

## **1. INTRODUCTION**

### **1.1 Background**

Savary Island is an Island-based community dependent on water transport to connect it with the rest of the Province. This single factor has had a dramatic impact on the environment, population density, the scale of development and in some cases the types of activities that are carried out on the Island.

A recent increase in the number of vehicles on the Island during the summer months has put a strain on the existing road system. The Island community has a desire to have a road system that reflects the rustic rural character of Savary.

The Ministry of Transportation and Infrastructure is the road authority for all island roads looking after all maintenance through the maintenance contractor, any improvements and permitting any activity on existing right of ways.

### **1.2 Study Area**

The study will look at all Savary Island right of ways including existing roads and used right of ways.

### **1.3 Study Goals and Objectives**

To create a document that will study/identify the following:

- Parking issues; number of spaces required for public parking and where they should be located
- The hierarchy of roads
- Road standards for all classifications
- The treatment of pedestrians and cyclists
- Speed limits
- Shuttle service; -on island road based. Is it viable, how and where?
- Emergency vehicles; what is required, what is reasonable
- Alternative routing for disaster responses
- Types of vehicles and implications; golf carts, gators etc
- Vehicle volume; summer vs winter

## **2. METHODOLOGY**

### **2.1 Study Components**

The key components of this study should include but may not be limited to the following.

#### Review past information

- Examine and summarize previous planning work undertaken.
- Undertake necessary site visits and collate data.
- Interview project stakeholders to identify concerns. Stakeholders to include Regional District staff, water taxi operators, barge operator, land taxi operator and Ministry staff.

#### Develop improvement concepts

- Assess the available analysis techniques and traffic forecasting tools.
- Using an agreed methodology, prepare traffic forecasts for full build out of island properties, identifying any significant timelines/locations where the existing system will fail to perform to a reasonable level of service.
- Develop and shortlist any improvement options to serve this traffic

#### Meetings / Contacts

The Consultant should allow for the following meetings, currently identified:

- Project initiation meeting
- 3 project steering committee meetings
- Stakeholder meetings as required
- Final report presentation. While MoT will determine and invite the participants, the Consultant will prepare and deliver the presentation, including all support material.

#### Stakeholders

- The Consultant will be expected to independently contact approved agencies and stakeholders.
- The Consultant will obtain approval from the Project Manager prior to contacting agencies or stakeholders.

### **2.2 Study Deliverables**

#### Progress Reports

Memo style monthly progress reports are required and shall be provided to the Project Manager by the first Friday of the next month. The progress reports, in electronic format, will identify the tasks or milestones that have been completed and resources expended, as well as any issues requiring decisions and anticipated problems.

#### Final Report

A final report is required, including a concise Executive Summary, for a non technical audience, able to stand alone, that clearly details all of the work undertaken. The report must be comprehensive and include planning analysis, option development, the evaluation framework and the evaluation process.

The report will be fully supported by tables and graphics, listing/justification of all assumptions, data and background material compiled, and analyses undertaken. A digital copy of all

supporting data should also be provided, including for example: presentations, traffic and collision data, modeling data, forecasting outputs and worksheets.

Upon approval of the (revised) final report, 3 bound copies, an unbound original and an electronic version are required. In addition, 5 copies of the Executive Summary are required.

#### Final Presentation

A final presentation will be conducted in the MoT office in Burnaby by the Consultant at the end of this project to formally present the findings and recommendations of the study. The Consultant is responsible for preparing all necessary graphics and drawings for the final presentation.

Project completion is required by March 31, 2009. The proposed schedule needs to indicate meetings, milestone events and associated deliverables.

### **2.3 Available Data and References**

This list is a guideline only and is not intended to be exhaustive.

MoT

- Savary Island Survey Documentation

Powell River Regional District

- Savary Island OCP
- Cadastral Mapping

### **3.0 STUDY MANAGEMENT**

The Project Manager for the study will be the first level of contact with the MoT regarding this study and will generally be the project spokesperson.

The Project Manager assigned to this project is:

Sharon Goddard, P.Eng.  
Ministry of Transportation  
300-5710 Teredo Street  
Sechelt, BC V0N 3A0  
604 989 1507                      fax 604 740 8988

The Consultant's performance will be assessed at the end of the project and discussed at an Evaluation Meeting. Once signed by the Project Manager and the Consultant representative, the evaluation will become part of the RISP database.

Payment to the Consultant will be made once during the study. Ministry to be invoiced prior to March 15<sup>th</sup> 2009.

#### 4.0 PROPOSAL TERMS AND CONDITIONS

The Consultant will submit a detailed list of the Consultant project team (including all sub-contractors to be used) and their role and experience related to this type of study. The Consultant must demonstrate that the resources allocated for this assignment are available and committed to completing the project within the specified time frame as well as show an ability to undertake and complete all work tasks for the project within the defined time frame.

**Completion of the project by March 31, 2009 is required.**

Staff undertaking engineering activities must be registered with the Association of Professional Engineers and Geoscientists of British Columbia.

The Consultant shall submit a **FIXED FEE** proposal, with an upset budget of no more than \$40,000 (forty thousand dollars). The proposal should be brief and to the point. It must include the following:

- Study methodology.
- Project schedule including key tasks, milestones and cost of each activity.
- Allocation of resources (individual person-hours) to each task.
- List of personnel, their titles/positions, function and specialties, indicating their proposed individual project hours, fee rates and costs.
- Additional options and costs for consideration by the Ministry of Transportation above the stated contract limit.
- Direct project costs and disbursements including all travel and incidental expenses.

The Ministry may, at its discretion, exercise its right not to accept any proposal.

The proposal will include a declaration of any potential Conflict of Interest, and a statement as to other major commitments that the Consultant has during the course of the project and how this will affect the Consultant's ability to undertake the work.

The proposal must be a firm offer valid for 30 calendar days following its submission. The proposal will be treated as confidential and the information in the Terms of Reference will be held in confidence by the recipient firm and its sub-contractors.

An electronic copy or three hard copies of the proposal are to be submitted, **no later than 3:00 p.m., Tuesday, February 24, 2009**, to the Project Manager.

The proposal will be evaluated on the quality of the team and the Consultant's appreciation of the project, within the specified funding limit of the project. Suggestions for additional work, beyond the funding limit, will be discussed during the contract negotiation.

The proposal will be evaluated against the following criteria and weights:

- ✓ Personnel and Resources (40%) - The proposal will include the Consultant's project team including all sub-consultants used, their role, tasks to be assigned and experience directly related to this type of study. The Consultant must demonstrate that the resources allocated for this assignment are appropriate and committed to completing the project within the

specified time frame. **Substitution or reallocation of staff and resources (prime and/or sub-consultants) defined in the Consultant's proposal are not permitted without written authorization from the Ministry.** No more than 40% of the work shall be conducted by sub-Consultants or sub-contractors. Any specialized data consultants are considered as a project disbursement, not a sub-consultant.

- ✓ Study Understanding (45%) - The Consultant's understanding of Ministry needs and hence the approach to the project from initiation to final report.
- ✓ Clarity and Presentation of Proposal (10%) – The clarity and presentation of the proposal will be deemed to be reflective of the organization of the quality of the final deliverable.
- ✓ Originality (5%) - The originality and innovation in the Consultant's approach to the services required including any unique observations.

All findings are to be kept confidential and are not to be released without the prior written consent of the Ministry of Transportation. However, the study will be subject to the disclosure provisions of the FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT.