



Village of Pemberton Cycling Network Plan-Request for Proposals

PROJECT BACKGROUND

On May 29, 2019 the Ministry of Transportation and Infrastructure (MOTI) formally announced that the Village of Pemberton was successful in attaining provincial grant funding for the 2019/2020 BikeBC program to develop a Cycling Network Plan.

PURPOSE

The Village would like to work with community interests on the design and development of a Cycling Network Plan to identify potential linkages between community nodes to ensure the delivery of a safe and efficient commuter network within the Village of Pemberton. The Cycling Network Plan should accommodate both commuter cyclists (who travel by bicycle to work, school and do errands) and recreational cyclists. The Cycling Network Plan will improve safety, provide accessibility, promote sustainable active transportation and support cycling tourism.

APPROACH

The Cycling Network Plan will include bicycle routes, pathways and other infrastructure integrated with the municipal and regional roadway network, pathways, park systems and transit services. The Cycling Network Plan should include:

- On-street routes, which might include signed routes on local streets, wide curb lanes and bicycle lanes on collector roads and arterial roads and “enhanced” bikeways along local streets paralleling arterial roads;
- Off-street pathways and trails. Generally these would be multi-use pathways shared with pedestrians, runners, equestrian and other active (human powered) modes of transport;
- Other bicycle infrastructure, such as access ramps to bridges, underpasses and overpasses, bicycle-only traffic barriers, bike racks, etc.; and
- A strategy to minimize conflict between cyclists, pedestrians and motorists, particularly on commuter routes that are heavily congested.

The Cycling Network Plan will consider all current and future routes between Lil’wat Nation, Pemberton Meadows, and the Village of Pemberton. The Cycling Network should provide direct access for cyclists to major destinations within the Village as well as connections to regional and provincial bicycle routes. Examples of major destinations

include schools, downtown Pemberton, the Industrial Park, the Sea to Sky Trail, Village Parks and Recreational areas.

The Cycling Network Plan will be consistent with best practices for cycling infrastructure design, in conformity with:

- Bikeway Traffic Control guidelines for Canada
- Guideline for the Development of Bicycle Facilities (4th Edition)
- Urban Bikeway Design Guide
- Province of British Columbia Active Transportation Design Guide
- Village of Pemberton Trail Standards

The Cycling Network Plan will be consistent with and contribute to the goals and objectives of the Village of Pemberton:

- Official Community Plan;
- Parks and Open Spaces Master Plan, 2011;
- One Mile Lake Park Master Plan, 2016; and
- Agricultural Parks Master Plan, 2016

SCOPE OF WORK

The Village is seeking a qualified individual or organization to research and prepare the Cycling Network Plan to develop safe and accessible linkages between community nodes to encourage active transportation. In addition to the cycling network component, a comprehensive Cycling Network Plan considers design guidelines, maintenance, end-of-trip facilities, a capital expenditure plan, supporting programs and on-going monitoring.

The research component must include a thorough community engagement program including meeting with stakeholders and community groups, as a group or individually, to garner ideas and feedback and a review of plans used by other nearby or similar-sized communities for comparable projects.

The report to be prepared for Council must include the presentation of the cycling network; rationale, costs and implementation and on-going monitoring and maintenance program.

PROPOSERS SUBMISSION GUIDELINES

Evaluation of Proposal

The following will be considered in determining the award of the contract:

- **Understanding of Requirements/Objectives**

- **Community Engagement Experience**
- **Knowledge of Active Transportation Networks in rural communities**
- **Local Expertise and Knowledge**
- **Timeline Proposal**

Submission of Proposal

Proponents may submit their proposal in written &/or electronic form to:

Joanna Rees, Planner
Village of Pemberton
Box 100, 7400 Prospect Street
Pemberton, BC V0N2L0
Email: jrees@pemberton.ca

The Village will not be liable for any delay for any reason including technological delays, spam filters, firewalls, job queue, file size limitations etc. and late receipt of proposals will be cause for rejection of proposal.

Questions can be directed to Joanna Rees via email at jrees@pemberton.ca

DEADLINE

The deadline for receipt of submissions is **Monday, August 19 at 4pm PST.**

TERMS AND CONDITIONS

The Village reserves the right to ask for additional clarification or information on a proposal after the initial deadline. The contract may be awarded as soon as practical after the proposal opening unless otherwise stated. It is requested that interested parties refrain from making inquiries during this period. No telephone requests for results will be given. The successful proponent must secure a valid Village of Pemberton Business License, (except in the case of a non-profit organization) and must carry five million dollars in liability insurance including coverage of the Village of Pemberton. The Village of Pemberton reserves the right to:

- Reject any or all proposals received in response to this RFP;
- Enter into negotiations with any proponent on any or all aspects of their proposal;
- Accept any proposal in whole or in part;
- Cancel and reissue this RFP at any time;
- All proposal prices shall be firm for forty-five (45) days;
- Lowest bid will not necessarily be the successful bid;

- The Village of Pemberton retains all the rights to all research and reports completed within the context of this contract.

PROJECT SCHEDULE

- Advertisement for Proposal: August 2nd
- Proposal Deadline: August 19th
- Award of Project: September 2nd
- Draft Plan Due: November 25th
- Final Plan Due: January 27th