request For Qualifications”)**

The enclosed Response is submitted in response to the above-referenced Request for Qualifications.

We have carefully read and examined the Request for Qualifications and have conducted such other investigations as were prudent and reasonable in preparing the Response. We are authorized to submit this Response on behalf of the Respondent.

Yours truly,

Signature

Name: _____

Title: _____

Telephone Number: _____

e-mail address: _____

Legal name of Respondent: _____

Date: _____

DRAFT