

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: January 31, 2023

TO: Committee of the Whole

FROM: Robert Smith, Engineering Technologist
David Shen, P. Eng, Director of Development Services & Engineering

SUBJECT: Mississippi Mills Transportation Master Plan

RECOMMENDATION:

THAT the Committee of the Whole recommend that Council award the contract for the Transportation Master Plan Project to Parsons Inc., in the amount of \$151,570.00 (HST not included).

BACKGROUND

Transportation Master Plan (TMP) is a strategic planning document guiding the planning, expansion, and management of multi-modal transportation system to its planning horizon. A TMP identifies the policies and projects that will align with growth, support vision, and meet short- and long-term transportation needs.

A “*Comprehensive Transportation Master Plan*” was completed in 2016 by Dillon Consulting for the Municipality of Mississippi Mills. To accommodate unprecedented growth, reflect conditions and travel behavior change, align with other planning projects, and to inform the upcoming Development Charges Background Study, the Municipality will need a new TMP.

DISCUSSION:

The Proposal

Under the existing Standing Offer agreement process, a call-up was initiated requesting consultant Parsons Inc. (Parsons) to provide a proposal for a new Transportation Master Plan. Parsons has an expertise in transportation planning and has delivered many similar projects in Eastern and Southern Ontario.

Since August 2022, the proposal has undergone five rounds of revisions to address comments from:

- Public Works
- Planning

- Engineering
- Community and Economic Development
- CAO

Parsons also updated the proposal based on the comments from Councillors at two Council meetings (December 13th, 2002, and January 10th, 2023) regarding active transportation and traffic calming.

The Project

The Transportation Master Plan will follow the Master Plan process as outlined in Section A.2.7 of the Municipal Engineers Association (MEA) Municipal Class Environmental Assessment (October 2000, as amended in 2007, 2011 and 2015).

Reflecting the required level of effort, the proposed Work Breakdown Structure (WBS) includes:

- Project Start-up, Management and Coordination
- Needs and Opportunities
- Public & Stakeholder Consultation (Round 1)
- Future Road Network Assessments
- Future Active Transportation Network Assessment
- Review of Supporting Policies and Strategies
- Public & Stakeholder Consultation (Round 2)
- Implementation Plan
- Reporting and Documentation Presentations

Working Under the “Project Umbrella”

As presented in related staff reports, the TMP will be one of the major participating projects of the developed “project umbrella” for branding, promoting, consultation and communications and using a consistent and integrated method among projects.

The first public consultation event (Public Information Centre, PIC) will be scheduled in April in the form of open house.

FINANCIAL IMPLICATIONS

Responding to the call-up and under the pre-established 2023 Standing Offer rates, Parsons has proposed a fee of \$151,570.00 (excluding HST). The associated costs have been given pre-budget approval by Council on December 13th, 2022.

SCHEDULE IMPLICATIONS

According to the proposed project schedule, this Transportation Master Plan will be completed by January 2024.

SUMMARY

Staff are of the opinion that this project call-up complied with the Standing Offer agreement process, the qualification of the consultant (Parsons) is outstanding, and the proposed method, schedule, fee as well as proposal quality are satisfactory.

It is recommended that this project proceeds and the work be awarded to Parsons Inc.



Submitted by:
Robert Smith
Engineering Technologist



Co-submitted by:
David Shen
Director of Development Services &
Engineering



Reviewed by:
Ken T. Kelly
Chief Administrative Officer