

**Request for Proposals
Terms of Reference**

Vision and Strategic Plan for Trails



“Quality Living through Quality Service”

The Municipality of the County of Kings

Issued: September, 2008

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REQUEST FOR PROPOSALS

TERMS OF REFERENCE

1.0 INTRODUCTION

The Municipality of the County of Kings has created a Municipal Trails Committee (Committee) to assist in the provision of public trails within the Municipality and to provide recommendations concerning financial assistance in the development and maintenance of such trails systems through the administration of the Trails Assistance Program, a cost-shared funding program for local and regional trails groups.

As the Committee has only been in existence for a short time (2007), a need has been identified to create a comprehensive municipal vision and strategic plan for the development of trails. The development of this vision must be accomplished in consultation with existing trails groups and municipal residents and must also result in an action plan that establishes directions and priorities for this Municipality. The Vision and Strategic Plan for Trails must address the needs of all stakeholders in the development of a strategy that will best meet the needs of all. A Project Charter for this study is attached.

2.0 INVITATION

The Municipality of the County of Kings (Municipality) is seeking proposals for services to develop a Vision and Strategic Plan for Trails that will guide the establishment of priorities and municipal investment in the provision of a public trail system within the Municipality. The Vision that develops from this process must involve a thorough public consultation process as well as include a review of local, Municipal, Provincial and perhaps National best practices.

3.0 SCOPE OF WORK

The work generally involves the services outlined below:

3.1 Literature Review and Analysis of:

- MPS and Subdivision By-Laws relating to open space/parkland trails.
- Existing municipal policies and programs that would influence trail development.
- A Review of the policies and practices of the towns and villages in Kings County that may influence trail development.
- Current funding programs and services contained in the operating budget.
- Identify all relevant public and private trail-related funding sources.
- Consult with other recreation, park and facility associations as to best practices, strategies or master plans relating to municipal trail provisions.

3.2 Trail Mapping Inventory

A digital mapping inventory of all existing and proposed trail corridors within Kings County, including existing and/or proposed usage. The consultant shall identify expertise in completing this map inventory as well as describe all data and/or assistance required from municipal staff.

3.3 Development of Community Engagement Process

Based upon the literature and service review, develop a Community Consultation Plan which must, at minimum, include the following:

- Targeted stakeholder interviews, as jointly identified
- Consultation with established trails groups, environmental groups and community volunteer recreation organizations;
- Consultation with the towns of Berwick, Kentville, Wolfville, and Hantsport to identify cross-municipal issues;
- Consultation with the seven Villages plus the Coldbrook and Centreville Community Associations;
- Consultation with local chambers of commerce as well as the Kings CED
- The Community Consultation Plan may also include focus groups, open houses or other consultation methods identified by the consultant to effectively engage the public. This consultation process should take into account the strategic planning consultation process of the Kings Community Economic Development (KCED) Agency

3.4 Community Engagement Process

Upon municipal approval, the consultant shall carry out the Community Consultation Plan and prepare a written report summarizing the comments and issues.

3.5 Vision Report

Prepare a Vision Report based upon the literature and service review and the results of the community consultation process, which results in an overall community vision for the development and use of public trails. This report is to be presented to the Steering Committee for discussion and input.

3.6 Vision Implementation Plan

Prepare a Vision Implementation Plan based upon the Final Vision Plan which:

- Recommends specific actions and priorities to guide municipal and community decision making
- Identifies gaps in existing policies and programs
- Recommends an action plan that establishes directions, priorities, and estimated costs for achieving the community vision.
- The Vision Implementation Plan shall be presented to the Steering Committee.

3.7 Final Report

The final report shall summarize all components of the project.

4.0 PROJECT DELIVERABLES

1. Literature Review Summary
2. Community Engagement Plan
3. Written summary of public consultation process
4. DRAFT Vision Report
5. Final Vision Report
6. DRAFT Vision Implementation Plan
7. Final Report – 10 bound copies and digital files in Word and PDF formats
8. Powerpoint presentation outlining the process and results

5.0 PROJECT TIMELINE

The desired schedule for the project is:

- Project to be awarded by October 7, 2008.
- Initial Orientation Meeting by October 31, 2008
- Final Report by March 31, 2009

6.0 LEVEL OF EFFORT

The maximum budget for this project is \$30,000, including taxes and expenses. Submissions received that exceed this amount will not be considered. Vendors are advised that although Municipal staff will try to be available for interviews throughout the proposal call, the proposal should be all-inclusive and not rely to on Municipal staff resources for any purpose other than reporting and direction.

7.0 SUBMISSION AND EVALUATION

7.1 Submission of Proposal

Electronic copies of proposals in .PDF format will be accepted at the email address shown below until 3:00 PM on Friday September 26, 2008.

bbutler@county.kings.ns.ca

Proposals received after this time will not be considered.

All communications and questions for clarification regarding the contents of this RFP shall be forwarded by e-mail or fax to the individual noted below:

Bill Butler, Director
Department of Community Development Services
Municipality of the County of Kings
87 Cornwallis Street
Kentville, Nova Scotia B4N 3W3
E-mail: bbutler@county.kings.ns.ca
Telephone: 902 690-6137
Fax: 902 690-0911

All requests for clarification must be received in writing by this individual at least two (2) working days prior to the closing date to allow written clarification to be issued to all respondents. Verbal responses are only binding when confirmed by written addenda.

7.2 Proposal Content

The proposal must include contain the following information:

- Summary of related project experience
- Project Organizational Chart
- CV of all senior project team members (maximum one page per person)
- List of Subcontractors
- Methodology

The methodology should be detailed enough to demonstrate how the tasks will be accomplished and should outline resources available, and other relevant information. Provide a tabular listing of all key personnel to be engaged on the project. The listing should identify the individual name, specialty, years of experience, and education.

The methodology should *generally* conform with the services requested. However, the Vendor is encouraged to prepare a scope of work that will provide the best possible product given the scale of the project. Vendors are to note that 90% of the evaluation score will be based on the content, comprehensiveness, and level of understanding of the services to be delivered.

Financial component will include a detailed breakdown of assessment costs based upon existing information.

7.3 Evaluation Process

The evaluation of proposals from Vendors will be a two-step process.

Step #1 is a technical evaluation based on the following criteria:

- Qualifications and experience of individuals assigned to the project;
- Experience in completing similar projects;
- Quality and comprehensiveness of the work plan to complete the project.

This will count for 90 points out of 100.

Step # 2 is the evaluation of the proposed fee for the work. This preliminary estimate of fees will count for the remaining 10 points out of 100, and the proposals will be ranked on a best value basis. A “best value” will be calculated by dividing the lowest fee of all by the best technical score of all proposals. The proposals will then be assigned a rank out of 10 points based on the linear relationship of their cost per technical point to the “best value” cost per technical point.

Staff will recommend to the Municipal Council that the study be awarded to the consultant with the highest score out of 100 after steps 1 & 2.

The Vendor is advised that Staff will make the recommendation to the Municipal Council as outlined above. However, this evaluation procedure does not reflect any policy or resolution of Municipal Council. The Municipality reserves the right to award for reasons not stated in the evaluation process described herein.

The following matrix shows the relative scoring values that will be used to evaluate proposals:

- Qualifications/experience of Study Team – 25%
- Experience re Similar Projects – 20%
- Quality & Comprehensiveness of Work Plan – 45%
- Budget – 10%

8 TERMS AND CONDITIONS

8.1 Services to be Performed

8.1.1 Agreement

By submitting a proposal in response to this RFP, the Vendor agrees to abide by the terms and conditions outlined in this RFP.

8.2 Privilege

The Municipality reserves the right to:

- Reject any or all proposals and discontinue this RFP process without obligation or liability to any potential Proponent.
- Accept other than the lowest fee offered.
- Award a contract on the basis of the initial offers received, without discussions or requests for best or final offers.
- Accept proposal, which it may consider to be in the best interest.
- Waive formality, informality or technicality in any proposals.

8.3 Confidentiality

This document may not be used for any purpose other than the submission of a proposal.

By submitting a Form of Proposal, the Proponent agrees to public disclosure of its contents subject to the provisions of Part XX of the *Municipal Government Act* relating to Freedom of Information and Protection of Privacy. Anything submitted in the Form of Proposal that the vendor considers to be “personal information” or “confidential information” of a proprietary nature should be marked confidential and will be subject to appropriate consideration under Part XX of the *Municipal Government Act* as noted above.

The work described in this RFP is being conducted with public funds, and the fees and expenses proposed in the Vendor’s submission will be made public.

8.4 Law

The law applicable to this RFP and any subsequent agreements shall be the law in force in the Province of Nova Scotia.

In responding to this RFP, Vendors warrant their compliance with all appropriate Municipal, Provincial and Federal regulations, laws and orders. Respondents must agree to indemnify the Municipality and its employees if they fail to comply, and the Municipality reserves the right to cancel any agreement arising from this RFP if the proponent fails to comply with the above.

The successful Vendor shall indemnify the Municipality, its officers and employees against and damage caused to the Municipality as a result of any negligence or unlawful acts of the successful proponent or its employees. Similarly, the successful vendor shall agree to indemnify the Municipality, its officers and employees against any claims or costs initiated by third parties as a result of any negligence or wrongful acts of the successful proponent or its employees.

8.5 Proposal Submission and Evaluation

8.5.1 Proposal Preparation

All expenses incurred in the preparation and presentations of the response to this RFP are entirely the responsibility of the Vendor.

This includes but is not limited to labour, materials and the cost of site visits if applicable.

8.5.2 Method of Submission

Hard copy proposals will be the only form accepted. E-mail, facsimile, or telephone proposals will not be considered.

8.5.3 Completeness

It is the Vendor's responsibility to ensure that proposals are complete and delivered to the Municipality by the date and time indicated. **Proposals submitted after the above noted time will be returned unopened.**

8.5.4 Changes to Submission

Changes in a submission will only be considered if submitted in writing in a sealed envelope, and providing such change is received prior to the established closing date and time. Changes to a submission will not be accepted after the established closing date and time.

8.5.5 Evaluation Process

The evaluation procedures outlined in this RFP do not reflect any policy or resolution of Municipal Council and Municipal Council reserves the right to award for reasons not stated in the evaluation process described herein.

8.6 Payment

Reimbursement will be on a lump sum basis which may be invoiced on a percentage basis throughout the project. The Vendor is to submit a completed "Progress Claim" form provided by the Municipality with the Vendor's invoice attached. Payment requests submitted without this documentation will not be accepted.

Project Charter Related to a Vision and Strategic Plan for Trails

CONTEXT

All levels of governments across the world are realizing that an investment in healthy lifestyle opportunities and the provision of resources for these healthy and recreational pursuits will go a long way to not only have a happier and healthier population but to also create more liveable communities. The development of publicly accessible trail corridors has become a key ingredient in promoting a healthier lifestyle and deriving the related social and economic benefits.

Nearly every sector of our society and economy stands to gain by embracing and promoting trails usage. The health sector knows that choosing an active form of transportation can help alleviate obesity and disease and contribute to overall health. Research has shown that exercising moderately for only 30 minutes a day reduces the risk of many different illnesses, including heart disease, cancer, and diabetes. The energy sector understands that using human power helps retain our planet's precious non-renewable resources. The environmental movement is committed to cutting emissions from cars to slow down global warming and make our air safer to breathe. City planners and engineers are investigating ways to cut down on traffic congestion and maintain green space in our cities. In addition, we all care about greater safety and security while commuting or while moving around our communities.

Trail corridors are a simple and obvious answer to these problems. They can help cut health care costs, meet our Kyoto obligations, and create sustainable, more livable communities. Over the last ten years, the concept of trail corridors has been gaining popularity among all levels of government. Some of the larger Canadian cities – Vancouver, Ottawa, Moncton, Halifax and Victoria (to name a few) – are putting forth strong efforts to promote trail development as transportation corridors.

At a provincial level, Nova Scotia has developed guiding structures for directing Active Transportation initiatives province-wide. Right now, we're seeing a dramatic shift in the awareness of the positive outcomes that these initiatives can bring to individuals, families, and communities, in both rural and urban areas. More Nova Scotia's than ever are thinking about and experimenting with Active Transportation and Shared-use corridors and could benefit from supportive environments that will enable them to move spontaneously and safely.

Within Kings County, there is already an extensive network of trail corridors, developed primarily through the efforts of volunteer groups. The dispersed geographic nature of communities coupled with the incremental and localized manner by which trails have been developed has, however, resulted in a trail network that has little overall cohesion or direction.

Municipal Council has in recent years allocated significant funds for trail development and has created a municipal Trails Committee to oversee the development of public trails within the Municipality and to financially assist in the development and maintenance of such trails systems through the administration of the Trails Assistance Program, a cost-sharing funding program for local and regional trails groups. In addition to assisting local groups, there is also recognition of the positive economic benefits that a trails system can bring to an area.

In order to better guide the investment of municipal resources in trails development, there is a need to create a comprehensive municipal vision and strategic plan. The development of this vision must be accomplished in consultation with municipal residents and must also result in an action plan that establishes directions and priorities for this Municipality. The Vision and Strategic Plan for Trails must address the needs of all stakeholders in the development of a strategy that will best meet the needs of all.

GOAL

To develop a Vision and Strategic Plan for Trails that guides the development of a publicly accessible trails network.

OBJECTIVES

- Through a process of community and stakeholder consultation, create an overall vision for public trail development and usage;
- Through a comprehensive inventory of existing trail networks, identify directions and priorities that will best implement the community trails vision.

STAKEHOLDERS

- Municipality of the County of Kings
- Incorporated Villages
- Existing trails groups and associations
- The residents of Kings County
- Federal and Provincial Governments
- First Nations

STEERING COMMITTEE

It is proposed that the Kings County Trails Committee be established as the Steering Committee to guide the development of the Vision and Strategic Plan for Trails.

DELIVERABLES

- **An overall community vision for the development and use of public trails;**

- An inventory and mapping of all existing and proposed trail corridors as well as existing and proposed usage;
- An action plan that establishes directions, priorities, and estimated costs for achieving the community vision.