

The Municipality of the District of St. Mary's

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Request for Proposals St. Mary's Active Transportation Plan

*Development of a comprehensive plan for active
transportation in the Municipality of the District of St. Mary's*

*Proposals must be received no later than **March 24th, 2023 by 4pm.***



Table of Contents

1.	Introduction	3
2.	Project Overview	3
3.	Scope of Work	3
4.	Deliverables.....	5
5.	Resources	7
6.	Proposal Requirements.....	7
7.	Reporting.....	8
8.	Proposed Timeline	8
9.	Submission	9
10.	Further Information	9
11.	RFP Terms and Conditions	9
12.	Rights of the Municipality – Evaluating / Accepting /Rejecting Proposals	10



1. Introduction

The Municipality of the District of St. Mary’s (MODSM) is seeking proposals from qualified consultants to develop a comprehensive plan for Active Transportation that encompasses the entirety of the District of St. Mary’s.

2. Project Overview

The St. Mary’s Active Transportation Plan intends to help the Municipality create, enhance and increase opportunities for Active Transportation through the Municipality of the District of St. Mary’s. The Plan should include active transportation education, programming, and projects to enhance walking, wheeling, and waterway travel. The final product should consider trails, roadways and waterways in St. Mary’s.

The Municipality has received \$47,500 from Infrastructure Canada’s Active Transportation Fund to develop the St. Mary’s Active Transportation plan within the 2023-24 fiscal year.

The objectives of this project are to create a plan that:

- a. Guides the Municipality of the District of St. Mary’s staff and council in active transportation projects over the next ten years;
- b. Builds upon existing resources;
- c. Identifies methods of improving active transportation connectivity throughout the Municipality of the District of St. Mary’s with a focus on main roadways;
- d. Gives specific and tailored active transportation projects for each community in the Municipality of the District of St. Mary’s;
- e. Can be easily shared with stakeholders;
- f. Is accessible;
- g. Uses an equity lens (socioeconomics, gender, age).

The St. Mary’s Active Transportation Plan will expand upon the Municipality’s current Active Sherbrooke Plan (2016), which made recommendations only for the Sherbrooke area. The final plan should include applicable best practices for active transportation in rural communities.

3. Scope of Work

- 3.1 **Kick-off meeting** - The successful consultant shall attend a project kick-off meeting with the Municipality within seven days of the contract being awarded by the Municipal Council for project management team introductions, confirming the scope of work, project scheduling and confirming any additional details.
- 3.2 **Research** – Research methods and promising practices for developing rural active transportation routes. This research should be utilized to identify projects for the final plan.
- 3.3 **Review** - Review current and past municipal documents relating to active transportation, including (but not limited to) [St. Mary's Recreation Master Plan \(2022\)](#), [Active Sherbrooke Plan \(2016\)](#), [St. Mary's Active Living Strategy \(2017\)](#), [Sherbrooke Streetscapes \(2019\)](#), [Municipal Planning Strategy \(2022\)](#), [Land-Use By-law \(2022\)](#).
- 3.4 **Inventory** – Inventory current active transportation infrastructure, including roadways, trails and waterways.
- 3.5 **Community engagement** – The Municipality is looking for innovative approaches to community consultation and data collection. The Municipality is interested in new ways to perform this vital phase of plan development and will be specifically looking for ways consultant firms can creatively collect data and use technology to connect with residents during the consultation process. Once all data is collected, it should be captured in an easy-to-read report and added as an appendix to the final plan. This process should include the following:
- 3.5.1 Comprehensive Marketing Plan to ensure the success of the Community Engagement process.
 - 3.5.2 Consultation/data collection for each of the following communities: Aspen, Ecum Secum, Goshen, Indian Harbour Lake, Liscomb, Port Bickerton, Sherbrooke, Sonora;
 - 3.5.3 Online participatory planning/mapping for residents throughout the Municipality of the District of St. Mary's;
 - 3.5.4 Engagement/planning session with youth at St. Mary's Education Centre/Academy;
- 3.6 **Plan Development** – Develop the St. Mary's Active Transportation Plan, including the above-noted items. The final plan should include maps and GIS data, project recommendations for each community, and appendixes as noted.
- 3.7 **Meetings** –The project management team meetings should occur periodically throughout the project. Meetings include:
- 3.7.1 Kick-off meeting
 - 3.7.2 Marketing plan & community engagement meeting



- 3.7.3 Engagement wrap-up and plan development meeting
- 3.7.4 Regular project check-in meetings
- 3.7.5 Draft plan meeting

3.8 **Presentations** – The Consultant team will conduct two presentations to Municipal Council throughout the development of the Plan. They will be:

- 3.8.1 Project Launch Presentation – this will take place after the kick-off meeting. The presentation will explain plan development steps and allow the council to meet the consultant team and ask any questions.
- 3.8.2 Final Draft Presentation – consultant team will present the final draft to the council to allow for any questions or final edits.

4. Deliverables

The following section outlines the baseline requirements for the final St. Mary’s Active Transportation Plan.

4.1 What does Active Transportation in St. Mary’s look like now?

The section should include the following:

- 4.1.1 A summary description of the current state of Active Transportation in St. Mary’s
- 4.1.2 Inventory of AT infrastructure (roadways, trails, waterways)
- 4.1.3 Easy to read and accurate mapping of current infrastructure/AT Routes.
- 4.1.4 GIS Data

4.2 Active Transportation Planning

This will make up the bulk of the plan. The plan should be broken down into the following chapters:

- 4.2.1 *Active Transportation for the Municipality of the District of St. Mary’s.* Chapter to include specific projects for improving connectivity between communities. At least three projects should be included in this chapter. Each project to include: Renderings, pricing, recommended steps/implementation plan, prioritizations, potential partners and potential funding.
- 4.2.2 *Active Transportation for Sherbrooke.* Chapter to include specific projects for improving AT in the community of Sherbrooke. At least two projects should be included in this chapter. Each project to include: Renderings, pricing, recommended steps/implementation plan, prioritizations, potential partners and potential funding.



- 4.2.3 *Active Transportation for Sonora.* Chapter to include specific projects for improving AT in the communities of Sonora & Wine Harbour. At least two projects should be included in this chapter. Each project to include: Renderings, pricing, recommended steps/implementation plan, prioritizations, potential partners and potential funding.
- 4.2.4 *Active Transportation for Aspen.* Chapter to include specific projects for improving AT in the community of Aspen. At least two projects should be included in this chapter. Each project to include: Renderings, pricing, recommended steps/implementation plan, prioritizations, potential partners and potential funding.
- 4.2.5 *Active Transportation for Goshen.* Chapter to include specific projects for improving AT in the community of Goshen. At least two projects should be included in this chapter. Each project to include: Renderings, pricing, recommended steps/implementation plan, prioritizations, potential partners and potential funding.
- 4.2.6 *Active Transportation for Indian Harbour Lake/Jordanville.* Chapter to include specific projects for improving AT in the community of Indian Harbour Lake/Jordanville. At least two projects should be included in this chapter. Each project to include: Renderings, pricing, recommended steps/implementation plan, prioritizations, potential partners and potential funding.
- 4.2.7 *Active Transportation for Port Bickerton and Fisherman's Harbour.* Chapter to include specific projects for improving AT in the communities of Port Bickerton and Fisherman's Harbour. At least two projects should be included in this chapter. Each project to include: Renderings, pricing, recommended steps/implementation plan, prioritizations, potential partners and potential funding.
- 4.2.8 *Active Transportation for Liscomb.* Chapter to include specific projects for improving AT in the community of Liscomb. At least two projects should be included in this chapter. Each project to include: Renderings, pricing, recommended steps/implementation plan, prioritizations, potential partners and potential funding.
- 4.2.9 *Active Transportation for Ecum Secum.* Chapter to include specific projects for improving AT in the community of Ecum Secum. At least two projects should be included in this chapter. Each project to include: Renderings, pricing, recommended steps/implementation plan, prioritizations, potential partners and potential funding.

***Projects should consider all AT infrastructure, including roadways, trails and waterways. Projects can be capital, programming or educational. This section should include best practices for Active Transportation in rural communities.*



4.3 Active Transportation Signage and Marketing

Development of a signage package for all AT methods (Roadways, Trails, Waterways). This should include methods for educating and marketing AT routes and projects. The section should include the following:

- 4.3.1 Recommended design package for all route identifiers. Signs should use accessible font and colours.
- 4.3.2 Sign renderings
- 4.3.3 Installation details for signage
- 4.3.4 Mapping identifying sign locations
- 4.3.5 Estimated pricing
- 4.3.6 Marketing package to educate and inform residents about AT projects, routes etc.
- 4.3.7 Marketing tools should be accessible

4.4 Large-Scale Maps

Printing and delivery of coloured maps associated with each chapter of the plan. Maps will be used to promote the plan and educate the public on projects included in the plan. Consultant to provide any GIS files associated with the plan.

5. Resources

A copy of the Municipality of the District of St. Mary’s draft MPS, LUB and GIS files will be provided to the successful proponent. It will be necessary for the successful proponent to work with the Municipal staff to ensure that the proposed Active Transportation Plan reflects the vision and goals of the Municipality of St. Mary’s.

6. Proposal Requirements

Proponents shall submit three (3) bound hard copies of proposals along with a PDF file emailed and submitted by **March 24th, 2023, at 4 pm** and should include the following:

- 6.1 *Firm and Consultant(s) Credentials:* A firm summary that addresses previous experience with municipal planning and plan reviews. The names, backgrounds and experiences of the consultants who will be involved in this project, including the identification of the project lead;
- 6.2 *Action Plan and Methodology:* A detailed Action Plan and Methodology for conducting the development of the active transportation plan. This would include a description of the methodologies used, schedule of work and timeline, including estimated start dates, completion dates, the total effort required for each assigned resource, critical paths/key milestones, including proposed meetings with Municipal staff and all associated costs, etc.;



6.3 *Communications Strategy*: A communications strategy for the project, including a schedule and number of in-person, email or telephone consults required during the project.

6.4 The costs are to be broken down individually by the below categories and cost as a combined project lump sum cost:

- a. What does active transportation in St. Mary’s look like now?
- b. Active transportation planning
- c. Signage and marketing plan
- d. Large scale maps

6.5 *Fees*: Provide a detailed schedule of fees and expenses associated with this project. This must include a detailed breakdown of roles, hours allocated to each task by each member of the team, hourly rate by team member and the total number of hours for the entire project. The proponent must provide a firm fixed lump sum fee for the project, including expenses and other costs, exclusive of HST.

6.6 *References*: The names and contact information for three recent references to support the submitted proposal. Municipal references are considered to have the highest priority.

7. Reporting

The successful proponent will report to the Community Development and Recreation Director. Weekly updates on the project’s progress will be required (to be included in the cost) and can be in the form of email, telephone or other electronic means, as well as in-person meetings if deemed necessary.

8. Proposed Timeline

The project’s start date will be approximately **April 11th, 2023** and is to be completed by **January 17th, 2023**.

Milestone	Anticipated Completion Date
Closing date for submissions	March 24 th , 2023
Assessment and evaluation of proposals	March 27 th -31 st , 2023
Award contract	April 11 th , 2023 (After approved April 10 th)
Project Start-up	April 11 th – 14 th 2023
Project development	April 17 th – November 10 th , 2023
Draft edits	December, 2023
Final presentation to Municipal Council	January 17 th , 2024
Council Adoption	February 12 th , 2024

The Action Plan developed by the successful proponents must detail how the project can be achieved within this time frame.



9. Submission

The deadline to submit proposals is **March 24th, 2023, by 4pm**. Submissions must be submitted before this closing time to be accepted.

The proponent is to provide a single digital media copy in pdf format, submitted via email, and three (3) hard copies of proposals in a sealed envelope delivered to the following:

ATTN: Community Development and Recreation Department

Municipality of the District of St. Mary's

RE: St. Mary's Active Transportation Plan Development

8296 Hwy #7

P.O. Box 296

Sherbrooke, NS

Canada, B0J 3C0

Email Address: tobias.clarke@saint-marys.ca

Any changes to the RFP required before the proposal closing will be issued in the form of a written Addendum. If an Addenda is given, the proponents must acknowledge their receipt in the appropriate section of the Addenda Form. Addendums will be posted to all sites on which the RFP was posted. The Municipality will assume no responsibility for oral instructions or suggestions.

10. Further Information

Any questions in relation to this Request for Proposal should be directed to:

Tobias Clarke

Active Living Coordinator

Phone: 902-522-2598 Email: tobias.clarke@saint-marys.ca

or

Kerri Jack

Community Development and Recreation Director

Phone: 902-522-2598 Email: kerri.jack@saint-marys.ca

11. RFP Terms and Conditions

Proposals received later than the specified closing time will be rejected by the Municipality. The terms and conditions of the proposal offer shall remain firm and open for acceptance by the Municipality for a period of ninety (90) days from the date of closing.



Final acceptance of the proposal will be subject to the successful negotiation and execution of a written contract meeting the expenditure limits and required terms and conditions acceptable to the Municipality.

12. Rights of the Municipality – Evaluating / Accepting /Rejecting Proposals

The Municipality reserves the right to reject any proposals based on the Municipality’s best interest. Furthermore, the Municipality reserves the right to select a proposal, in whole or in part, other than the lowest price proposal based on any criteria which, in its sole and absolute discretion, the Municipality deems to be in its best interest.

The Municipality shall not be responsible for any liabilities, cost, loss or damage incurred, sustained or suffered by any interested party, prior or subsequent to, or by reason of the acceptance, or non-acceptance by the Municipality of any response, or by reason of any delay in the acceptance of the response.

The Municipality reserves the right to request Proponents to provide additional information and address specific requirements not accurately or adequately covered in their initial submissions.

Proposal Evaluation

The proposal will be evaluated against the following criteria:

Overall understanding of the project and expectations	20%
Firm and project team qualifications	25%
Proposed methodology, action plan and timelines	30%
Strength of references provided	10%
Cost and/or value to the Municipality of St. Mary’s	15%
Total	100%