

Region of Queens Municipality Staff Report

To: Mayor and Council

From: Adam Grant, P.Eng., Director of Infrastructure

Approved: Dan McDougall, Acting CAO

Date: February 11, 2025

Re: Traffic Study - Main and Market

Background

The Region of Queens Municipality solicited proposals from qualified proponents to conduct a comprehensive traffic engineering assessment for the Main and Market intersection in Liverpool, NS.

The intersection of Main and Market Streets regularly has peak 15-minute interval volumes of 200-250 vehicles.

Concerns have been raised by members of the public and subsequently by Council representatives over the factual safety of the intersection at Main and Market Street in Liverpool. Specifically, concerns with regard to the safety of pedestrians using crosswalks at the intersection. There have been vehicle pedestrian and vehicle-vehicle conflicts at that location over the years. Despite a relatively low frequency, it is felt that the consequence has been unnecessarily high, and Council wishes to consider an investment to remove risk.

The intersection in reference has been subject to much discussion over the past 12 months, including:

- Regular Council January 23, 2024 – Council requested a staff report with respect to safety concerns at Main and Market Street intersection.
- Regular Council February 13, 2024 – Presentation and discussion with respect to roles and responsibilities of Traffic Authority and Council.

- Regular Council April 23, 2024 – Two staff reports were presented titled “Crosswalk Safety Society Engagement”, and “Market and Main Street Intersection Review” (attached).
- Regular Council May 14, 2024 - Council directed staff to come back to a future meeting with a report and requirements outlining criteria for traffic lights at the Main and Market Street intersection.
- Regular Council September 10, 2024 – A staff report titled “Market and Main Street Intersection Traffic Management” was presented (attached); and, a motion approved, as follows:
 - THAT the Council of Region of Queens Municipality consider at the October 8, 2024 meeting of Council, a motion to direct staff to conduct a warrant analysis, design the traffic light system, and install traffic lights at the Main and Market Street intersection at an unbudgeted expense of up to \$1,000,000.
- Regular Council October 8, 2024 – *Motion approved, as follows:*
 - *THAT the Council of the Region of Queens direct staff to develop a scope for a comprehensive assessment of the Main and Market Street intersection and cost estimates of such a study.*

Staff have confirmed with Provincial officials that this intersection is under the jurisdiction of the Region of Queens.

If approved by Council the traffic study will be presented to Council for consideration and decision making.

Details

Staff prepared and released RFP PW16-2024-2025 Traffic Study – Main and Market (Appendix A) on the Government of Nova Scotia Procurement Portal on December 19, 2024, and closed on January 23, 2025.

Multiple proposals were received, reviewed and evaluated against the following criteria:

- Proposal 10 points
- Study Team 30 points
- Cost 50 points
- Timeline and Workplan 10 points

The summary of those evaluations:

CBCL	Company #2	Company #3
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Proposal	9	8	3
Study Team	27	24	6
Cost	25	33.1	50
Timeline and Workplan	10	4	6
Total	70	69	64

Staff are recommending proceeding with the successful proponent CBCL Ltd.

The proponent has indicated in their proposal they could start as soon as February 17th following acceptance with a presentation likely in early May 2025. Their study will include field level engagement with pedestrians and motorists, installation of surveillance equipment to study traffic movements, as well as desktop analysis of the area using modeling software. The study will close with the provision of a written report and a presentation to Council to share their findings as well as any recommendations to improve the transportation network.

Budget Impacts

This project is an unbudgeted expense; it is proposed to fund the study from the accumulated surplus. The projected balance in the accumulated surplus for the fiscal year end 2025 is approximately \$6 million.

Communications

A purchase order will be issued to CBCL Ltd.

Recommendation

THAT Council approves the proposed expense detailed in the Traffic Study - Main and Market Staff Report of \$23 380 + HST be funded from the accumulated surplus.

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REGION OF QUEENS MUNICIPALITY

REQUEST FOR PROPOSAL NO. PW 16 - 2024-2025

Traffic Study – Main and Market

PROPOSAL OF: _____

ADDRESS: _____

Street

Town/City

Province

Postal Code

DAYTIME PHONE: _____ AFTER HOURS PHONE: _____

EMAIL: _____

Background:

The Region of Queens Municipality is accepting proposals from qualified proponents to conduct a comprehensive traffic engineering assessment of an intersection in Liverpool, NS. Located at the heart of downtown Liverpool, the intersection of Main and Market Streets regularly has peak 15-minute interval volumes of 200-250 vehicles.

Concerns have been raised by members of the public and subsequently by Council representatives over the factual safety of the intersection at Main and Market Street in Liverpool. Specifically, concerns with regard to the safety of pedestrians using crosswalks at the intersection. There have been vehicle-

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pedestrian and vehicle-vehicle conflicts at that location over the years. Despite a relatively low frequency, it is felt that the consequence has been unnecessarily high, and Council are willing to invest to remove risk.

To ensure that the Municipality is receiving the best possible pricing for this service, the Municipality is seeking competitive proposals from qualified companies to provide this service. Qualified companies are required to submit a proposal outlining their business background, services they provide, and demonstrate that they have the resources to meet the terms of this request, as well as relevant project references.

Region of Queens Municipal Council made the following motion at their October 8, 2024 meeting:

(2) THAT the Council of the Region of Queens direct staff to develop a scope for a comprehensive assessment of the Main and Market Street intersection and cost estimates of such a study.

The intersection in reference has been subject to much discussion over the past 12 months. Proponents may wish to familiarize themselves with additional discussion as recorded through the Region of Queens Municipal website including (not limited to) the following dates to enhance their understanding of the expected study scope:

- Regular Council January 23, 2024
- Regular Council February 13, 2024
- Regular Council April 23, 2024
- Regular Council May 14, 2024
- Regular Council September 9, 2024
- Regular Council October 8, 2024

Statement of Work (SoW)

- 1) Review of 36 documented incidents and accidents from 2009 to 2024 as provided by the Province of Nova Scotia, Appendix A.
- 2) Field-level review of traffic patterns and establishment of speed, behaviour, user groups and vehicle size bins at the intersection to develop a user profile.

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- 3) Field-level engagement at the site with pedestrians, cyclists or motorists to develop a further user behaviour profile
- 4) Traffic Signal Warrant Analysis as established by Transportation Association of Canada
- 5) Identification and review of all traffic influence or impacts within a 100m radius of the intersection
- 6) Review of sightlines and obstructions in the area for users, including a dimensional sketch to scale.
- 7) Desktop simulation of traffic flows
- 8) High-level assessment of community demographic changes with regard to proposed development in neighbouring community
- 9) Review of active transport compatibility with current infrastructure

Deliverable

The culmination of the project will be delivered in a study summary document that is written on a Flesh-Kincaide Scale of 9-12 in Canadian English. A presentation to the Region of Queens Municipal Council will be required during their regular meeting at a date to be determined.

The summary document should be aptly broken into sections that include, at a minimum:

- Introduction to the study team and provision of team credentials
- Introduction to the history of the intersection
- Discussion on incidents in the intersection and immediate area and interpretation to define incident causation
- Results of desktop level study including results of Traffic Signal Warrant Analysis
- Discussion around user group(s) profile and anticipation of future use of the area
- Discussion around field-level study including user feedback, observed visual obstructions or impacts, ambient lighting and solar glare
- Recommendations for improvement presented in a weighted format based on benefit to pedestrians as a priority including consequential impacts to the intersection. Recommendation deployment will be subject

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to funding allocation by the Municipal Council and agreement by the necessary AHJ. This could cause several results such as:

- Do nothing
- Completed by internal (municipal) forces
- Completed by external forces by way of additional procurement

All identified recommendations will need to provide the substantiated rationale for their merit. Design work of these recommendations is not included in the scope of this study, it is acknowledged by the consultant that by proposing a recommendation, they are assuring the municipality that a solution is tangible. Additional design work will be subsequent to the findings of this study and will be through subsequent procurement, ie: no further work is assured by veiling recommendations.

Project Completion and Payment

The proposal method allows for a lump sum fee to deliver all of the work outlined above. The consultant will be entitled to 75% of this fee at such point that the Municipality accepts a draft report with the balance due 30 days following both the Council presentation and final report submission. Failure to deliver according to the presented timeline and work plan, exclusively reliant on the consultant's negligence will result in a fee reduction at a rate of 2.5% per 4 weeks, every four weeks.

Proposal Evaluation

Proposal – 10%

- Completed RFP Form as well as accompanying succinct proposal identifying methodology and expressing a clear understanding of the work required
- Completeness, conciseness and readability

Study Team – 30%

- 10% Team lead, must include a Professional Engineer licensed to practice in Nova Scotia by the governing body with demonstrated transportation engineering experience.

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- 5% Aggregate additional Team member's experience
- 5% Desktop Approach

Cost – 50%

- Lump sum proposal value excluding HST

Timeline and Workplan– 10%

- It is understood by the consultant that the owner will only be providing collision statistics, there will be one virtual meeting to be held within 2 weeks of award and there will be no other RFIs or exchanges following.
- A two-week period is required for draft review and comments by the owner. At the time the owner responds with comments, a presentation to Council will be scheduled, offering 4-6 weeks' notice to the consultant. There will be no review of the presentation, but a slide deck will be required for Council Members and staff.

Supply of Services:

1.1 Lump sum fee _____ + HST

Timeline

December 19, 2024 – RFP Issued

January 16, 2025 – RFP Closed

January 28, 2025 – RFP Presentation to Municipal Council for direction

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GENERAL CONDITIONS:

1. This form must be used for tabulation purposes.
2. Invoices must include a description of services provided as outlined above.
 - a. HST shall be the only charge extra to the proposed prices.
3. Only firm prices will be considered.
4. Proposals shall be valid until January 30, 2025, following closing.
5. No informal, incomplete, conditional, altered or deviated proposals will be considered.
6. The vendor is responsible for all levels of notification and compliance with any AHJ regulations related to this work including, but not limited to:
 - a. Nova Scotia Environment Act
 - b. Nova Scotia Occupational Health and Safety Act
 - c. Nova Scotia Asbestos Waste Management Regulations
 - d. Nova Scotia Solid Waste-Resource Management Regulations
 - e. Nova Scotia Motor Vehicle Act
7. The successful vendor shall not assign this contract under any circumstance without the express written authorization of the Municipality.
8. The Region of Queens Municipality reserves the right to reject any or all proposals. Lowest or any proposal not necessarily accepted.
9. The Region of Queens Municipality reserves the right to terminate services at any point without cause.
10. Prior to being accepted as an approved supplier of this service, the successful vendor must supply proof of a commercial general liability policy of no less than \$10 million per occurrence with the ability to add the Municipality as an additional insured. Also, the vendor must provide proof

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of worker's compensation coverage for its employees. Both of these requirements must be maintained during the entire contract.

11. Failure to affix seal to this Proposal will be cause for rejection. If you have any questions regarding this Request for Proposal, please contact the undersigned:

Adam Grant, P.Eng.
Director of Infrastructure
agrant@regionofqueens.com

subject heading: **PW16 2024 – 2025 Traffic Study**

No questions will be received or responded after January 8, 2025.

12. Sealed proposals marked "Proposal No. PW 16 - 2024-2025 Traffic Study Main and Market Attn: Adam Grant" will be received at the Region of Queens Municipal Public Works Garage 142 Hank Snow Drive, Liverpool NS until noon, local time, Friday, January 16, 2025.

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I witness whereof the Tenderer has herewith set their hand and seal this day
of _____, 2025.

Name of Tenderer

Address of Tenderer

SIGNED, SEALED AND DELIVERED IN THE PRESENCE OF:

Witness

Authorized Signing Officer

Title of Signing Officer

Witness

Authorized Signing Officer

Title of Signing Officer

COMPANY SEAL

Failure to fix seal to this Tender will be cause for rejection.

APPENDIX A

Incident Year	Location	GPS Latitude	GPS Longitude	Collision_Description	Collision_Configuration	Collision_Severity_Abbrev.	CIMS Collision ID
2009	Intersection of Main Street and Market Street			VEH#1 TURNED INTO #2 AS IT WAS CLEARING INTERSECTION, VEH#2 HAD NOT YET CLEARED INTERSECTION STRIKING FRONT QUARTER PANEL AND FENDER OF VEH#2.	024. One vehicle crossing path of other of the right	01. PDO	9032846
2010	233 Gorham Street			REC'D INS COMPANY INFO FOR BOTH PARTIES FROM TELEPHONE CONVERSATION WITH CST.. WAITING FOR A BACK UP EMAIL AS CONFIRMATION BUT HASN'T COME IN YET. WW.	021. Rear-end collision	02. Injury	9036454
2010	183 Main Street			VEH 2 & VEH 3 TRV ON MARKET ST. DR VEH 1 BLACKED OUT BETWEEN BLUE BRIDGE & SCOTIA BANK STRIKING VEH 3 & VEH 2. VEH 1 STOPPED AT THE SCOTIA BANK ON MAIN ST.	021. Rear-end collision	02. Injury	9041370
2011	Intersection of Main Street and Market Street			PEDESTRIAN WAS CROSSING THE INTERSECTION ON MARKET ST. WITHIN THE CROSSWALK. VEH#1 MADE THE TURN TO HEAD ONTO MARKET ST. AND LIGHTLY BRUSHED THE LEG OF THE PEDESTRIAN KNOCKING their SNEAKER BUT NO INJURY WAS SUSTAINED. VEH#1 LOOKED BACK AND THEN DROVE AWAY. U/K PLATE#	01. Hit moving or stationary object on road surface	04. Other	9057260
2011	176 Main Street			DRIVER VEH 1 ON MAIN ST. DRIVER VEH 2 BACKED OUT OF POST OFFICE PARKING SPACE BACKED INTO DRIVER VEH 1 DAMAGE OVER \$1,000	037. Right angle collision	01. PDO	9058453
2011	Intersection of Main Street and Market Street			VEH 1 WAS STOPPED AT THE STOP SIGN ON MARKET ST WHEN VEH 2 WAS COMING TO A STOP AND THE DRIVER'S FOOT SLIPPED OF THE BRAKE. VEH 2 THEN HIT VEH 1 FROM BEHIND PUSHING IT INTO THE INTERSECTION	021. Rear-end collision	02. Injury	9059942
2011	Waterfront Parking Lot			V1 BACKED UP INTO STATIONARY V2.	Q. Other than listed values	01. PDO	9063253
2011	Intersection of Main Street and Market Street			TWO VEHICLE MVA WITH NO INJURIES. REPORTED BY V1 WHO STATED THAT they HAD BEEN AT THE INTERSECTION OF THE ABOVE MENTIONED STREETS WHEN V2 STRUCK them FROM BEHIND WHILE AT THE INTERSECTION. MODERATE DAMAGE TO V1, PHOTOS OBTAINED ALONG WITH AUDIO STATEMENT.	021. Rear-end collision	01. PDO	9063271
2012	220 Main Street			V1 STOPPED TO MAKE LEGAL TURN. V2 REAR ENDED V1	021. Rear-end collision	02. Injury	9067825
2012	176 Main Street			VEH#1 DRIVING ON MAIN ST., VEH#2 BACKED OUT OF POST OFFICE AND STRUCK THE PASSENGER SIDE OF VEH#1.	037. Right angle collision	01. PDO	9067884
2012	176 Main Street			VEH#1 WAS PARKED PERPENDICULAR TO THE STREET AND BACKED INTO VEH#2.	Q. Other than listed values	01. PDO	9078283
2014	176 Main Street			VEH 1 BACKING OUT OF PARKING SPOT AT POST OFFICE, STRUCK VEH 2 TRV THROUGH PK LOT. MINOR DMG TO VEH 2, MINIMAL DMG TO VEH 1.	Q. Other than listed values	01. PDO	9100612
2015	176 Main Street			VEH 1 MAKING LEFT HAND TURN, DID NOT YIELD TO VEH 1 AND COLLISION ENSUED.	034. Left turn into traffic	02. Injury	9108720
2015	176 Main Street			VEHICLE 1 HIT A PEDESTRIAN WHILE BACKING OUT OF A PARKING SPACE.	01. Hit moving or stationary object on road surface	01. PDO	9124954
2016	219 Main Street			VEHICLE 1 WAS PARKING IN A PARKING SPACE IN A PARKING LOT AND VEHICLE WENT FORWARD INTO A TREE.	Q. Other than listed values	01. PDO	9125967
2016	176 Main Street			Driver 1 WAS TRYING TO PULL INTO A SPACE AT THE POST OFFICE IN LIVERPOOL AND SIDE SWIPED ANOTHER CAR.Driver 1 WAITED AROUND BUT NOONE CAME OUT SHE TOOK PLATE NUMBER. Driver 2 NOTICED THE DAMAGE TO their CAR WHILE AT SOBEY'S AND CALLED 911 TO REPORT. MINOR DAMAGE DONE TO BOTH VEHICLES, NO INJURIES.	041. Hit parked motor vehicle	01. PDO	9133098
2017	209 Main Street			V1 WAS BACKING OUT OF A PARKING SPACE AND T-BONED V2.	037. Right angle collision	01. PDO	9135008
2017	Intersection of Main Street and Market Street	4877725	362552	VEHICLE DRIVEN BY Driver 1 TURNED LEFT FROM MAIN ONTO MARKET. VEHICLE DRIVEN BY Driver 2 DRIVING STRAIGHT THROUGH INTERSECTION. BOTH VEHICLES STRUCK ON THE DRIVER'S SIDE FRONT BUMPER.	033. Left turn across opposing traffic	01. PDO	9141577
2017	176 Main Street	4877689	362623	VEHICLE 1 MAKING LEFT TURN AT CONTROL INTERSECTION VEHICLE 2 STOPPED IN TRAFFIC TO LET PASSENGER OUT AND VEHICLE 1 REAR ENDED VEHICLE 2.	034. Left turn into traffic	01. PDO	9141877
2018	270 Main Street	4877553	362521	Driver 1 WAS BACKING their VEHICLE OUT OF PARKING SPOT AND Driver 2 WAS TRAVELLING WESTBOUND WITH THE SUN IN their EYES AND NEITHER DRIVER SAW ONE ANOTHER AND BOTH VEHICLES HIT CAUSING MODERATE DAMAGE TO EACH VEHICLE.	Q. Other than listed values	01. PDO	9144674
2018	254 Main Street	4877635	362510	VEHICLE ONE WAS ATTEMPTING TO PARK IN FRONT OF THE DIXIE LEE WHEN THE VEHICLE PARKED TO their LEFT BACKED OUT AT THE SAME TIME CAUSING DAMAGE TO VEHICLE ONE AND TWO.	Q. Other than listed values	01. PDO	9153625
2018	Main Street	4877674	362639	VEH 1 TRAVELLING WB ON MAIN ST. VEH 2 TURNING ONTO MAIN STREET FROM COURT STREET. DRIVER OF VEH 2 DID NOT SEE VEH 1 AND RAN INTO THE REAR FENDER. NO INJURIES.	034. Left turn into traffic	01. PDO	9155791
2018	Intersection of Main Street and Court Street	4877682	362674	VEHICLE 1 HIT A TRAILER THAT WAS BEING TOWED BY VEHICLE 2.	Q. Other than listed values	01. PDO	9156602
2019	Intersection of Main Street and Market Street	4877653	362596	V1 WAS MAKING A LEGAL LEFT TURN ONTO MAIN STREET FROM MARKET STREET IN LIVERPOOL. V2 TRAVELLING STRAIGHT (NE) AFTER STOP SIGN COLLIDED WITH PASSENGER SIDE OF V1. TRAFFIC WAS BLOCKED TEMPORARILY ON SW LANE OF TRAFFIC MAIN STREET FOR REMEMBRANCE DAY CEREMONIES BY POLICE BUT WAS NOT OBSTRUCTING THE INTERSECTION. 3-WAY INTERSECTION CONTROLLED BY THREE STOP SIGNS.	034. Left turn into traffic	01. PDO	9177623
2019	154 Main Street	4877700	362659	TWO VEHICLES WERE STOPPED AT A STOP SIGN ON A ONE WAY AND WAITING TO TURN ONTO A TWO WAY ROAD. THE REAR VEHICLE DRIVER EXPERIENCED A CONDITION THAT CAUSED THEM TO PASS OUT. WHILE UNCONSCIOUS, THE REAR VEHICLE STRUCK THE VEHICLE IN FRONT OF IT ON THE REAR BUMPER. THE VEHICLE CONTINUED OVER THE CURB AND HIT A BUILDING BEFORE COMING TO A REST IN THE STREET ON THE OTHER SIDE.	021. Rear-end collision	01. PDO	9178671
2020	209 Main Street	4877559	362612	AN UNIDENTIFIED PICKUP TRUCK BACKED INTO VEHICLE 1. VEHICLE 1 WAS PARKED A UNOCCUPIED.	041. Hit parked motor vehicle	01. PDO	9191051
2020	Main Street	4877601	362542	Driver 1 WAS BACKING OUT OF A PARKING SPACE ON MAIN STREET AS Driver 2 WAS DRIVING BY. Driver 1 STRUCK Driver 2 ON THE PASSENGERS SIDE REAR QUARTER PANEL. FILE REPORTED AT THE DETACHMENT.	Q. Other than listed values	01. PDO	9194883
2021	Main Street	4877653	362610	Driver 1 CALLED 911 TO REPORT they were IN A COLLISION WHERE ANOTHER VEHICLE RAN THE STOP SIGN AND T-BONED HIM. MEMBERS ATTENDED Driver 1 TAKEN TO THE HOSPITAL. , Driver 2 WENT THROUGH A STOP SIGN AND CAUSED THE COLLISION. Driver 2 WHO WAS NOT INJURED SEEMED CONFUSED AND COULD NOT PROVIDE ANY PHONE NUMBERS. FAMILY LOCATED AND CAME TO PICK UP Driver 2 TO TAKE them HOME.	035. Left turn against traffic	02. Injury	9200563
2021	149 Main Street	4877712	362697	VEHICLE WAS PARKED FOR THE NIGHT IN A PARKING LOT. A SECOND VEHICLE STRUCK THE REAR BUMPER AND LEFT THE SCENE CAUSING DAMAGE TO THE REAR BUMPER	041. Hit parked motor vehicle	01. PDO	9206962
2022	Market Street	4877657	362619	COMPLAINANT REPORTS CAR VS PEDESTRIAN. MEMBERS ATTEND. Pedestrian HIT WHILE CROSSING IN THE CROSSWALK. Pedestrian TRANSPORTED TO HOSPITAL. Driver CHARGED. -UPDATE / MISE À JOUR - 2022/06/03 10:14->-FAILING TO YIELD TO PEDESTRIAN IN CROSSWALK OR STOPPED FACING CROSSWALK - Driver CHARGED UNDER MOTOR VEHICLE ACT,125(1)(A). TICKET # XX ISSUED. VOLUNTARY PENALTY OPTION FINE = 697.5. COURT LOCATION: BRIDGEWATER PROVINCIAL COURT. PLEA DATE: xx	01. Hit moving or stationary object on road surface	02. Injury	9209186
2022	236 Main Street	4877596	362525	VEHICLE PULLED INTO A PARKING SPACE. THE driver's FOOT SLIPPED OFF THE BRAKE,STRIKING THE GAS PEDAL AND THE VEHICLE WENT FORWARD INTO THE BUILDING	Q. Other than listed values	01. PDO	9209840
2022	Main Street	4877659	362622	Driver 1 WAS IN THE CENTER LANE TO MAKE A RIGHT HAND TURN AS HE WAS DRIVING A TRANSPORT TRUCK. Driver 2 PULLED INTO THE RIGHT TURNING LANE. THE BACK TIRES OF Driver 1'S VEHICLE STRUCK THE FRONT QUARTER PANEL OF Driver 2'S VEHICLE. Driver 1 ADVISED they HAD their BLINKER ON HOWEVER Driver 2 DID NOT NOTICE THE BLINKER.	024. One vehicle crossing path of other of the right	01. PDO	9211769
2023	Main Street	4877656	362613	WHILE AT STOPPED AT STOP SIGN Driver WAS REAR ENDED. AFTER THE STOP SIGN Driver PULLED OVER TO EXCHANGE PARTICULARS BUT THE other DRIVER CONTINUED PAST them.	021. Rear-end collision	01. PDO	9222532
2023	Gorham Street	4877572	362520	VEHICLE 1 HIT PEDISTRIAN IN CROSS WALK. PEDISTRIAN TRANPORTED TO HOSPITAL AS A PRECAUTION.. they were RELEASED.	01. Hit moving or stationary object on road surface	02. Injury	9224644
2023		4877657	362619	VEHICLE WAS MAKING A LEFT TURN AND STRUCK THE PEDESTRIAN WHO WAS IN THE CROSSWALK.	033. Left turn across opposing traffic	02. Injury	9231767
2024	Market Street	4877627	362670	V1 WAS TRAVELLING NE ON MAIN STREET IN LIVERPOOL WHEN THE VEHICLE REAR ENDED A MOVING TRUCK. V1 WAS HEAVILY DAMAGED ON THE FRONT END AND V2 SUFFERED MINIMAL DAMAGE. Driver of V1 TOLD THE DRIVER OF V2 THAT they WERE FINE AND LEFT. UNKNOWN WHO THE DRIVER OF V1 IS. NO INJURIES.	021. Rear-end collision	01. PDO	9235975

ADDENDA # 1

Issued January 7, 2025

PW16 – 2024 – 2025 TRAFFIC STUDY – MAIN AND MARKET

REGION OF QUEENS MUNICIPALITY

PRECEDENCE

This addenda shall form an integral part of the tender to be read in conjunction therewith. This addenda shall take precedence over all forms of the aforementioned RFP with which it may prove to be at variance or may otherwise be qualified in writing by authorized personnel.

GENERAL

The General Conditions and all documents issued with the tender shall apply to govern all phases of the work covered by this addenda.

PURPOSE

The purpose of this addenda is to inform Proponents of changes and additions to the RFP documents.

A signed copy of this cover page (only) must be attached to the bid submission when submitted thereby acknowledging this addenda. The return of the balance of this addenda is not required.

Proponent Name (Printed): _____

Address: _____

Name of Signing Officer (printed) _____

Signature of Signing Officer: _____

ADDENDA ITEMS

Item 1.0 Question: *Would the Municipality accept electronic submissions in lieu of a hard copy submission? If so, please provide the details for submission.*

Answer: *Only sealed proposals in hard copy will be accepted.*

Item 2.0 Question: *2. Please clarify the bid closing date. General Conditions section item 12 (page 7 of 8) states that the closing date is Friday, January 16, 2025, however, January 16th is a Thursday.*

Answer: *The revised Timeline from Page 5 of the RFP is as follows:*

January 23, 2025 – RFP Closed

February 11, 2025 – RFP Presentation to Municipal Council

Revised General Condition 12: *Sealed proposals marked “Proposal No. PW 16 - 2024-2025 Traffic Study Main and Market Attn: Adam Grant” will be received at the Region of Queens Municipal Public Works Garage 142 Hank Snow Drive, Liverpool NS until noon, local time, Thursday, January 23, 2025.*

ADDENDA # 2

Issued January 8, 2025

PW16 – 2024 – 2025 TRAFFIC STUDY – MAIN AND MARKET

REGION OF QUEENS MUNICIPALITY

PRECEDENCE

This addenda shall form an integral part of the tender to be read in conjunction therewith. This addenda shall take precedence over all forms of the aforementioned RFP with which it may prove to be at variance or may otherwise be qualified in writing by authorized personnel.

GENERAL

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A signed copy of this cover page (only) must be attached to the bid submission when submitted thereby acknowledging this addenda. The return of the balance of this addenda is not required.

Proponent Name (Printed): _____

Address: _____

Name of Signing Officer (printed) _____

Signature of Signing Officer: _____

ADDENDA ITEMS

Item 1.0 **Question 1:** *For SoW #3, is a formal pop-up engagement opportunity at the intersection expected or would ad-hoc engagement during a site visit be sufficient?*

Answer: The proponent will determine the best delivery method.

Question 2: *For SoW #5, does the municipality expect traffic counts and modelling to be conducted at all intersections within a 100m radius of the study intersection? This would include:*

- a. Main @ Reese*
- b. Main @ Court*
- c. Main @ Carten*
- d. Main @ Jubilee*
- e. Main @ Gorham*
- f. Market @ Water*

Answer: The proponent will use their judgement and expertise to determine what specific aspects of study will benefit their work and outline that in their proposal.

Question 3: *Will the presentation to Council be in-person or virtual?*

Answer: The proponent will determine the best delivery method.

Question 4: *What method/formula will be used to score proponents based on cost?*

Answer: The lowest-cost proposal will receive 50%, the highest-cost proposal will receive 25%. Proposals falling between will be prorated.

Question 5: *For the timeline, should the 4-6 weeks notice for the council presentation be included in, or excluded from, the 4-month timeframe?*

Answer: Four months includes the time to get to Council presentation.

Question 6: *While our team can acquire a commercial general liability policy with \$10 million of coverage per occurrence, this is greater than our standard policy*

with up to \$8 million of coverage. Is the full \$10 million amount required for this project or would \$8 million be sufficient?

Answer: Refer to General Condition 10.

ADDENDA # 3

Issued January 13, 2025

PW16 – 2024 – 2025 TRAFFIC STUDY – MAIN AND MARKET

REGION OF QUEENS MUNICIPALITY

PRECEDENCE

This addenda shall form an integral part of the tender to be read in conjunction therewith. This addenda shall take precedence over all forms of the aforementioned RFP with which it may prove to be at variance or may otherwise be qualified in writing by authorized personnel.

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A signed copy of this cover page (only) must be attached to the bid submission when submitted thereby acknowledging this addenda. The return of the balance of this addenda is not required.

Proponent Name (Printed): _____

Address: _____

Name of Signing Officer (printed) _____

Signature of Signing Officer: _____

ADDENDA ITEMS

Item 1.0 **Question 1:** *Is there any further information available about the 36 collisions documented in Appendix A? Particularly details like dates, time of day, weather conditions, driver impairment status, light conditions, road surface conditions, etc.? These are valuable data points to identify trends in collision causes.*

Answer: The entirety of information available from NSTIR's Collision History as it relates to this area has been provided.

Question 2: *Please clarify RQM's expectations regarding the field-level engagement with pedestrians and cyclists. Is there a minimum survey duration or minimum sample size for this? Also, is RQM OK with undertaking this task in February/March (i.e. soon after award) when pedestrian/cyclist activity would generally be lower, or should it be done during warmer weather in the spring when AT activity is likely to be higher?*

Answer: The proponent will use their judgement and expertise to determine what specific aspects of study will benefit their work and outline that in their proposal.

Question 3: One of the RFP tasks is "identification and review of all traffic influence or impacts within a 100m radius of the intersection". Please elaborate on the specific "traffic influences or impacts" you would like considered.

Answer: Refer to similar question in Addenda #2, Question 2. Several other intersections exist within the 100m radius, any proposed change to the focus intersection must also address impacts to the 'adjacent' intersections.

Question 4: Please clarify expectations and requirements for the intersection analysis and simulation of traffic flows.

Answer: The proponent will use their judgement and expertise to determine what specific aspects of study will benefit their work and outline that in their proposal.

Question 5: Can RQM please clarify what is meant by "community demographic changes" that may result from proposed development(s) in a neighbouring community? Will details on the proposed development(s) be provided to the successful consultant?

Answer: Expansion of serviceable land in the Mount Pleasant area of Liverpool is underway. Full build out could support 1000 additional residents to the community. It is reasonable to expect a significant portion of those additional residents will frequently traverse the focus intersection in the coming years. Proposed modifications must identify and accommodate

traffic count increases.

Question 6: Please clarify if the presentation to RQM Council specified in the RFP is to be in-person or if it can be conducted remotely.

Answer: Answered in Addenda #2, Question #3

Question 7: The RFP states “It is understood by the consultant that the owner will only be providing collision statistics, there will be one virtual meeting to be held within 2 weeks of award and there will be no other RFIs or exchanges following.” Please clarify the intent of this statement. Will the successful consultant be permitted to ask follow up questions or request clarifications between the kick-off meeting and delivery of the draft report?

Answer: The intention of that statement is to confirm the onus is on the proponent to thoroughly understand the task(s). All available information has been provided, additional dialogue will not delay the delivery of the study.

Question 8: We noted for the proposal evaluation that the Study Team is worth 30%, but the breakdown only adds up to 20% (i.e. 10% team lead + 5% aggregate additional members experience + 5% desktop approach). Please clarify this item

Answer: Evaluation is revised as follows:

Revised: Study Team – 30%

- **10%** Team lead, must include a Professional Engineer licensed to practice in Nova Scotia by the governing body with demonstrated transportation engineering experience.
- **10%** Aggregate additional Team member's experience
- **10%** Desktop Approach

ADDENDA # 4

Issued January 16, 2025

PW16 – 2024 – 2025 TRAFFIC STUDY – MAIN AND MARKET

REGION OF QUEENS MUNICIPALITY

PRECEDENCE

This addenda shall form an integral part of the tender to be read in conjunction therewith. This addenda shall take precedence over all forms of the aforementioned RFP with which it may prove to be at variance or may otherwise be qualified in writing by authorized personnel.

GENERAL

The General Conditions and all documents issued with the tender shall apply to govern all phases of the work covered by this addenda.

PURPOSE

The purpose of this addenda is to inform Proponents of changes and additions to the RFP documents.

A signed copy of this cover page (only) must be attached to the bid submission when submitted thereby acknowledging this addenda. The return of the balance of this addenda is not required.

Proponent Name (Printed): _____

Address: _____

Name of Signing Officer (printed) _____

Signature of Signing Officer: _____

ADDENDA ITEMS

Item 1.0 **Question 1:** *For courier / mailing purposes, could you please confirm the delivery address postal code? It is not noted in the RFP.*

*Answer: Sealed proposals marked “Proposal No. PW 16 - 2024-2025 Traffic Study Main and Market Attn: Adam Grant” will be received at the Region of Queens Municipal Public Works Garage 142 Hank Snow Drive, Liverpool NS, **B0T1K0** until noon, local time, **Thursday, January 23, 2025.***