

Request for Proposals (RFP) for Traffic Management Services

RFP #: 2024-12-07-TMS

Issue Date: August 16, 2024

Closing Date: September 5, 2024, 4:00 PM PST

Project Title: Traffic Management Services for the Annual MRCC Candlelight Parade

Project Date: December 7, 2024

Introduction: The Mission Regional Chamber of Commerce (MRCC) is inviting qualified contractors to submit proposals for providing traffic management services for the MRCC Candlelight Parade (CP) on December 7th, 2024. This involves the delivery of comprehensive traffic control measures required by the Ministry of Transportation and Infrastructure (MOTI) that will ensure the safety of participants, spectators, and the public. CP is an annual parade put on by the MRCC that celebrates the community of Mission. The parade has been run for thirty-five plus years with a sanctioned TMP.

Scope of Work: The successful bidder will be responsible for providing all necessary personnel, equipment, and materials to manage traffic during the parade. This includes, but is not limited to:

1. Event Task Force Meetings:

- A representative from the successful bidder will be required to attend Parade Task Force meetings monthly from September to October, possibly twice in November, 1 pre-event briefing in December and 1 post-event debrief in December.
- A representative from MRCC will be present at any pre-event staff briefing the successful bidder holds with its personnel.

2. Road Closures:

- Westbound: Closure of Highway 7 from Murray Street to Haig Street from 3:00 PM to 10:00 PM.
- Eastbound: Closure of Highway 7 from Haig Street to the Highway 7 intersection west of the Visitor Information Centre from 4:00 PM to 10:00 PM.

3. Traffic Control Personnel:

- Deployment of certified traffic control personnel at key intersections and access points.
- Coordination with local law enforcement and emergency services.

4. Signage and Barricades:

- Placement of appropriate road closure signs, detour signs, and barricades in accordance with local regulations.
- Ensuring signage is visible, clear, and compliant with all relevant standards.

5. Traffic Flow Management:

- Management of traffic flow to minimize disruption to surrounding areas.
- Provision of alternative routes for motorists.

6. Post-Event Restoration:

- Removal of all traffic management equipment and restoration of normal traffic flow upon the event's conclusion.

Proposal Requirements: Interested bidders should submit a proposal that includes the following:

- 1. Company Profile:**
 - a. Overview of the company's experience in traffic management services.
 - b. A list of similar projects completed in the past five years.
- 2. Project Team:**
 - a. Names and qualifications of the team members who will be assigned to this project.
 - b. Certification of traffic control personnel.
- 3. Methodology:**
 - a. Detailed approach to delivering the required services.
 - b. Safety plan to ensure the protection of all involved.
- 4. Timeline:**
 - a. Project timeline, including setup, event management, and post-event cleanup.
- 5. Cost Proposal:**
 - a. Detailed breakdown of all costs associated with the project.
 - b. Any additional charges or contingency fees.
- 6. References:**
 - a. Contact information for at least three references from similar projects.

Submission Instructions: Proposals must be submitted electronically in PDF format to events@missionchamber.bc.ca and execdir@missionchamber.bc.ca by the closing date of September 5, 2024, at 5:00 PM PST. Late submissions will not be considered.

Evaluation Criteria: Proposals will be evaluated based on the following criteria:

- Experience and qualifications of the company and project team.
- Understanding of the project and methodology.
- Safety and risk management approach.
- Cost-effectiveness.
- References and past performance.
- Membership in the Mission Regional Chamber of Commerce.
 - Membership is not mandatory but priority consideration will be given to MRCC members in good standing first.

Contact Information: For any questions or further information, please contact:

Miriam Bozman, Executive Director
Mission Regional Chamber of Commerce
execdir@missionchamber.bc.ca
Direct: 778-344-4446

We look forward to receiving your proposal.

TRAFFIC MANAGEMENT PLAN

Candlelight Parade, Mission, BC
Saturday, December 7, 2024



Photo Credit: What's On! Mission Magazine

Prepared By:
Mission Regional Chamber of Commerce & The City of Mission

Prepared For:
The City of Mission

Emergency Contact Numbers Provided on Page 9

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1. INTRODUCTION

The purpose of this Traffic Management Plan (TMP) is to document the process utilized by the Mission Regional Chamber of Commerce (MRCC, Proponent) to deliver the level of traffic management required by the Ministry of Transportation and Infrastructure (MOTI) that will minimize the impact to the travelling public as a result of the Mission Candlelight Parade (CP). CP is an annual parade put on by the MRCC that celebrates the community of Mission. The parade has been run for thirty-five plus years with a sanctioned TMP. This updated TMP was developed in 2024. CP is planned for Saturday December 7, 2024, and requires the closure of Highway 7 westbound from Murray Street to Haig Street from 3pm to 10pm and eastbound from Haig Street to Highway 7 intersection west of the Visitor Information Centre from 3:00pm to 10:00pm. This TMP also contains the Traffic Control Plan, Public Information Plan, and Emergency Response Plan.

2. IMPLEMENTATION PLAN

The Implementation Plan identifies the duties and responsibilities for supervisory and management personnel involved with implementing the TMP.

2.1. Project Team Responsibilities

Tabatha Lajeunesse, the CP Task Force Chair, is the designated MRCC representative who has overall responsibility for the implementation of this TMP. They will plan the work with the project schedule and planned traffic control methodologies and will work with City of Mission (CoM) staff and MOTI staff as required. For the purposes of CP, the City of Mission has agreed to assist the MRCC with developing this TMP. The MRCC will retain a certified traffic control service provider/ Supervisor to ensure the appropriate traffic control personnel are on site and managing traffic as required.

XXXXXX will be the onsite Traffic Control Manager / Supervisor throughout CP and will ensure compliance with the requirements of Part 18 of the WCB Occupational Health and Safety Regulation regarding supervision of Traffic Control Persons at the work zone. XXXXXX will also be responsible for monitoring the effectiveness of this TMP and making any necessary changes during CP as well as recording any complaints received from the travelling public. In addition, XXXXXX will also be responsible for documenting successes and failures associated with this TMP so that future TMPs can be continually improved. In effect, XXXXXX will assume full responsibility for the implementation of the TMP as well as complete control over all Traffic Control Persons including ensuring those persons possess the required training certification.

CoM staff have agreed to assist the MRCC in implementing this TMP for the MRCC. Mr. Greg Hawksby of the CoM will provide assistance erecting and taking down traffic control barriers.

A meeting will be organized between all parties in advance of CP to ensure all parties are aware of this TMP's requirements, each other's roles and responsibilities and contact information. A follow-up phone call or meeting will be arranged to review the successes and failures of this TMP to allow future TMPs to be adjusted accordingly.

Appendix 2 provides contact numbers for the aforementioned individuals as well as all emergency contacts. **Appendix 4** provides the roles and responsibilities of all parties involved with CP.

2.2. Project Location

The location of the area covered within this TMP is Highway 7 westbound from Murray Street to Haig Street and eastbound from Haig Street to Hwy 7 intersection west of the Visitor Information Centre from within the City of Mission. Side streets between Haig Street and Murray Street will also be closed. See **Appendix 1** and **Appendix 1a** for details.

2.3. Project Description

The Mission Candlelight Parade is an annual event that celebrates Christmas and the community of Mission. It is a family-oriented parade where community groups and businesses showcase themselves and use the opportunity to inform residents of Mission about the varied services, activities and opportunities that exist within Mission. The parade is supported by the Council of the City of Mission and is considered one of the more important community events of the year. The project has occurred for 35+ years, under permit from MOTI, and therefore there is existing experience dealing with traffic management including minimizing impact for the travelling public.

2.4. Project Schedule

The Mission Candlelight Parade is set to occur between the hours of 6:00PM and 9PM on Saturday December 7, 2024. The closure of the westbound lanes of Lougheed Highway to vehicles from Murray Street to Haig Street is required 3PM to 10PM on Saturday December 7, 2024 and eastbound of Lougheed from Haig Street to Hwy 7 intersection west of the Visitor Information Centre from 3:00PM to 10PM. **Appendix 5** provides a detailed timeline of closures and re-openings of roads.

3. TRAFFIC CONTROL PLAN

The Traffic Control Plan is a combination of text, drawings that identify specific traffic control measures and devices that will be utilized to manage traffic, how they will be implemented and for what activities during CP. The plan also includes a requirement to note what has worked and what requires improvement for future years. **Appendix 2** provides a schematic of the street closures, signage and Traffic Control Person locations that will be in place during this project

3.1. Traffic Control Overview

As with previous years, CP is proposed to occur on the westbound lanes of Lougheed Highway (First Avenue) from Horne Street to Haig Street. A detour route will be signed westbound from Murray Street to Grand Street along 2nd Avenue. A TCP will be located at Horne Street and 1st Avenue. This is the same set of closures that has been used for many years without problems. **Appendix 1 and Appendix 1a** provide schematics of the traffic control overview.

3.2. Signage

Required signage for this project is as follows:

- All signage/delineation must conform to MOTI's Traffic Control Manual for Work on Roadways.
- Any sign that is no longer applicable or that conflicts with the traffic pattern under this TMP will either be removed or covered;

- Signs will be erected at least 7 days in advance warning travelers of the upcoming road closure along Highway 7;
- Signage will be inspected and maintained to ensure maximum visibility during the project;
- Positioning of signs and Traffic Control Persons will be as per **Appendix 1 & 1A**;
- A mobile messaging sign will be located at the corner of Murray and Highway 7, at the intersection of Wren & Highway 7, and along the Cedar Connector intersection to notify the travelling public of the closure of Highway 7 at least three days in advance of the CP.
- Road closure messaging will be added to the permanent sign located near the Tourism Information Centre on Highway 7.
- Signage regarding affected BC Transit bus stops will be erected at least 5 days in advance warning travelers of the upcoming road closure along Highway 7.

3.3. Traffic Zone Protection

The following general traffic control devices will be available for use during CP:

- Class 1 barricades
- Type D tubular markers
- Detour signs

3.4. Traffic Control Persons (TCP)

- All TCPs will wear safety apparel conforming to Class 3 garments meeting the Section 18 of WCB regulations;
- The TCPs will possess training certificates and appropriate experience on roadways as per Section 18 of the WCB regulations;
- TCPs will hold safety in the highest regard at all times;
- The Traffic Control Manager / Supervisor will hold a pre-meeting with all TCPs **and the Proponent** to review the TMP and ensure the site setup is clearly understood.

4. PUBLIC INFORMATION PLAN

The Public Information Plan (PIP) identifies actions and procedures to inform the travelling public and CP stakeholders of planned changes to traffic operations. The PIP recognizes that both the MRCC and the MOTI have a role to play in informing the public of the proposed TCP. In addition, the City of Mission and the Mission Downtown Business Association (MDBA) has agreed to assist with notifying the public and emergency service providers by using its website and internal Notice of Road Closure process.

The following actions will be taken to ensure the users of Lougheed Highway are informed of the impacts from CP:

- Notification to existing businesses will be carried out by the MRCC and MDBA through established communication processes;
- The MRCC, MDBA, and City of Mission will post the road closure information (**Appendix 1**) on their website, Facebook page and CoM Twitter account by November 15, 2024;
- Advance warning signage as per section 3.2 will be installed;
- Any complaints received will be forwarded to MRCC for consideration and possible amendments to the TCP and PIP. The form in **Appendix 2** shall be used for this purpose;
- MRCC will place advertisements in the Mission Record advising of road closures; and
- MRCC works closely with Mission Fire / Rescue Services as well as the RCMP throughout the planning and implementation of CP.

5. EMERGENCY RESPONSE PLAN

The Emergency Response Plan (ERP) is intended to address response to unplanned events or incidents that may occur either as a result of or independent of CP. The ERP will ensure that the MRCC responds appropriately to incidents and maintains public safety. A mobile version of the City's Emergency Operations Centre will be staffed during CP to assist with any emergencies and is a good opportunity for the response to be tested. Radios (City Public Works channels) will be made available to all parade lead volunteers and staff to enhance communication.

The following actions will be taken to ensure public safety:

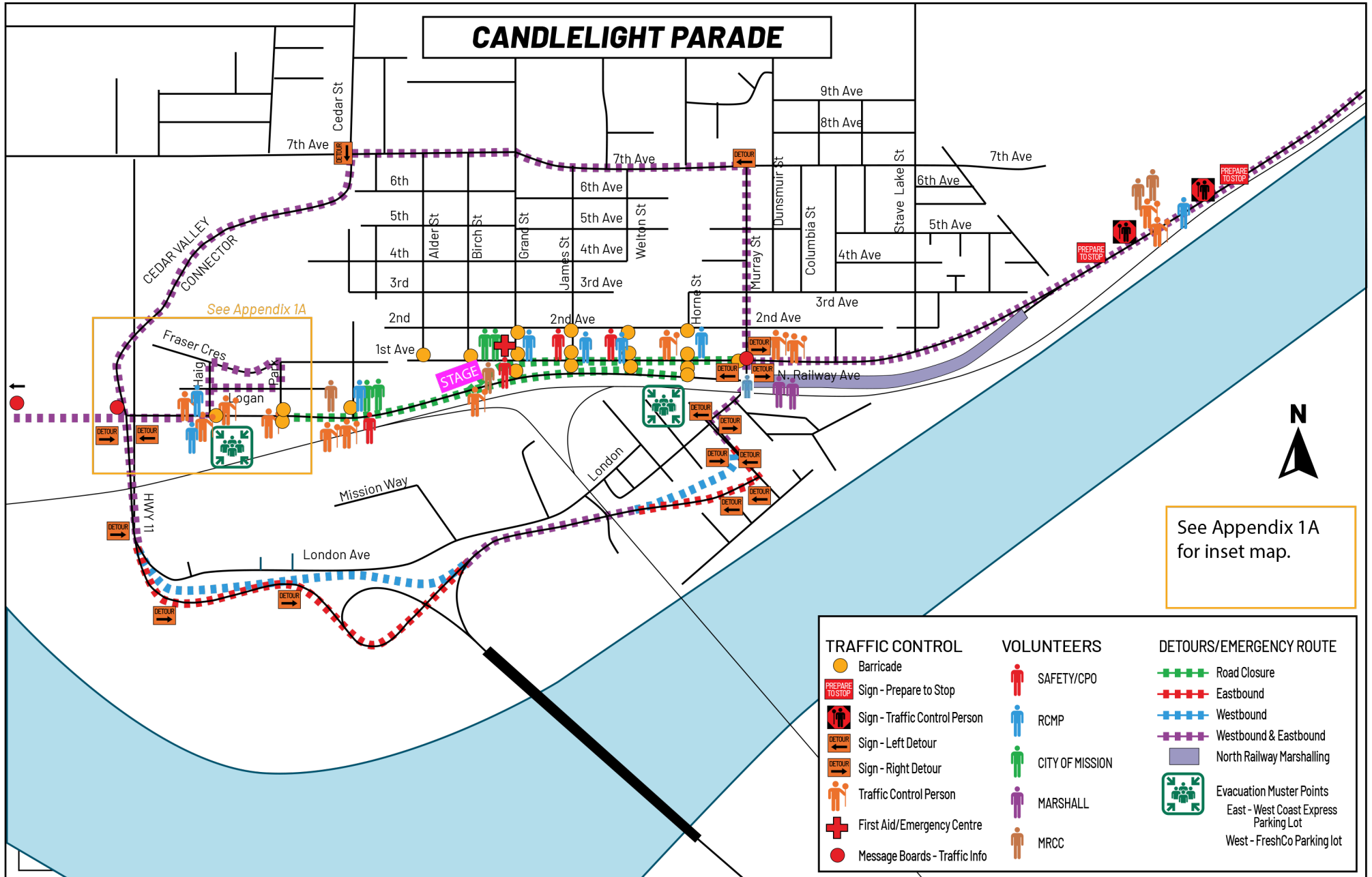
- Mission Fire and Rescue Services personnel and the RCMP will be participating in CP and will be set up in the same location as past years (Emergency Response Centre at 7311 James St.) which will allow them to leave the area quickly in the event an emergency occurs.
- The MRCC has arranged to have First Aid staff on-site at the Operations Centre (7311 James St.) and roaming along the parade route in the event that any participants require first aid;
- Several members of the RCMP will make foot patrols throughout the night through the entire CP site and Community Policing members will also be onsite throughout the night directing traffic on City roads and providing crowd control along the parade route;
- Any incident will be reported to the MRCC and to MOTI for adjustment of subsequent TMPs if necessary. The form supplied in **Appendix 2** shall be used for this purpose.
- **Appendix 1** shows the emergency detour route for large vehicles should the Murray Street overpass or other access route through the waterfront to Highway 11 be blocked.

Emergency contact numbers are provided in Appendix 3.

6. CERTIFICATION

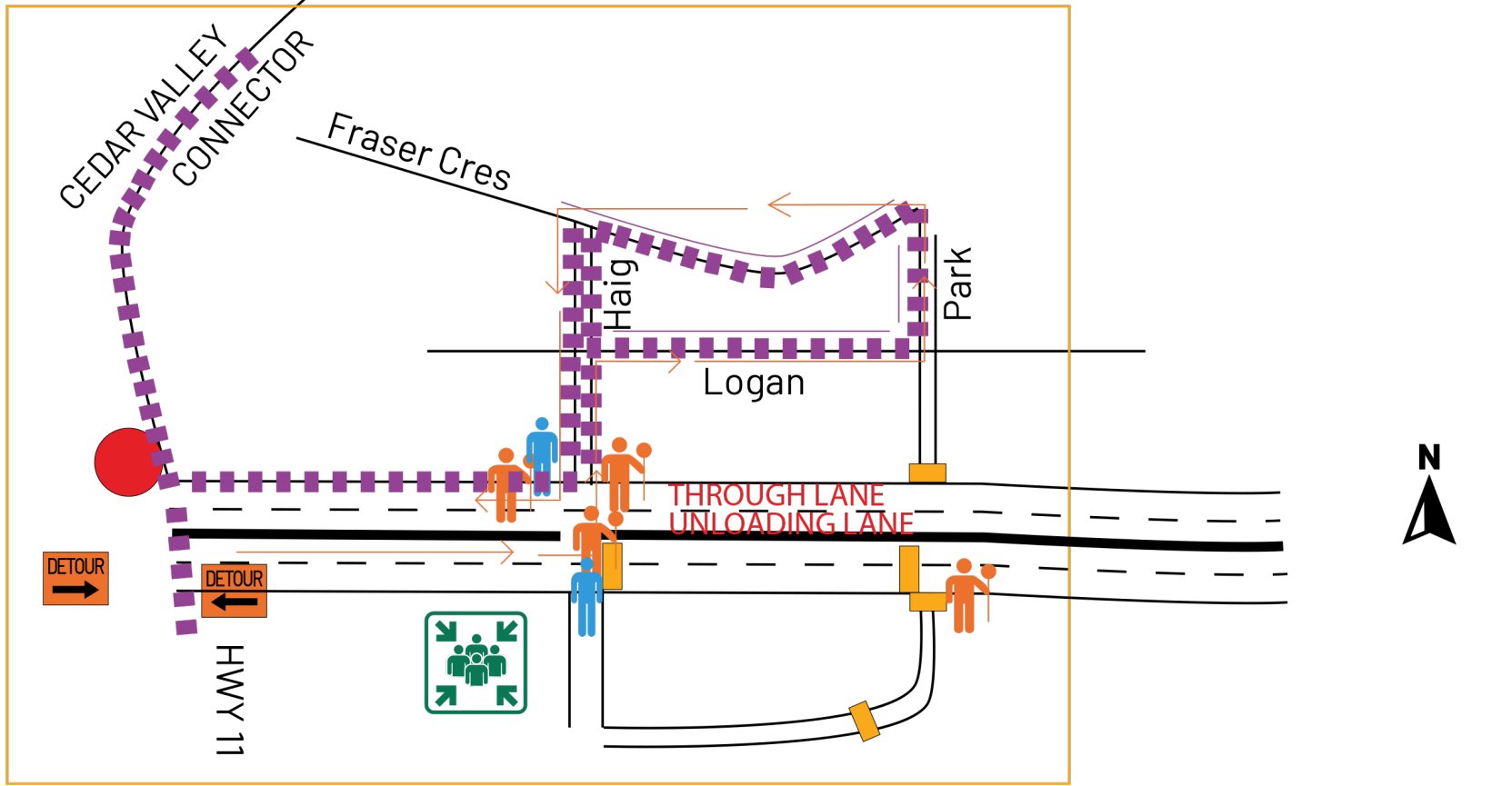
This TMP is generally consistent with the Ministry's guidelines and is of sufficient scope to ensure that adequate safety standards are in place if this TMP is followed. It is the sole responsibility of the MRCC to ensure this plan is properly implemented. The MRCC must also arrange for insurance that meets MOTI's requirements and that the City of Mission and MOTI are included as additional insured on their insurance policy for this event.

Appendix 1: Traffic Control Overview & Emergency Routes



Appendix 1A: Dispersal Area Map Inset

CANDLELIGHT PARADE DISPERSAL



TRAFFIC CONTROL	VOLUNTEERS	DETOURS/EMERGENCY ROUTE
Barricade	SAFETY/CPO	Road Closure
Sign - Left Detour	RCMP	Eastbound
Sign - Right Detour	MRCC	Westbound
Traffic Control Person		Westbound & Eastbound
Message Boards - Traffic Info		Evacuation Muster Points West - FreshCo Parking lot

Appendix 2: Incident Reporting and Public Inquiry Log

Project Name:		Candlelight Parade 2024	
Date of Inquiry or Incident:		Time:	
Received By:		Forwarded To:	
Initiated Via:	<input type="checkbox"/> Telephone	<input type="checkbox"/> In Person	<input type="checkbox"/> Other
Contact Information			
Name:			
Address:			
Phone:			
Email:			
Inquiry or Incident Description			
Traffic Engineer Notified?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Traffic Manager Notified?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
MRCC Notified?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Follow Up required by MOTI?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Appendix 3: Emergency Contact Information

Emergency: 911

Emergency Operations Centre: 604-826-7311 ext. 1 or 778-344-4446

Non-Emergency RCMP: 604-826-7161

Non-Emergency Fire: 604-820-3793

Ministry of Transportation and Infrastructure: 1-866-707-7862

Highway Maintenance Contractor (Emil Anderson): 1-800-667-5122

Central Fraser Valley Transit: 604-854-3232

BC Hydro: 800-224-9376

Proponent

Miriam Bozman, MRCC Executive Director

Cell: (778) 344-4446

Tabatha Lajeunesse, Candlelight Parade Task Force Chair

Cell: (778) 347-1013

Parade Sector Chiefs

Parade Check-In:

First Aid: Mark Goddard, Fire dept. (604) 217-8902 / (c) 604-302-0300

Parade Dispersal: **X X X X X X** Certified Traffic control service provider
& Greg Hawksby 604-302-7580

Parade Marshalling: Terry Peressini Mission Optimist Club 604-226-5479

Parade VIP Stage: Caroline Dagleish Parks Foreman – will be working day of cell: 604-302-5738

Office contact for Stage: Jason Horton (Parks Manager) – office phone: 604-820-5356

Traffic Control Manager / Supervisor

X X X X X X

City of Mission Contacts

Greg Hawksby (Public Works)

Email: ghawksby@mission.ca

Cell: 604-302-7580

24-hour line: 604-820-3761

Mustafa Sarier (Traffic Technologist)

Email: msarier@mission.ca

Ph: 604-820-3795

Appendix 4: Roles and Responsibilities

Organization	Role	Responsibility	Action
Chamber	Organizer	1) Float Registration & marshaling	Register all float participants
			Maintain accurate accounting of floats
			Inform Entrants of requirements
		2) Insurer	Secure liability insurance for event
		3) Highways Approval	Review TMP, Submit TMP to MoTI
			Confirm MoTI requirements with RCMP, CoM, & Traffic Control
		4) Volunteer Organization	Recruit volunteers
			Assign volunteers their responsibilities
			Hold pre-event volunteer meetings
			Hold Volunteer Briefing before event
			Provide volunteer's radios & vest
			Volunteer acknowledgement
		5) Communications / Media	Develop & implement communications plan
			Develop & implement media plan
			Mail residents on closures & distribute access passes
			Inform businesses of closures with personal visits
			Hang & remove no parking signage as per TMP
			Develop & distribute posters
		6) Judging	Secure judges
			Develop & implement judging process
			Acknowledge judges
7) Funding & Budget	Secure funding - fee for service & sponsors		
	Develop & implement budget		
		8) Establish Emergency Operations Centre	Provide an EOC and access to Fire, RCMP, First Aid, CPO volunteers
RCMP	Policing	1) Manage Traffic & Road Closures (assisted by Traffic Control)	Close roads 4pm according to TMP & divert traffic
			Re-open roads as per TMP
		2) Crowd Control	Roam ATVs up & down parade route during event
			Crowd dispersal at end of parade
		3) Manage Aux RCMP	Using RCMP radios
			Eyes & ears on main intersections of route with TCP
		4) Man OAC	Provide personnel (1) to man Emergency/First Aid Centre
	Dispersal Area	4) Support dispersal	Staff assist Dispersal with directing floats away from route

Community Policing	CPAC Volunteers	1) Provide additional support where needed to RCMP Aux.	Pair up with RCMP Aux & TCP along 1 st Ave.
			Provide emergency access for 1 st responders as necessary
Fire Department	Operation Centre	1) Man the Emergency Operations Centre	Man the EOC
	Parade route support	2) First Aid/Crowd support	Provide volunteers on fire truck to drive route and remain at dispersal area to help with first aid & crowd control unless needed for an emergency
City of Mission	Traffic Management Plan (TMP)	Review TMP	Review TMP and provide feedback as necessary
	Roads	1) Road Signage and Barricades	Provide signage and place signage for road closures as per TMP
			Remove road signage at end of event as per TMP
			Drop off barricades for Traffic to setup
	Judges Trailer	2) Event Trailer	Liaise with Traffic Control on TMP
			Build bleachers on to event trailer
	Street Cleaning	3) Street Cleaning	Organize transport of events trailer to & from 1 st Ave
Set up and remove trailer on 1 st			
Provide staff and equipment to clean parade route post-event			
Certified Traffic Control Provider	Traffic Management Plan (TMP)	1) TMP Implementation	Review TMP in collaboration with Chamber, CoM & RCMP
	Traffic	2) Traffic Support Services	Provide support to RCMP for road closures
			Provide road closure signage for Murray, Hwy 11 & Hwy 7
			Provide TCPs for parade route
			Setup barricades if CoM is attending to snow event
Dispersal	3) Dispersal Management	Support RCMP on road re-opening as per TMP	
		Direct floats away from end of route in orderly fashion	
Work with RCMP, Fire & CoM to meet TMP requirements			
Chamber & CPO	Safety & Crowd Control	1) First Aid Attendants MRCC	Provide 1 st Aid personnel
		2) Crowd Safety CPO	Speaking to the float drivers regarding safety Keep public safe distance from floats
		3) Vendor verification MRCC	Check all Vendors for Registration tags - direct to stage
			Request RCMP support if need to remove from event
Optimist Club	Marshaling area	Marshaling floats	Organize floats as they arrive into the marshaling area
			Ensure parade starts on time and in proper order

Appendix 5: Candlelight Parade Timeline

Candlelight Parade Timeline

Time	Responsibility	Action
Before 3:00pm	MRCC CoM	Drive a car to FreshCo, leave it there to bring Santa & Mrs Claus back to VIC after the Parade Extra garbage cans distributed along parade route
3:00pm	RCMP/ XXXXX XXXXX/RCMP CoM XXXXXX XXXXXX RCMP/XXXXXX RCMP/XXXXXX RCMP/XXXXXX RCMP/XXXXXX	Close North Railway East of Horne Street for Marshaling Close 1 st Ave at Murray St and 1 st Ave at Horne St07 Detour Signs in place, Grand St at 7 th southbound Cones and Taper set up across left NB lane at Murray St Barricades up along Second Avenue and Railway Avenue Close one-way lane at Southwest corner of Railway Close North Railway east of Grand Street to eastbound traffic Close Highway #7 at Park Street Close Highway #7 at Haig Street
3:30pm	XXXXXX CoM/Jack's Towing	Traffic Control set up at MRCC to divert floats onto North Railway, first floats arrive to marshaling Move stage into place on First Ave
4:00pm	MRCC/XXXXXX	First floats arrive at VIC to enter marshaling area
5:00pm	MRCC	Pick up coffee from Timmies Junction, deliver to stage
5:30pm	MRCC	Judges & guests arrive at stage, park in Welton Common
6:00pm	Optimist Club	Parade Starts
9:00pm (tentative)	COM/RCMP/XXXXXX	Parade ends, floats and spectators disperse
10:00pm (tentative)	RCMP RCMP XXXXXX XXXXXX	Open 1 st Avenue at Horne Street Open Grand and Railway Open 1 st Avenue and Murray Street Open Highway #7 at Park St, Haig, and Cedar Street

Contacts:

XXX Traffic Control TBD:

COM (City of Mission): Greg Hawksby Cell: 604-302-7580

MRCC: Miriam Bozman Cell: 778-344-4446

MDBA: Karley Holley Cell: 778-888-0132

RCMP: Cst. Alex Poirier, Cst. Alex Hodan