

1. **SCOPE OF WORK**

The Town of Kingsville is seeking proposals from qualified multi-disciplinary Consultants to complete a full review and subsequent update of the Kingsville Transportation Master Plan as well as the Kingsville Active Transportation Master Plan. Once complete, both plans will be incorporated into one Comprehensive Transportation Master Plan document that provides clear direction for guiding the capital and operating needs of the Town as it continues to grow.

The Comprehensive Transportation Master Plan shall:

- Establish a Vision Statement and guiding principals supporting the Vision Statement.
- Proactively plan for all modes of travel.
- Provide accessible streets for all ages and abilities in established and new developments.
- Encourage seamless multi-modal travel and transfers across different transportation modes including pedestrians, cyclists, transit users, and motorists.
- Support goals for a vibrant and connected community.
- Promote active lifestyles.
- Enhance the quality of life for people who live, work, and play in the Town.

The Comprehensive Transportation Master Plan shall be completed in accordance with the “Master Plan” process as identified by the Municipal Engineers Association ensuring that the provisions of a Municipal Class EA are satisfied, particularly the requirements of Phases 1 and 2.

The Comprehensive Transportation Master Plan shall provide the context for implementation of specific transportation infrastructure projects and transportation management initiatives.

In addition to the above, the scope of work required includes the following:

1.1 Road Transportation Network

- A review of relevant municipal documents including but not limited to:
 - Kingsville Official Plan
 - County of Essex Official Plan
 - Kingsville Strategic Plan
 - Kingsville Transportation and Active Transportation Master Plans
 - County of Essex Transportation Master Plan
 - Kingsville Development Standards Manual
 - Jasperson Drive and Main Street East Traffic Impact Study
 - Traffic Impact Studies associated with private development

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- GIS mapping for inventory of road and active transportation network
 - CWATS Master Plan
 - A review, assessment and evaluation of the existing transportation network (roads, intersections, etc.) and an identification of gaps and deficiencies in terms of capacity, connectivity, level of service and effectiveness. Further, identify the necessary solutions to these deficiencies.
 - An assessment of the Town's future arterial and collector road needs, based on short, mid and long-term planning horizons.
 - An assessment of the Town's mid and long-term transit requirements, if any.
 - The identification, assessment and evaluation of cost-effective options to responsibly address the existing transportation related gaps and/or deficiencies and the future transportation related needs of the Town of Kingsville.
 - A review and update of existing design standards for Kingsville roads and paths/trails, to ensure that they are designed, built and maintained to meet applicable standards and best practices for all users (pedestrians, cyclists, and motorists of all ages and abilities). Drawings of cross sections to be provided.
 - Develop a plan to identify any gaps or opportunities for the Town's overall transportation needs arising from autonomous (self-driving) vehicles, electric vehicles, and other emerging technologies (ex – ride sharing, mobile apps, etc.).
 - Review and update the following Town of Kingsville policies to ensure they are still relevant and effective in accordance with best practices:
 - Traffic Calming Policy
 - Signage Request Policy
 - Special Needs Signage Policy
 - Traffic By-Law Amendment Request Policy
 - Establish a policy for reviewing speed limits of existing urban and rural roadways.
 - Establish a clear and concise definition and hierarchy of road classifications for the Town of Kingsville.
 - Identify an appropriate heavy truck route for the Town as well as recommendations for signage types and locations.
 - Review Transportation Demand Management (TDM) measures and provide recommendations, where suitable, for the Town.
 - Review OPP collision records, identify areas of concern, and make appropriate recommendations.
 - Identification of growth-related transportation projects for the purposes of evaluation within future reviews of the Development Charges By-Law.
 - Identification of any policy amendments to the Official Plan that may be required to implement future transportation needs, objectives, and goals presented by a revised Transportation Master Plan.
 - All site/field investigations as necessary.
 - The preparation of an implementable action plan outlining recommended capital projects and/or initiatives based on priority, recommended timelines for completion, further requirements under the Municipal Class EA process, and an estimation of costs all in a manner that makes cost-effective use of limited financial resources. This plan shall be a 15-year timeframe and be relevant to the year 2037.

1.2 Active Transportation (“AT”) Network

- Review the gaps that still exist within the AT network, with an emphasis on identifying critical pieces of missing AT infrastructure, and identifying how best to complete the Town’s AT network, in order to meet the evolving needs of cyclists, pedestrians and persons with special mobility requirements of all ages and of all abilities.
- Review the opportunities that exist to better integrate the Town’s AT infrastructure within the larger CWATS network and Chrysler Canada Greenway.
- Review opportunities to provide for and promote active transportation to, from, and within the downtown commercial cores of Kingsville and Cottam.
- Develop local routes which will increase the opportunities for both recreational and trip-oriented active transportation throughout the municipality by recognizing the presence of urban and rural environments within the Town and recommend opportunities to increase the connectivity between the communities of Ruthven, Cottam, and Kingsville, as well as adjacent municipalities.
- Review and update the design guidelines that should be used for various AT facility types, for existing and proposed developments focusing on user needs, safety, and convenience factors that collectively promote/support increased use of AT by a broad range of Kingsville residents and visitors of all ages and abilities. Design guidelines shall be all encompassing and include elements such as lighting, signage (including branding), paint markings, etc.
- Outline best practices for on-going maintenance of AT infrastructure in order to promote sound asset management and user safety.
- The preparation of an implementable action plan outlining recommended capital projects and/or initiatives for AT related infrastructure based on priority, recommended timelines for completion, further requirements under the Municipal Class EA process, and an estimation of costs all in a manner that makes cost-effective use of limited financial resources. This plan shall be a 15-year timeframe and be relevant to the year 2037.