

Covehead Road- Grand Tracadie - Pleasant Grove - Stanhope - West Covehead



**REQUEST FOR  
PROPOSAL**

**RECREATION AND  
PUBLIC OPEN SPACE  
STRATEGIC PLAN**

**Rural Municipality  
of  
North Shore**

**PROPOSALS DUE July 11 2022**  
**at 12:00 noon**

## **INTRODUCTION**

The Rural Municipality of North Shore (RMNS) is seeking submissions from individuals or firms to create a Recreation and Public Open Space Strategic Plan for the municipality for the development and enhancement of recreation facilities, programs and opportunities in the Municipality over the next ten years. The Municipality created a Recreation Plan from 2006-2016 and is now looking to have this updated. With increased interest in softball, football and soccer, land around the North Shore Community Centre is becoming fully utilized and there needs to be a plan forward on how to expand recreation as well as take into consideration future parks and recreational trails.

## **INFORMATION AND INSTRUCTIONS TO BIDDERS**

### **BIDDER INFORMATION**

#### **1. Late Submissions**

Proposals received after the official closing date and time will NOT be considered during the selection process and will be returned unopened to the respective Bidder.

#### **2. Withdrawal or Alteration of Proposals**

A Bidder who has submitted a Proposal may submit a further Proposal at any time up to the specified time and date for Proposal closing. The last Proposal received shall supersede and invalidate all Proposals previously submitted by that Bidder. Only one Proposal shall be opened per Bidder.

#### **3. Addenda**

Any addenda will be posted on the municipality's website, [www.stanhopecovehead.pe.ca](http://www.stanhopecovehead.pe.ca). Proponents are responsible for checking the website for submission notices, documents, and addenda. The RMNS is not responsible for ensuring respondents have obtained addenda.

#### **4. Acceptance or Rejection of Proposal**

a. The Rural Municipality of North Shore reserves the right to reject any or all Proposals, in whole or in part, and to waive formalities as the interests of the Rural Municipality may require without stating reasons therefore. The decision as to which submission best satisfies the needs of the municipality rests solely with the RMNS, any decision is not open to appeal.

b. The Rural Municipality shall not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by a Bidder by reason of the acceptance or the non-acceptance by the Rural Municipality of any Proposal or by reason of any delay in the acceptance of a Proposal except as provided in the Proposal document.

#### **5. Limited Liabilities**

The Rural Municipality's liability under this Proposal shall be limited to the actual goods/services ordered and provided.

6. Bidder Expense

Any expenses incurred by the Bidder in the preparation of the Proposal submission are entirely the responsibility of the Bidder and will not be charged to the Rural Municipality.

7. Regulation Compliance and Legislation

The Successful Bidder shall ensure all services and products provided in respect to this Proposal are in accordance with, and under authorization of, all applicable authorities, Municipal, Provincial and Federal legislation. The Successful Bidder shall abide by all Acts, By-laws and Regulations relative to the performance of the work.

8. Insurance and Indemnification

The successful Proponent shall, at its own expense, obtain and maintain and provide the Rural Municipality with evidence of:

Professional Liability Insurance on an occurrence basis Professional Errors and Omissions on an occurrence basis for an amount not less than Two Million (\$2,000,000.00) dollars.

9. Hold Harmless

To the fullest extent permitted by law, the successful Proponent agrees to indemnify and hold harmless the Rural Municipality of North Shore, its elected and appointed officials, employees and volunteers and others working on behalf of the Rural Municipality of North Shore against any and all claims, demands, suits or loss, including all costs connected therewith and for any damages which may be asserted, claimed or recovered against or from the Rural Municipality of North Shore, its elected and appointed officials, employees, volunteers or others working on behalf of the Rural Municipality of North Shore which arises out of or is in any way connected or associated with this contract.

10. Assignment of Work

The Successful Bidder shall not assign, transfer, convey, sublet or otherwise dispose of this Proposal or his/her right, title or interest therein, or his/her power to execute such work, to any other person, company or corporation, without the previous consent, in writing, of the Rural Municipality of North Shore, which consent shall not be unreasonably withheld.

11. Cancellation

The Rural Municipality of North Shore reserves the right to immediately terminate the Proposal Agreement at its own discretion, including but not limited to such items as non-performance, late deliveries, inferior quality, pricing problems, etc.

Either party may terminate the Proposal arrangement by giving the other party sixty (60) calendar day's written notice. A period of less than sixty (60) calendar days to terminate the arrangement may be negotiable if mutually agreeable among the parties involved.

## 12. Inquiries

Inquiries concerning the proposal requirements are to be directed to:

Ms. Stephanie Moase

CAO

Rural Municipality of North Shore

2120 Covehead Road

York, PE, C0A 1P0

Ph:902-672-2600

Email: [administrator@northshorepei.ca](mailto:administrator@northshorepei.ca)

Inquiries must be received in writing no later than 2:00 p.m. three (3) business days prior to the closing of this RFP; otherwise a response may not be provided.

The Rural Municipality of North Shore reserves the right to provide all inquiries and answers to all interested bidders.

### **PROPOSAL SUBMITTAL**

1. Sealed written proposals, along with the **documents provided herein**, are to be completed & signed (where applicable), including the name and address of the Bidder and must include:

Form of Proposal and Agreement

Budget/Fees Schedule Work Timeline

2. The following information is to be submitted as part of the proposal:

- a. **Project Approach:** Describe your understanding of the scope and your proposed approach to this project and any unique ideas, techniques, or suggestions that you think might make the project proceed smoothly or provide innovative ideas and sustainable objectives.
- b. **Experience:** Describe the experience of the firm and of the individuals assigned with related projects of a similar nature. Provide at least three references.
- c. **Workplan/Qualifications:** Provide a workplan including a timeline. Identify the team members assigned to the project and include training/professional certifications of the team.
- d. **Cost:** A separate page shall be provided containing the Cost Proposal for the study and the fee schedule for any additional services that may be commissioned. The Cost Proposal is inclusive of all costs including travel and any administrative costs.

Deadline for submission of proposals:

1. Proposals must be received by 12:00 p.m. on July 11, 2022 as delivered to:

Ms. Stephanie Moase, CAO

Rural Municipality of North Shore

2120 Covehead Road

York, PE, C0A 1P0

Ph: 902-672-2600

2. Proposals should be marked: “**Recreation and Public Open Space Strategic Plan**”
3. (Proponents may be asked to provide an electronic copy of their proposal, at a later date.)

**Two (2) copies of the submission document are required.** No fax, email or electronic submissions will be accepted. It is the respondent's responsibility to ensure that their submission is received prior to the closing date and time noted above. The awarding of a contract, if any, resulting from this Request for Proposal (RFP), shall be done, upon approval by Municipal Council, as soon as practical after proposal evaluations have been completed.

### **Bid Evaluation:**

Award will be based upon compliance to the specifications in the RFP and the lowest total submission fee. The RMNS reserves the right to decide which individual or firm offers the best written plan for the RMNS. The specified documents shall be properly completed and must be submitted by the deadline in order to qualify as a valid bid. The RMNS is not bound to accept the lowest or any bid received. Submissions will not be evaluated if the Respondent's current or past corporate or other interests may, in the RMNS's opinion, give rise to a conflict of interest. The RMNS specifically reserves the right to reject all submissions if none is satisfactory and, in that event, at its option, to call for additional quotations.

The Municipality's evaluation may include information provided by the respondent's references and may also consider the respondent's past performance on previous contracts with the RMNS or other institutions.

**The undersigned understands and agrees to the following provisions of this request for RFP:**

### **AGREEMENT:**

1. List of a minimum of three (3) municipal references indicating principle contact, and contact information (see Appendix B)
2. All submissions must be accompanied by literature describing the principle individual or the principle individual(s) in the firm, their hourly rate, and a description of their direct experience and past involvement with municipalities on Prince Edward Island.
3. All fees quoted are to be in Canadian funds. It is the responsibility of the respondent to determine from the appropriate authorities what taxes, rates and charges are applicable to this RFP.
4. The RMNS reserves the right to accept or reject any or all submissions, to waive any technicality in a submission and to accept any part of a submission as deemed to be in the best interest of the RMNS.
5. The general responsibilities more fully described in Appendix "A" in this RFP are the minimum acceptable. Failure to comply with the attached specifications could result in the RFP being rejected.
6. Payment terms will be considered as net thirty (30) days from date of receipt of invoice.
7. This bid is valid for acceptance for a period of sixty (60) days from date of closing of the RFP.

## APPENDIX "A"

### GENERAL RESPONSIBILITIES

#### Background

The RMNS provides a range of services to residents, business owners / operators and farmers including the following services: administrative, financial, planning and development, events, parks and open spaces.

#### Recreation Plan and Public Open Space Strategic Plan Framework

The RMNS is seeking an individual or firm to provide a Recreation and Public Open Space Strategic Plan for the development and enhancement of recreational facilities, programs and opportunities within the Municipality. The RMNS intends to appoint an individual or firm to provide a long term planning approach that allows potential lands in the Municipality to be identified and potentially set aside for future recreation and public open space use, and to allow a variety of means for acquiring these properties over the plans 10 year time frame.

#### CONSIDERATIONS

The RMNS's primary consideration for the development of a long-term recreation and public open space plan is how much land and/or facilities does the Municipality need at present to meet the current recreational needs of its residents, and how much is it likely to need in the future for all segments of its population, from young, pre-school toddlers to senior citizens. The second priority is to look at existing spaces and their current uses. In doing so a recommendation for reconfiguration of existing spaces or enhancements should be made as part of the reporting.

Other considerations would be the National Standards with respect to Community Parks (description, typical facilities, service area, acreage), population trends, Municipal amalgamation (Grand Tracadie, Pleasant Grove) and existing inventory.

#### AREAS OF SPECIFIC CONSIDERATION

- Recreation and Community Engagement Committee of Council
- Annual budget amount
- Three Municipally owned buildings. (North Shore Community Centre, Stanhope Place, Grand Tracadie School Centre)
- Gymnasium
- Soccer fields
- Softball/baseball fields
- Provincially licensed kitchens (Northshore Community Centre, Grand Tracadie School Centre)
- Two outdoor rinks (North Shore Community Centre, Grand Tracadie)
- Two playgrounds (North Shore Community Centre, Grand Tracadie School Centre)
- A jogging / walking track at Grand Tracadie.
- A jogging / walking /biking track along the Stanhope Promenade.
- Natural areas
- Wetlands
- Trails at Grand Tracadie Commons
- Shorelines
- Seasonal residents

## **Service Provider Specification**

The RMNS requires that the firm or individual is responsive and sees the changing needs of the Municipality's year-round and seasonal residents and will meet locally determined recreational needs and aspirations within the limits of the Municipality's resources and budgets.

The RMNS requires that the firm or individual to compile a list of all community lands/facilities, both public and private, which are currently being used for recreation and public open space purposes.

Establish potential additional small recreation parks throughout the Municipality.

Establish items of priority for the Recreation and Community Engagement Committee to be concerned with in the order of priority, listed as high(H), Medium (M) and Low (L).

Calculate approximate costs for development/upgrade/expansion of all recommendations.

Identify potential funding sources for the RMNS for the acquisition and development of existing and improvements to recreation and public open space, land holdings, facilities and programs.

Provide a map of existing and future recreation and public open spaces.

Conduct a Community Recreation Survey and provide a summary of this survey.

Provide any drawings of potential extensions to Municipal structures.

## **Invoices**

Successful individuals or firms must provide an invoice for any work undertaken on the Recreation and Public Open Space Strategic Plan.

## **Contract monitoring and reviews**

In addition to the invoicing information, the RMNS shall be entitled to establish such monitoring and budgetary arrangements in relation to the operation of the contract as the RMNS acting reasonably may deem appropriate and the individual or firm will be required to provide such assistance and co-operation for the effective operation of such arrangements.



**APPENDIX "B" REFERENCES**

Please provide the name of three (3) references who have direct working experience with the development of a Recreation Strategic Plan

Name of Reference: \_\_\_\_\_

Contact Information: \_\_\_\_\_

Name of Reference: \_\_\_\_\_

Contact Information: \_\_\_\_\_

Name of Reference: \_\_\_\_\_

Contact Information: \_\_\_\_\_