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| <b>TO:</b>      | <b>CHAIR AND MEMBERS<br/>CIVIC WORKS COMMITTEE<br/>MEETING ON NOVEMBER 29, 2016</b>   |
| <b>FROM:</b>    | <b>KELLY SCHERR, P.ENG., MBA, FEC<br/>MANAGING DIRECTOR, ENVIRONMENTAL &amp; ENGINEERING<br/>SERVICES AND CITY ENGINEER</b> |
| <b>SUBJECT:</b> | <b>COMPLETE STREETS DESIGN MANUAL<br/>APPOINTMENT OF CONSULTING ENGINEER</b>  |

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| <b>RECOMMENDATION</b> |
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That, on the recommendation of the Managing Director, Environmental & Engineering Services and City Engineer, the following actions **BE TAKEN** with respect to the City of London Complete Streets Design Manual:

- (a) MMM Group Limited **BE APPOINTED** Consulting Engineers for the creation of the Complete Streets Design Manual, in the amount of \$118,105 (excluding HST), in accordance with Section 15.2 (d) of the Procurement of Goods and Services Policy;
- (b) the financing for this project **BE APPROVED** in accordance with the Sources of Financing Report attached hereto as Appendix A;
- (c) the Civic Administration **BE AUTHORIZED** to undertake all the administrative acts that are necessary in connection with this project;
- (d) the approvals given herein **BE CONDITIONAL** upon the Corporation entering into a formal contract with the Consultant for the work; and,
- (e) the Mayor and City Clerk **BE AUTHORIZED** to execute any contract or other documents, if required, to give effect to these recommendations.

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| <b>PREVIOUS REPORTS PERTINENT TO THIS MATTER</b> |
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- Planning and Environment Committee – June 13, 2016 – The London Plan
- Civic Works Committee – June 19, 2012 – London 2030 Transportation Master Plan

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| <b>2015-19 STRATEGIC PLAN</b> |
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The City of London Complete Streets Design Manual supports the 2015-19 Strategic Plan through the strategic focus area of “Building a Sustainable City.” Municipal Council identified a strategy to implement and enhance safe mobility choices for cyclists, pedestrians, transit users, and drivers through the provision of complete streets. The

Complete Streets Design Manual will improve the transportation network and create more livable neighbourhoods with streets for all users.

## BACKGROUND

### Purpose

This report seeks the approval of the Municipal Council to appoint an engineering/planning consultant to assist with the development of a Complete Streets Design Manual.

### Context

City staff have been utilizing a complete streets concepts in capital project designs and have begun to develop supportive processes. In recent years, processes have been introduced which increase the scrutiny of existing road layouts. This has been applied during capital reconstruction projects to identify improvements that make streets more livable and vibrant public spaces for everyone. The creation of a manual to improve and formalize practices will further this initiative.

In June 2016, Council approved The London Plan which references the preparation and implementation of a Complete Streets Design Manual. This Complete Streets Design Manual will establish the street cross section design parameters based upon the London Plan street context and place type. Application of the complete streets design parameters within the cross section will ensure that Council's goals for the function and the character of the street are met.

Council approved the 2030 Smart Moves Transportation Master Plan which identifies that if more attractive travel choices are available, Londoners will be more likely to change their travel patterns, resulting in an overall reduced dependency on the automobile. This change will be achieved through implementation of the Complete Streets Design Manual.

## DISCUSSION

### Project Description

The intent of the Complete Streets Design Manual is to compliment other design manuals to shift roadway design away from rigid design standards and provide a more flexible approach that recognizes the context of particular street types and functions. The Complete Streets Design Manual should provide a design approach that appreciates the importance of road users of every age and ability and road users who utilize all mobility options. In addition to providing this design approach, the Complete Streets Design Manual will also consider the operational requirements. The City of London Complete Streets Design Manual project will include the following deliverables:

- A concise, but comprehensive, Complete Streets Design Manual. The manual will be attractive, graphic, and contain the required design guidance information;
- A "toolkit" of design elements that each complete street should have;

- A project management tool that defines the project scope and design criteria at the onset of a transportation project;
- Typical cross sections that implement the planned character of each of the Place Types identified in The London Plan;
- A tool such as a worksheet or flowchart which will increase efficiency of the design process and will ensure that design elements of the Complete Streets Design Manual are being given due consideration;
- A clear procedure that requires approval of exceptions from design elements; and,
- A standardized method of monitoring performance measures and gathering feedback.

### **Consultant Selection**

The consultant selection process has been undertaken in accordance with the City's Purchasing and Procurement Policy. Four consulting firms were invited to submit detailed proposals and work plans. Two firms, MMM Group Limited and Alta Planning & Design, responded with written proposals including a summary of the project tasks, schedule, and costs. An evaluation committee reviewed the submissions for the project.

Based on the evaluation criteria and best value based selection process identified in the request for proposals, the evaluation committee determined that the proposal from MMM Group Limited provides the best value to the City. MMM Group Limited has an experienced project team that had a clear understanding of the project scope and requirements. The consultant's experience on similar projects, combined with a project proposal that confirmed a thorough understanding of the goals and objectives, demonstrated their suitability for the undertaking.

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| <b>CONCLUSION</b> |
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A City of London Complete Streets Design Manual will further the vision set out in The London Plan, the 2030 Smart Moves Transportation Master Plan, and the 2015-19 Strategic Plan by creating a framework for transportation design that increases safety and accessibility for all road users. The Complete Streets Design Manual will improve the transportation network and create more livable neighbourhoods that support all modes and encourage the use of active mobility options and travel by transit.

In accordance with Section 15.2 (d) of the Procurement of Goods and Services Policy, it is recommended that MMM Group Limited be awarded the consulting assignment for the City of London Complete Streets Design Manual at an upset amount of \$118,105 (excluding HST).

**Acknowledgements**

This report was prepared with assistance from Michelle Morris E.I.T., of the Transportation Planning & Design Division.

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| <b>PREPARED BY:</b>   | <b>REVIEWED AND CONCURRED BY:</b>                                      |
| <br>  | <br>   |
| <b>DOUG MACRAE, P.ENG<br/>DIVISION MANAGER,<br/>TRANSPORTATION PLANNING &amp;<br/>DESIGN</b>                                    | <b>EDWARD SOLDI, P.ENG.<br/>DIRECTOR, ROADS AND<br/>TRANSPORTATION</b> |
| <b>RECOMMENDED BY:</b>  |  |
| <br>  |  |
| <b>KELLY SCHERR, P.ENG., MBA, FEC<br/>MANAGING DIRECTOR,<br/>ENVIRONMENTAL AND ENGINEERING<br/>SERVICES &amp; CITY ENGINEER</b> |  |

Attach: Appendix A – Sources of Financing

c: David McLaughlin; MMM Group Limited (100 Commerce Valley Drive West, Thornhill, Ontario)