

REQUEST FOR PROPOSALS

*Active Transportation Plan for the Municipality of the
County of Inverness/Canada's Musical Coast*



CANADA'S
**MUSICAL
Coast**
Inverness County

CONTACT:

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1.0 Project Overview

The Municipality of the County of Inverness is interested in developing an Active Transportation (AT) Plan which will focus on providing a means for residents and visitors to use non-motorized modes of transportation for their everyday activities. The (AT) Plan will identify routes and pathways that will help connect people within our rural communities to their place of work, school and other destinations- shopping, postal and social activities. This plan will address physical infrastructure improvements necessary to increase AT using best practice models in the planning and design for sustainable transportation in our rural communities. The plan will also increase an awareness and acceptance for AT as a practical alternative to motorized transportation. The consultant/team hired must illustrate a level of expertise in the area of AT, based on similar projects. The Consultant/team will be required to develop a community based AT plan for each of our rural communities.

2.0 Request for Proposals

The Municipality of the County of Inverness is seeking submissions from qualified consultants as it relates to active transportation within rural communities. It is anticipated that this project will start in early September 2017 with an end date of March 10, 2018.

2.1 Objectives

The goal:

To develop an Active Transportation Plan that will identify and address the individual AT needs for each community so that community members will have options other than motorized transportation to travel within their community. The plan will identify existing assets and barriers; create a comprehensive vision for the Municipality with emphasis on AT for everyday activities; set goals and objectives that are applicable to each individual community and evaluate options and prioritize actions.

The objectives:

1. A plan that will focus on providing a means for residents and visitors to use non-motorized modes of transportation for their everyday activities.
2. The (AT) Plan will identify routes and pathways that will help connect people within our rural communities to their place of work, school and other destinations- shopping, postal and social activities.
3. This plan will address physical infrastructure improvements necessary to increase AT using best practice models in the planning and design for sustainable transportation in our rural communities.
4. The plan will also increase an awareness and acceptance for AT as a practical alternative to motorized transportation.

A consultant/team will be hired who has illustrated a level of expertise in the area of AT, based on similar projects. The Consultant/team will be required to develop a community based AT plan for each of our rural communities.

2.2 Other Objectives

1. To provide high design standards.
2. Consolidate strategic opportunities and plans while communicating the community's collective vision.
3. Hold initial discussions with stakeholders (community organizations, business, municipality to determine clarity on the expectations of responsibility for project management, infrastructure ownership and maintenance).
4. Hold initial discussions with Department of Transportation and Eastern District Planning Commission to determine what level of participation they will have in the planning.
5. Respect the communities` values (welcoming, safe, natural surroundings, culture and heritage, active community, quality of life and sustainable development).

3.0 Scope of Work

The successful consultant will undertake the following in the development of an Inverness County Active Transportation Plan to the satisfaction of the Municipality respectively but not necessary be limited to, the following:

- Research best practice of other municipal AT Plans;
- Review of present AT infrastructure within the County;
- Identify previous projects that were successful in reducing motorized transportation;
- Organize/schedule and conduct at least 6 community consultation meetings;
- Develop an online survey for residents and businesses to provide input on the AT Plan;
- Completes site visits in all rural communities of Inverness County;
- Collect data, analyze and provide summaries;
- Prepare draft of AT Plan;
- Present draft key findings and recommendations to Municipal council and Committee;
- Review and respond to feedback;
- Prepare final draft of the Active Transportation Plan with short-term and long term objectives (including a three-year financial forecast projection).

The final report from the successful consultant must be a document that satisfies the Municipality of Inverness, Eastern District Planning Commission and other partners in an innovative plan forward.

The following are communities to be included in the plan:

- Port Hastings
- Creignish
- Judique
- Port Hood
- Mabou
- Inverness
- Whycocomagh
- Orangedale
- Marble Mountain
- St. Joseph du Moine
- Grand Etang
- Margarees
- Cheticamp
- Pleasant Bay
- Others to be determined

4.0 Meetings/Reporting

Initial client meeting: Meet with the Project Steering Committee to review the terms of reference, project deliverables, project time line and delivery of reports;

The consultant will provide regular reports on the progress of the plan as well as meet with the steering committee at the following project milestones:

1. Bi-Weekly Reports – The Consultant shall prepare and submit bi-weekly electronic reports on progress of study to ensure study is progressing as planned;
2. Community consultation meetings – 6 meetings (1 per district)
3. Delivery of Draft Report – Presentation to the Project Steering Committee, Municipal Council;
4. Delivery of Final Report – Submission to the Project Steering Committee;

On completion, the consultant shall also provide an electronic copy of the Final Report in both Microsoft Word and PDF formats.

The consultant shall prepare and submit a draft agenda for review by steering committee prior to each meeting. The consultant shall provide each management committee representative with a copy of the Draft Final Report prior to the presentation.

5.0 Proposal Submissions

Individuals or company must demonstrate:

1. Evidence of Understanding:

Please outline your understanding of what is to be accomplished, including the desired outcome of this contract and in general, of the entire project for Inverness County.

2. Experience:

Provide up to three examples of similar community AT projects which have been successfully completed, including an overview of scope, process, work and final product for each example. Outline the experience and qualifications of the firm and/or personnel who will be directly involved with the project.

3. Methodology and Budget:

Tell us how you plan to go about leading the design process, and how you plan to communicate with County staff. Provide a description of, and rationale for your proposed design process including an outline and strategy for communicating and engaging with County staff.

Include a comprehensive budget for services that includes the full scope of work as well as the number of concepts and revisions that are included in the proposed price. Provide any optional costs for increased numbers of concepts and revisions (if applicable) beyond the proposed level of service.

6.0 Proposal Evaluation Criteria

The Municipality of Inverness County reserves the right to accept or reject any or all bids. Only tenders considered to be of the best interest of the County will be chosen.

Proposals shall be evaluated on the following criteria:

- Relevant skills possessed by the consultant and team
- Relevant experience related to work
- Comprehension of project objectives
- Quality of proposal approach
- Cost and conformation to budgeted amounts
- Project Total

7.0 Billing

Billing will be according to funding partner's requirements. Once the final proposal is selected, the contract with specifics and terms will be presented to the successful individual/company.

8.0 Ownership of Information

All information collected, materials gathered and reports shall be the property of the Municipality of the County Inverness. The consultant will not be permitted to publish or in any way use the said information, materials, and reports without the express and prior approval of the Municipality of the County of Inverness.

9.0 Deadline for Proposal Submission

Electronic submission in both Microsoft Word and PDF format are acceptable. Proposals should be submitted **no later than 12:00 noon (Atlantic Time) on Friday, September 1, 2017.**

10.0 Inquiries and Proposal Submission

Inquiries concerning these Terms of Reference shall be directed in writing by email to:

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