



**Meeting Date:** May 7, 2025

**Prepared By:** Andrew Giesen, C.E.T, PMP Transportation Manager

**Submitted by:** Rob Cascaden, P.Eng – Director – Public Works and Engineering

**Report No:** PWE 23-2025

**Subject:** Active Transportation Plan Award

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**Recommendation:**

THAT Report PWE 23-2025 re: Active Transportation Plan Award be received;

AND THAT the Active Transportation Plan be awarded to Arcadis in the amount of \$144,441.08 (including the municipal portion of HST);

AND FURTHER THAT the Mayor and Clerk be authorized to execute the necessary contract documents.

**Purpose:**

To inform and seek Council approval for the consultant award of the Active Transportation Plan as a single source award in accordance with the Procurement Policy Section 34: “The Municipality may conduct a single source procurement process where there is more than one source of supply in the open market, but only one source is recommended due to predetermined and approved specifications. The procurement may be conducted using a single source process if the goods and/or services are available from more than one source, but there are valid and sufficient reasons for selecting one supplier.”

**Background:**

The Municipality of Middlesex Centre is looking to build on the recent efforts surrounding the [Official Plan Review](#), adoption of the [2024 Development Charges Study](#), and the Municipality’s [Transportation Master Plan](#). Staff are looking to carry this momentum forward, with the undertaking of an Active Transportation Plan.

The undertaking of the Active Transportation Plan (ATP), following the recent updates to the previously mentioned plans and studies will look to bring the vision of Council and the community forward in an active transportation specific context.

## **Analysis:**

The purpose of the ATP will be to provide a vision and the policy framework specific to an active transportation system that will meet active transportation needs in the Municipality of Middlesex Centre based on a horizon year of 2046 (20-year plan), and in a manner that is sustainable and compatible with future growth plans for the Municipality, Middlesex County, and the Province.

The ATP is a long-range plan which integrates infrastructure requirements for existing and future land use with environmental assessment planning principles. This plan will examine the infrastructure systems or groups of related projects in order to outline a framework for planning for subsequent projects and/or developments. The ATP will include, but not be limited to, the following:

- Establish the vision for active transportation, aligning it with the Municipal Strategic Goals & Objectives;
- Assess existing active transportation system performance, including walking, cycling, sidewalks, and trails;
- Forecast future travel demand, both pedestrian, and cycling, recognizing and considering the unique location of the municipality to the regional commercial and employment center that is the City of London
- Determine potential active transportation needs (sidewalks, trails, potential bike lanes, etc.)
- Review of select active transportation roadway crossing locations for improvements or enhancements
- Incorporate active transportation planning into land use planning to ensure connectivity and active transportation is a component of future developments
- Develop an implementation plan for improvements including timing and high-level costing
- Review active transportation needs in the Municipality's hamlet areas and urban areas
- Review of adjacent municipal Master Plans to ensure a continuous and connected active transportation system looking to build on and enhance transportation connections with other municipalities where feasible.

The project will be undertaken in accordance with the principles of an environmental assessment process and will include surveys, public information centres (PIC's), and numerous touch points with stakeholders, residents, and Council to gather critical feedback and input for this important long-term plan, that will in turn support the Official Plan and Council's Strategic Plan.

Arcadis is recommended to be single source awarded this important project. Arcadis is recommended due to their significant experience in undertaking ATPs, and Arcadis's involvement in the City of London's Mobility Plan (equivalent of a TMP), Elgin County's TMP, and involvement with the MTO's Southern Ontario Multimodal Transportation Planning Study, along with the recent completion of the Municipality's Transportation Master Plan. Having Arcadis and its team with knowledge and participation in adjacent and regional transportation plans will provide benefits and insights that can be incorporated into the Municipality's ATP in a cost-effective way that cannot be provided by another consultant.

Under the Municipality's procurement policy #CPS-07-2021 Part E, staff can single source under certain circumstances, specifically:

- Section 34 (C) There is a need for compatibility with goods and/or services previously acquired or the required goods and/or services will be additional to similar goods and/or services being supplied under an existing contract (i.e., contact extension or renewal);
- Section 34 (f) the extension of an existing or previous contract would prove more cost effective or beneficial for the Municipality;
- Section 34 (i) the acquisition is required or is beneficial in regard to the standardization of goods and services for the Municipality;
- Section 34 (q) such other non-competitive purchases exemptions authorized by Council

### **Financial Implications:**

Staff anticipate the cost for this project will span two years and cost in excess of \$100,000 to be completed. The 2025 Council approved budget for the ATP is \$50,000 with 50% of the project (\$25,000) being funded by Development Charges (DC) and the remaining 50% being funded by the tax levy.

The consultant fee for undertaking this work is \$144,441.08 (including the municipal portion of HST) which exceeds the Council approved budget. Staff are recommending that the unallocated portion of the traffic calming budget of approximately \$20,000 be used to cover the expected ATP cost in 2025 of \$70,000.00 as only a minimal amount has been or planned to be spent on traffic calming measures.

As this project will be a multi year project spanning into Q2 of 2026, the remainder of the necessary project budget required to complete the ATP would be included by staff in the 2026 operating budget. Staff would identify the remaining \$74,441.08 for Council approval in the 2026 PWE – Transportation operating budget. The remaining portion of the project would be 50% DC funded and 50% funded by the tax levy.

This approach would not impact the approved 2025 budget or the approved Vision Zero activities that are also funded from the approved traffic calming budget.

**Strategic Plan:**

This matter aligns with following strategic priorities:

- Sustainable Infrastructure and Services

This project will ensure a thoughtful, planned, safe, and efficient active transportation network that builds on Council's Strategic Plan and Middlesex Centre's Official Plan, providing a long-term blueprint to facilitate budgeting and active transportation priorities.

**Attachments:**

N/A