

**COUNCIL AUTHORITY FOR CONTRACT AWARDS
PROPOSAL AWARD**

Project Award	Proposal Award No. 23-533 – Consulting Services for the Milton Transit Service Review and Master Plan Update
Recommendation	Staff is recommending the award of the proposal for Consulting Services for the Milton Transit Service Review and Master Plan Update to Arcadis IBI Group in the total amount of \$209,816 (exclusive of HST).
Purpose of Report	As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required for proposal awards over \$100,000.
Background information	<p>This study will undertake a comprehensive review of Milton Transit services and update the Town's 5-year Transit Master Plan for the period of 2024-2030. This study conducts a review, evaluation and assessment of transit services currently provided to identify potential changes in service delivery methods and/or service levels, as well as recommendations for service adjustment to improve efficiency, effectiveness and ridership uptake.</p> <p>This study builds on previous Master Plan initiatives to further develop short, medium and long term sustainable transit requirements in community growth areas.</p> <p>There are five (5) key areas of study:</p> <ul style="list-style-type: none"> • Part 1: Vision, Mission, and Strategic Objectives • Part 2: Service Review and Master Plan Update • Part 3: Administrative Support and Contracted Service Delivery Review • Part 4: Fare Policy and Payment Strategy • Part 5: Marketing and Communications Plan <p>Council approved the project scope on February 6, 2023.</p> <p>An evaluation team with representation from Transit Planning, Financial Planning and Development Services evaluated the proposals against the established criteria and three proponents were invited to an interview. The proposal submission from Arcadis IBI Group was the highest ranking proposal.</p>
Purchasing Section: Bid Award Information	
Date bid issued	February 15, 2023
Advertisements	Town of Milton website
Closing Date	March 8, 2023
# of Plan takers	Eight

Proposal Submissions received	Proposals were received from the following companies: Dillon Consulting Limited HDR Corporation IBI Group Professional Services (Arcadis IBI Group) Left Turn Right Turn Ltd. WSP Canada Inc.
Evaluation Criteria	The proposals were evaluated based on the following criteria: <ul style="list-style-type: none"> • Description of the Firm, Project Team and Structure • Project Team Experience and References • Understanding of the Project • Project Methods, Work Program, Tasks and Deliverables • Project Scheduling • Proposal Costs

Financial Planning Section: Budget Impact (Note 1)

Account Number(s)	C55010023-N0631-7290
Account Description	Milton Transit Service Review and Master Plan Update
Project Total Budget	\$221,151
Contract Budget	\$214,710
Actual (Net of HST Rebate)	\$213,509
Variance (Note 2)	\$1,201 (F)
Funding Source	Development Charges and Project Variance Account

Note 1: Financial impact includes any non-refundable portion of HST

Note 2: Staff is requesting that the favourable variance remain in the project for contingency and unanticipated costs.