



# TOWN OF LAKE COWICHAN

---

**REQUEST FOR PROPOSALS**

**RFP 2024-01**

**Issued April 24<sup>th</sup>, 2024**

## **UPTOWN PARKING STUDY**

Town of Lake Cowichan, Public Works and Engineering Services  
**Attention: Jas Sandhu, Superintendent, Public Works and Engineering Services**  
Town of Lake Cowichan, 39 South Shore Road, Lake Cowichan, BC, V0R 2G0

**Submission Deadline: June 7<sup>th</sup>, 2024, 3:00 PM**

TABLE OF CONTENTS

**DEFINITIONS** ..... 3

**1.0 - INTRODUCTION**..... 3

    1.1 PURPOSE ..... 3

    1.2 BACKGROUND ..... 3

**2.0 - INSTRUCTIONS TO PROPONENTS** ..... 4

    2.1 SUBMISSION OF PROPOSALS ..... 4

    2.2 INQUIRIES ..... 5

**3.0 - GENERAL TERMS OF PROPOSAL PROCESS**..... 6

    3.1 PROPOSAL PREPARATION COSTS ..... 6

    3.2 PROPOSAL EVALUATION ..... 6

    3.3 PROPOSAL PRESENTATION..... 6

    3.4 PROPOSAL CONFIDENTIALITY AND PROPRIETARY INFORMATION..... 6

    3.5 CONFLICT OF INTEREST ..... 7

    3.6 NO COLLUSION..... 7

    3.7 LITIGATION ..... 7

    3.8 NO CONTRACT ..... 7

    3.9 ACCEPTANCE OF PROPOSAL..... 8

    3.10 PROPOSAL CONTENT ..... 8

    3.11 SUBCONTRACTORS..... 9

    3.12 PROPOSAL CONTENT & INNOVATION ..... 9

    3.13 WORKERS COMPENSATION ACT..... 9

**4.0 -SCOPE OF WORK AND SCHEDULE**..... 9

    4.1 STATEMENT OF UNDERSTANDING..... 9

    4.2 SCHEDULING ..... 9

    4.3 TERMS OF REFERENCE ..... 9

    4.4 MAPS ..... 12

    4.5 PRESENTATION(S)..... 12

**5.0 - COMMUNICATIONS**..... 12

**6.0 - FEES AND DISBURSEMENTS**..... 12

**APPENDIX “A”** ..... 13

## REQUEST FOR PROPOSAL RFP PROGRAM TITLE: UPTOWN PARKING STUDY

### **DEFINITIONS**

“**CONTRACTOR or CONSULTANT**” means the Proponent whose Proposal has been accepted by the Town of Lake Cowichan and is awarded a contract by the Town of Lake Cowichan to carry out the Work.

“**LAKE COWICHAN**” means the Town of Lake Cowichan.

“**PROPONENT**” means the responder to this RFP.

“**PROPOSAL**” means a proposal to carry out the Work submitted by a Proponent in response to this RFP.

“**RFP**” means this Request for Proposal.

“**WORK**” means and includes anything and everything required to be done for fulfillment and completion of the project in accordance with this RFP and Proposal.

### **1.0 - INTRODUCTION**

#### **1.1 PURPOSE**

The purpose of the Study is to determine how best to utilize the available public parking in the study area of the Town of Lake Cowichan.

#### **1.2 BACKGROUND**

The affected uptown core of the Town of Lake Cowichan is the subject of the study of the part of the Town of Lake Cowichan which provides many services. It is also a tourist destination, attracting visitors from all over the Island and beyond with its eclectic businesses and restaurants. Vehicle parking availability in the business area is very limited for much of the day during the summer months, and this lack of parking supply directly impacts accessibility to the businesses and services. This also affects the enjoyment of these areas of town and the overall economic potential of the Town of Lake Cowichan. If there is to be investment in parking related improvements, there is a need to first determine how much increased capacity is needed, and where it is needed.

The Town of Lake Cowichan uptown parking supply consists of on-street spaces as illustrated on the parking map on the next page, and Town-owned parking lots at Saywell Park and Centennial Park on Point Ideal Drive. There is also street parking on South Shore Road and Point Ideal Drive. There are also spaces available in privately-owned parking lots. While it is evident that the supply does not adequately address the demand, there is uncertainty as to how best to address the parking requirements during the summer.

**The study will be addressing solutions such as controlling the scarcity of parking spaces through metered parking charges.**

The Town of Lake Cowichan can provide map, aerial photography, zoning bylaw, Official Community Plan (OCP), and parking maps in digital format, as well as information on current and proposed developments.

REQUEST FOR PROPOSAL - UPTOWN PARKING STUDY



Parking Zones	
	Proposed All Day
	Proposed 2-Hours
	2-Hours
	2-Hours on Weekends Only

**2.0 - INSTRUCTIONS TO PROPONENTS**

**2.1 SUBMISSION OF PROPOSALS**

The Proposal and their envelopes should be clearly marked with the name and address of the Proponent and the RFP program title. The sealed envelope should be addressed to the following:

**Jas Sandhu, Superintendent, Public Works and Engineering Services**  
**39 South Shore Road, Box 860, Lake Cowichan, BC V0R 2G0**  
**Office No. (250-749-6244), Fax No. (250-749-0281) Email: [jas.sandhu@lakecowichan.ca](mailto:jas.sandhu@lakecowichan.ca)**

Proposals must be received on or before the **Closing Time** of:                    TIME: **3:00 pm local time**  
DATE: **June 7<sup>th</sup>, 2024**

Proposals (3 hard copies) will be accepted until the Closing Time specified. It is the Proponent’s sole responsibility to ensure its Proposal is received at the address set out above by the Closing Time.

Proponents wishing to make changes to their Proposals after submission but prior to the Closing Time may do so by submitting the revisions by fax, email or hard copy. It is the Proponent’s sole responsibility to ensure the revisions are received by the Town of Lake Cowichan prior to the Closing Time.

Proposals received after the Closing Time will not be accepted or considered.

## **2.2 INQUIRIES**

Proponents shall carefully examine the RFP documents and shall fully inform themselves as to the intent, existing conditions and limitations which may affect their Proposal submission. No consideration will be given after submission of a Proposal to any claim that there was any misunderstanding with respect to the conditions to the conditions imposed.

Proponents finding discrepancies or omissions in the Contract or RFP or having doubts as to the meaning or intent of any provision, should immediately notify the above listed project contact. If there are any changes, additions, or deletions to the Proposal scope, conditions, or closing date, Proponents will be advised by means of an Addendum issued by the Town of Lake Cowichan. All Addenda are to become part of the Proposal Documents and receipt of Addenda should be acknowledged by the Proponent in the submission.

Verbal discussion between the Town of Lake Cowichan Councillors or staff and a Proponent shall not become a part of the RFP or modify the RFP unless confirmed by written Addendum.

### **3.0 - GENERAL TERMS OF PROPOSAL PROCESS**

#### **3.1 PROPOSAL PREPARATION COSTS**

All expenses incurred by the Proponent in preparation and submission of this Proposal are to be borne by the Proponent, with the express understanding that no claims for reimbursements against the Town of Lake Cowichan will be accepted. The Town of Lake Cowichan shall not be responsible for any costs involved in or associated with any meetings, discussion or negotiation following submission that could lead to acceptance of the Proposal and award of a contract.

#### **3.2 PROPOSAL EVALUATION**

The Town of Lake Cowichan recognizes that “Best Value” is the essential part of purchasing a product and/or service and therefore the Town of Lake Cowichan may prefer a Proposal with a higher price, if it offers greater value and better serves the Town of Lake Cowichan’s interest, as determined by Town of Lake Cowichan, over a Proposal with a lower price.

The Town of Lake Cowichan, at its sole discretion, reserves the right to:

- Reject any or all Proposals whether complete or not;
- Reject any Proposal it considers not in its best interests;
- Waive any irregularity, deficiency, or insufficiency in the Proposal submitted;
- Not be liable for misunderstandings or errors in the Request for Proposals;
- Issue addenda to the Request for Proposals;
- Contact references provided by the Proponents;
- Retain independent persons or contractors for assistance in evaluating Proposals;
- Request points of clarification to assist the Town of Lake Cowichan in evaluating Proposals;
- Negotiate changes with short listed Proponents; and
- Withdraw the Request for Proposal.

#### **3.3 PROPOSAL PRESENTATION**

The Town of Lake Cowichan reserves the right to request one or more of the Proponents whose submissions are of particular interest to the Town of Lake Cowichan, to make oral presentations to the Town of Lake Cowichan.

#### **3.4 PROPOSAL CONFIDENTIALITY AND PROPRIETARY INFORMATION**

All submissions become the property of the Town of Lake Cowichan and will not be returned to the Proponent. Town of Lake Cowichan will consider all Proposals submitted as confidential but reserves the right to make copies of all Proposals received for its internal review and for review by its financial, accounting, legal, and technical consultants.

Proponents should be aware that the Town of Lake Cowichan is a “public body” as defined in and subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.

If the Proponent believes any of the information requested in this RFP and provided by them is confidential, then they should identify it as such and provide a rationale as to why it should not be released under “Freedom of Information” legislation.

The rationale for keeping information confidential under this legislation includes:

- a) Trade secrets of the Proponent;
- b) Financial, commercial, scientific or technical information, the disclosure of which could reasonably be expected to result in material financial loss or gain or could reasonably be expected to prejudice the competitive position of the Proponent; or
- c) Information the disclosure of which could be reasonably expected to interfere with contractual or other negotiations of the Proponent.

### **3.5 CONFLICT OF INTEREST**

A Proponent shall disclose in its Proposal any actual or potential conflicts of interest and existing business relationships it may have with the Town of Lake Cowichan, its elected or appointed officials or employees, any property ownership direct or indirect in the jurisdiction. The Town of Lake Cowichan may rely on such disclosure.

### **3.6 NO COLLUSION**

Except as otherwise specified or as arising by reason of the provision of the contract documents, no person whether natural, or body corporate, other than the Proponent has or will have any interest or share in this Proposal or in the proposed contract which may be completed in respect thereof. There is no collusion or arrangement between the Proponent and any other actual or prospective Proponents in connection with Proposals submitted for this project and the Proponent has no knowledge of the contents of other Proposals and has made no comparison or agreement or arrangement, express or implied, with any other party in connection with the making of the Proposal.

### **3.7 LITIGATION**

Proponents who, either directly or indirectly through another corporation or entity, have been or are in litigation, or who have served notice with intent to proceed with court action against the Town of Lake Cowichan in connection with any contract for works or services, may be considered ineligible Proponents. Receipt of Proposals from such Proponents may be disqualified from the evaluation process.

### **3.8 NO CONTRACT**

This RFP is not a tender and does not commit the Town of Lake Cowichan in any way to select a preferred Proponent. By submitting a Proposal and participating in the process as outlined in this RFP, Proponents expressly agree that no contractual, tort or other legal obligation of any kind is formed under or imposed on the Town of Lake Cowichan by this RFP or submissions prior to the completed execution of a formal written Contract.

### 3.9 ACCEPTANCE OF PROPOSAL

The acceptance of a Proposal will be made in writing from the Town of Lake Cowichan and will be addressed to the successful Proponent at the address given in the submitted Proposal. Following acceptance and approval to proceed with the Proposal, the Proponent is expected to enter into a contract with the Town of Lake Cowichan to perform the works or services set out and agreed upon in the Proposal.

The agreement that the successful Proponent will be expected to execute with the Town of Lake Cowichan will contain terms similar to those contained in the MMCD Standard Client Consultant Agreement.

### 3.10 PROPOSAL CONTENT

Content to be included in the Proposal, but not limited to:

- Full name, address and telephone number of the submitting office of the Proponent and where applicable, the name, address and telephone number of any branch office, affiliate or sub-consultant(s) that will be involved in the project.
- Project Manager: The Proposal shall identify the proposed project manager who will be the single point of contact, responsible for direct interaction with the Town of Lake Cowichan. State his/ her position and professional discipline. Describe the work to be performed by the project manager, his/ her qualifications and substantive experience directly related to the proposed Work.
- Proposed Project Team: The Proposal shall list key individuals including the project manager who will have major responsibilities for the performance of the Work. Describe the work to be performed by each listed individual and their qualifications in terms of education and substantive experience directly related to the proposed project.

The Proposal should include the following endorsement:

*"Identified Key Project Team members shall only be replaced with written approval of the Town of Lake Cowichan."*

- Methodology: The Proposal shall contain an outline of strategies and skills that will be used to manage the project's expectations, resources, budget, and quality control. Discuss how each task will be carried out and what services or interaction is required from/ with the Town of Lake Cowichan. Suggest alternative, if appropriate. Identify any specialized equipment, unique approaches, or concepts or cost saving measures which your company may use relevant to the required services.
- References: The Proposal shall provide no less than two (2) references that are relevant to the proposed Work. The references should be from a third party who can provide information about the performance of the Proponent in delivering services for the experience cited.



### **3.11 SUBCONTRACTORS**

The Proposal shall include the company name of all sub-contractors and sub-consultants proposed to be used in the performance of the Work with a description of the work they would be performing.

The sub-contractors and sub-consultants listed in the Proposal may not be changed without the written consent of the Town of Lake Cowichan. If the Town of Lake Cowichan so requires, the Proponent shall be prepared to confirm to the Town of Lake Cowichan the competence of sub-contractors and sub-consultants prior to acceptance of the Proposal.

### **3.12 PROPOSAL CONTENT & INNOVATION**

The Proponent shall address in the Proposal submission, all the information as requested in the RFP documentation. The Proponent is also encouraged to include innovative, alternative or unique solutions to the Proposal subject that may, along with other things, indicate cost initiatives, improved environmental impacts, better public relations and/or project acceptance, reduced risk, improved management or administrative efficiencies, etc. Any alternative Proposals submitted should include all the requirements of the original RFP with costs identified for comparative purposes.

### **3.13 WORKERS COMPENSATION ACT**

The Proponent, and any proposed sub-contractors and sub-consultants, should provide a Work Safe BC (Workers Compensation Board) Registration Number in the Proposal and shall at the time of signing a contract agreement, provide proof of payment of claims in good standing with Work Safe BC.

## **4.0 - SCOPE OF WORK AND SCHEDULE**

### **4.1 STATEMENT OF UNDERSTANDING**

In their own words, the Proponent must show that they have an understanding of what the Work involves and what is required to complete the project. It is the Proponent's responsibility to demonstrate that they possess the required knowledge, understanding and capacity to carry out the Work as outlined in this RFP.

### **4.2 SCHEDULING**

Proponents will provide a proposed project schedule indicating the tasks and deliverables. Time is of the essence in this project.

### **4.3 TERMS OF REFERENCE**

#### **Study area**

The downtown parking study area is defined as shown in Appendix "A"

### **Current Parking Requirements**

The successful proponent will describe the methods by which accurate data will be collected to show, in general terms, the amount of parking that would adequately service the study area parking needs. The Town will subsequently use this information to determine how to best provide the required parking.

Any increase in the supply of parking will be intended to address the current and near-term requirements. The transition to driverless cars, transit, walking and cycling, and transportation demand management strategies will be considered for this project.

Data collection methods for current parking demand may include:

- A desktop analysis of the current parking, zoning, business licensing, and residential units;
- Manual vehicle counts;
- Video monitoring;
- Licence plate surveys;
- A survey of local businesses to determine staff parking requirements, specifically including maximum number of employees working per day and peak times rather than total employees;
- A survey of a statistically significant percentage of drivers in the core area to determine their origin, purpose of their trip, expected duration and how many businesses they will visit, or if it is a residential visit/use;
- A survey of the current on-street parking demand in the core area once per hour between 9:00 am and 7:00 pm using licence plate data for two separate weeks, on a Thursday and a Saturday of each week;
- A survey of the current on-street parking demand in the remainder of the study area will be four times per day (morning, mid-day, afternoon and evening also using licence plate data for the Thursday and Saturday of one week; and,
- Additional and/or alternative data collection methods may be proposed if accompanied by a rationale as to how the resulting data will satisfy the objectives of this study.
- Conduct the parking data collection in December, May and possibly July; and,
- A survey of residents of the Town of Lake Cowichan market area on the current frequency of their downtown market area on the current frequency of their downtown visits and whether they are influenced by the perception of downtown parking, environmental impact, and support for local businesses.

Proponents should indicate which data collection methods they will be utilizing, the cost of each method and detail the rationale for the methods used and not used.

### **Current Parking Requirement Deliverables:**

Proponents should indicate how they intend to capture information on the following deliverables, and if not, detail the rationale:

- Maps of parking on private lands;
- Average and hourly occupancy rate by block;
- Peak occupancy each hour by block;
- Peak time by block;
- Total number of hours per day in Excess of 90% capacity by block;
- Average length of stay by block;

- Turnover by block; 10
- How many employees are currently parking downtown, and where they are parking;
- Overall Parking Stall Surplus / Shortfall;
- Identification of general zones or areas where additional capacity is necessary, with appropriate walking distances;

The existing on and off-street parking stalls will be categorized by class in the following manner by the proponent:

- Private employee parking;
- Private customer parking;
- Time restricted 15/120/180-minute customer parking;
- Accessible parking;
- Tour bus parking; and
- Bicycle parking.

### **Future Parking Requirements**

Several factors may affect future parking requirements, including density in the current Zoning bylaw; desired density in the OCP; current active development files; forecasts towards ride sharing and the use of electric vehicles; extent of active transportation; and potential enhancement of public transit. All these factors can also affect potential street configurations and future parking requirements.

### **Future Parking Requirement Deliverables**

The successful proponent will utilize the above noted and other available data to project the future parking requirements for employee parking and for customer parking. Maps and accompanying explanatory text will detail the number of additional parking spaces required and the general areas or zones where these should be located.

In addition, the proponent will make recommendations on the number and locations of necessary EV parking spaces over a 5, 10, and 20-year horizon.

### **What this study will also address**

The study will be addressing solutions.

Parking enforcement methods, specific parking site selections, or specific street project selections for additional capacity will be considered by Council as opportunities arise.

Parking meters may be considered due to the need to control limited parking opportunities.

As noted above, the Town of Lake Cowichan may negotiate with short listed consultants to minimize or change some of the requested duties prior to signing a contract.

#### **4.4 MAPS**

All maps shall use metric units throughout. All maps shall use Geodetic datum and UTM And 83 coordinates. Maps shall be drawn and saved in DWG format, and shall meet standards acceptable to the Town of Lake Cowichan. All maps shall be provided in PDF format.

Two (2) hard copies, as well as electronic (CAD and PDF) of all the maps will be provided to the Town of Lake Cowichan.

#### **4.5 PRESENTATION(S)**

One or more presentations to Council or Committee may be required. Any cost for such presentation(s) shall be included in the proposal.

### **5.0 - COMMUNICATIONS**

Regular updates to the Superintendent, Public Works and Engineering Services are required throughout the project.

### **6.0 - FEES AND DISBURSEMENTS**

The Proponent shall provide a lump sum fee up. Any costs incurred by the Consultant above the submitted lump sum cost will be the sole responsibility of the Consultant unless pre-approved by the Town of Lake Cowichan.

The Proponent should provide sufficient pricing detail on the various data collection methods and their linkage to the deliverables, to enable the Town to determine the cost benefit of undertaking the various data collection methods.

A schedule of hourly rates for all personnel proposed, equipment and disbursement rates for the project shall be included in the Proposal. Ensure sufficient detail is provided to facilitate evaluation of level of effort by task and cost.

Fee Estimates must include all applicable taxes but show taxes as separate items.

RFP 2024-01 (April 24<sup>th</sup>, 2024)

# APPENDIX "A"

