

## Report to Civic Works Committee

**To:** Chair and Members  
Civic Works Committee

**From:** Kelly Scherr, P.Eng., MBA, FEC  
Deputy City Manager, Environment and Infrastructure

**Subject:** 2025 Transportation Development Charges Background  
Study Appointment of Consultant

**Date:** November 1, 2022

## Recommendation

That on the recommendation of the Deputy City Manager, Environment and Infrastructure, the following actions **BE TAKEN** with respect to the appointment of a consultant for the 2025 Transportation Development Charges Background Study:

- (a) IBI Group Professional Services (Canada) Inc. **BE APPOINTED** as the Consulting Engineer to complete the 2025 Transportation Development Charges Background Study in the amount of \$251,207 (excluding HST) in accordance with their proposal and Section 15.2 (g) of the Procurement of Goods and Services Policy;
- (b) the financing for this assignment **BE APPROVED** as set out in 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 assignment;
- (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 including agreements, if required, to give effect to these recommendations.

## Executive Summary

This report recommends the appointment of a consultant to complete the 2025 Transportation Development Charges (DC) Background Study which will provide the basis for determining the transportation growth works and associated costs to be used in the calculation of the DC rate. This Study will support the City's overall process to conduct a DC Background Study and develop a By-law in accordance with the Provincial Development Charges Act.

## Linkage to the Corporate Strategic Plan

The following report supports the Strategic Plan through the focus area of Building a Sustainable City by planning for new transportation infrastructure to support growth and economic development.

# Analysis

## 1.0 Background Information

### 1.1 Previous Reports Related to this Matter

- Civic Works Committee – June 19, 2012 – London 2030 Transportation Master Plan
- Civic Works Committee – September 7, 2016 – London ON Bikes Cycling Master Plan
- Strategic Priorities and Policy Committee – May 6, 2019 – Approval of 2019 Development Charges By-Law and Background Study
- Civic Works Committee – March 1, 2022 – Mobility Master Plan Consultant Appointment

## 2.0 Context

Development Charges (DC) represent a key aspect of how infrastructure is financed in the City of London in order to adequately provide for new development. The provincial government regulates the setting of DC rates through the *Development Charges Act* (DCA). Funds that are collected from new development are used to finance infrastructure and services that support current and future growth. The DCA requires that a municipality conduct a study to forecast and determine needs and costs at least every five years. The city last completed a Transportation DC Charges Study in 2019 which was incorporated into the 2021 DC Study update.

## 3.0 Discussion and Considerations

### 3.1 Project Description

The Transportation DC Background Study will identify, prioritize, and calculate the costs of transportation infrastructure works over a 20-year planning horizon. The process will calculate the proportions of the project costs that are attributable to growth and non-growth and the share of development charges that are attributable to transportation growth needs. The process will be incorporated into the consultation already underway with the DC Stakeholders Committee.

### 3.2 Consultant Procurement Process

IBI Group Professional Services (Canada) Inc. was previously awarded the Mobility Master Plan Study through a competitive process involving an open call for qualifications and subsequent proposal submissions from three short-listed consultants. The process was carried out in accordance with the City's Procurement of Goods and Services Policy Section 15.2 (e).

The 2019 Transportation Development Charges Background Study was primarily informed by the Smart Moves Transportation Master Plan and the London ON Bike Cycling Master Plan. The 2025 Study will carry forward some recommendations of the previous plans and will also be greatly informed by the new infrastructure recommendations currently being developed through the Mobility Master Plan (MMP) creation. Considering the consultant's ongoing involvement and knowledge in the development of the MMP and positive performance on the project thus far, the consultant was requested to submit a proposal to complete this parallel and integral phase – the 2025 Transportation Development Charges Background Study. Staff have reviewed the consultant's proposal and fee submission in detail and are satisfied that it meets the City's requirements to complete the necessary work and is consistent with prior projects of a similar nature.

The continued use of IBI Professional Services (Canada) Inc. for this next phase of the infrastructure planning process is of financial advantage to the City as the consultant is currently developing the framework of the new infrastructure program. Duplication of efforts and additional costs would be required if another firm were to be selected. Using the IBI Professional Services (Canada) Inc. team also enables the study to be completed within the required schedule which is important to ensure coordination with the broader DC Bylaw creation.

Due to IBI Group’s Professional Services (Canada) Inc technical knowledge of the project, satisfactory service through the course of other project phases and to reduce duplication if another firm were to be selected, it is recommended that IBI Group be authorized to complete the 2025 Transportation Development Charge Background Study for a fee estimate of \$251,207 (excluding HST) in accordance with Section 15.2 (g) of the Procurement of Goods and Services Policy. Funding for this consulting assignment is available from the existing capital growth budget.

**Conclusion**

IBI Group Professional Services (Canada) Inc.’s proposal has demonstrated a comprehensive understanding of the requirements for this project. Based on the competitive consultant procurement process followed for the Mobility Master Plan and their performance thus far with this this earlier phase, it is recommended that IBI Group’s Professional Services (Canada) Inc. be appointed to undertake the preparation of the 2025 Transportation Development Charges Background Study in the amount of \$251,207 (excluding HST).

There are no anticipated additional annual operating costs associated with this consulting assignment.

<b>Prepared by:</b>	<b>Garfield Dales, P.Eng., Division Manager, Transportation Planning and Design</b>
<b>Submitted by:</b>	<b>Doug MacRae, P.Eng., MPA, Director, Transportation and Mobility</b>
<b>Recommended by:</b>	<b>Kelly Scherr, P.Eng., MBA, FEC, Deputy City Manager, Environment and Infrastructure</b>
<b>Attach:</b>	Appendix A – Source of Financing
<b>cc:</b>	John Freeman, Manager, Purchasing and Supply Michelle Morris, Transportation Design Engineer Kevin Graham, Environmental Services Engineer Jason Senese, Development Finance IBI Professional Services (Canada) Inc.

Appendix "A"

#22147  
November 1, 2022  
(Appoint Consulting Engineer)

Chair and Members  
Civic Works Committee

RE: 2025 Transportation Development Charges Background Study  
(Subledger NT22RD06)  
Capital Project TS1043 - Transportation Development Charges Studies 2024  
IBI Group Professional Services (Canada) Inc. - \$251,207.00 (excluding HST)

Finance Supports Report on the Sources of Financing:

Finance Supports confirms that the cost of this project can be accommodated within the financing available for it in the Capital Budget and that, subject to the approval of the recommendation of the Deputy City Manager, Environment and Infrastructure, the detailed source of financing is:

Estimated Expenditures	Approved Budget	This Submission	Balance for Future Work
Engineering	300,000	255,628	44,372
Total Expenditures	\$300,000	\$255,628	\$44,372
Sources of Financing			
Drawdown from City Services - Roads Reserve Fund (Development Charges) (Note 1)	300,000	255,628	44,372
Total Financing	\$300,000	\$255,628	\$44,372

Financial Note:

Contract Price	\$251,207
Add: HST @13%	32,657
Total Contract Price Including Taxes	283,864
Less: HST Rebate	-28,236
Net Contract Price	\$255,628

**Note 1:** Development charges have been utilized in accordance with the underlying legislation and the approved 2019 Development Charges Background Study and the 2021 Development Charges Background Study Update.

Jason Davies  
Manager of Financial Planning & Policy