



**THE CITY OF WINNIPEG**

# **REQUEST FOR PROPOSAL**

**RFP NO. 555-2015**

**REQUEST FOR PROPOSAL FOR PROFESSIONAL CONSULTING SERVICES FOR  
EASTERN CORRIDOR STUDY**

**Proposals shall be submitted to:**

**The City of Winnipeg  
Corporate Finance Department  
Materials Management Division  
185 King Street, Main Floor  
Winnipeg MB R3B 1J1**

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## **PART B - BIDDING PROCEDURES**

### **B1. CONTRACT TITLE**

B1.1 REQUEST FOR PROPOSAL FOR PROFESSIONAL CONSULTING SERVICES FOR EASTERN CORRIDOR STUDY

### **B2. SUBMISSION DEADLINE**

B2.1 The Submission Deadline is 12:00 noon Winnipeg time, 10 August 2016.

B2.2 Proposals determined by the Manager of Materials to have been received later than the Submission Deadline will not be accepted and will be returned upon request.

B2.3 The Project Manager or the Manager of Materials may extend the Submission Deadline by issuing an addendum at any time prior to the time and date specified in B2.1.

### **B3. ENQUIRIES**

B3.1 All enquiries shall be directed to the Project Manager identified in D2.

B3.2 If the Proponent finds errors, discrepancies or omissions in the Request for Proposal (RFP), or is unsure of the meaning or intent of any provision therein, the Proponent shall promptly notify the Project Manager of the error, discrepancy or omission at least five (5) Business Days prior to the Submission Deadline.

B3.3 If the Proponent is unsure of the meaning or intent of any provision therein, the Proponent should request clarification as to the meaning or intent prior to the Submission Deadline.

B3.4 Responses to enquiries which, in the sole judgment of the Project Manager, require a correction to or a clarification of the RFP will be provided by the Project Manager to all Proponents by issuing an addendum.

B3.5 Responses to enquiries which, in the sole judgment of the Project Manager, do not require a correction to or a clarification of the RFP will be provided by the Project Manager only to the Proponent who made the enquiry.

B3.6 All correspondence or contact by Proponents with the City in respect of this RFP must be directly and only with the City's Project Manager. Failure to restrict correspondence and contact to the Project Manager may result in the rejection of the Proponents Proposal Submission.

B3.7 The Proponent shall not be entitled to rely on any response or interpretation received pursuant to B3 unless that response or interpretation is provided by the Project Manager in writing.

### **B4. CONFIDENTIALITY**

B4.1 Information provided to a Proponent by the City or acquired by a Proponent by way of further enquiries or through investigation is confidential. Such information shall not be used or disclosed in any way without the prior written authorization of the Project Manager. The use and disclosure of the confidential information shall not apply to information which:

- (a) was known to the Proponent before receipt hereof; or
- (b) becomes publicly known other than through the Proponent; or
- (c) is disclosed pursuant to the requirements of a governmental authority or judicial order.

B4.2 The Proponent shall not make any statement of fact or opinion regarding any aspect of the Request for Proposals to the media or any member of the public without the prior written authorization of the Project Manager.

## **B5. ADDENDA**

- B5.1 The Project Manager may, at any time prior to the Submission Deadline, issue Addenda correcting errors, discrepancies or omissions in the Request for Proposal, or clarifying the meaning or intent of any provision therein.
- B5.2 The Project Manager will issue each addendum at least two (2) Business Days prior to the Submission Deadline, or provide at least two (2) Business Days by extending the Submission Deadline.
- B5.2.1 Addenda will be available on the Bid Opportunities page at The City of Winnipeg, Corporate Finance, Materials Management Division website at <http://www.winnipeg.ca/matmgt/bidopp.asp>
- B5.2.2 The Bidder is responsible for ensuring that it has received all Addenda and is advised to check the Materials Management Division website for Addenda regularly and shortly before the Submission Deadline, as may be amended by addendum.
- B5.3 The Bidder shall acknowledge receipt of each addendum in Paragraph 9 of Form A: Proposal. Failure to acknowledge receipt of an addendum may render a Proposal non-responsive.

## **B6. PROPOSAL SUBMISSION**

- B6.1 The Proposal shall consist of the following components:
- (a) Form A: Proposal (Section A) in accordance with B7;
  - (b) Fees (Section B) in accordance with B8;
- B6.2 The Proposal should also consist of the following components:
- (a) Experience of Proponent and Subconsultants (Section C) in accordance with B9;
  - (b) Experience of Key Personnel Assigned to the Project (Section D), in accordance with B10;
  - (c) Project Understanding and Methodology (Section E) in accordance with B11; and
  - (d) Project Schedule (Section F) in accordance with B12.
- B6.3 Further to B6.1, all components of the Proposal shall be fully completed and provided in the order indicated, and submitted by the Proponent no later than the Submission Deadline, with all required entries made clearly and completely, to constitute a responsive Proposal.
- B6.4 Further to B6.2, all components of the Proposal should be fully completed and provided in the order indicated, and submitted by the Proponent no later than the Submission Deadline, with all required entries made clearly and completely, to constitute a responsive Proposal.
- B6.5 Proponents should submit one (1) unbound 8.5" x 11" original (marked "original") including drawings and eight (8) copies (tables, charts, drawings and schedule only may fold out, but be 11" high) for sections identified in B6.1 and B6.2.
- B6.6 Proposal format, including type of binding, number of pages, font, etc., will not be regulated, except that the Proposal should be presented in the Sections identified above. Proponents are encouraged to use their creativity to submit a Proposal which provides the requested information for evaluation and other information which illustrates the strength of their team.
- B6.7 Proponents are advised that inclusion of terms and conditions inconsistent with the Request for Proposal, will be evaluated in accordance with B20.1(a).
- B6.8 The Proposal shall be submitted enclosed and sealed in an envelope/package clearly marked with the RFP number and the Proponent's name and address.
- B6.9 Proposals submitted by facsimile transmission (fax) or internet electronic mail (e-mail) will not be accepted.

B6.10 Proposals shall be submitted to:

The City of Winnipeg  
Corporate Finance Department  
Materials Management Division  
185 King Street, Main Floor  
Winnipeg MB R3B 1J1

B6.11 Any cost or expense incurred by the Proponent that is associated with the preparation of the Proposal shall be borne solely by the Proponent.

**B7. PROPOSAL (SECTION A)**

B7.1 The Proponent shall complete Form A: Proposal, making all required entries.

B7.2 Paragraph 2 of Form A: Proposal shall be completed in accordance with the following requirements:

- (a) if the Proponent is a sole proprietor carrying on business in his/her own name, his/her name shall be inserted;
- (b) if the Proponent is a partnership, the full name of the partnership shall be inserted;
- (c) if the Proponent is a corporation, the full name of the corporation shall be inserted;
- (d) if the Proponent is carrying on business under a name other than his/her own, the business name and the name of every partner or corporation who is the owner of such business name shall be inserted.

B7.2.1 If a Proposal is submitted jointly by two or more persons, each and all such persons shall identify themselves in accordance with B7.2.

B7.3 In Paragraph 3 of Form A: Proposal, the Proponent shall identify a contact person who is authorized to represent the Proponent for purposes of the Proposal.

B7.4 Paragraph 11 of Form A: Proposal shall be signed in accordance with the following requirements:

- (a) if the Proponent is a sole proprietor carrying on business in his/her own name, it shall be signed by the Proponent;
- (b) if the Proponent is a partnership, it shall be signed by the partner or partners who have authority to sign for the partnership;
- (c) if the Proponent is a corporation, it shall be signed by its duly authorized officer or officers and the corporate seal, if the corporation has one, should be affixed;
- (d) if the Proponent is carrying on business under a name other than its own, it shall be signed by the registered owner of the business name, or by the registered owner's authorized officials if the owner is a partnership or a corporation.

B7.4.1 The name and official capacity of all individuals signing Form A: Proposal should be printed below such signatures.

B7.5 If a Proposal is submitted jointly by two or more persons, the word "Proponent" shall mean each and all such persons, and the undertakings, covenants and obligations of such joint Proponents in the Proposal and the Contract, when awarded, shall be both joint and several.

**B8. FEES (SECTION B)**

B8.1 The Proposal shall include a Fixed Fee for all disciplines and/or tasks identified in D5 Scope of Services.

B8.2 Adjustments to Fees will only be considered based on increases to the Scope of Services.

- B8.2.1 The City will not consider an adjustment to the Fees based on changes in the Project budget or Eastern Corridor Infrastructure scope.
- B8.3 Notwithstanding C1.1(b), Fees shall include costs for out of town travel, related meals and accommodations for the duration of the Project and shall not be considered an Allowable Disbursement.
- B8.4 The Fees shall include a breakdown of Public Engagement (PE) costs for the project, itemizing the total amount anticipated to be spent on Public Engagement, It is insufficient to only identify hourly employee rates for PE, given that this element of the project often has additional costs associated with it.
- B8.5 The Fee Proposal shall also include an allowance for Allowable Disbursements as defined in C1.1(b). An allowance of up to 8% may be made for overhead expenses. Subconsultants and other direct expenses shall be broken out separately and an allowance of up to 5% may be made for handling. The amount for each disbursement shall be shown on the "Person-Hours & Engineering Fees" table as indicated in Appendix B1.
- B8.6 Further to B8.4, the Fee Proposal shall not include disbursement costs for geotechnical drilling, sewer televising, hydroexcavation, public information session venue cost, advertising, newsletter printing, and mass mailing costs. For Contract Award, an allowance will be added to the evaluated Fee Proposal to cover these costs.
- B8.7 Notwithstanding C10.1, Fees submitted shall not include the Goods and Services Tax (GST) or Manitoba Retail Sales Tax (MRST, also known as PST), which shall be extra where applicable.
- B8.8 Payments to Non-Resident Consultants are subject to Non-Resident Withholding Tax pursuant to the Income Tax Act (Canada).

## **B9. EXPERIENCE OF PROPONENT AND SUBCONSULTANTS (SECTION C)**

- B9.1 Proposals should include:
- (a) Details demonstrating the history and experience of the Proponent in applicable professional consultant services as defined in Appendix A for at least three (3) projects of similar scope and complexity. (e.g. large, complex, multi-disciplinary projects involving integrated land use and transportation planning, network analysis, infrastructure analysis, site and route selection studies, cost-benefit analysis, environmental screening and assessment and community engagement.)
  - (b) Details demonstrating the history and experience of each Subconsultant in applicable professional consultant services as defined in Appendix A for at least three (3) projects of similar scope and complexity.
- B9.2 Further to B9.1(a), provide details regarding:
- (a) Demonstrated success working with multiple stakeholder groups and the public:
    - (i) Proven experience in public engagement along with the design and delivery of public engagement programs, following IAP2 principles, best practices, and core values (see <http://iap2canada.ca/>), including situations where there is high emotion and outrage;
    - (ii) Demonstrated knowledge of recognized models of public engagement (PE) including the IAP2 spectrum; and
    - (iii) Experience in facilitating groups with diverse opinions and perspectives allowing for respectful dialogue and innovation in formulating solutions.
  - (b) Demonstrated experience in Transit Oriented Development (TOD) including an understanding of:
    - (i) TOD principles;
    - (ii) Design and development standards;
    - (iii) TOD typologies;

- (iv) Techniques/practices to achieve successful TOD; and
    - (v) Techniques/strategies to successfully integrate transit facilities / transit corridors into existing development.
  - (c) Details demonstrating the history and experience of the Proponent and Subconsultants with projects of similar complexity, scope and value, in the planning and design of rapid transit infrastructure, including transitways, roadways, bridges, underpasses, stations, park & ride facilities, passenger information systems, transit priority measures, active transportation facilities, sign structures, and land drainage.
  - (d) Details demonstrating the history and experience of the Proponent and Subconsultants with projects of similar complexity, scope and value, with respect to the fields of transportation network design, roadway design, transit operations analysis and planning, travel demand modelling, transit demand and ridership forecasting, traffic operations analysis, traffic signals analysis, transit priority measures, and traffic simulation modelling.
  - (e) Demonstrated knowledge in the field of integrated land use and transportation planning.
  - (f) Demonstrated experience in land development and real estate market analysis including:
    - (i) Years in professional practice; and
    - (ii) Educational qualifications.
  - (g) Demonstrated experience of the prime consultant in leading complex multi-disciplinary projects:
    - (i) to coordinate the input of technical project information and public opinion in a timely manner; and
    - (ii) to generate informed decisions and deliverables at key points in the project.
- B9.3 For each project listed in B9.1(a), the Proponent should submit:
  - (a) description of the project;
  - (b) role of the consultant;
  - (c) project's original contracted construction cost and final construction cost;
  - (d) design and construction schedule (anticipated Project schedule and actual project delivery schedule, showing design and construction separately);
  - (e) project owner or client; and
  - (f) Reference information (two current name with telephone numbers and e-mail addresses per project).
- B9.3.1 Where applicable, information should be separated into Proponent and Subconsultant project listings.
- B9.4 The Proposal should include general firm profile information, including years in business, average volume of work, number of employees and other pertinent information for the Proponent and all Subconsultants.
- B10. EXPERIENCE OF KEY PERSONNEL ASSIGNED TO THE PROJECT (SECTION D)**
- B10.1 Describe your approach to overall team formation and coordination of team members. Include an organizational chart for the Project.
- B10.2 Submit the experience and qualifications of the Key Personnel assigned to the Project for projects of similar complexity, scope and value, including the principals-in-charge, the Consultants Representative, managers of the key disciplines and lead designers. Include educational background and degrees, professional recognition, job title, years of experience in current position, years of experience in design and construction, and years of experience with existing employer. Roles of each of the Key Personnel in the Project should be identified in the organizational chart referred to in B10.1. Identify the lead person for each discipline or work unit. Use the Table in Appendix B1: Key Staff Experience as a starting point for documentation of the experience of key members of the team.



**B10.3** Confirm all of the following:

- (i) Confirmation that planners assigned to the project are qualified professional planners and are Members, Canadian Institute of Planners (CIP) or American Institute of Certified Planners (AICP) with knowledge of land use planning and urban design, the policy context of planning and the planning approval process;
- (ii) Confirmation that the Proponent and/or Subconsultants providing engineering services are practicing entities each with a Certificate of Authorization in good standing with the Association of Professional Engineers and Geoscientists of the Province of Manitoba (APEGM). (See Appendix A); and
- (iii) Confirmation of the public engagement key personnel's membership in the International Association for Public Participation (IAP2), and completion of IAP2 Foundations/Certificate in Public Participation, IAP2 course in Emotion, Outrage, and Public Participation, and description of any other relevant training, specifying the year of completion. The public engagement lead shall have completed the IAP2 Foundations/Certificate program, and IAP2 course in Emotion, Outrage, and Public Participation, indicating the year of completion.

**B10.4** Proposals should include, in tabular form:

- (a) Names of key personnel assigned to the Project, who shall not be substituted without prior written permission of the Project Manager:
  - (i) Any professional whose charge out rate equals or exceeds one hundred dollars per hour shall be considered key personnel; and
  - (ii) Substitutes or back-up personnel shall not be listed in the Proposal.

**B10.5** For each person identified in B10.4, list at least two comparable projects in which they have played a primary role. If a project selected for a key person is included in B9, provide only the project name and the role of the key person. For other projects provide the following:

- (a) Description of project;
- (b) Role of the person;
- (c) Project Owner or client; and
- (d) Reference information (two current name with phone numbers and email addresses, per project).

**B10.6** For each person identified in B10.4,

- (a) List the percent of time to be dedicated to the Project in accordance with the Scope of Services identified in D5;
- (b) Provide an estimate of the number of hours to be assigned to each staff person for each task in accordance with the Scope of Services identified in D5;
- (c) For each person identified in B10.4, list the percentage of their overall and available time to be dedicated to this Project with respect to their workload on other projects internal and external to the City of Winnipeg; and
- (d) Provide the person's per diem rate for this project.

**B11. PROJECT UNDERSTANDING AND METHODOLOGY (SECTION E)**

**B11.1** Describe your firm's project management approach and team organization during the performance of Services, so that the evaluation committee has a clear understanding of the methods the Proponent will use in the delivery of this Project

- (a) Describe the job function for each person and group of people so identified;
- (b) Provide a Responsibility Assignment Task Matrix that provides time estimates by work activity and in total. This matrix will demonstrate the Proponent's understanding of the levels of effort required to successfully complete the Project;

- (c) Describe the methods of control to monitor and complete the assignment within budget and on time. At a minimum, monthly reports, in a format acceptable to the City, shall be submitted with all invoices. These reports shall clearly identify any current or anticipated budget or scheduling issues.
    - (i) All monthly reports shall include a list of each person charging time to the Project and the percentage of those person's efforts relative to the current monthly statement and overall project to date.
  - (d) The method of quality assurance and controls to ensure the City receives a quality project that meets our expectations.
- B11.2 Provide a concise statement outlining the Proponent's philosophy and approach to the Project based on a firm understanding of the Project Objectives.
- B11.3 Describe the collaborative processes/methodologies to be used by the Key Personnel of the team in the various phases of the Project.
- B11.4 Proposals should address the team's understanding of the broad functional and technical requirements, project deliverables, the City's Project methodology with respect to the information provided within this RFP, the need for co-ordination and integration between the various disciplines, and the team's understanding of the myriad of urban design issues involved, including:
- (a) the team's understanding of transit operations issues, traffic operations, roadway design, traffic signals, TDM, multimodal transportation (including active modes) and integration;
  - (b) the team's understanding of the geotechnical, environmental, and hydraulic considerations associated with constructing major river crossings;
  - (c) the team's understanding of land drainage and municipal servicing requirements and standards in an urban setting;
  - (d) the team's understanding of environmental assessment issues;
  - (e) the team's understanding of land development, land use planning, urban design, transit-oriented development, sustainable development, real estate market analysis and universal design;
  - (f) the team's understanding of the need for meaningful, integrated PE, including handling challenging public engagement scenarios, following IAP2 principles, best practices and core values;
  - (g) all activities, services and contributions to be made by the City; and
  - (h) any other issue that conveys your team's understanding of the Project requirements, including any innovative approaches to be applied to the Scope of Services identified.
- B11.5 Methodology should be presented in accordance with the Scope of Services identified in D5, or alternative presented with appropriate rationale. A table, similar to the "Person-Hours and Engineering Fees" table attached hereto as Appendix B1, shall be included that details an outline of the work program for all Phases of the assignment including the hourly rate and estimated time for each individual and each task. The table shall also include the cost of all applicable disbursements and any associated mark-ups. Subtotals shall be provided summarizing the costs for each individual each task, and each Phase of the assignment.

## **B12. PROJECT SCHEDULE (SECTION F)**

- B12.1 Proponents should present a carefully considered Critical Path Method schedule using Microsoft Project or similar project management software, complete with resource assignments (key personnel), durations (weekly timescale) and milestone dates or events. The schedule should address each requirement of the Scope of Services. During the Project, this will be maintained and monitored.
- B12.2 Proposals should include a Performance Measurement Baseline (PMB) i.e. a chart plotting proposed project completion against time. During the project, this will be maintained,

documenting the actual performance of the project. In addition, ongoing progress updates should be provided summarizing work to date, work yet to be completed, and timelines for the completion of outstanding tasks. This may take the form of an element of working papers on the Project.

- B12.3 The Proponent's schedule should include critical dates for review and approval processes by the City and other organizations anticipated during the design and tendering phases of the Project. Reasonable times should be allowed for completion of these processes. The critical path should be identified.
- (a) Public engagement materials used for the project shall be submitted for review and approval before providing to the public:
    - (i) All relevant public engagement materials shall be posted online 2 weeks prior to an in-person event;
    - (ii) The anticipated review period for public engagement materials shall be 4 weeks.
- B12.4 The Proponent's schedule shall demonstrate the following:
- (a) Completion of the work within approximately 16 months from Date of Award.

### **B13. ELIGIBILITY & DISCLOSURE**

- B13.1 The successful Proponent will be deemed ineligible to participate in Phase V as described in Table 1 (below) in any capacity including Proponent, Subconsultant, advisor or consortia member. The successful Proponent is eligible to participate in phases II, III or IV as described in Table 1 in any capacity including proponent, subconsultant, advisor or consortia member.
- B13.2 Any Subconsultant to the successful Proponent of Phase I will be ineligible to participate in Phase V as described in Table 1 below in any capacity including Proponent, Subconsultant, advisor or consortia member unless the City provides written approval. Such written approval will be subject to the nature and significance of the Subconsultant's work on Phase I as determined by the City in its sole and absolute discretion.
- B13.3 Any person performing work in Phases I, II, III or IV as described in the table below in any capacity will be deemed ineligible to participate in Phase V in any capacity including Proponent, Subconsultant, advisor or consortia member unless the City provides written approval. Such written approval will be subject to the nature and significance of the person's work on Phases I, II, III or IV as determined by the City in its sole and absolute discretion.
- B13.4 As outlined in D7.6, all preparatory materials related to the Project must be provided in electronic format to the City.

<b>Phase</b>	<b>Description</b>
Phase I: Design Study	The completion of this project as outlined in RFP 555-2015.
Phase II: P3 Business Case / VFM analysis	The development of a P3 business case and value-for-money assessment to support the selection of the best project delivery (procurement) model.
Phase III: Procurement	All tasks related to the development, issuance, and management of the Request for Qualifications (RFQ), Request for Proposals (RFQ) and Project Agreement (PA) undertaken during the procurement process, including the evaluation of submissions. This could potentially include a P3 procurement.
Phase IV: Owner's Advocate during Construction	The Owner's Advocate represents the City in direct work with the successful Proponent and Subconsultants. The Owner's Advocate is tasked with making use of their technical expertise to aggressively and proactively represent the City, acting on the City's behalf to protect the City's interests, and to lend practical expertise to the project throughout the process.
Phase V: P3 Proponent	The P3 Proponent (also known as Project Co in a P3 project) carries out the implementation of the project plan to complete the project. This includes overseeing all subconsultants.

**Table 1: Phase Table**

B13.1 Various firms of engineering / planning consultants provided information or services pertinent to this Project. In the City's opinion, this relationship or association does not create a conflict of interest because of this full disclosure. Where applicable, additional material available is listed below.

B13.2 The firms are:

- (a) Dillon Consulting Ltd. provided services with respect to transit corridors in Winnipeg, including previous work on the functional design of this transit corridor.
- (b) IBI Group, MMM Group Limited, and MRC provided consulting and engineering services related to the completion of the Winnipeg Transportation Master Plan.
- (c) MMM Group Limited and Stantec Consulting Ltd. worked with students at the University of Manitoba in 2014 on Capstone (senior civil engineering design) projects related to functional designs for BRT integration at Union Station.
- (d) AECOM and KGS Group worked with students at the University of Manitoba in 2014 on Capstone (senior civil engineering design) projects related to functional designs for a BRT Bridge across York Avenue north of Union Station.

B13.3 The services provided related to B13.2(a) were:

- (a) Busway Planning and Design Manual (2004);
- (b) Preliminary design study of Stage 1 and 2 of the Southwest Transitway;
- (c) The Southwest Transitway Stage 2 Alignment Study, Owners' Advocate on Stage 2 of the Southwest Transitway;
- (d) Lead consultant for the design and construction of Stage 1 of the Southwest Transitway;
- (e) City of Winnipeg Bus Rapid Transit System: Eastern Transit Corridor Functional Design Study (2006); and
- (f) Preliminary work on potential locations for new transit garage locations for Winnipeg Transit in the study area. (See Appendix E)

B13.4 The City of Winnipeg Bus Rapid Transit System Eastern Transit Corridor Functional Design Report (2006), and the Busway Planning and Design Manual (2004) are available upon request from the Project Manager. Contact the Project Manager directly to obtain access to this content.

B13.5 The Winnipeg Transportation Master Plan is available online at:  
<http://transportation.speakupwinnipeg.com/files/2011/11/2011-11-01-TTRWinnipegTMP-Final-Report.pdf>

B13.6 Electronic copies of the final reports and presentation posters from the 2014 Capstone projects described in B13.2(c),(d) are available upon request from the Project Manager.

## **B14. QUALIFICATION**

B14.1 The Proponent shall:

- (a) undertake to be in good standing under The Corporations Act (Manitoba), or properly registered under The Business Names Registration Act (Manitoba), or otherwise properly registered, licensed or permitted by law to carry on business in Manitoba, or if the Proponent does not carry on business in Manitoba, in the jurisdiction where the Proponent does carry on business; and
- (b) be financially capable of carrying out the terms of the Contract;
- (c) have all the necessary experience, capital, organization, and equipment to perform the Services in strict accordance with the terms and provisions of the Contract;
- (d) have or establish and staff an office in Winnipeg for the duration of the Project.

- B14.2 The Proponent and any proposed Subconsultant (for the portion of the Services proposed to be subcontracted to them) shall:
- (a) be responsible and not be suspended, debarred or in default of any obligations to the City. A list of suspended or debarred individuals and companies is available on the Information Connection page at The City of Winnipeg, Corporate Finance, Materials Management Division website at <http://www.winnipeg.ca/matmgt/debar.stm>
- B14.3 The Proponent and/or any proposed Subconsultant (for the portion of the Services proposed to be subcontracted to them) shall:
- (a) have successfully carried out services for the programming; design, management of construction and contract administration for architectural and/or engineering projects of similar complexity, scope and value; and to those required for this Project; and
  - (b) be fully capable of performing the Services required to be in strict accordance with the terms and provisions of the Contract; and
  - (c) have a written workplace safety and health program, if required, pursuant to The Workplace Safety and Health Act (Manitoba);
  - (d) have the knowledge and resources to administer the requirements of The Workplace Safety and Health Act (Manitoba) during the construction works associated with this Contract; and
  - (e) undertake to meet all licensing and regulatory requirements of the appropriate governing authorities and associations in the Province of Manitoba.
- B14.4 The Proponent shall submit, within three (3) Business Days of a request by the Project Manager, further proof satisfactory to the Project Manager of the qualifications of the Proponent and of any proposed Subconsultant.
- B14.5 The Proponent shall provide, on the request of the Project Manager, full access to any of the Proponent's equipment and facilities to confirm, to the Project Manager's satisfaction, that the Proponent's equipment and facilities are adequate to perform the Services.

## **B15. OPENING OF PROPOSALS AND RELEASE OF INFORMATION**

- B15.1 Proposals will not be opened publicly.
- B15.2 After award of Contract, the names of the Bidders and the Contract amount of the successful Bidder will be available on the Closed Bid Opportunities (or Public/Posted Opening & Award Results) page at The City of Winnipeg, Corporate Finance, Materials Management Division website at <http://www.winnipeg.ca/matmgt/>.
- B15.3 To the extent permitted, the City shall treat all Proposal Submissions as confidential. However, the Proponent is advised that any information contained in any Proposal may be released if required by City policy or procedures, by The Freedom of Information and Protection of Privacy Act (Manitoba), by other authorities having jurisdiction, or by law.
- B15.4 Following the award of Contract, a Proponent will be provided with information related to the evaluation of its submission upon written request to the Project Manager.

## **B16. IRREVOCABLE OFFER**

- B16.1 The Proposal(s) submitted by the Proponent shall be irrevocable for the time period specified in Paragraph 10 of Form A: Proposal.
- B16.2 The acceptance by the City of any Proposal shall not release the Proposals of the other responsive Proponents and these Proponents shall be bound by their offers on such Services until a Contract for the Services has been duly executed as herein provided, but any offer shall be deemed to have lapsed unless accepted within the time period specified in Paragraph 10 of Form A: Proposal.

## **B17. WITHDRAWAL OF OFFERS**

B17.1 A Proponent may withdraw its Proposal without penalty by giving written notice to the Manager of Materials at any time prior to the Submission Deadline.

B17.1.1 The time and date of receipt of any notice withdrawing a Proposal shall be the time and date of receipt as determined by the Manager of Materials.

B17.1.2 The City will assume that any one of the contact persons named in Paragraph 3 of Form A: Proposal or the Proponent's authorized representatives named in Paragraph 0 of Form A: Proposal, and only such person, has authority to give notice of withdrawal.

B17.1.3 If a Proponent gives notice of withdrawal prior to the Submission Deadline, the Manager of Materials will:

- (a) retain the Proposal until after the Submission Deadline has elapsed;
- (b) open the Proposal to identify the contact person named in Paragraph 3 of Form A: Proposal and the Proponent's authorized representatives named in Paragraph 0 of Form A: Proposal; and
- (c) if the notice has been given by any one of the persons specified in B17.1.3(b), declare the Proposal withdrawn.

B17.2 A Proponent who withdraws its Proposal after the Submission Deadline but before its offer has been released or has lapsed as provided for in B16.2 shall be liable for such damages as are imposed upon the Proponent by law and subject to such sanctions as the Chief Administrative Officer considers appropriate in the circumstances. The City, in such event, shall be entitled to all rights and remedies available to it at law.

## **B18. INTERVIEWS**

B18.1 The Project Manager may, in his/her sole discretion, interview Proponents during the evaluation process.

## **B19. NEGOTIATIONS**

B19.1 The City reserves the right to negotiate details of the Contract with any Proponent. Proponents are advised to present their best offer, not a starting point for negotiations in their Proposal Submission.

B19.2 The City may negotiate with the Proponents submitting, in the City's opinion, the most advantageous Proposals. The City may enter into negotiations with one or more Proponents without being obligated to offer the same opportunity to any other Proponents. Negotiations may be concurrent and will involve each Proponent individually. The City shall incur no liability to any Proponent as a result of such negotiations.

B19.3 If, in the course of negotiations pursuant to B19.2 or otherwise, the Proponent amends or modifies a Proposal after the Submission Deadline, the City may consider the amended Proposal as an alternative to the Proposal already submitted without releasing the Proponent from the Proposal as originally submitted.

## **B20. EVALUATION OF PROPOSALS**

B20.1 Award of the Contract shall be based on the following evaluation criteria:

- (a) compliance by the Proponent with the requirements of the Request for Proposal or acceptable deviation therefrom: (pass/fail)
- (b) qualifications of the Proponent and the Subconsultants, if any, pursuant to B13.3: (pass/fail)
- (c) Fees; (Section B) 20%
- (d) Experience of Proponent and Subconsultants; (Section C) 20%

- (e) Experience of Key Personnel Assigned to the Project; (Section D) 20%
  - (f) Project Understanding and Methodology (Section E) 30%
  - (g) Project Schedule. (Section F) 10%
- B20.2 Further to B20.1(a), the Award Authority may reject a Proposal as being non-responsive if the Proposal Submission is incomplete, obscure or conditional, or contains additions, deletions, alterations or other irregularities. The Award Authority may reject all or any part of any Proposal, or waive technical requirements or minor informalities or irregularities if the interests of the City so require.
- B20.3 Further to B20.1(b), the Award Authority shall reject any Proposal submitted by a Proponent who does not demonstrate, in its Proposal or in other information required to be submitted, that it is responsible and qualified.
- B20.4 Further to B20.1(c), Fees will be evaluated based on Fees submitted in accordance with B8.
- B20.5 Further to B20.1(d), Experience of Proponent and Subconsultants will be evaluated considering the experience of the organization on projects of similar size and complexity as well as other information requested.
- B20.6 Further to B20.1(e), Experience of Key Personnel Assigned to the Project will be evaluated considering the experience and qualifications of the Key Personnel and Subconsultant personnel on Projects of comparable size and complexity.
- B20.7 Further to B20.1(f), Project Understanding and Methodology will be evaluated considering your firm's understanding of the City's Project, project management approach and team organization.
- B20.8 Further to B20.1(g), Project Schedule will be evaluated considering the Proponent's ability to comply with the requirements of the Project.
- B20.9 Notwithstanding B20.1(d) to B20.1(g), where Proponents fail to provide a response to B6.2(a) to B6.2(d), the score of zero may be assigned to the incomplete part of the response.
- B21. AWARD OF CONTRACT**
- B21.1 The City will give notice of the award of the Contract, or will give notice that no award will be made.
- B21.2 The City will have no obligation to award a Contract to a Proponent, even though one or all of the Proponents are determined to be responsible and qualified, and the Proposals are determined to be responsive.
- B21.2.1 Without limiting the generality of B21.2, the City will have no obligation to award a Contract where:
- (a) the prices exceed the available City funds for the Services;
  - (b) the prices are materially in excess of the prices received for similar services in the past;
  - (c) the prices are materially in excess of the City's cost to perform the Services, or a significant portion thereof, with its own forces;
  - (d) only one Proposal is received; or
  - (e) in the judgment of the Award Authority, the interests of the City would best be served by not awarding a Contract.
- B21.3 Where an award of Contract is made by the City, the award shall be made to the responsible and qualified Proponent submitting the most advantageous offer.
- B21.4 The City may, at its discretion, award the Contract in phases.



- B21.5 Further to Paragraph 6 of Form A: Proposal and C4, the successful Bidder will be provided with Contract documents for execution following issuance of a Letter of Intent.
- B21.6 The form of Contract with the City of Winnipeg will be based on the Contract as defined in C1.1(n).
- B21.7 Following the award of Contract, a Proponent will be provided with information related to the evaluation of its Proposal upon written request to the Project Manager.
- B21.8 If, after the award of Contract, the Project is cancelled, the City reserves the right to terminate the Contract. The Consultant will be paid for all Services rendered up to time of termination.

## PART C - GENERAL CONDITIONS

### C0. GENERAL CONDITIONS

- C0.1 The *General Conditions for Consultant Services* (Revision 2010-10-01) are applicable to the Services of the Contract.
- C0.1.1 The *General Conditions for Consultant Services* are available on the Information Connection page at The City of Winnipeg, Corporate Finance, Materials Management Division website at [http://www.winnipeg.ca/matmgt/gen\\_cond.stm](http://www.winnipeg.ca/matmgt/gen_cond.stm).
- C0.2 A reference in the Request for Proposal to a section, clause or subclause with the prefix “**C**” designates a section, clause or subclause in the *General Conditions for Consultant Services*.

## **PART D - SUPPLEMENTAL CONDITIONS**

### **GENERAL**

#### **D1. GENERAL CONDITIONS**

D1.1 In addition to the *General Conditions for Consultant Services*, these Supplemental Conditions are applicable to the Services of the Contract.

#### **D2. PROJECT MANAGER**

D2.1 The Project Manager is:

David Patman, P.Eng., Transit Planner, Winnipeg Transit, City of Winnipeg

Email: [dpatman@winnipeg.ca](mailto:dpatman@winnipeg.ca)

Telephone No.: (204) 986-5737

D2.2 At the pre-commencement meeting, the Project Manager will identify additional personnel representing the Project Manager and their respective roles and responsibilities for the Services.

D2.3 Proposal Submissions must be submitted to the address in B6.10

#### **D3. DEFINITIONS**

D3.1 Eastern Corridor Infrastructure: This refers to all subsequent planning, design, and construction works stemming from this Project including, but not limited to the Eastern Rapid Transit Corridor, Stadacona Extension, Louise Bridge Replacement, Transit Satellite Garage, and all associated transportation network construction.

#### **D4. BACKGROUND**

D4.1 Introduction

D4.1.1 The intent of this project is to determine the most desirable transportation corridor (including river crossing and rapid transit route), and in recognizing transit as a catalyst for transformation, identify strategic investments needed to optimize the potential for complete communities in eastern Winnipeg.

D4.1.2 The study is the first stage of an implementation plan for an eastern rapid transit corridor and associated transportation improvements and will set out the conceptual design and implementation strategy.

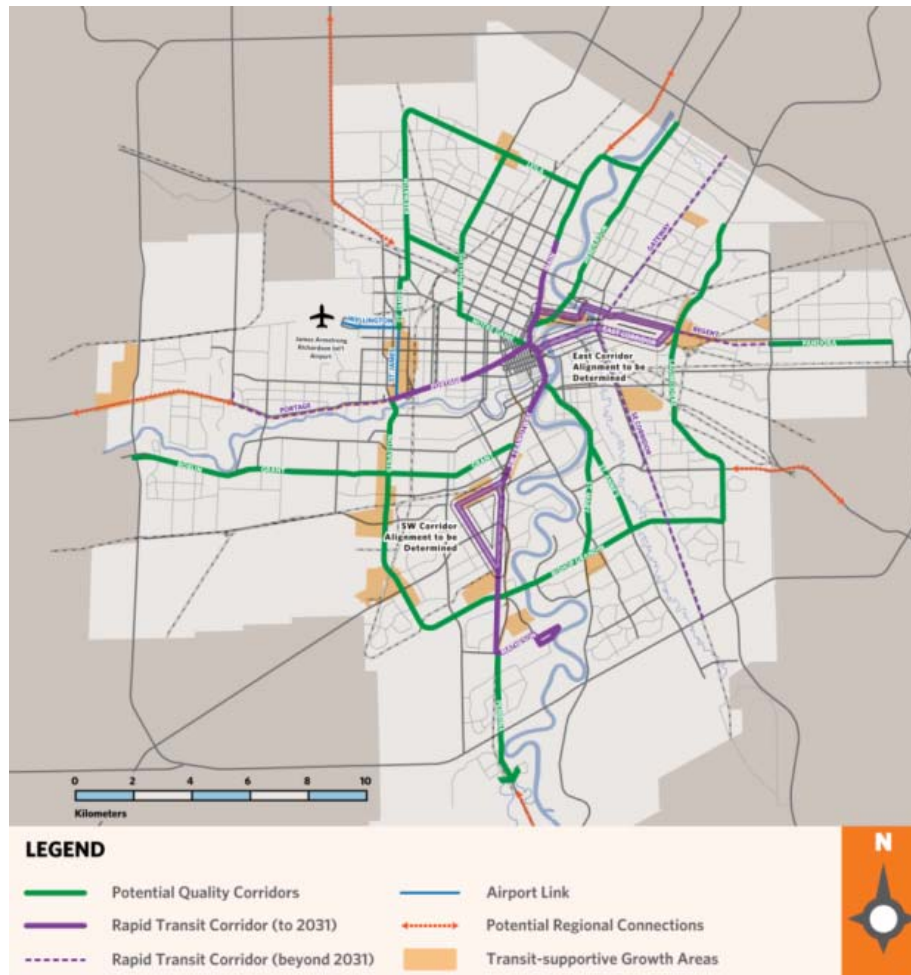
D4.1.3 This project will undertake a route selection study to determine a conceptual alignment for a rapid transit line from downtown to eastern Winnipeg, and a review of road network improvements including functional designs for both an extension to Stadacona Street, and upgrades/modifications to the existing Red River crossing (Louise Bridge) will be included in the associated transportation analysis work.

D4.1.4 The project will also include the development of a strategy for the selected transit corridor to guide future local area planning efforts, and private and public investment decisions. It would function as a 'road map' or blueprint outlining where further public intervention or planning work may be required and how City projects may need to be prioritized to facilitate the implementation of rapid transit. The strategy will identify the steps necessary to advance implementation of the corridor, possible planning and/or economic development tools that would need to be developed to support the introduction of rapid transit, capital budget integration for related public infrastructure works and public realm improvements.

- D4.1.5 The project is multi-disciplinary in nature, integrating land use and associated transportation network planning and analysis. Many departments are involved, and leading the process are Winnipeg Transit, Public Works (PWD), Planning, Property and Development (PP&D), and Water and Waste (WWD).
- D4.1.6 It is essential that the work will be conducted in collaboration with the community through an integrated community engagement process, so that the final alignment decision is made with the support of both Public Service and the citizens of Winnipeg.
- (a) The consultant will design and deliver a public engagement (PE) program intended to attract a broad audience to participate and provide their input.
  - (b) The City has high expectations for open and transparent PE that will be looked back upon as a Best Practice in Canada and set a high standard for future City projects. The PE program should support the technical work through all stages of the project and guide public input and decision making at key strategic milestones. From those parties most affected by the project to people from across the city who may have an interest, everyone should have the opportunity to participate and have their voices heard as part of this process.
  - (c) Section D6.2 presents an outline of the City's minimum expectations for the PE program, however, we anticipate the consulting team will be able to draw upon its experience and expertise and create a PE program that will 'raise the bar' and capture the imagination of all Winnipeggers.
- D4.2 Background: Rapid Transit
- D4.2.1 The City of Winnipeg's official plan, OurWinnipeg, as well as the associated Transportation Master Plan (TMP), call for the development of a city-wide rapid transit system. A strong transit system composed of both rapid transit and the base transit network provides multiple benefits to the City – it will encourage a modal shift to transit, reduce emissions in heavily travelled corridors, provide opportunities for transit oriented development, and support the revitalization of downtown.
- D4.2.2 “Transit will play a continuing essential role in Winnipeg’s transportation mix. Its basic function will remain to satisfy the mobility needs of Winnipeggers, but will be expanded with a greater appreciation of the city-shaping role of transit” [...] “The TMP aims to leverage strategic improvements to the transit network to not just create a more reliable, competitive, and convenient alternative to driving, but to also catalyze urban transformation and intensification along major transit corridors and promote transit-supportive development throughout Winnipeg.” (TMP, page 46)
- D4.2.3 “Implementation of this vision depends on the integration of two transit service networks - the base transit network and rapid transit network – to achieve both complete network coverage and high quality service. The two networks must be planned in an integrated manner with land use to reduce trip lengths and maximize convenient and effective travel alternatives to the private automobile.” (TMP, page 47)
- D4.2.4 Winnipeg's proposed rapid transit corridors are illustrated in Figure 1 below. In the TMP, it is noted that the anticipated provision of the corridors is to have the southwest, east, north, and west corridors completed by 2031, and the northeast and southeast corridors completed after 2031 based on current demand estimates.
- D4.2.5 Stage 1 of the Southwest Transitway (between downtown and Pembina & Jubilee) opened for service on April 8, 2012. Stage 2 of the Southwest Transitway (between Pembina & Jubilee and Bison Drive/University of Manitoba) was approved by Council on June 25, 2014, and is anticipated to be constructed between 2016 and 2019, opening for service in early 2020.
- D4.2.6 The continued development of the rapid transit network outlined in the Transportation Master Plan identifies the eastern rapid transit corridor as the next phase of rapid transit to be considered. Rationale for this include:
- (a) Transit travel times between Elmwood/Transcona and downtown are lengthy as a result of congestion on major corridors in the area, and at the crossing of the Red

River. The congestion increases the length of time such trips require, and the variability in travel time can make travel frustrating. There is a need to develop a rapid transit corridor that will make transit a more viable alternative to driving.

- (b) The study area includes a number of major trip generators/transit destinations (e.g. Downtown to the west; major retail areas to the east, the St. Boniface and Transcona industrial areas, and Concordia Hospital to the north).



**Figure 1: Proposed Rapid Transit Corridors**

#### D4.3 Eastern Rapid Transit Corridor Components/Elements

D4.3.1 The Eastern Rapid Transit Corridor will include an integrated set of existing and new transit priority measures over which rapid transit services are provided between the downtown and the eastern part of Winnipeg. Figure 2 shows the study area boundaries, and Figure 3 shows identifies the communities within the study area. The priority measures are anticipated to include (note that the alignment and location of key nodes along corridor may change during the study):

- (a) Graham Avenue Transit Mall (existing), the western extent of the corridor;
- (b) Connectivity between Graham Avenue Transit Mall to a location approximately at Foster Street, north of the CN tracks. (Recommended format of connection and alignment to be determined.)
  - (i) Note that the format of the transitway between Graham Avenue as it travels through and out of the downtown needs to be determined as part of this study; it

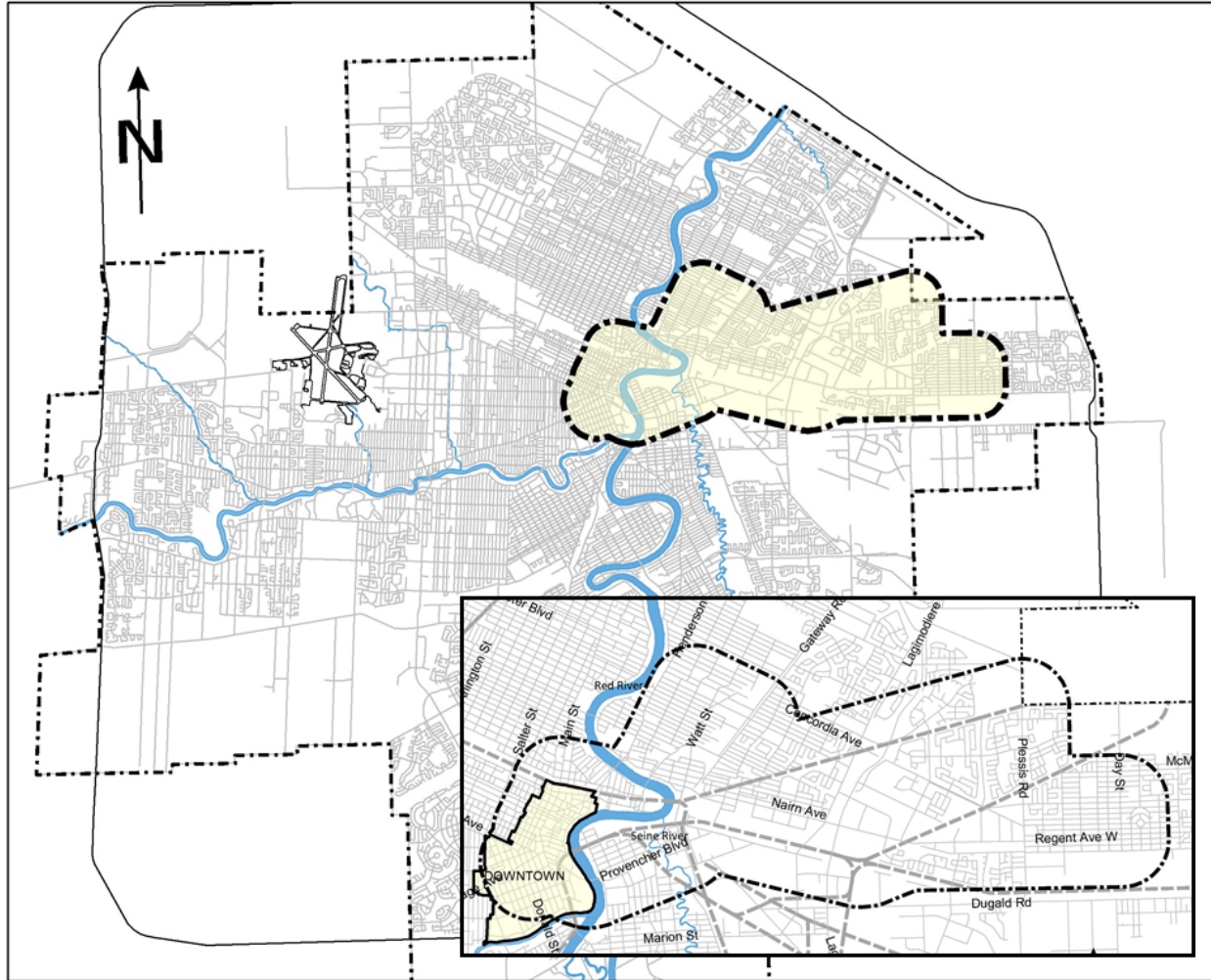
may include on-street running in mixed traffic, dedicated transitway, bus-only diamond lanes, or some combination of alternatives. East of the downtown, a connection would require a crossing of the Red River.

- (ii) Note that this may occur with the Transit connection integrated into the Louise Bridge replacement bridge;
- (iii) Note that within the downtown, there are significant design challenges, including but not limited to the following:
  - ◆ Vehicular traffic volumes are high through the downtown;
  - ◆ Many destinations and transfer points with other service are located along Main;
  - ◆ Right-of-way is limited;
  - ◆ Disruption during construction would be significant;
  - ◆ Options to utilize existing City-owned lands, vacant lands or surface parking lots should be explored, and integrating rapid transit (and potentially stations) with existing or future redevelopment should be considered;
  - ◆ The potential for “pinch points” should be minimized or mitigated to the greatest extent possible; and
  - ◆ Portage and Main may be opened to pedestrians at-grade in the future.
- (c) Develop options for a segment that provides BRT connectivity through Tracks 1 and 2 of Union Station to link the Southwest Transit Corridor, Eastern Transit Corridor, and the Graham Avenue Transit Mall. Main Street is currently used by Winnipeg Transit to connect the Graham Avenue Transit Mall with the Southwest Transit Corridor. Winnipeg Transit seeks an alternative to using Main Street for this segment of the rapid transit network;
  - ◆ Winnipeg Transit has an agreement in place with CN Rail permitting Winnipeg Transit to make use of existing railway right-of-way (Tracks 1 and 2 through Union Station) for a segment of Rapid Transit Corridor parallel to Main Street;
  - ◆ Note that this segment will need to include a Winnipeg Transit station inside the Union Station train shed structure, designed to facilitate the movement of pedestrians & cyclists with 24/7/365 use, and link to proposed development in the area;
  - ◆ The existing railway museum within Union Station would need to be relocated; and
  - ◆ One or more bridges would be required. These bridges would need to be designed for two-way transit vehicle (bus) traffic, with consideration of future LRT standards.
- (d) A node either along the transit corridor or at a station that will facilitate a linkage with, and potential bus movements between this corridor and potential future rapid transit corridors extending northeast (parallel or through the Northeast Pioneers Greenway (former CPR Marconi Spur line) and southeast (potentially along or parallel to the CPR Emerson corridor). Such a node could be located along the corridor to the west of the new City Public Works yard near Foster Street and Tyne Avenue. The timing of the provision of those corridors is to be determined by the City but the node to link to them should be constructed in advance of their provision in such a way to allow them to be tied-in in the future with limited throwaway cost or disruption to service;
- (e) Transit corridor between Foster Street and CNR Overpass at Lagimodière Blvd. (recommended alignment to be determined as part of this study);
- (f) Transit corridor from CNR Overpass at Lagimodière Blvd. to Regent-Lagimodière Regional Mixed Use Centre (recommended alignment to be determined as part of this study);

- (g) Transit corridor from Regent-Lagimodière Regional Mixed Use Centre to easterly extent (eastern extent and recommended alignment to be determined as part of this study);
- (h) Connectivity/integration with a proposed transit satellite garage (TSG) along corridor (See Appendix E);
- (i) Diamond lanes and other transit priority infrastructure where necessary;
- (j) Transit signal priority signalized intersections where necessary;
- (k) Active transportation facilities in close proximity to the transit corridor and fully integrated with the stations, linking stations to adjacent development;
- (l) Linkages between transitway and road network to allow bus operation on both dedicated and shared right-of-way and permit linkages between rapid transit routing and regular transit service;
- (m) New stations on the transitway portion of the corridor and upgraded stations/stops at major on-street transit locations. These stations and stops are to be fully integrated with adjacent land uses and other transportation facilities, and are to exhibit excellence in urban design. Detailed design will take place after the completion of Phase I (this Project);
- (n) Integration or provision with parks and greenspace to facilitate improved access to rapid transit infrastructure and enhance the user experience;
- (o) “Park & Ride” and “Kiss & Ride” facilities (if required) at appropriate locations that provide convenient access for automobile access/egress. Note that large surface parking lots should generally not be a primary driver of potential station locations;
- (p) New, innovative vehicles that use state-of-the-art technology and provide a high level of passenger comfort;
- (q) Real-time passenger information at stations and on-board the rapid transit vehicles; and
- (r) A comprehensive marketing strategy that identifies the rapid transit service as a high-quality transit brand.

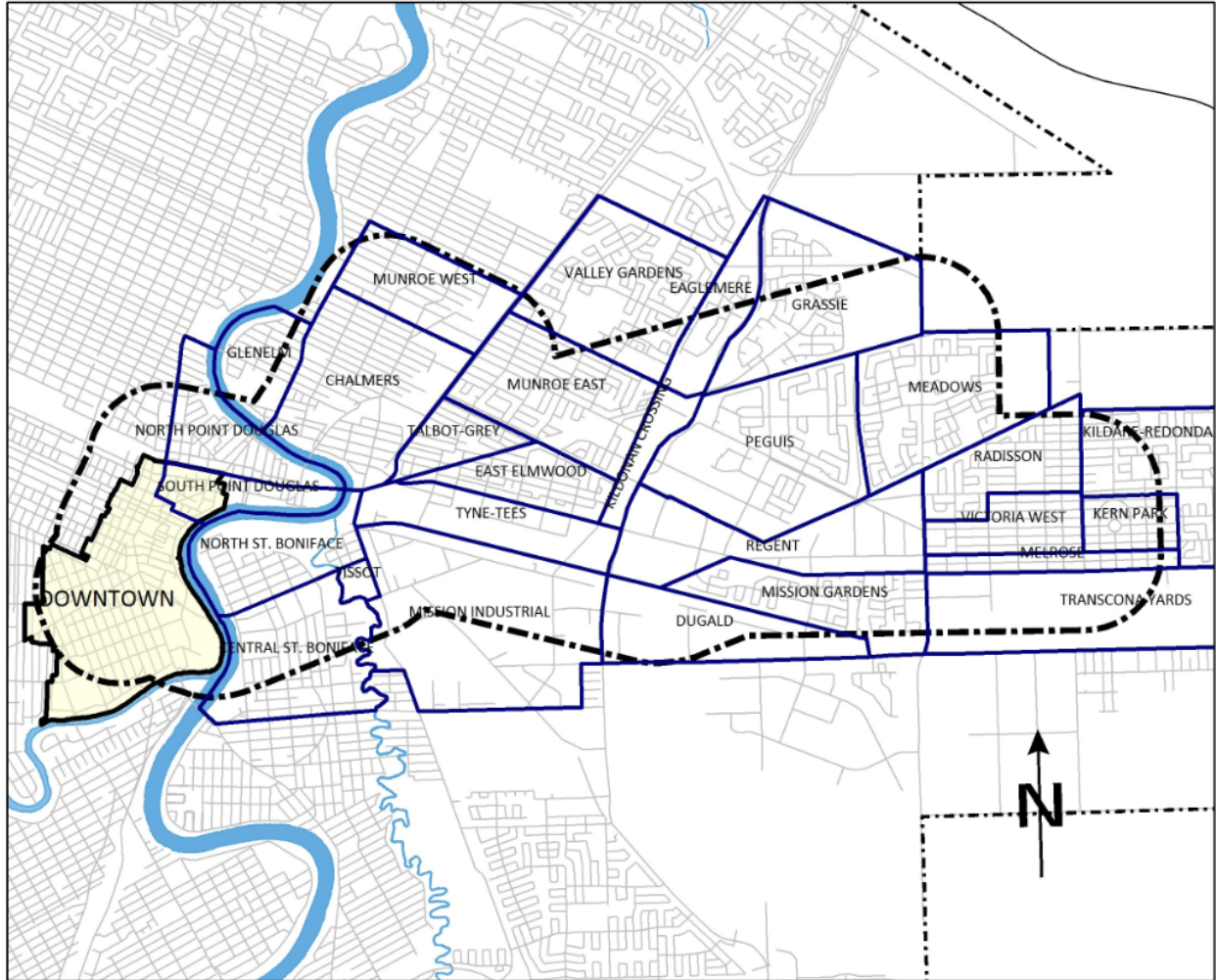
D4.3.2 It is essential that the proposed corridor achieve minimum transit corridor requirements as per the Winnipeg BRT Planning and Development Design Manual (2004).

D4.3.3 The 2006 Corridor Study proposed that the construction of the eastern rapid transit corridor be constructed in two stages, the first consisting of the segment between Downtown and Crossroads Station Mall, and the second stage extending to Plessis and Kildare. This project will include a thorough review of the phasing to ensure an optimized phasing strategy.



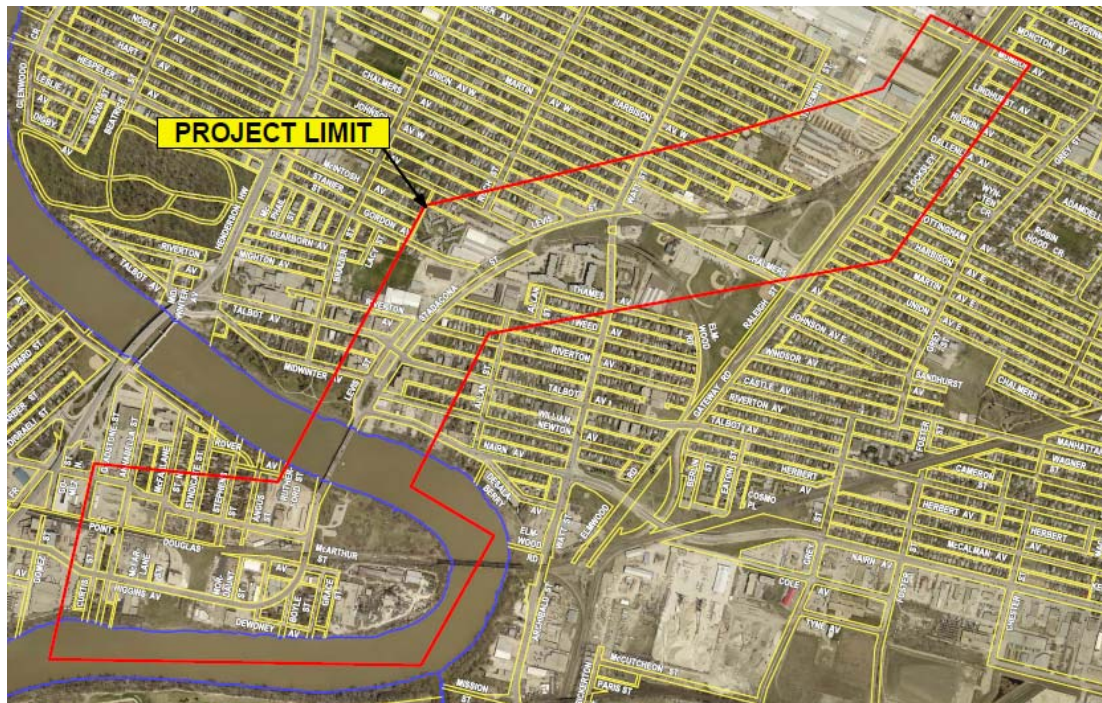
**Figure 2: Study Area Boundaries within Winnipeg**





**Figure 3: Study Area with Communities Identified and Labeled**

#### D4.4 Background: Red River Crossing



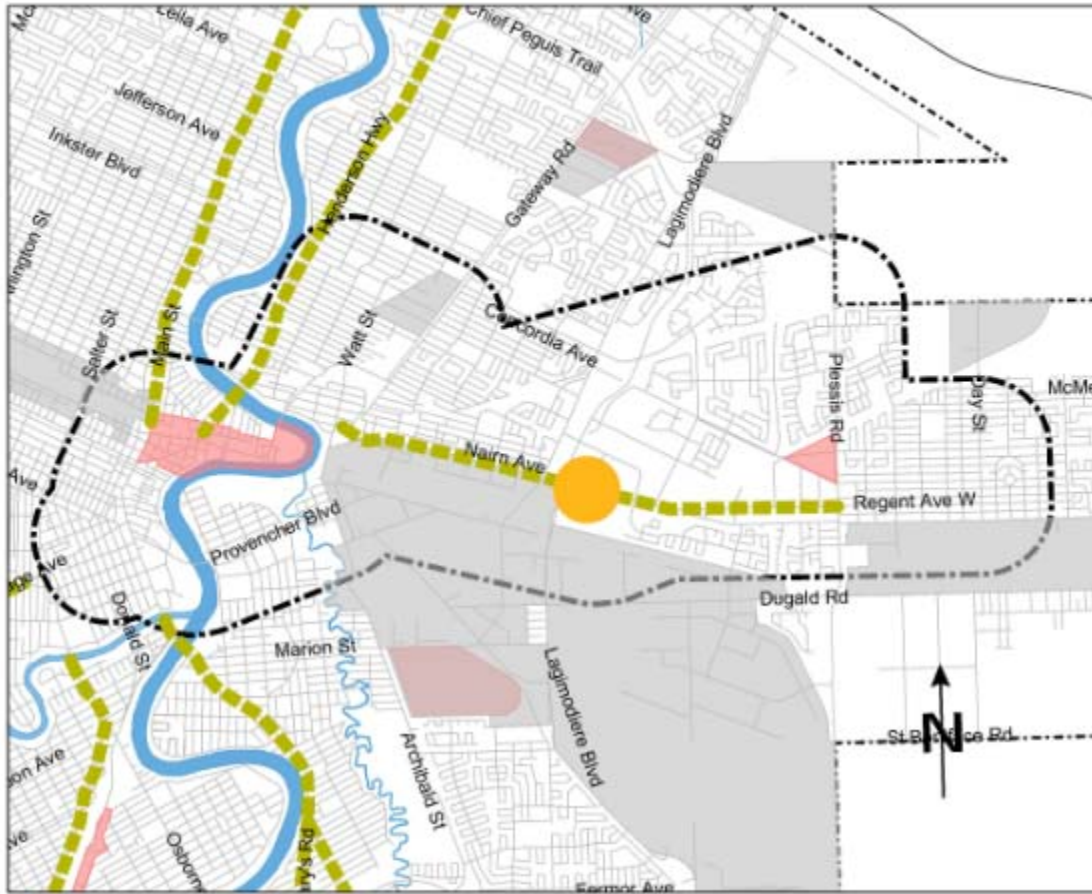
**Figure 4: Louise Bridge/Stadacona Extension Project Limits**

- D4.4.1 The proposed project limits for this element of the project are as shown in Figure 4.
- D4.4.2 The Louise Bridge (located at the east end of South Point Douglas) is considered to be in poor condition and is nearing the end of its usable service life.
- D4.4.3 The existing bridge is considered to be functionally obsolete, meaning it cannot be feasibly widened to improve traffic capacity or safety nor can the vertical clearance be improved to accommodate legal truck heights. It is also unlikely that the bridge could be adequately strengthened to carry current legal trucks. Replacement of the existing bridge is likely required.
- D4.4.4 A replacement bridge should take into account City plans for the Point Douglas area. (e.g. area redevelopment and the future extension of Stadacona Street to Gateway Road., and given its designation as a Major Redevelopment Site in the Complete Communities Direction Strategies (CCDS).)
- D4.4.5 The solution should provide multimodal connectivity across the Red River to serve all modes including transit, pedestrians, cyclists, goods movement, and vehicles.
- D4.4.6 The existing Louise Av Bridge is a five span, 225.2 m long bridge over the Red River connecting Higgins Avenue with Stadacona Street, Levis Street, and Nairn Avenue. It was constructed in 1911 incorporating existing substructure units of a previous structure constructed in 1881.
- D4.4.7 The bridge superstructure consists of steel trusses and girders supporting an asphalt covered concrete deck and aluminum traffic barriers. The sidewalks are concrete protected by steel guardrail. The existing piers and abutments consist of timber piles, limestone blocks, and concrete. There is a protective ice breaker pier upstream of the bridge's "swing-span" pier.
- D4.4.8 The bridge consists of 4 spans (62.8 m / 42.5 m / 42.5 m / 62.8 m) of steel through trusses and one span (14.6 m) of steel I-girders. The center two truss spans are continuous and formed a "swing-span". The other truss spans are simply supported. The "swing-span" was operable until 1989 when it was welded fixed.

- D4.4.9 The bridge is on a truck route. The bridge has a restricted vertical clearance of 3.76 m, which is less than the minimum clearance for legal truck heights of 4.15 m, and its vertical clearance is posted.
- D4.4.10 The bridge was rehabilitated in 1993 to improve roadside safety and upgrade structural condition. The design GVW (gross vehicle weight) load was 36,500 kg, which was less than the legal GVW load of 63,000 kg. The bridge is currently load restricted and posted for 36,500 kg.
- D4.4.11 The bridge provides for one vehicular traffic lane in each direction and two sidewalks.
- D4.4.12 Higgins Avenue south of the bridge is two lanes in each direction and tapers to 1 lane in each direction at the bridge. Sidewalks are present on both sides of Higgins Avenue.
- D4.4.13 Other adjacent conditions to be aware of in developing the design:
- (a) North of the bridge there are connections to Stadacona Street, Levis Street, and Nairn Avenue. North of that there are connections to Midwinter Avenue and Talbot Avenue.
  - (b) South of the bridge to the east there is an access to a City boat launch and park. Consider pedestrian connectivity to these features under the bridge. Concurrently, consider opportunities related to existing long-range visions for the City's riverbank parkway as part of the Active Transportation Network: North Winnipeg Parkway on the west side of the river, and Kildonan Parkway on the east.
  - (c) South of the bridge to the west there is a "tee / right-in/right-out" intersection with Sutherland Avenue.
  - (d) South of the bridge there is an underpass beneath the CPR tracks. The underpass consists of two lanes in each direction and two sidewalks.
- D4.4.14 The CPR underpass to the south may or may not be sufficient for future plans and some modification or replacement may be required and must be determined through this project.
- D4.4.15 Improved intersections both north and south of the bridge are required.
- D4.4.16 There are long term plans contained in the Transportation Master Plan to extend Stadacona to Gateway Road and Munroe Avenue.
- D4.4.17 The cost premium to maintain traffic during construction is estimated to be between 25 % and 40 % of the construction cost. The feasibility of a shorter duration, less expensive, full closure construction should be considered.
- D4.4.18 Options should be considered for the Louise Bridge, particularly multimodal options that facilitate the movement of pedestrians, cyclists, and transit.
- D4.4.19 A functional design complete with drawings and a Class 4 cost estimate is required to confirm requirements and establish a plan for the replacement of the Louise Bridge.
- D4.4.20 NOTE: The transit corridor may make use of the same bridge as the replacement for the Louise Bridge. However, the alignment of the transit corridor might not make use of this bridge, and require separate bridge infrastructure of its own. Analysis of a Louise Bridge replacement is required, but the corridor alignment analysis may require additional bridge infrastructure to be investigated.
- D4.4.21 Council approval of the recommended plan will be required to proceed to preliminary design.
- D4.5 Stadacona Street Extension to Gateway Road
- D4.5.1 The proposed project limits are as shown in Figure 4.
- D4.5.2 Stadacona Street is a critical link between downtown and northeast Winnipeg. It is currently classified as a Collector north of Talbot and an Arterial south of Talbot and serves an important function providing a link between the Louise Bridge and the Raleigh/Gateway corridor. Raleigh/Gateway is noted for potential future development as a northeast rapid transit corridor beyond 2031 in the TMP.

- D4.5.3 In the 2001 edition of Plan Winnipeg 2020, Stadacona was earmarked for consideration of major street widening beyond 2020, highlighting its importance in the street network and signifying that improvement would be required to accommodate both urban growth and increased traffic for this area.
- D4.5.4 It is desired to connect Stadacona Street to Gateway Road to provide an arterial route to the downtown from Chief Peguis Trail. This is supported by analysis by the City using the TransCAD transportation model that was used in developing the Transportation Master Plan.
- D4.5.5 The Raleigh/Gateway corridor is envisioned as a multimodal corridor linking the northeastern part of the City and areas north of the City to downtown Winnipeg. The corridor is expected to accommodate a future rapid transit line, an arterial road, and pedestrian and bicycle facilities. Opportunities for transit-oriented development should be considered in projecting future travel demand within the corridor.
- D4.5.6 Recent development including the Northeast Pioneer's Greenway cycling and walking path has occurred. A re-examination of site conditions is needed.
- D4.5.7 Note that a proposed northeast rapid transit corridor is proposed adjacent to Gateway Road and an integrated plan is necessary to accommodate all modes of transportation.
- D4.5.8 Concept drawings for the Stadacona Extension are available by written request to the Project Manager.
- D4.6 Insect Control Branch - Information
- (a) The City's Insect Control Branch is currently located in the study area. This facility includes pesticide storage equipment and a works yard at 3 Grey Street and an adjacent heliport at 620 Tyne Avenue. The heliport and the operations building are adjacent for operational efficiencies.
  - (b) The Insect Control Branch utilizes the heliport intensively for 6 months of the year which comprises 80% of its mosquito larviciding operations. STARS Air Ambulance also has a lease agreement with the City to utilize the heliport for emergency helicopter transport of patients to Winnipeg hospitals.
  - (c) The eastern transit corridor and potentially the Transit Satellite Garage (See section D6.4.12) are likely to be located in close proximity to this location.
  - (d) Transit corridors typically involve mixed-use development which would not be compatible with the Insect Control Branch facility (e.g. chemical storage)
  - (e) Transport Canada has very strict regulations for development and vehicular/pedestrian staff near heliports due to safety concerns. Recent proposed projects adjacent to the heliport did not proceed because of stringent Transport Canada flight regulations required to operate a heliport:
    - (i) Re-opening and re-asphalting Foster Avenue adjacent to the heliport to divert traffic while construction was occurring on the rehabilitation of the Nairn Street Overpass; and
    - (ii) Continuation of the City's active transportation pathway along the west side of the heliport.
  - (f) For these reasons, the transit corridor and the Insect Control Branch may not be "ideal neighbours". If required, the Insect Control Branch is prepared to relocate its entire operations, including the heliport, chemical storage and works yard to a new site outside the city (but within the floodway) but it would require additional capital funding.
  - (g) It is assumed, for the purposes of completing this Project that the Insect Control Branch will be relocated out of the study area in advance of construction of the Eastern Corridor Infrastructure, to eliminate potential conflict between incompatible uses.
- D4.7 Planning Information & Policy and Regulatory Framework

- D4.7.1 Sections D4.8 to D4.13 reference major policy documents of note that apply to Winnipeg and the study area.
- D4.8 Planning Studies
- D4.8.1 Appendix C includes a summary of planning work conducted within the study area in recent years including: downtown, neighbourhood planning, etc.
- D4.9 Our Winnipeg and Complete Communities Direction Strategy
- D4.9.1 The Complete Communities Direction Strategy is one of four direction strategies supporting OurWinnipeg, the city's long-range development plan, and has statutory authority as a secondary plan. The strategy, having become effective on August 17, 2011 guides land use and development in Winnipeg.
- D4.9.2 Part of the role of Complete Communities is to allocate 20 years' worth of population growth to different areas of the city, and it does so via an Urban Structure map. It directs the vast majority of growth to "Transformative Areas". These include New Communities, Regional Mixed Use Centres and Corridors, Major Redevelopment Sites, and the Downtown. While each of these is intended to accommodate significant residential intensification over Complete Communities' 20 year horizon, they are loosely distinguished by the following:
- (a) Regional Mixed Use Centres are the city's major commercial centres. While they are predominantly single use at this point in time, they are envisioned to allow for an increasing mix of uses over the long term;
  - (b) Regional Mixed Use Corridors consist of the city's major regional arterial roads linking Downtown with one or more Regional Mixed Use Centres or major activity areas. These areas are envisioned to transform incrementally, likely in a nodal fashion; and
  - (c) Most, if not all, Major Redevelopment Sites are vacant or underutilized sites formerly occupied by now-obsolete land uses within the city's existing urban fabric.
- D4.9.3 There are examples of each Transformative Area within the Study Area, including:
- (a) The Regent and Lagimodiere area is designated as a Regional Mixed Use Centre;
  - (b) South Point Douglas and Ravelston/Plessis are designated as Major Redevelopment Sites; and
  - (c) Nairn/Regent Avenue is designated as a Regional Mixed Use Corridor.
- D4.9.4 Complete Communities speaks to Rapid Transit Corridors as another form of Transformative Area.
- D4.9.5 Complete Communities also contains policies speaking to the city's Employment Lands. The applicable category of Employment Lands in the Study area is General Manufacturing.
- (a) Notably, the most significant policy distinction between the three is that residential uses are not permitted in General Manufacturing areas; and
  - (b) The land east of Archibald Street, south of Nairn Avenue is designated General Manufacturing east to Lagimodiere Blvd.
- D4.9.6 Figure 5 shows the location of the various Transformative Areas within the study area.
- D4.9.7 Note the urban structure hierarchy described in *Complete Communities* (page 10 of that document). This hierarchy addresses the lands that are in more than one policy area of Complete Communities. For example, The Public Markets Major Redevelopment Site is in an area designated General Manufacturing. Complete Communities states that the Major Redevelopment Site policies "take precedence" over the Employment Lands policies. (General Manufacturing is a type of Employment Land.)



Legend






-  Study area
-  Regional Mixed Use Centre
-  Regional Mixed Use Corridor
-  Employment Lands - General Manufacturing
-  Major Redevelopment Site

Figure 5: Locations of Various Land Use Designations within Study Area

#### D4.10 Transit-Oriented Development Handbook

D4.10.1 On February 22, 2012, Council endorsed in principle the Transit Oriented Development (TOD) Handbook, a high-level framework document that guides and facilitates mixed-use, pedestrian-oriented infill development along rapid and high frequency transit corridors.

D4.10.2 The Handbook defines TOD as: "Moderate to higher density compact mixed-use development, located within an easy five to ten minute (approximately 400m to 800m) walk of a major transit stop. TOD involves high quality urban development with a mix of residential, employment and shopping opportunities, designed in a pedestrian oriented manner without excluding the automobile. TOD can be new construction or redevelopment of one or more buildings whose design and orientation facilitate the use of convenient and sustainable modes of transportation, including public transit and Active Transportation."

D4.10.3 Policies in Complete Communities require that Centres, Corridors, and Major Redevelopment Sites be developed in accordance with TOD principles. Such development must be compact and incorporate multimodal transportation networks that are conducive to walking, cycling, and transit, providing greater mobility choice.

#### D4.11 A Sustainable Winnipeg

D4.11.1 The City of Winnipeg is committed to taking a lead role in creating a sustainable community as described in A Sustainable Winnipeg, one of the four Direction Strategies created to support OurWinnipeg (2011). A Sustainable Winnipeg is an integrated community sustainability strategy that draws on policies and strategies identified in Complete Communities, Sustainable Transportation and Sustainable Water and Waste.

D4.11.2 It acknowledges the interconnected nature of the economy, the environment and social wellbeing, while establishing a framework for solutions in the face of population growth over the 25 year time horizon of the document. The ultimate vision for a sustainable community is "living and caring because we plan on staying" and basically creating the community we want for our children and grandchildren.

D4.11.3 A Sustainable Winnipeg recognizes the importance of healthy, vibrant and resilient communities which includes the need for quality air, water, and soil; opportunities for exercise and recreation; access to healthy food; personal safety; the availability of jobs and existence of social networks.

D4.11.4 The Strategy recognizes that energy and climate change are serious issues that need to be addressed by our community. The City of Winnipeg has established targets for community wide greenhouse gas emission reduction, as well as setting green standards for City-owned buildings and fleet.

D4.11.5 Further to reducing our environmental footprint, the City aspires to employ innovative strategies wherever possible, specifically those that reduce waste and reduce stormwater runoff through water sensitive urban design.

D4.11.6 A Sustainable Winnipeg also includes policies related to transportation planning and goal of having a sustainable mass transportation system that will connect Winnipeg's communities while affording Winnipeggers modal choice and active transportation opportunities.

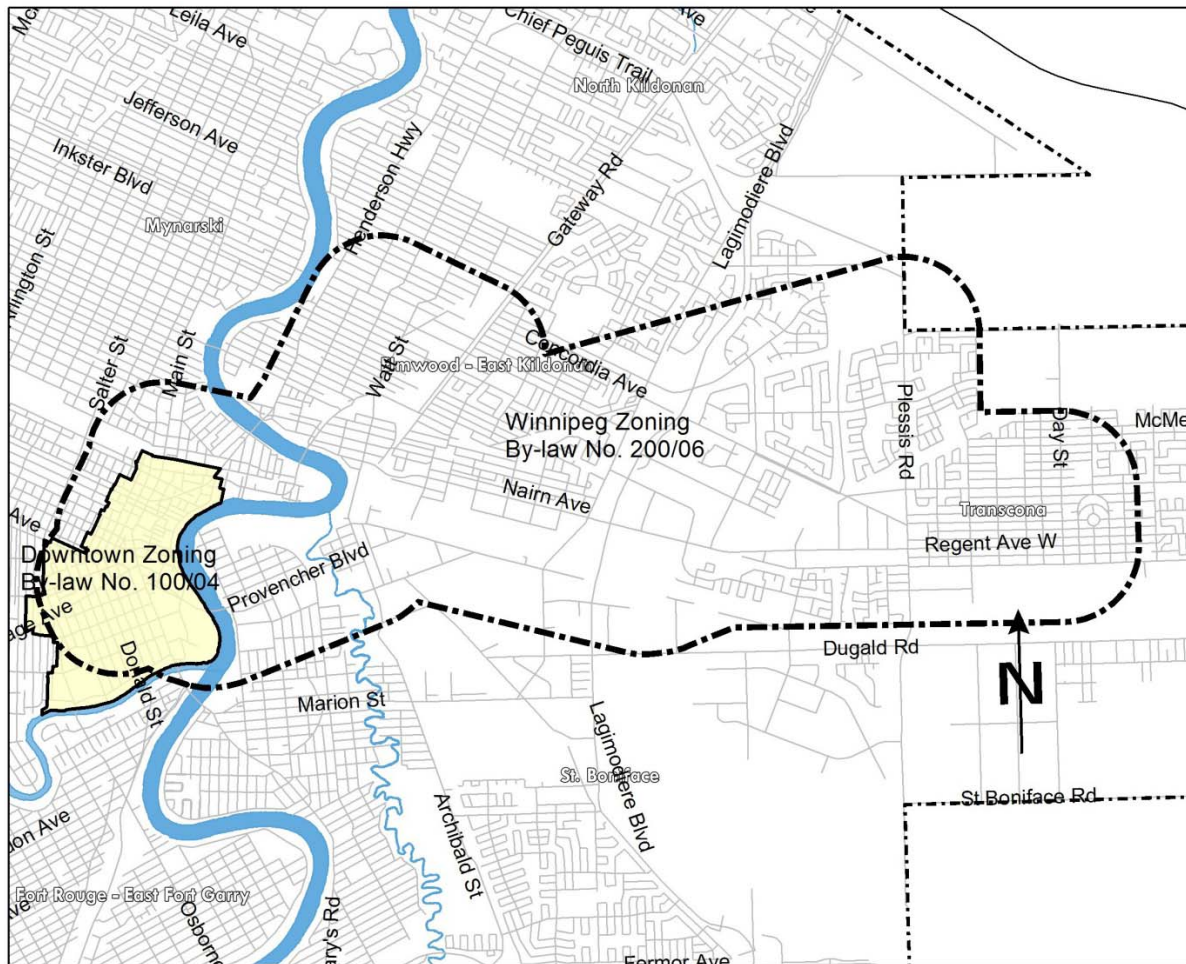
D4.11.7 The Strategy includes policies that enable the protection and preservation of ecologically significant lands. A Sustainable Winnipeg recognizes the value and importance of protecting the urban forest, flood plains and stabilizing riverbanks due to their essential role in providing ecological, recreational, and transport benefits.

#### D4.12 Transportation Master Plan

D4.12.1 The City of Winnipeg has developed a comprehensive Transportation Master Plan (TMP) which will guide how, when and where the transportation system is developed in the future.

- D4.12.2 Today, the predominant mode of travel in the City of Winnipeg is by private automobile, a trend that began in the 1960s as development patterns became more auto-oriented. Providing greater transportation choice will be the key to reducing Winnipeg's reliance on automobile travel. The City has already moved toward increased choice by investing in quality transit corridors, taking the first steps toward rapid transit, and pursuing significant improvements to the active transportation network. By increasing transportation choice, the quality of life, economic vitality, and system efficiency can be significantly improved.
- D4.12.3 The Transportation Master Plan (TMP) was approved by Winnipeg City Council at its November 16, 2011 meeting. This plan sets out a long-term strategy to guide the planning, development, renewal and maintenance of a multimodal transportation system in a manner that is consistent with projected needs, and aligned with the City's growth and the overall vision for a sustainable Winnipeg and region.
- D4.12.4 In the preface to the TMP, one of the key points made is that "Rapid Transit is the key to a sustainable Winnipeg", not because Winnipeg should simply emulate other cities that already have rapid transit, but because it can shape growth and contribute to sustainability, providing long-term capacity for future growth. Rapid transit makes using transit a truly viable alternative to driving, which can free up road capacity for other users, such as freight movement.
- D4.12.5 A cornerstone of the TMP is the integration of land use and transportation planning. To support rapid transit, densities along mixed use corridors, and in mixed-use centres, and major redevelopment sites need to be increased (in part to justify the investment in such infrastructure). This will require making use of policies and tools embedded in OurWinnipeg and Complete Communities.
- D4.12.6 The TMP should be a key reference document for all involved in working on this project; elements and concepts throughout the TMP are to be related to this project:
- (a) The major arterial roads and bridges connecting eastern Winnipeg to downtown Winnipeg (Regent, Nairn, Lagimodiere, Marion/Goulet, Dugald, Henderson Highway, Louise Bridge, Disraeli Bridge, Provencher Bridge, etc.) are congested; they currently carry high volumes of traffic;
  - (b) Transit service on area corridors are at present very susceptible to traffic congestion and delays;
  - (c) Year-round pedestrian and cycling needs are important; plan, design, implement and maintain infrastructure that facilitates AT movement, in and of themselves and as a means of conveniently accessing transit by bike or on foot;
  - (d) Develop a safe, connective and sustainable road network that is part of a balanced, multimodal transportation system. Street network improvements (beyond those explicitly stated elsewhere) may be desirable and are to be identified;
  - (e) Ensure that goods movement is effective and sustainable; and
  - (f) "Complete streets" are designed and operate to balance the safety and mobility needs of all users. This includes altering existing streets to reallocate space to pedestrians, cyclists, and transit, shifting the focus away from "autos only". While the City has not yet prepared a formal strategy to achieve Complete Streets, this project needs to ensure that the needs of all modes of travel are addressed in developing recommendations for future transportation facility and network design.
- D4.13 Zoning By-laws
- D4.13.1 There are two zoning by-laws that apply to lands within the study area. The Downtown Winnipeg Zoning By-law No. 100/2004 applies to Winnipeg's downtown, encroaching upon the South Point Douglas area north to Higgins Avenue and Gomez Street, while the remainder of the city is regulated by The Winnipeg Zoning By-law No. 200/2006.
- D4.13.2 Figure 6 illustrates the application of the city's two zoning by-laws within the proposed study area:





**Figure 6: Zoning Bylaws within Proposed Study Area**

- D4.14 City of Winnipeg Bus Rapid Transit – Eastern Transit Corridor Functional Design Report
  - D4.14.1 This 2006 report considered alternative high-speed transit corridors between Graham Avenue Transit Mall and Plessis Road, generally making use of dedicated (transit-only) transitways.
  - D4.14.2 A key difference in the alignments occurred in the segment between the Graham Transit Mall’s eastern end and Foster Street, with alignments both through South Point Douglas and adjacent to Whittier Park in North St. Boniface.
  - D4.14.3 The report proposed that the construction of the eastern rapid transit corridor be constructed in two stages, the first consisting of the segment between Downtown and Crossroads Station Mall, and the second stage extending to Plessis and Kildare.
  - D4.14.4 The report documented background information, multiple alignment options for separate segments of the corridor, cost estimates, comparison of options, and outstanding issues/next steps at that time. This report did not incorporate some elements now considered necessary requirements for rapid transit corridors in Winnipeg, such as active transportation considerations. The report also did not provide a recommendation as to the preferred alignment option, and left public consultation as a “next step”.

## **D5. SCOPE OF SERVICES**

### **D5.1 Project Overview**

- D5.1.1 The project is multi-disciplinary in nature integrating land use and associated transportation network planning and analyses.
- D5.1.2 The study is the first stage of an implementation plan for the eastern rapid transit corridor and associated transportation improvements and will set out the conceptual design and implementation strategy.
- D5.1.3 The work will be conducted in collaboration with the community through an integrated public engagement process.

### **D5.2 Project Goals**

- (a) Provide convenient, fast, reliable and comfortable rapid transit service throughout the corridor, connecting eastern Winnipeg to Downtown Winnipeg with effective multi-modal connections that put pedestrians first;
- (b) Determine the requirements for the replacement of the Louise Bridge while ensuring consistency with the chosen rapid transit route;
- (c) Provide a catalyst for growth and change along our Corridors and Centres;
- (d) Transform the way we move around eastern Winnipeg while creating distinctive places around well-designed stations;
- (e) Capitalize on our existing streets and Mixed Use Corridors and Centres to create a thriving, compact, and mixed use environment; and
- (f) Support Winnipeg's vision for land use development, improve travel choices and recognize that rapid transit is the key to a sustainable Winnipeg.

### **D5.3 The Services required under this Contract shall consist of engineering and planning work in accordance with the following:**

- (a) Schematic Design for rapid transit corridor between downtown Winnipeg and eastern Winnipeg, including Class 4 cost estimate;
- (b) Functional Design of Louise Bridge / Red River crossing concept, including Class 4 cost estimate;
- (c) Functional Design for Stadacona Street Extension to Gateway Road;
- (d) Associated transportation planning & analysis and road network improvements, including pedestrian and cycling infrastructure, TDM program, etc.;
- (e) Schematic design for Transit Satellite Garage;
- (f) Integrated land use and TOD planning;
- (g) Preliminary station locations (in relation to integrated land use and TOD planning);
- (h) Real Estate Market Analysis;
- (i) Integrated PE program;
- (j) Servicing/Utilities Review;
- (k) Environmental Review;
- (l) Value Engineering;
- (m) All other standalone reports (Nairn, Marconi); and
- (n) Participation in City approval process

### **D5.4 Project Objectives**

- D5.4.1 Note that it may be that two or more of the following objectives may come into conflict with one another during the Level 1 and Level 2 evaluation of alternatives, or during discussion with stakeholders and the public. It is the Consultant's task to recognize the need for compromise when interests/stakeholders compete with one another and to explain and seek buy-in when compromise is necessary. The following list is in no particular order -- the order here does not indicate how these objectives are to be ranked or weighted.
- (a) Effectively integrate transportation, land use and infrastructure planning based upon the City's Policy Documents (e.g. OurWinnipeg, Complete Communities, Sustainable Winnipeg, Transportation Master Plan, TOD Handbook).
  - (b) Incorporate transit oriented development principles along the corridor with a focus on higher densities at stations.
  - (c) Develop an integrated vision for the study area to coordinate short-to-long term public and private investments that will achieve effective land use and transportation planning objectives and will provide guidance and support for various efforts in the study area such as coordination of future utility upgrades and installations.
  - (d) Enhance the transportation network by focusing on connectivity and multi-modalism.
  - (e) Integrate rapid transit with our existing mature neighbourhoods in a context sensitive manner.
  - (f) Maximize efficiency of existing transportation infrastructure.
  - (g) Minimize negative impact on the natural environment;
  - (h) Create opportunities to develop distinctive places through place-making and high quality urban design.
  - (i) Be a catalyst for economic development and neighbourhood revitalization within Centres and along Corridors.
  - (j) Support multi-modal and active transportation connectivity that put pedestrians first.
  - (k) Provide a viable, multi-modal alternative to the automobile and to reduce commuter congestion.
  - (l) Connect existing and future amenities and destinations.
  - (m) Maximize current and future ridership.
  - (n) Ensure value-oriented solutions.
  - (o) Design a clear and transparent PE program that will effectively integrate the public into the process of route selection and its design

## D5.5 Study Area

- D5.5.1 The preliminary overall study area is shown in Figure 2. Note that the preliminary boundaries for certain components, e.g. those shown in Figure 4, are not exactly the same.
- D5.5.2 As part of the Proposal submission the Proponents are asked to confirm or provide commentary or confirmation to the study area as required. The study area may evolve. (e.g. as a result of findings of the transportation study and associated geometric improvements, or as a result of other issues that may arise during the project).

## D5.6 Confirmation of Scope of Work

- D5.6.1 Confirm the scope of work required using professional engineering and planning judgment as part of the Proposal submission.

## D5.7 Project Deliverables

- D5.7.1 The primary Project Deliverable is to be a high quality illustrated report (e.g. including standard report components including executive summary, appendices, etc.) All drawings are to be provided both as CAD files and drawings within the report. The body of the document should cover the following items in detail:

- (a) Schematic Design – Transitway Alignment (See D6.4.2, D6.4.3, and D6.5). Develop, evaluate, and recommend an alignment (to the schematic design level) of the eastern rapid transit corridor and rationalize a Class 4 estimate of probable costs. Note that the alignment selection (Level 2) component needs to be able to serve as a standalone document that can be used as an attachment in a report to Council recommending a preferred alignment. (See D6.4.4.);
  - (b) Functional Design – Red River Crossing (See D6.4.6). Provide a functional design and Class 4 cost estimate for the replacement of the Louise Bridge based on the preferred alignment for the transit corridor, its impact on the transportation network, and its compatibility with adjoining land uses;
  - (c) Functional Design – Stadacona Street Extension to Gateway Road (see D6.4.7). Provide a functional design and Class 4 cost estimate for the provision of the extension of Stadacona Street to Gateway Road;
  - (d) Detailed Transportation study analysis to support (a),(b),(c) ,(g),(h), and (i). (See D6.4.5);
  - (e) TDM Strategy (see D6.4.11 and Appendix D);
  - (f) Environmental Review (See D6.5.6);
  - (g) Active transportation network (See D6.4.8);
  - (h) Standalone AT report - Marconi Walkway report (See D6.4.9);
  - (i) Standalone AT report - Nairn Pedestrian Crossing report (See D6.4.10);
  - (j) Standalone schematic report for Transit Satellite Garage, including Class 4 estimate of costs. (See D6.4.12 and Appendix E);
  - (k) Recommendations regarding the determination of potential station locations (See D6.5.3);
  - (l) A strategy for the selected transit corridor to guide future local area planning efforts, and private and public development and infrastructure investment decisions. It would function as a 'road map' or blueprint outlining where further public intervention or planning work may be required and how City projects may need to be prioritized to facilitate the implementation of rapid transit. The strategy would identify the steps necessary to advance implementation of the corridor, possible planning and/or economic development tools that would need to be developed to support the introduction of rapid transit, capital budget integration for related public infrastructure works and public realm improvements. (See D6.5.4);
  - (m) Servicing / Utilities Review (See D6.5.5);
  - (n) Detailed documentation of Public Engagement Program (See overview of PE process in D6.2 );
  - (o) Project Justification (See D6.4.1);
  - (p) Value Engineering (See D6.5.7); and
  - (q) Final Project Summary
- D5.7.2 All designs in parts D5.7.1(a) and D5.7.1(j) need to be completed to the schematic design level (rather than the functional design level), per PPP Canada's requirements in their Schematic Design Estimate Guide (<http://www.p3canada.ca/en/about-p3s/p3-resource-library/schematic-design-estimate-guide/>)
- D5.7.3 The final report is to be submitted in hard copy and electronic form. Provide twelve (12) bound copies of the Final Deliverables, plus three (3) copies on USB drives. The consultant may consider the establishment of a "Sharepoint" site (or equivalent) to facilitate the ease of access to, and transfer of large documents and files.
- D5.7.4 In addition to the final Project Deliverables, progress reports / working reports should be completed on a regular basis, or tied to the completion of major milestones to permit the review of Project work, flag and resolve problems as they occur, deal with scope change issues, etc.

## D5.8 City's Role In Project

- D5.8.1 The City has established a Project Manager and project team consisting of staff from multiple City departments.
- D5.8.2 A Technical Advisory Committee (TAC) will be formed comprised of technical representatives from various City departments and outside agencies such as: Public Works, Office of Public Engagement, Community Services, Winnipeg Transit, Water and Waste, Planning Property and Development, Manitoba Hydro, WRHA, local School Divisions, etc. The TAC will be chaired by the Project Manager. TAC meetings will be held periodically during the project timeline to provide technical input. The City will organize the TAC meetings.
- D5.8.3 Technical services provided by the City shall include, but are not necessarily limited to the following:
- (a) TransCAD Transportation planning model output or an executable version of the model will be provided to assist in the development of future traffic projections for the various alternatives.
  - (b) The following background data can be provided:
    - (i) Construction record and utility drawings;
    - (ii) Aerial photography;
    - (iii) Draft versions of the proposed pedestrian and cycling network;
    - (iv) Right-of-way base (AutoCAD LBIS) with available utility layers;
    - (v) Traffic counts – historical counts and additional counts, as required;
    - (vi) Historical collision data;
    - (vii) Engineering studies – structural, sewer district, traffic impact, etc.;
    - (viii) 2007 Household Travel Survey data for Winnipeg;
    - (ix) Natural Areas Inventory;
    - (x) LIDAR mapping;
    - (xi) Geotechnical riverbank studies commissioned by the City within the study area; and
    - (xii) Additional items if available and deemed appropriate and beneficial to the successful completion of the project.

## D6. CONCEPTUAL PROJECT METHODOLOGY & PROJECT ELEMENTS

### D6.1 Introduction

- (a) The following content outlines the required elements of the project and a conceptual concept for of the methodology that could be used for the project. This section is intended to provide the Proponent with an overview of the City's proposed approach to the project. The City is seeking the Proponent's approach to expand upon this to evaluate all potential route options in a manner that is thorough and analytically robust, consistent with Best Practices from other jurisdictions, and is transparent, involving the public in decision-making to the greatest extent possible. This methodology is represented graphically in Figure 7.
- (b) The outline of this proposed methodology is based on a number of linear-oriented projects. It drew heavily from the methodologies used by the City of Edmonton and the City of Ottawa for the route selection processes they used to locate planned rapid transit corridors. Locally, it is also similar to a methodology prepared by Electric Power Research Institute and Georgia Transmission Corporation (EPRI-GTC) employed by Manitoba Hydro for several transmission line routing projects. See the following references:
  - (i) [http://www.edmonton.ca/transportation/ets/future\\_transit/southeast-to-west-lrt-mill-woods-to-lewis-farms.aspx](http://www.edmonton.ca/transportation/ets/future_transit/southeast-to-west-lrt-mill-woods-to-lewis-farms.aspx)
  - (ii) <http://ottawa.ca/en/city-hall/public-consultations/western-corridor-light-rail-transit-environmental-assessment>

- (iii) <http://www.epri.com/abstracts/Pages/ProductAbstract.aspx?ProductId=000000000001013080>
- (c) The City is flexible in adopting this methodology and suggests that the Proponent consider this as a starting point.

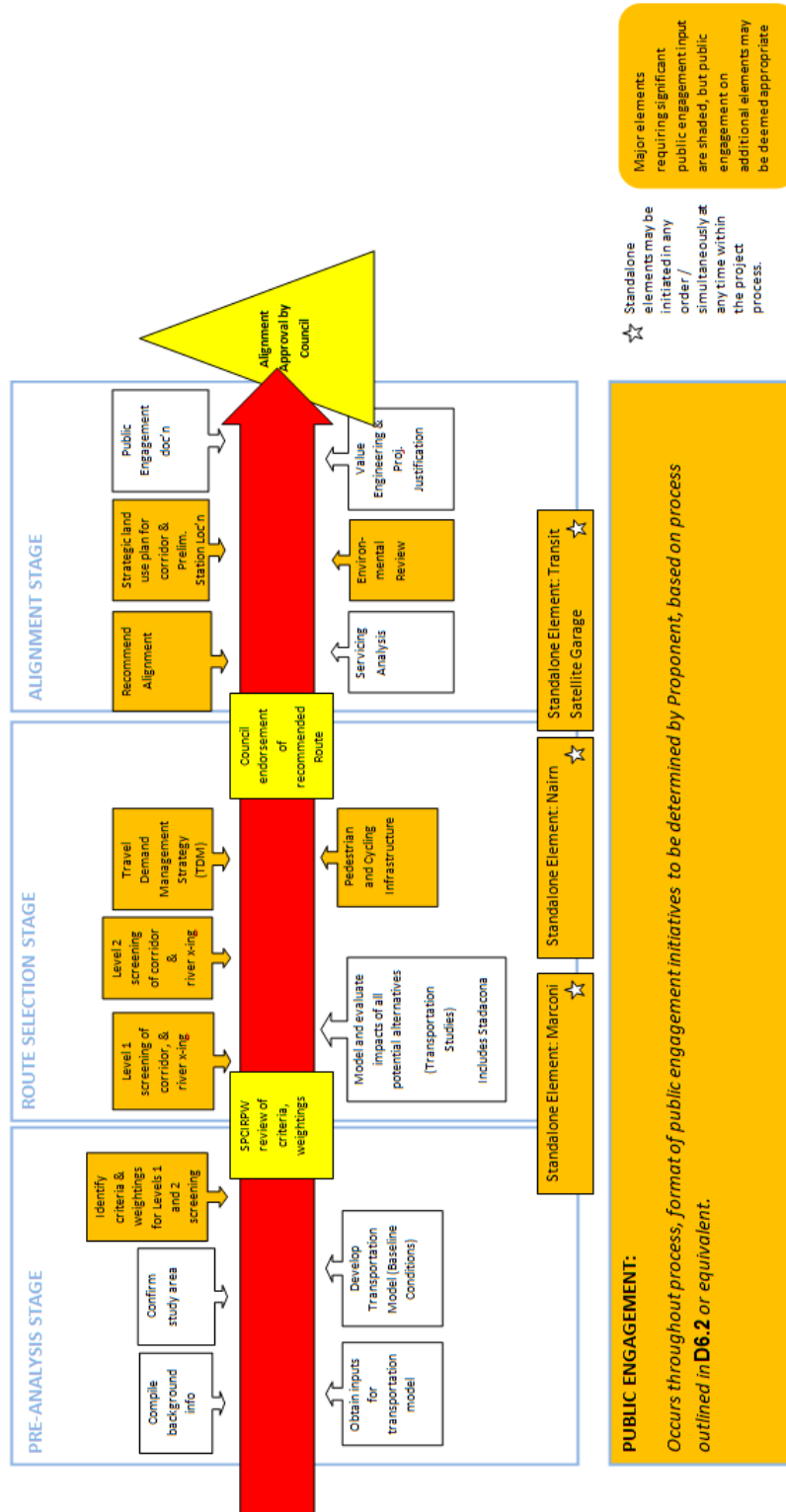


Figure 7: Conceptual Project Workflow

## D6.2 Public Engagement (PE)

D6.2.1 Public Engagement is an integral part of the project, which will allow better decisions to be made, incorporating the interests and concerns of affected stakeholders, while meeting the needs of the City. This will provide greater transparency in the decision-making process and provide for a more sustainable solution.

D6.2.2 It is anticipated that public engagement (PE) practices will take place throughout the entire project period, providing valuable input into the directions being developed through the project. The successful Consultant is to develop an IAP2-based PE process that achieves the following related goals:

- (i) EFFECTIVE PROCESS
- (ii) BROAD COMMUNITY REPRESENTATION
- (iii) OPENNESS & TRANSPARENCY

D6.2.3 The submitted Public Engagement Plan will identify the lead PE consultant, and the overall approach, as identified through D6.2.1, and suggest potential tactics and technology to use throughout the project.

D6.2.4 The Public Engagement lead will work with the Office of Public Engagement and project team to iteratively review and adjust the PE process as may be necessary over the course of the project. The Office of Public Engagement/project team will sign off on all PE plans and activities.

### D6.2.5 GOAL 1: EFFECTIVE PROCESS

The PE process effectively gathers information and feedback about relevant public needs, values and priorities for consideration at progressive decision points within the project, so that project outcomes align with the values and perspectives of the community.

#### (a) Objectives

- (i) Develop and implement a PE program that subscribes to the IAP2 Foundations/Certificate for Public Participation;
- (ii) Maximize translation of PE best practices to this project;
- (iii) Facilitate PE activities and events to genuinely seek input and feedback, rather than seek validation of proposed solutions;
- (iv) Be innovative and employ a variety of approaches to PE, where appropriate, that aim to increase interest, participation and participant satisfaction with the PE process. For example, public engagement storefronts, mobile presentation vehicles, charrettes, or detailed online engagement tools (such as <http://metroquest.com/portfolio/cincinnati-oasis-rail-corridor/>) are all concepts that could be used to create a more engaging and visible PE presence;
- (v) Identify issues, values, needs, preferences, priorities and ideas for decision points associated with all elements of the project scope, including the alignment of the future eastern rapid transit corridor, the future alignment of the Louise Bridge, future land development and community building, and associated multi-modal transportation network improvements;
- (vi) Effectively coordinate all PE activities as necessary to gain public input and feedback as needed to support the project decision authority's decisions within the project;
- (vii) Involve the public in the design of the PE program to ensure that activities, techniques and events meet community needs for engagement;
- (viii) Ensure meaningful consideration and weighting of community values in evaluating options as identified in section D6.4.3; and
- (ix) Effectively communicate about PE objectives, opportunities and how input is expected to be and ultimately used to influence project decisions.



(b) Activities

- (i) Consider best practices, the IAP2 Foundations/Certificate of Public Participation, recommendations from staff (including the Office of Public Engagement) and stakeholders, situational analysis and project understanding in the development and adjustments of the PE program over the course of the project;
- (ii) Confirm the full range and scope of decisions being made within the overall project to consider potential public interests in and providing opportunity for public contribution to these decisions;
- (iii) Identify stakeholders and their interests and perspectives that may be directly related to the overall project and/or specific decision points within the project. Determine how stakeholders want to contribute to the project and how they want to be kept informed;
- (iv) Seek the public's input on the design of the PE program to ensure community expectations and needs are met in the design and execution of the overall program and individual events and activities;
- (v) Prepare all communications to effectively provide relevant information to support and encourage public interest and understanding;
- (vi) Prepare clear intent statements for every PE opportunity/activity for inclusion in communications with the public. This should include clear articulation of the information/input being sought and the tools being used;
- (vii) Develop a PE plan that clearly identifies:
  - ◆ The public engagement objectives and risks, and how the PE plan will address them;
  - ◆ Identifying where the project is on the IAP2 Spectrum;
  - ◆ A project timeline that identifies the phases of PE activities;
  - ◆ The public's role in the decision-making process;
  - ◆ The decision points/steps within the overall project, and the scope of the decisions to be made at each step;
  - ◆ The PE need/interest associated with each decision step, along with the recommended level of participation; and
  - ◆ How input will be used to influence decisions.
- (viii) Provide summaries of PE results and their relevance to decisions being made after significant engagement activities and/or on a mutually agreed upon schedule;
- (ix) Provide Public Engagement Reports that summarizes all PE activities and results, which will be shared with stakeholders and the public;
- (x) Evaluate community/participant satisfaction with the overall PE program and their level of support for the project outcome;
- (xi) Document and evaluate the PE program and outcomes, tools and techniques used within the project and report on the lessons learned to inform future PE activities of the City; and
- (xii) Provide an evaluation report to the project decision authority. Translate successes and challenges encountered within the PE program and activities used in this project to inform future City PE processes and activities.

D6.2.6

GOAL 2: BROAD COMMUNITY REPRESENTATION

That the PE program is designed to capture the views, input and feedback from a significant number of community members that represent a diverse and broad range of community stakeholders.

(a) Objectives

- (i) Identify as completely as possible, the full range of stakeholders and the breadth of their interest regarding any and all aspects of this project, ensuring all perspectives are represented;
  - (ii) Design and implement a PE process that is accessible and flexible, and mitigates or seeks to eliminate any potential challenges/obstacles to participation;
  - (iii) Ensure that loud and quiet voices and different viewpoints are balanced, ensuring all voices are heard; and
  - (iv) Pursue open, timely and effective communication, using tools and materials to develop public understanding of significant issues, and to raise awareness about opportunities to participate in the process.
- (b) Activities
- (i) Identify stakeholders and their perspectives that may be directly related to decision points. This should include but not be limited to:
    - ◆ Residents;
    - ◆ Property Owners;
    - ◆ Business Owners;
    - ◆ Developers;
    - ◆ Users of current and future amenities, destinations, employment generators within the study area
    - ◆ Users of current and future transportation networks within the study area.
  - (ii) Identify options and make recommendations for the most constructive way to engage with the public and to receive broad stakeholder input, considering the nature of input being sought and the range of stakeholder characteristics and interest;
  - (iii) Explore ways to engage potentially under-represented stakeholders such as youth, seniors, people with disabilities, ethnic and cultural communities, new Canadians and others. This may involve specific reach out efforts such as one on one meetings, tapping into established networks of stakeholder groups or other methods;
  - (iv) Involve the public in the design of the PE program to ensure that activities, techniques and events meet community needs for engagement;
  - (v) Ensure that public engagement venues meet the City of Winnipeg Accessible Design Standard, and that all information (advertisements, materials, and presentations, etc.) are provided to be accessible (e.g. plain English, multiple languages, sign language, alternative formats, CNIB Clear Print Guidelines, etc.);
  - (vi) Identify stakeholders with high, medium and low levels of interests in issues related to the project, and develop approaches to reach stakeholders with all levels of interest (eg. Direct, indirect, city-wide);
  - (vii) Administer and provide a report on at least one survey that represents a statistically valid cross section of Winnipeggers on issues that may be identified over the course of the project. The survey must ensure that different users are adequately represented; and
  - (viii) Administer and provide a report on at least one web-based survey that mirrors the phone survey to gain additional feedback, allowing for interested stakeholders to provide their feedback.

#### D6.2.7 GOAL 3: OPENNESS & TRANSPARENCY

That the PE program and associated communications allow stakeholders to understand: the scope and framework of the project, how input is used in the project's decision-making process, the relevance of their values and perspectives on issues being considered in the

project; and the opportunities for them to access information, ask questions and provide input and feedback.

(a) Objectives

- (i) Pursue open, timely and effective communication, using tools and materials to develop public understanding of significant issues, and to raise awareness about opportunities to participate in the process;
- (ii) Design all PE activities and associated communications to be inclusive, respectful, timely, meaningful, transparent and accountable;
- (iii) Pursue a PE program that provides various opportunities to access information and provide input;
- (iv) Develop a PE program that provides opportunities for community members to engage with each other in new/different ways about issues that matter to the whole community;
- (v) Provide broadly accessible information about what input has been gathered through the PE program, and how it has influenced decisions and outcomes; and
- (vi) Acknowledge successes and challenges/failures faced within the project and how they were addressed within the project process (through rolling adjustments).

(b) Activities

- (i) Develop a communications plan to support the overall project and PE plan, providing clarity about the scope of the project, decision to be made, and where and how public input is being sought and will be used to make decisions;
- (ii) Develop a protocol for approving public engagement material and for responding to and tracking public inquiries and feedback;
- (iii) Develop/prepare all content for and facilitate management/maintenance of the project web content on the City's website to provide an ongoing and reliable location to access all public information about the project and process, including project updates, information about upcoming events and materials shared in PE events. As a component of this, prepare a diagram/flow chart to provide an overview of the outcomes expected at each phase of the study, and the type of engagement input being collected to help inform those outcomes;
- (iv) Develop content so as to serve as a viable or "virtual" alternative to in-person events, which could include various ways to receive feedback, such as: commenting, ideation, mapping, surveys, questionnaires, message boards, blogs, etc. as deemed appropriate;
- (v) Prepare public-facing PE reports at major project milestones as well as the conclusion of the PE program, so that stakeholders can see how their input has been considered and used. Reports should include:
  - ◆ cataloguing public input and project response to it;
  - ◆ a detailed record of all promotions and communications, attendance numbers and details of events;
  - ◆ a summary of findings and results, as well as detailed analysis of any feedback provided;
  - ◆ how the project or PE process may have been adjusted in response to emerging issues; and
  - ◆ Other information as required.
- (vi) Develop and manage a complementary social media strategy as appropriate, using City of Winnipeg accounts;
- (vii) Use a range of other communication and engagement tools to maximize reach;
- (viii) Illustrate and communicate development and urban form options/scenarios using a variety of innovative and creative graphic presentation techniques such as transformative images, 3D rendering, photo inventories, animations and fly-

throughs, videos, etc. Illustrate potential building massing and prepare renderings of station areas at full build out;

- (ix) Supply to the City all information to be included in communications material, including electronic copies of original graphics, illustrations, images, maps, concepts, etc.;
- (x) Provide excellent graphic design in all materials produced for this project;
- (xi) Coordinate production of all materials and access to equipment necessary for PE events. This can include handouts, presentation boards/easels, PowerPoint presentations, polling technology and audio/visual equipment, etc.;
- (xii) Consultant will be responsible for booking, facilitating and staffing all PE activities and events; and
- (xiii) Confirm project manager approval for all communications material. A project team member other than the project manager may be identified to liaise with /support the PE program.

D6.2.8 The City can assist with the preparation and production of all public and stakeholder presentation and consultation materials and coordination of PE events. City staff will be available to act as support staff and facilitators, as required, at these events.

D6.2.9 The City will be responsible for the cost of any newspaper advertising, posters or other public notice for events.

D6.2.10 The City will cover administrative costs and other expenses for public engagement events including, for example, venue rental charges, equipment rental, catering for snacks and refreshments, ASL interpretations and translation services (including Braille), printing, provision of childcare, postage, courier, newspaper advertising, photocopying, etc. subject to prior approval of costs by the Project Manager. Wherever possible, City facilities will be used to host public events.

### D6.3 PRE-ANALYSIS STAGE

#### D6.3.1 Compile Data and Background Information

- (a) Review existing policy context, background studies, and additional background information;
- (b) Obtain inputs for transportation modeling;
- (c) Assemble mapping resources – base, topographic, aerial photos, zoning, etc.;
- (d) Identify and review existing brownfields based on provincial registry as per the Contaminated Sites Remediation Act;
- (e) Review City of Winnipeg natural areas inventory and habitat quality assessments as per the Ecologically Significant Natural Lands Strategy;
- (f) Review existing land use in the project study area;
- (g) Liaise with Waterways Section of the Urban Design Division (PPD) regarding riverbank stabilization issues;
- (h) Identify key nodes and destinations, including but not limited to parks, schools, recreation facilities, libraries, commercial hubs and other significant user/public draws;
- (i) Review of existing transitway design concepts/standards & rapid transit corridor design criteria – park and ride, landscaping, lighting, access/egress, bus loops, bus staging areas, transit priority measures, shared use of right-of-way, grade separation, and signalization); and
- (j) Discuss the suitability of BRT vs. LRT for this corridor, and the feasibility of future conversion BRT to LRT in the future. See Appendix F.

#### D6.3.2 Confirm Study Area

- (a) Identify all possible rapid transit corridor alignments.

- (b) Consolidate the outer boundaries of all identified corridors to confirm the outer limits of the comprehensive study area.

D6.3.3 Develop Transportation Model (Baseline Conditions)

- (a) See D6.4.5 related to the transportation model.

D6.3.4 Identify Criteria for Levels 1 and 2 Screenings

- (a) Identify Level 1 and 2 screening criteria for both transit corridor and Louise Bridge replacement crossing options and confirm with the City of Winnipeg and the public, based on, but not limited to, environmental, technical, servicing, potential station locations, and existing and future land use/built environment considerations. See D6.4.2, D6.4.3, and D6.5.3
- (b) Note that Level 1 and 2 evaluation criteria and weightings to be reviewed and approved by SPCIRPW and potentially by City Council. This evaluation will align with the strategic direction inherent in the City's policies. This will be a milestone that will need to be accounted for in the timeline for the project.

D6.4 ROUTE SELECTION STAGE

D6.4.1 Need and Justification for the Project

- (a) Include the following in the final report:
  - (i) Document the justification and rationale for the corridor study. Note that this is not intended to be a prioritization exercise to review the priority of this corridor in the context of the other proposed rapid transit corridors in the city.
  - (ii) Demonstrate that the rapid transit line, river crossing infrastructure, associated transportation infrastructure and the subsequent development opportunities (based on adequate servicing) along the corridor provide benefit to Winnipeg.
  - (iii) Perform a comprehensive business case and benefit/cost ratio analysis as outlined in this study) for the elements and the overall eastern corridor study. See D6.4.3(d)(iv), D6.5.2(d), and Appendix H.
- (b) Note that a P3 business case and value for money (VFM) analysis is not part of the scope of this project, (They are part of Phase II) but note that some of the information developed in this project for evaluation/decision-making will be inputs for that analysis.
- (c) Note that although this study element is presented early in this conceptual project methodology, it may not be possible to complete this element of the project before the detailed analysis in subsequent sections is completed.

D6.4.2 Level 1 screening of all corridor options

- (a) Perform high level screening of project study area based on Level 1 criteria and identify major opportunities and constraints. This Level 1 screening is intended to be a "fatal flaw" analysis where all rapid transit corridor alignments that fail to meet the basic objectives of the project are removed from further, more exhaustive, review. Screening criteria can include, but not be limited to:
  - (i) Does the corridor meet the project's Purpose Statement as well as its Goals and Objectives?
  - (ii) Is the corridor consistent with OurWinnipeg and Transportation Master Plan?
  - (iii) Is the corridor technically feasible?
  - (iv) Does the corridor primarily use existing transportation corridors?
  - (v) Does the corridor create irresolvable conflicts with adjacent land uses as well as traffic and goods movements?
  - (vi) Does the corridor create irresolvable social and environment impacts?
  - (vii) Does the corridor provide reasonable access to the proposed Transit Satellite Garage?
  - (viii) Does the corridor connect/link to significant existing and future destinations?

- (ix) Does the corridor connect the start and end points in a timely and reasonably direct fashion?

#### D6.4.3 Level 2 screening of viable corridor alternatives

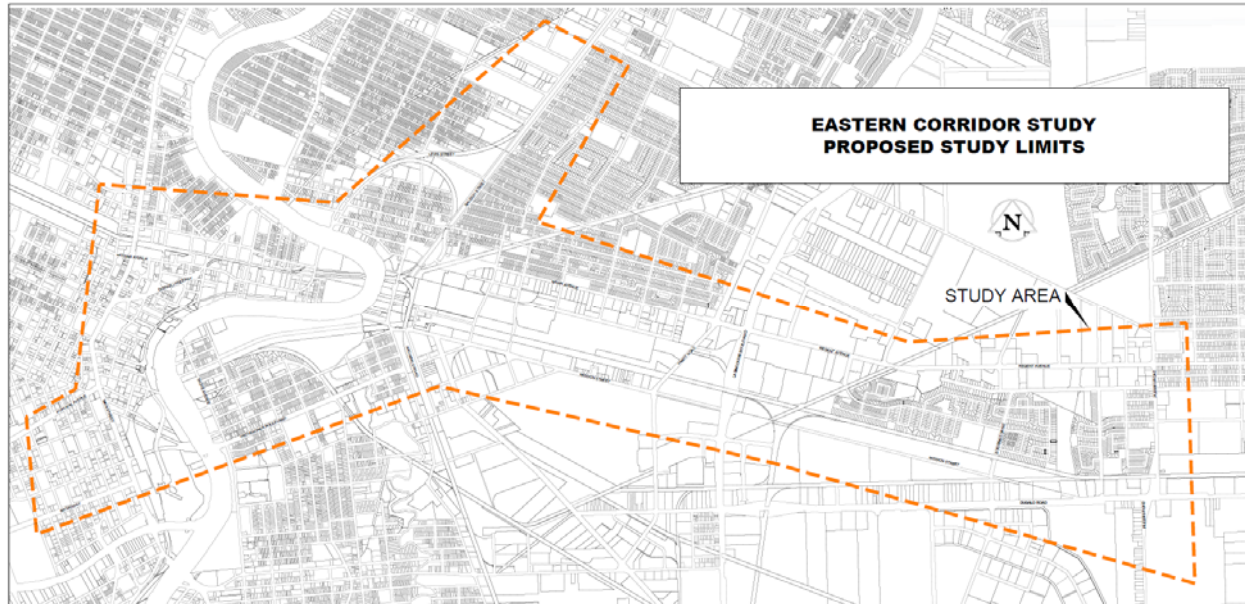
- (a) Confirm Level 2 screening criteria and evaluation/weighting process of route options with Project Manager and project team.
- (b) Level 2 evaluation criteria and weightings are to be reviewed and approved by City Council and/or SPCIRPW.
- (c) This evaluation will align with the strategic direction inherent in the City's policies.
- (d) Screening criteria should include, but not be limited to:
- (i) Land use/promoting compact urban form. See D6.5.4; preliminary work for all communities within the study area should be completed to allow this information to be used in the screening.
- ◆ Project development opportunities within all corridors for both residential and commercial/employment uses.
  - ◆ What are the existing population densities surrounding each proposed route?
  - ◆ How many existing and future destinations are accessible by each route?
  - ◆ How many major destinations does each route connect to?
  - ◆ Corridor needs to take into account the future location of the future East Garage location, location TBD. (See D6.4.12)
  - ◆ Real estate market analysis should be a significant component of the methodology. As such, the successful Proponent should engage the services of a real estate economist to address a number of issues, including but not limited to, the viability of designated Employment Lands within the study area for continued employment use, consideration of if adjacent Employment Lands are appropriate for re-designation to allow for residential uses, and market demand for transit-oriented development.
  - ◆ Initiate work on the strategic land use plan D6.5.4, so as to take these findings into consideration as part of the Level 2 screening criteria considerations.
- (ii) Movement of people/goods (See Transportation Studies - D6.4.5)
- ◆ Model and evaluate transportation impacts of all potential alternatives for all modes and consider impact on goods movement for use in ranking options.
  - ◆ Evaluate potential options on their ability to maximize mobility options and minimize dependence on single occupancy vehicle travel.
- (iii) Feasibility/Constructability
- ◆ Estimated capital and operating costs of each route;
  - ◆ How does each route enable future expansion of the rapid transit system?;
  - ◆ Transitway geometry and grades, including required rights-of-way;
  - ◆ Land drainage along right-of-way;
  - ◆ Vehicle and pedestrian/cycle crossings;
  - ◆ Connectivity to adjacent development, particularly ensuring connectivity across adjacent right-of-way;
  - ◆ Consider interaction with utilities (e.g. Manitoba Hydro) and railroads e.g. CN, CP, CEMR railroads;
  - ◆ Review land use agreements/lease requirements, property acquisitions, and patterns of property ownership and fragmentation (required for future, more thorough analysis);

- ◆ Adequate servicing (note that the Servicing Report may need to be completed in parallel -- it may be that certain route alternatives cannot be supported from a servicing perspective.);
  - ◆ Number and location of river crossing(s);
  - ◆ Geotechnical and hydraulic challenges at river crossing locations; and
  - ◆ Phasing of construction
- (iv) Cost/Benefit analysis
- ◆ Cost/benefit analysis of alternatives for each of the three segments of the transit corridor must be provided.
  - ◆ Cost/benefit analysis must also be completed for the alternatives concepts for individual major infrastructure components (e.g. the river crossing).
  - ◆ Utilize the City's Asset Management Business Case Template and Instructions (see Appendix H) to complete these. Note that these are not an Economic Business Case; they are meant to assist in selecting between alignment and design alternatives.
- (v) Environmental
- ◆ Evaluate route options in terms of their anticipated environmental impacts regarding biophysical environment, natural areas, and habitat corridor.(See D6.5.6)
- (vi) Socio-cultural
- ◆ Impact of construction (including possible displacement/disruption along corridor during and after construction)
  - ◆ Does the route create physical barriers for neighbourhood residents?
- (e) Bring forward a proposal to SPCIRPW and potentially Council for endorsement on the recommendations in this section once Level 2 screening is complete.

D6.4.4 An Interim/progress report should be presented re: this major milestone. It is recommended that once a recommended option is determined, it be made public and receive Council approval (in this way there is a measurement of the level of buy-in and public / City of Winnipeg support/opposition for the concept) before proceeding further.

#### D6.4.5 Transportation Studies

- (a) The proposed study area for this element of the project is shown in Figure 8. Note that the boundaries are not exactly the same as Figure 2, particularly the eastern limits in Transcona. Once the project commences, the exact boundaries for the project will need to be confirmed with the project team, and may require modification during the project based on the analysis that takes place.



**Figure 8: Proposed Study Limits for Transportation Study Elements**

- (b) Transportation analysis is required for the study area and to support the determination of alignment of RT lines, stations and stops, location and connectivity for the river crossings, pedestrian and cycling infrastructure etc.
- (c) Transportation study work shall be conducted in accordance with the following parameters:
  - (i) Compile and analyze existing City traffic data and publicly available traffic studies in the area to determine base year and 2034 design year turning movement volumes. Identify locations for City to conduct additional traffic counts, if necessary, to confirm base year traffic conditions. Projections for all roadways within the subject area can be made by the City using the TransCAD-based transportation planning model developed for the Winnipeg Transportation Master Plan. The model incorporates anticipated traffic generation from the development of surrounding land. The City will conduct the model runs and provide the output in the form of link volumes to the consultant. The base year of the model is 2006 and runs can be made in five year increments to 2031. The consultant will need to project model runs to the design year. The consultant will need to determine if any adjustments are needed to the model results to better replicate base year volumes and project future year volumes and determine turning movement volumes based on the link volumes provided by the City. Some adjustment may be made to the base year model to improve assignment results (e.g. turn penalties). The model does not include truck traffic. The consultant should determine how truck traffic should be evaluated as part of the project.
  - (ii) Review the operation and safety of all intersections within the subject area, and recommend modifications, realignments, closures, or other improvements.
  - (iii) Review vehicular access management issues within the study section and investigate alternatives for local street and private approach realignments or closures.
  - (iv) Determine opening day and ultimate number of lanes for each Regional Street with consideration to the developed project sequencing.
  - (v) Develop a Synchro based model of the study area to identify and evaluate signal timing/capacity issues of any possible alignments. Provide detailed transit ridership projections for existing conditions, and for each alternative alignment, considering impact of route on ridership, at 10 and 20 year horizons, including review of transitway capacity, catchment areas for various access modes to



stations (walk, cycle, transit, drive) and associated infrastructure requirements, pinch points, review of potential transit routes on-and-off the transitway & fleet and staff requirements. Compare operation against conventional transit and corridor transit. Prepare recommendations regarding operation (rapid transit, corridors, or conventional transit operation) on each segment of the corridor.

#### D6.4.6 Red River Crossing / Louise Bridge

- (a) Together with the alignment of the transit corridor, recommend the location or locations for the infrastructure that will serve as replacement of the Louise Bridge, which must occur following a similar Level 1 and Level 2 screening procedure as with the transit corridor alignment, including having Council and/or SPCIRPW endorse the weighting and evaluation criteria.
- (b) The work of the transit corridor alignment and the Louise Bridge replacement must be integrated with one another to ensure an optimal solution to both sets of issues.
- (c) Ensure recommendations for the replacement of the Louise Bridge conform to Public Works requirements.
- (d) Provide a functional design complete with drawings and a Class 4 cost estimate for the replacement of the Louise Bridge in accordance with the following:
  - (i) Alignment with City's goals and plans (Our Winnipeg, Sustainable Transportation, Transportation Master Plan).
  - (ii) Consideration that South Point Douglas is designated as a Major Redevelopment Site in Complete Communities
  - (iii) Linkages such as east and northeast bus rapid transit, active transportation network, and the future extension of Stadacona Street to Gateway Road and Munroe Avenue.
  - (iv) Confirmation of bridge location, cross section, roadway geometry, and roadway network connections. Determine necessary extents of right-of-way renewal.
  - (v) Development of implementation plan including bridge/road closure schedules and timing of the various works.
  - (vi) Gain stakeholder and public acceptance of the functional design plans.
  - (vii) Provide recommendations to proceed to preliminary and detailed design.
  - (viii) Identify all related risks and technical issues and develop associated mitigation strategies and solutions to ensure any physical projects can be implemented efficiently.
- (e) Functional Design:
  - (i) Undertake review of existing information and site investigations.
  - (ii) Conduct an on-site survey and visual inspection of relevant existing infrastructure within the project limits to establish the condition and confirm location of existing roadways, railways, structure, sewers and major drains, utilities, etc.
  - (iii) Carry out a hydraulics study sufficient for the functional design to determine the impact on number of spans, length of bridge, and the height of the bridge.
  - (iv) Review available sub-surface investigations. Identify need for additional testing, and implement and supervise a testing program. The geotechnical programs to consider a minimum of (but is not limited to):
    - ◆ Groundwater analysis
    - ◆ Pavement design
    - ◆ Environmental sampling
    - ◆ Slope stability and requirements for any structures
  - (v) Confirm the need for bridge in its current location and the connecting roads for the present and future.
  - (vi) Design the bridge and associated roadways to accommodate number of lanes required as determined through the planning phase.

- (vii) Integrate all necessary pedestrian and cycling facilities as determined through the planning phase.
  - (viii) Confirm adequacy and any requirements for improvements at the CPR underpass on Higgins Avenue.
  - (ix) Develop recommendations for improvements of intersections at the south end (Higgins and Sutherland) and at the north end (Stadacona, Levis, Nairn, and Midwinter). Investigate the feasibility of roundabouts.
  - (x) Confirm if the bridge cannot be feasibly rehabilitated and must be replaced.
  - (xi) Incorporate all accommodation/tie-in with the bus rapid transit network.
  - (xii) Confirm the accommodation/tie-in of utilities.
  - (xiii) Determine property acquisition requirements. Prepare property requirement drawings and provide associated cost estimates for the required properties. Cost estimates are to be prepared by an appraisal professional as part of the consultant team.
  - (xiv) Review and outline possible implications on the adjacent parkland.
  - (xv) Investigate and identify any additional environmental and regulatory approval requirements for the recommended alternative to proceed to construction.
  - (xvi) Perform a risk assessment – identify significant risks and appropriate mitigative strategies as they relate to the successful completion of the project's implementation.
  - (xvii) Integrate the functional design into the overall public consultation program.
  - (xviii) Develop viable options in consultation with the City of Winnipeg Bridge Operations Branch.
  - (xix) Review alignment alternatives with City of Winnipeg's Riverbank Management Engineer in Waterways Branch
  - (xx) Develop evaluation criteria and weighting for selection of the recommended option.
  - (xxi) Develop an implementation schedule. Investigate the feasibility of a complete closure during construction. Produce a project/construction schedule.
  - (xxii) Produce functional design drawings.
  - (xxiii) Produce class 4 cost estimates.
  - (xxiv) Benefit/cost analysis shall be performed on each of the alternatives.
- (f) Bring forward a proposal to Council for endorsement on the selections/conclusions in this section once Level 2 screening is complete. An Interim/progress report should be presented re: this major milestone. It is recommended that once a recommended option is determined, it be made public in a preliminary way to measure the "temperature" of public / City of Winnipeg support/opposition for the concept before proceeding further.

#### D6.4.7 Functional Design – Stadacona Street Extension to Gateway Road

- (a) Develop a functional design for the Stadacona Extension between Nairn Avenue and Munroe Avenue. This will provide a more direct transportation facility to connect East Kildonan and the downtown.
- (b) Develop a multi-modal functional design, to link the Gateway/Raleigh corridor to the Red River crossings and eastern corridor. This should accommodate north-south travel demand between the north-east area of the city and beyond the city's boundaries towards the city centre, and should include design of the Stadacona Street Extension between Nairn Avenue and Munroe Avenue, the alignment of the future north east rapid transit and pedestrian and bicycle routes.
- (c) Develop a functional design for geometric and user improvements to Higgins Avenue between Main Street and the Louise Bridge.
- (d) Ensure these key deliverables are developed:
  - (i) Functional geometric alignments including intersection designs;

- (ii) Right-of-way requirements;
  - (iii) Implementation Plan;
  - (iv) Detailed analysis within the project's transportation study (D6.4.5) to support recommended improvements to the transportation network in the Study Area; and
  - (v) Cross-sections complete with above and below ground utilities.
- (e) The functional design for the road network linking downtown to the Raleigh/Gateway Corridor should be complemented by the appropriate level of land use analysis to consider the impacts of urban growth and travel demand in northeast Winnipeg feeding into the multimodal network.
- (f) While there is no specific designation for this immediate area in the Complete Communities Direction Strategy (CCDS), there is the potential for the junction of the East and Northeast Rapid Transit Corridors to become a hub of activity and warrant additional attention for infill development from a transit-oriented development and land use perspective. In addition, Stadacona and areas immediately adjacent to it, would also exhibit potential increased land development opportunities that should be considered and factored in to the travel demand in the area.

#### D6.4.8 Pedestrian and Cycling Infrastructure

- (a) The City of Winnipeg is developing strategies to encourage walking and cycling as attractive, convenient and accessible transportation choices for people of all ages and abilities in Winnipeg.
- (b) As was the case with Stage 2 of the Southwest Rapid Transit Corridor, the provision of active transportation infrastructure in tandem with the eastern transit corridor is considered an essential component of the project.
- (c) Review the City's Pedestrian and Cycling Strategies document to determine pedestrian and cycling infrastructure required along the corridor. Collaborate with Public Works (and the Active Transportation Coordinators Group (ATCG)) to determine the infrastructure required to complete the network in this area, recognizing that past planning may not have taken into consideration the provision of the rapid transit corridor, or the replacement or modification of the Louise Bridge.
- (d) Provide recommendations for pedestrian and cycling facilities within or adjacent to the study area, including connections to local destinations, established and proposed cycling routes and active transportation facilities, and transit stations and stops.
- (e) Best practices regarding active transportation should be utilized.
- (f) Community impacts and input from the Public Engagement (PE) process shall be considered.
- (g) Recommendations should account for river crossings and grade separation requirements.
- (h) Note that there are two additional "standalone" PWD active transportation projects to be completed as part of the active transportation analysis:
  - (i) Marconi Walkway
  - (ii) Nairn Avenue Pedestrian Crossing

#### D6.4.9 Standalone Component Project: Marconi Walkway

- (a) A proposed pedestrian and cycling route, along Midwinter Avenue and Riverton Avenue, is currently part of the Council-approved active transportation (pedestrian and cycling) network, and is consistent with the City's long term Kildonan Parkway Vision.
- (b) Related works regarding the proposed pedestrian and cycling network improvement have been advocated for by the cycling advocate organization "Bike Winnipeg". More detailed information can be found on their website: <http://bikewinnipeg.ca/our-work/advocacy/2014-civic-election-campaign/2015-budget-priorities/disraelinpg-connection-improvements/#sthash.VcTc6jx4.dpbs>

- (c) Complete the following in a standalone traffic analysis report format, documented and developed plans for:
  - (i) The replacement of the current on-road cycling facility connecting the north end of the new Disraeli Pedestrian and Bicycle Bridge and the Brazier/Roch neighborhood greenway with an off-road multi-use path along the south side of Midwinter Avenue linking the bridge to Brazier Street. (Construction of this pathway is estimated to be \$60,000. This is a class 3 cost estimate with an expected accuracy rating of -20% to +30%.)
  - (ii) Design the active transportation connection along Riverton Avenue from the Brazier/Roch neighborhood greenway to the Northeast Pioneers Greenway including installing half signals where Riverton Avenue crosses Stadacona Street and Watt Street. It is unknown at this time whether these crossings would meet the warrants for half signals.

D6.4.10 Standalone Component Project: Nairn Avenue Pedestrian Crossing

- (a) Based on the results of recent pedestrian crossing studies undertaken on Nairn Avenue by Public Works, which indicated that the crosswalk is unwarranted due to low crossing volumes, current recommendations are that a controlled pedestrian crossing not be installed on Nairn Avenue between Archibald Street and the Louise Bridge at this time, and that the signed and marked pedestrian crosswalk across Nairn Avenue at the west side of Allan Street be removed.
- (b) Transportation network improvements in the area will have an impact on pedestrian volumes, and long-term pedestrian crossing control needs on Nairn Avenue need to be reviewed.
- (c) As part of the larger project, complete the following in a standalone report format:
  - (i) Review existing and future pedestrian crossing control requirements on Nairn Avenue between Stadacona Street and Watt Street to determine long-term needs and opportunities for pedestrian accommodation in the area.

D6.4.11 Transportation Demand Management (TDM) Strategy

- (a) Transportation Demand Management (TDM) policies and programs work to influence transportation decision-making (i.e. The *if, why, when, where and how* of how people travel.), generally seeking to reduce overloading on a given network.
- (b) Recognizing that TDM policies can apply at various levels (City-wide, community-wide, and even within a single infill project, and that TDM policies are a moving target for the City at this time, develop a suitable suite of TDM strategies for incorporation into development along this corridor, and incorporate TDM into the transportation analysis and decision-making as appropriate.
- (c) As part of this project, the consultant shall prepare a TDM strategy to support the objectives and implementation of this project. This shall include, but not be limited to:
  - (i) Documentation on how the land use and urban design directions being developed in this project maximize travel options and minimize dependence on single occupancy vehicle travel;
  - (ii) recommended approaches to parking management, within the broader study area, but in particular as related to station area development;
  - (iii) recommendations related to incentive and educational programs such as Community Based Travel Marketing (CBTM), Employer-based programs, and others that promote transit use, carpooling and active travel for residents and workers in the area, and visitors to the area. Consideration should be given to these both during and post construction.
- (d) For more information on TDM, see Appendix D.

D6.4.12 Standalone Component Project: Transit Satellite Garage (TSG)

- (a) This is a standalone component of the project, the goal being a schematic level of design for the Transit Satellite Garage (TSG), anticipated to be ultimately constructed either before, or at the same time that the eastern rapid transit corridor is completed.

- (b) The TSG is intended to provide the capacity to park and service approximately two hundred (200) regular forty foot transit buses. Transit's fleet also includes sixty foot articulated buses and the garage must efficiently accommodate these types of buses when required. The TSG is expected to be approximately 23,900 square metres (257,000 square feet) in size.
- (c) It is anticipated that the TSG would be located in the vicinity of the transit corridor within the study area. (A consultant is in the process of completing some preliminary work on location selection and sizing of this proposed garage; the successful Proponent will be provided with this information.) The successful Proponent will need to ensure that the design of the corridor and its infrastructure does not preclude the provision of the TSG, and that the TSG's access can be tied-into the corridor, etc. The alignment of the rapid transit corridor and its infrastructure will likely play a role in the selection of the site to pursue for the TSG.
- (d) Completing the Schematic Design for the TSG work now, as part of the this project, will bring the TSG closer to being "shovel ready", providing adequate information for Schematic cost estimation and defining the major elements of the building.
- (e) All work must be completed to the schematic design level, as per PPP Canada's requirements in their Schematic Design Estimate Guide (<http://www.p3canada.ca/en/about-p3s/p3-resource-library/schematic-design-estimate-guide/>). A Schematic Design encompasses plans, elevations, sections, and palettes of materials that generally represent 30% design completion. These inputs are used to prepare a Schematic Design Estimate, which is at a Class C level.
- (f) This project plays a key role in the efficiency and cost effectiveness of the entire Transit system. The garage must be conceived, designed and ultimately delivered to provide the best value. The best value includes the lowest capital construction cost combined with highest material life-cycle, lowest Operations and Maintenance costs, longest serviceable life with ease of component replacement, commonality of components and access to components.
- (g) The design solution needs to include an option to allow a "fuel flexible" approach in that it will allow for the future deployment of one or more alternative fuel technologies such as liquid (e.g. gasoline), gaseous fuels (e.g. compressed natural gas (CNG), hydrogen), series hybrid, and battery-electric power sources, to give Winnipeg Transit the flexibility to operate a fleet with varying fuel sources. The facility will also support diesel bus operations, recognizing the transition period needed to introduce alternative-fuel buses into Winnipeg Transit's fleet.

This would require the inclusion of on-site fuelling and storage distribution infrastructure, and might require the provision of additional design considerations, such as independent heating and ventilation systems, explosion-proof electrical, fire-rated & structurally reinforced walls, etc.

See the following document for more information regarding "Fuel Flexible" transit garages:

[http://www.cngva.org/media/4278/cvef\\_building\\_fuel\\_flexible\\_bus\\_garages\\_2006.pdf](http://www.cngva.org/media/4278/cvef_building_fuel_flexible_bus_garages_2006.pdf)

Further discussion will be necessary throughout the process with Winnipeg Transit, particularly if there is a need for give and take, for instance if in order to incorporate "Fuel Flexible" elements, there is a loss in the overall vehicle storage capacity.

- (h) Note that this description should be considered a starting point for this work, it is imperative that the successful Proponent liaise with Winnipeg Transit once the project commences for additional detail and updated information.
- (i) Major Components of TSG Schematic Design Project.
  - (i) Develop a Schematic Design for the TSG for construction along the eastern rapid transit corridor at a location TBD within the project study area (See Figure 2)
  - (ii) The Schematic Design will include building structure, mechanical, and electrical systems, landscaping and site design, and anticipated LEED credits for LEED – Silver certification. See Appendix E for detailed requirements to be

incorporated into the Schematic Design. Note that Appendix E was developed prior to the consideration of including a "Fuel Flexible" capability, meaning that Appendix E's specifications are required, but discuss with Winnipeg Transit in the event that they would be counter to a "Fuel Flexible" approach.

- (iii) Use these inputs to prepare a Schematic Design Estimate of project costs at a Class C level.
- (iv) Liaise with the City and its representatives as necessary through correspondence and meetings;
- (v) Determine the need (as and if required) for the relocation of existing underground services;
- (vi) Conduct an initial environmental review in preparation for an Environmental Impact Study;
- (vii) Consider the potential for integration of TSG with potential area redevelopment (e.g. mixed-use, retail, commercial, other) to integrate TSG into area urban fabric rather than it being an isolated single-use facility.
- (viii) Ensure suitable PE opportunities are provided as part of the larger PE process outlined in D6.2. For example, this might take the form of a predesign open house to inform area residents of the functional requirements of the TSG and identify issues that may be incorporated into the final design.

## D6.5 DESIGN OF RECOMMENDED ALIGNMENT

D6.5.1 NOTE: It is essential that prior to the start of this element of the work, that Council endorse the proposed recommended alignment, as outlined in D6.4.4.

### D6.5.2 Recommended Alignment

- (a) Having determined the recommended transit corridor alignment and river crossing, it is necessary to complete the schematic design for these recommended options,
- (b) complete all necessary documentation and design materials, including the content outlined in this section.
- (c) Perform a project-wide risk assessment and SWOT analysis – identify significant risks and appropriate mitigative strategies as they relate to the successful completion of the project's implementation.
- (d) The entire project will need to have a comprehensive business case, including IRR, NPV, ROI and benefit/cost analysis performed to aid in determining if construction of the project, as described in this study, should proceed. (Note that a P3 business case and value for money (VFM) analysis are not part of this study, they would be part of Phase II) Utilize the City's Asset Management Benefit/Cost Template (See Appendix H) in this work.

### D6.5.3 Preliminary Determination of Station Locations

- (a) Prepare criteria for station selection in conjunction with the City of Winnipeg, accounting for considerations such as maximizing TOD opportunities, integrating with adjacent development to enhance urban form and create linkages for cycling and walking, etc.
- (b) Ensure the design and location of stations takes into consideration connectivity around adjacent potential barriers (such as crossing rail ROW, Hydro ROW, parking areas, etc.) that may add significant walking distance for users. Minimizing such distances through site design should be a consideration at this early stage.
- (c) The Winnipeg BRT Planning and Development Design Manual (2004) provides the following guidance in regards to the citing of station locations:

"Stations shall be located as close as practicable to cross streets carrying local bus routes and to origin or destination nodes, such as residential or employment centres. Integration with new, or expanding, commercial and institutional developments shall be encouraged. Consideration shall be given to the location of mini-stations to provide walk in access to specific residential and commercial developments within 300 m ± of

the busway. Such stations shall be served by a limited number of stopping buses and may be within 500 m of an adjacent station."

- (d) Utilize the criteria to preliminarily locate stations along the selected route corridor.
- (e) Prepare preliminary/conceptual/high-level designs for stations along the corridor. Note that the format of the stations do not necessarily have to emulate those along southwest corridor, if such changes are justified. (e.g. alternatives such as stations integrated into adjacent development may have merit.)
- (f) Note that a detailed design of transit stations will follow in a subsequent study, and is outside the scope of this project.

#### D6.5.4 Develop Strategic Land Use Planning Content for the Corridor

- (a) A strategy for the selected transit corridor to guide future local area planning efforts, and private and public investment decisions. It would function as a 'road map' or blueprint outlining where further public intervention or planning work may be required and how City projects may need to be prioritized to facilitate the implementation of rapid transit. The strategy would identify the steps necessary to advance implementation of the corridor, possible planning and/or economic development tools that would need to be developed to support the introduction of rapid transit, capital budget integration for related public infrastructure works and public realm improvements.
- (b) Envisioned to be similar to the City of Denver's TOD Strategic Plan (available online at: [https://www.denvergov.org/Portals/193/documents/DLP/TOD\\_Plan/TOD\\_Strategic\\_Plan\\_FINAL.pdf](https://www.denvergov.org/Portals/193/documents/DLP/TOD_Plan/TOD_Strategic_Plan_FINAL.pdf)), this document will guide future local area planning efforts along the corridor by anticipating land use issues and opportunities that will arise. Effectively, it will be a "plan to plan". This strategy is envisioned to have similarities with the City of Denver's TOD Strategic Plan in the way that it would rank each station area based on three categories:
  - (i) Market Readiness. Indicators can include commercial and residential development to date, neighbourhood TOD demographics (% of households with no children, householders 25-34 and 55-64), commercial and residential development to date, etc.
  - (ii) Development Potential. Indicators can include acres of vacant land, relationship of assessed building value versus assessed land value, infrastructure investment to date, infrastructure investment needed, fractured land ownership, etc.
  - (iii) TOD Characteristics. Indicators can include potential TOD typology (as described in the Winnipeg TOD Handbook), configuration of transportation network and blocks, size and shape of walksheds, Walk Score, employment and population density, automobile ownership, access to other transit, etc.
- (c) A comprehensive analysis of the locations along the recommended alignment will be included in the final report. A preliminary analysis would already have been prepared for each community in the study area for use in the Level 1 and 2 screenings (See Figure 3), This preliminary information should form an appendix or companion document (The information potentially will be useful for other work).
- (d) Analysis should include investigation of limiting factors, such as the availability of capacity and infrastructure to serve future development, including Hydro and other utilities.

#### D6.5.5 Servicing Analysis

- (a) The Servicing content shall be conducted in accordance with the following parameters:
  - (i) The Water and Waste Department is currently in the planning stages of a Combined Sewer Overflow (CSO) Master Plan. The Master Plan is projected to be completed in the next 4 years.

- (ii) WWD would like to:
  - ◆ Consolidate watermains as necessary within the Study Area;
  - ◆ Replace sewers and watermains as necessary prior to any roadworks;
  - ◆ Potentially separated combined sewers prior to any roadworks, pending CSO Master Plan.
- (iii) Assess the condition and location of underground and above ground utilities and identify required renewals or system upgrades.
- (iv) Televisive and assess underground sewers:
  - ◆ Determine the extent of sewer CCTV inspections required and undertake the inspections in accordance with Public Works Sewer Televising Guidelines that is found in Appendix G. Fees associated with undertaking the inspections and review of the inspection recordings should not be included in the Proposal Submission, but will be negotiated when the extent of CCTV inspections has been determined;
  - ◆ Identify required repairs and renewals in coordination with the WWD.
- (v) Consult with the WWD to identify short term and long-term system improvements;
- (vi) Identify high risk utilities and provide recommendations for further studies required to aid in accommodating those utilities during the detailed design and construction phases;
- (vii) Assess above ground and subsurface utilities and identify required burials and new plant modifications and expansion:
  - ◆ Coordinate with Manitoba Hydro, Shaw, fibre optic carriers and MTS to review possible system improvements or infrastructure condition improvements with those utilities and integrate their short term and long term plans into the design of the rights-of-way;
  - ◆ Provide recommendations for the burial of any above ground utilities and coordinate with the respected utilities to incorporate that work into the plan and aid them as required to produce cost estimates;
  - ◆ Identify required relocations of Manitoba Hydro plant/infrastructure. It is anticipated that Manitoba Hydro will design and relocate their plant
- (viii) Review available land drainage studies, determine the impact of proposed improvements upon existing capacity, and identify any additional drainage facility requirements of the proposed options. Identify the need to relocate/redirect any sewers or surface drainage facilities within the study area and define new alignments and costs.
- (ix) The potential relocation of the water distribution and sewer facilities on Higgins will need to be studied to determine if they require upgrading or relocation to accommodate a new underpass depth and configuration.
  - ◆ The City will aid in water distribution modeling for any feeder mains once the consultant has determined the functional options under consideration.
  - ◆ Consideration to the operations for shut-offs are to be considered.
- (x) Develop an implementation plan and prioritize improvements including the development of prioritization criteria that should consider at a minimum:
  - ◆ The current rate of street segment pavement condition deterioration;
  - ◆ Utilities improvements and required relocations;
  - ◆ Funding availability, the City of Winnipeg will provide a list of possible sources of funding;
  - ◆ Safety issues; and,
  - ◆ The timing of current construction projects in the area and proposed land redevelopments. The implementation plan should strategize how to reduce pavement cuts in new pavement due to redevelopment.



- (xi) Integrate all proposed new works or renewals into the Implementation Plan:
  - ◆ Correlate with the CSO program;
  - ◆ Correlate with all WWD programs;
  - ◆ Coordinate with the WWD to identify priorities for their infrastructure, and projected timelines for that work;
  - ◆ Confirm the underground work fits in the schedule (10-yr plan);
  - ◆ Attain or produce costs estimate associated with each segment of underground work
- (xii) For inclusion in the Project Deliverable report, prepare a final report documenting the planning process, recommended preliminary designs and implementation plan. Twelve (12) hard copies shall be submitted along with an electronic PDF version properly bookmarked. The reports shall be sealed by a Professional Engineer.

#### D6.5.6 Environmental Review

- (a) Conduct an environmental review and prepare a preliminary draft of an Environmental Assessment Report for a Class 2 development under The Manitoba Environment Act as part of the transitway's schematic design study.
- (b) Note that the guidelines for the content of an environmental license and the application and report are extensive and are available within an Information Bulletin posted at: [http://www.gov.mb.ca/conservation/eal/publs/info\\_eap.pdf](http://www.gov.mb.ca/conservation/eal/publs/info_eap.pdf). The actual application and full-fledged report would be part of subsequent work after this study, and are outside the scope of this project.
- (c) This preliminary review will be expected to include:
  - (i) Description of the proposed development.
  - (ii) Description of the existing environment in the project study area.
  - (iii) Review of applicable provincial and federal legislation as it relates to the proposed route and identification of the environmental licensing and regulatory requirements for the proposed project.
  - (iv) Preliminary environmental review and assessment of preferred route, including a field survey of the project area and description of the environmental and human health effects of the proposed development.
  - (v) Proposed mitigation measures and residual environmental effects of noted impacts on the biophysical and/or socioeconomic environment:
    - ◆ River crossing – Based on the Ecologically Significant Natural Areas Strategy, the choice of river crossing shall protect and preserve high quality natural areas, fish and fish habitat to the greatest extent possible. Protection of flood plains and unstable river banks will be ensured through the identification of susceptible areas and employment of protective and preventative measures to reduce the risk of damage to the property.
    - ◆ Natural lands – Review of the Ecologically Significant Natural Lands Strategy and identification of measures and recommendations for enabling the protection and preservation of ecologically significant lands and natural habitat areas.
    - ◆ The proposed route shall identify proximity to sites designated as impacted, contaminated or sites of concern under the Contaminated Sites Remediation Act and provide recommendations for their remediation or proposed adaptation to conform with land use requirements.
    - ◆ Review of the City of Winnipeg's Disposition Study, and consultation with the Department of Water and Waste regarding their Landfill Monitoring and Management Program. Sites that may be adjacent or overlapping with closed landfills and their established methane buffer

zones must be clearly identified along with recommendations for management.

- (vi) Follow-up plans, including monitoring and reporting.

#### D6.5.7 Value Engineering

- (a) Design and participate in Value Engineering exercise(s), to consider how value might be increased by improving function or reducing cost.
- (b) Review and respond to the Value Engineering recommendations.
- (c) Incorporation of the recommendations shall be included in the Proponents fees.
- (d) The Consultant is to bring in expert level staff that are independent to the key personnel identified on the team. The project team shall consist of a Value Engineering Professional to design and facilitate the exercise. The consultant is expected to provide the appropriate timing for this function to optimize its use.
- (e) Appropriate allowances shall be included in the Proponents fees for the participation of industry professionals.
- (f) Note that performing a value engineering exercise too late in the process is problematic, as the opportunity to incorporate changes may be limited. It may be beneficial to perform more than one value engineering exercise, e.g. one at the Level 1 screening, and another during the Level 2 screening components of the project.

#### D6.5.8 Final Approval by City of Winnipeg

- (a) Draft versions of all reports must be circulated to the City for review, allowing adequate time and resources to review and follow-up with feedback.
- (b) Once completed, the final report will then proceed to the SPCIRPW, EPC, and City Council for consideration.
- (c) The Consultant will prepare presentation materials, and be available for presentation to Standing Policy Committee on Infrastructure Renewal and Public Works (SPCIRPW), EPC, and City Council, under the co-ordination of the Project Manager and project team.
- (d) Note that this is a lengthy process with specific timetables that must be followed.
- (e) It is anticipated that the Primary Deliverable report would form an "expert report" that be provided at these meetings, with the final outcome of the project being an amendment to the Transportation Master Plan documenting the recommended alignment of the corridor as required within the TMP and other City policies/documentation, and other recommendations as required.

### **D7. OWNERSHIP OF INFORMATION, CONFIDENTIALITY AND NON DISCLOSURE**

- D7.1 The Contract, all deliverables produced or developed, and information provided to or acquired by the Consultant are the property of the City and shall not be appropriated for the Consultants own use, or for the use of any third party.
- D7.2 The Consultant shall not make any public announcements or press releases regarding the Contract, without the prior written authorization of the Project Manager.
- D7.3 The following shall be confidential and shall not be disclosed by the Consultant to the media or any member of the public without the prior written authorization of the Project Manager;
  - (a) information provided to the Consultant by the City or acquired by the Consultant during the course of the Work;
  - (b) the Contract, all deliverables produced or developed; and
  - (c) any statement of fact or opinion regarding any aspect of the Contract.
- D7.4 A Consultant who violates any provision of D5.1 may be determined to be in breach of Contract.

- D7.5 The preparation of Reliance Letters will be a requirement of the successful Proponent and Subconsultants. Reliance Letters are required to allow the use of, and reliance upon, the Reports and other content prepared in connection with this Project in subsequent stages should the project proceed as a P3.
- (a) These other third parties who design/build the Project (eventually Preferred Proponent or Project Co.) place the same reliance on the Report to the same extent as the City.
  - (b) The reliance letter is being provided also to the Lenders of the Preferred Proponent/Project Co, and can be disclosed to the third party's accountants, regulators, legal advisors.
  - (c) Appendix I is a template for the Reliance Letter.
- D7.6 The City of Winnipeg will require the Proponent and Subconsultants to provide, within sixty (60) Calendar days of the provision of the Final Report, electronic copies of all background notes, calculations, working notes, research, field logs, working copy spreadsheets, model inputs, survey notes, etc. pertinent to the project so that the City has a complete understanding of all details related to this Project.
- (a) The format for the provided materials may take multiple formats, but should be provided in electronic format (spreadsheets, CAD drawings, scans, etc.) in an organized electronic filing system.
  - (b) Our rationale for requiring this information is that we (The City, or consultants working for the City) on subsequent work related to this project may need to refer to specific details in the future.

## **SUBMISSIONS PRIOR TO START OF SERVICES**

### **D8. AUTHORITY TO CARRY ON BUSINESS**

- D8.1 The Consultant shall be in good standing under The Corporations Act (Manitoba), or properly registered under The Business Names Registration Act (Manitoba), or otherwise properly registered, licensed or permitted by law to carry on business in Manitoba, or if the Consultant does not carry on business in Manitoba, in the jurisdiction where the Consultant does carry on business, throughout the term of the Contract, and shall provide the Project Manager with evidence thereof upon request.

### **D9. INSURANCE**

- D9.1 The Consultant shall procure and maintain, at its own expense and cost, insurance policies with limits no less than those shown below.
- D9.2 As a minimum, the Consultant shall, without limiting its obligations or liabilities under any other contract with the City, procure and maintain, at its own expense and cost, the following insurance policies:
- (a) Comprehensive or Commercial General Liability Insurance including:
    - (i) an inclusive limit of not less than \$2,000,000 for each occurrence or accident with a minimum \$2,000,000 Products and Completed Operations aggregate and \$5,000,000 general aggregate;
    - (ii) all sums which the Consultant shall become legally obligated to pay for damages because of bodily injury (including death at any time resulting therefrom) sustained by any person or persons or because of damage to or destruction of property caused by an occurrence or accident arising out of or related to the Services or any operations carried on in connection with this Contract;

- (iii) coverage for Products/Completed Operations, Blanket Contractual, Consultant's Protective, Personal Injury, Contingent Employer's Liability, Broad Form Property Damage, Employees as Additional Insureds, and Non-Owned Automobile Liability;
    - (iv) a Cross Liability clause and/or Severability of Interest Clause providing that the inclusion of more than one Insured shall not in any way affect the rights of any other Insured hereunder in respect to any claim, demand, suit or judgment made against any other Insured;
  - (b) if applicable, Automobile Liability Insurance covering all motor vehicles, owned and operated and used or to be used by the Consultant directly or indirectly in the performance of the Service. The Limit of Liability shall not be less than \$2,000,000 inclusive for loss or damage including personal injuries and death resulting from any one accident or occurrence.
  - (c) Professional Errors and Omissions Liability Insurance including:
    - (i) an amount not less than \$ 5,000,000 . per claim and \$ 5,000,000 in the aggregate.
- D9.2.1 The Consultant's Professional Errors and Omissions Liability Insurance shall remain in force for the duration of the Project and for twelve (12) months after total performance.
- D9.3 The policies required in D9.2(a) shall provide that the City is named as an Additional Insured thereunder and that said policies are primary without any right of contribution from any insurance otherwise maintained by the City.
- D9.4 The Consultant shall require each of its Subconsultants to provide comparable insurance to that set forth under D9.2(a) and D9.2(c).
- D9.5 The Consultant shall provide the Project Manager with a certificate(s) of insurance for itself and for all of its Subconsultants, in a form satisfactory to the City Solicitor, at least two (2) Business Days prior to the commencement of any Services, but in no event later than the date specified in C4.1 for the return of the executed Contract. Such Certificates shall state the exact description of the Services and provide for written notice in accordance with D9.8.
- D9.6 The Consultant may take out such additional insurance as it may consider necessary and desirable. All such additional insurance shall be at no expense to the City.
- D9.7 All insurance, which the Consultant is required to obtain with respect to this Contract, shall be with insurance companies registered in and licensed to underwrite such insurance in the Province of Manitoba.
- D9.8 The Consultant shall not cancel, materially alter, or cause any policy to lapse without providing at least thirty (30) Calendar Days prior written notice to the City.

## **SCHEDULE OF SERVICES**

### **D10. COMMENCEMENT**

- D10.1 The Consultant shall not commence any Services until it is in receipt of a notice of award from the City authorizing the commencement of the Services.
- D10.2 The Consultant shall not commence any Services until:
  - (a) the Project Manager has confirmed receipt and approval of:
    - (i) evidence of authority to carry on business specified in D8;
    - (ii) evidence of the insurance specified in D9;
  - (b) the Consultant has attended a meeting with the Project Manager, or the Project Manager has waived the requirement for a meeting.
- D10.3 The City intends to award this Contract by October 5, 2016.

## **APPENDIX A – DEFINITION OF PROFESSIONAL CONSULTING SERVICES - ENGINEERING**

## **APPENDIX B – ESTIMATED FEES, EXPENSES, AND LEVEL OF EFFORT TEMPLATE AND EXAMPLE**

## **APPENDIX C – PLANNING REPORTS IN STUDY AREA**

## **APPENDIX D – TRANSPORTATION DEMAND MANAGEMENT (TDM)**



## **APPENDIX E – TRANSIT SATELLITE GARAGE REQUIRED FEATURE LIST AND DESIGN GUIDELINES**

## **APPENDIX F – BRT TO LIGHT RAIL TRANSIT (LRT) CONVERSION**

## **APPENDIX G – PUBLIC WORKS SEWER TELEVISION GUIDELINES**

## **APPENDIX H – BUSINESS CASE INSTRUCTIONS AND BUSINESS CASE EVALUATION TEMPLATE**

## **APPENDIX I – RELIANCE LETTER TEMPLATE**