



# City of Prince Rupert

## PARKING ADVISORY TASK FORCE

Minutes of the **Parking Advisory Task Force** held on Wednesday February 28, 2007 at 7:00 pm in the Council Chambers of City Hall, 424 3<sup>rd</sup> Avenue West, Prince Rupert, B.C.

**PRESENT:** Gina Garon, Chair  
Hanz Buchholz, Downtown Merchants  
Margo Cullen, Fishing Charter Association  
Mike Jackson, Chamber of Commerce  
Marion Weir, Seniors Association  
Andy Cook, Port Authority  
Mayor Herb Pond  
Tanalee Hesse, Projects & Initiatives Coordinator  
Doug Jay, Corporate Administrator

### 1. CALL TO ORDER

The meeting was called to order at 7:00 pm.

### 2. AGENDA

Agenda was adopted as circulated

### 3. MINUTES

Moved that the Minutes be adopted with noted corrections.

### 4. REVIEW OF RFP DOCUMENT

The Task Force reviewed the draft RFP document and provided suggestions for minor changes. It was agreed that the deadline for RFP's be March 30, 2007.

It was further agreed that an evaluation form and process for the Task Force to use in evaluating potential consultants be developed. Staff will develop a draft for discussion with the Task Force.

### 5. ADJOURNMENT

The meeting was adjourned at 7:35 pm.

The next meeting will be held at the call of the Chair.

## **Executive Summary**

The City of Prince Rupert appointed a Parking Advisory Task Force ('Task Force') to examine concerns regarding parking issues within the City. The purpose of the Task Force is to provide recommendations to Council with respect to designated public parking areas, metering and pay parking options, City-wide parking policies, and also to recommend to Council a consultant to conduct a parking review.

The Task Force met on January 11, 2007 to review a draft Request for Proposals (RFP) to solicit consultants to undertake the parking review. The RFP was by the City with a deadline for submissions of March 30, 2007.

Seven proposals were received and reviewed with consideration given to demonstrated ability and expertise, research methodology, price, and quality of submission. Upon review of the seven proposals the Task Force recommends an award of contract to Boulevard transportation Group for the amount of \$26, 471 including GST.

A summary of the process to reach the recommendation follows.

## **Request for Proposals**

A draft Request for Proposals was prepared by the City and reviewed and refined by the Task Force. Once the terms of the RFP were established, a group of representatives was appointed by the Task Force Chair to review the proposals and report back to the Task Force with their recommendation for the successful consultant.

In all, seven proposals were submitted in response to the RFP. The following table summarises the proposals submitted.

<b>Consultant</b>	<b>Budget</b>
Gateway Resources PO Box 465 Prince Rupert, BC V8J 3R2	\$28,600
Focus Corporation Suite 1100, 200 Granville Street Vancouver, British Columbia V6C 2R3	\$23,780
Boulevard Transportation Group Unit 201 – 791 Goldstream Ave. Victoria, BC V9B 2X5	\$26,471
Bunt & Associates Engineering (BC) Ltd. Suite 1812 – 1177 West Hastings Street Vancouver, BC	\$39,730

V6E 2K3	
ISL Engineering and Land Services Ltd. #301-20338 – 65 Avenue Langley, BC V2Y 2X3	\$25,770
Opus Hamilton Consultants Ltd. 900 - 1199 West Hastings St. Vancouver, BC V6E 3T5	\$66,100
UMA Engineering Ltd. 275-3001 Wayburne Drive Burnaby BC V5G 4W3	\$25,772

All seven proposals were reviewed and rated. Telephone interviews were conducted with the three firms who submitted the three highest rated proposals. The telephone interviews were conducted to ensure all parties have a correct understanding of the nature of the parking review, submitted proposal, scope of work, deliverables, methodology, budget, and timeframe to complete the work.

### **Recommendation**

The Task Force representatives appointed to review the proposals presented their recommendation to the whole of the Parking Advisory Task Force at its meeting of April 18, 2007. It was moved, seconded and carried that the recommendation of award of contract to Boulevard Transportation Group in the amount of \$26,471.30 including GST be presented to Council for consideration.