

REQUEST FOR PROPOSALS

Preparation of a Gateway Strategy for Antigonish;
Planning Vision and Streetscape Design

Antigonish Regional Development Authority

June 2010

The Antigonish Regional Development Authority is requesting proposals from qualified Consultants for the development of a Gateway to Antigonish Strategy and Planning Vision. This Strategy is to be developed in cooperation with the Antigonish Regional Development Authority, the Municipality of the County of Antigonish, the Town of Antigonish, the Eastern District Planning Commission, St. Francis Xavier University and various stakeholders within the community.

1.0 ORGANIZATION AND REQUIREMENTS

1.1 Background

The community of Antigonish has begun to see the transformation of the local area with phase one construction of the Highway 104 at Antigonish well underway. In response to this major infrastructure project, the Antigonish Regional Development Authority together with the Town and County of Antigonish have identified an opportunity to create a strong vision for the future; a welcoming entry to Antigonish, and a balance between commercial and residential development consistent with each of their Integrated Community Sustainability Plans (ICSPs). A consultant will be engaged to develop a planning vision and streetscape design for the existing Highway 104 corridor from Addington Forks to the entrance to Highway 4, and south to, and including, the new highway corridor.

Antigonish has traditionally relied on the three sets of traffic lights on the Trans Canada Highway to entice potential visitors to pull off. This will no longer be the case with the opening of the new highway, making an attractive gateway critical to the community and our continued prosperity.

A strong vision and a sound plan will be the catalyst for success when we consider the economic opportunity that has presented itself. Essentially most of the development that we are talking about in this study area is green field development, which is a favorable option to developers. With the proper regulations and by-laws in place that support the community's vision and long term plans economic developers and investors are better equipped to proceed with their initiatives.

1.2 Authority Resources

The consultant chosen to prepare the report will work with and report to Antigonish Regional Development Authority through the Planning Advisory Committee.

The consultant will work closely with Authority staff, who will co-ordinate the contribution of municipal staff and other stakeholders to the study. The Planning Advisory Committee will meet as required to review all submissions and monitor the process.

The Authority will be responsible for the arrangement and costs of all meeting rooms, all mailing, and all advertising required for the selected community consultation process.

The consultants will have access to all previous reports pertaining to the Highway 104 at Antigonish, the current construction schedule and the Highway 104 design concepts as presented by NS Transportation and Infrastructure Renewal (NSTIR) as well as any mapping available.

The Authority will not be responsible for any costs associated with the preparation and submission of proposals.

The Authority reserves the right to enter into negotiations with the successful bidder within the terms of this request for proposals and the proposal submitted.

1.3 Scope of Work

The intention of the study is expressed by the Authority in the following terms:

The land area directly under consideration in this study is shown in Figure 1 (attached).

Items to be considered in the plan include, but are not limited to:

- The various roles of the highway corridor in the community
- Active transportation, including existing and potential trails networks, multi-use pathways and sidewalks, bicycle parking and bicycle lanes
- Provisions for a mixture of residential, institutional and commercial land uses
- Vehicular traffic circulation, and commercial parking design
- Conceptual design for all public spaces, including streets, parks, sidewalks and pathways
- Control of commercial signage
- Conceptual design for a gateway for the community
- Landscape design of the roundabouts
- Architectural control and urban design which respect the historical architecture and scale within the Town
- Existing and potential in-ground infrastructure
- The potential migration of commercial development both from the downtown and from other areas into the study area as well as the emigration of commercial development from the area
- Way finding signage (tie into current planning exercise)
- Suggestions to the Authority for improvements and/or modifications to the design that may be considered by NSTIR
- The opportunity for eastbound travelers/visitors to exit the Trans Canada Highway at Sutherlands River, this is the first potential entry point to Antigonish and ultimately these travelers end up on Main Street.

The study will inform the review and re-writing of the Municipality of the County of Antigonish Fringe Area Land Use Planning Strategy, the Town of Antigonish Municipal Planning Strategy and Land Use By-law; by including guidelines on each of the above-listed matters, which can be incorporated as policy statements in the Strategy.

The study will specifically identify items to be considered in the Town of Antigonish and Municipality of the County of Antigonish's Capital Investment Plans.

The study will include a community consultation process which shall at a minimum consist of targeted interviews with key members of the planning advisory committee, municipal staff and community groups (approximately 12 to 18 interviews) and at least one general public meeting early in the project. Presentations to committee, Councils and the public as specified below are to be considered part of the consultation process.

1.4 Deliverables

- 1.4.1 Preliminary report by September 2010 identifying and prioritizing issues arising from a community consultation process.
- 1.4.2 Interim report identifying overall concepts by October 2010, then presented to Committee.
- 1.4.3 Draft of complete study by December 2010, then presented to the Committee and to the public.
- 1.4.4 Final version of study January 2011, then presented to the Committee, to Councils and to the public.

The final report shall include explanatory text and shall include 3-D illustrations (e.g. Google Sketchup) sufficient to clearly convey the concepts.

All reports and other materials submitted under the terms of this request for proposals and the proposal selected will become the property of the Authority.

2.0 CONTENTS OF A SUBMISSION

- 2.1 an understanding to the proposal which includes statements of the proponent's understanding of the project and of the Authority as well as the proponent's approaches to addressing the various elements of the scope of work defined in 1.3 above.
- 2.2 The name(s), qualifications and relevant experience of the person(s) who will be primarily responsible for overseeing the completion of the project.
- 2.3 The names, qualifications, related experience, and level of involvement of all other persons who will work on the project.
- 2.4 A detailed work plan which outlines the tasks to be carried out in completing the study and in particular the public consultation processes, with a detailed timetable. Involvement of the Authority staff and the Committee must be identified.
- 2.5 A comprehensive budget for the project, including a breakdown of expected expenses and a firm final price for the project.
- 2.6 The names and contact information of two references that would be familiar with the proponent's ability to carry out the project.

- 2.7 The proposal shall consist of two envelopes, the first containing eleven hard copies and one digital copy (.pdf format) of the proposal as outlined above, the second containing eleven hard copies and one digital copy (.pdf format) of the breakdown of fees and expenses.

3.0 SUBMISSION DEADLINES AND EVALUATION

- 3.1 The complete proposal, clearly marked “Gateway to Antigonish” must be received no later than 4:00 pm on Friday, July 9, 2010 by:

Alisha Grant, Development Officer
Antigonish Regional Development Authority
188 Main St. Suite 2-1
Antigonish, Nova Scotia
B2G 2B9

- 3.2 Questions about this RFP should be directed to Alisha Grant, Development Officer, 863-3330 (phone), 863-4095 (fax) or agrant@antigonishrda.ns.ca (email).
- 3.3 The anticipated financial level of effort for this study is in the range of: \$40,000 - \$50,000.
- 3.4 Antigonish Regional Development Authority reserves the right to reject any or all proposals, to not necessarily accept the lowest cost proposal, and to accept any proposal which it may consider to be in the best interest of the Authority. Antigonish Regional Development Authority also reserves the right to waive any formality, informality or technicality in any proposal.
- 3.5 Antigonish regional Development Authority reserves the right to request a presentation from any bidder to further assess any proposal.
- 3.6 It is anticipated that the successful respondent will be notified on or about July 15, 2010.
- 3.7 The following criteria will be used to select the successful submission by the planning advisory committee:

CRITERION	WEIGHT
Qualifications and experience of the team	20%
Experience in completing similar projects	20%
Quality, creativeness and comprehensiveness of the work plan	30%
Quality, creativeness and comprehensiveness of the public consultation strategy	10%
Overall presentation of the proposal	10%
Quality and comprehensiveness of the budget	10%
TOTAL	100%

