



REQUEST FOR PROPOSAL

Sherbrooke Streetscape Plan

Deadline:

Friday, December 21, 2018 at 12:00pm (AST)



Municipality of the District of St. Mary's
8296 Hwy #7, P.O Box 296
Sherbrooke, NS B0J 3C0

Background:

Sherbrooke is the main business and service centre for the District of St. Mary's. It is a rural community located along the Eastern Shore of Nova Scotia within the County of Guysborough. Sherbrooke takes pride in its rich history with "Sherbrooke Village", an open air museum re-enacting life from the late 1800s and early 1900s when the community benefited from the gold rush. Today, Sherbrooke relies on fishing, tourism and lumber industries and the Main Street area of Sherbrooke encompasses much of the community's key businesses and services. The Main Street/Highway 7 area of Sherbrooke is a tourism destination within the Eastern Shore and a gateway into the Sherbrooke community.

Sherbrooke Village, a part of the Nova Scotia Museum, has an average of 36,000 visitors each year. The Village is also home to the only Visitor Information Centre (VIC) in St. Mary's, and one of only a handful of VICs on Nova Scotia's Eastern Shore. Sherbrooke Village is an important employer in the area, but also contributes to the local economy indirectly when its visitors eat at local restaurants, shop at local businesses, and stay overnight in local accommodations. It is located at the south end of the Main Street area in Sherbrooke and as such creates the option for visitors to extend their visit to the Museum by visiting Main Street amenities. Attractive and inviting streetscapes that provide a safe built environment for pedestrians will create the desire for local visitors to stay a little while longer and therefore can help spur local economic activity. Walkability can help revitalize Sherbrooke, increase private investment, and support the development of a good business climate.

The coastal area between Musquodoboit Harbour and Sherbrooke, Nova Scotia was identified as a suitable candidate community for the ACOA Strategic Tourism Expansion Program. Out of this program came The Wild Islands Tourism Advancement Partnership (WITAP) – with a mission to position and advance the Eastern Shore area from Sherbrooke to Musquodoboit Harbour as a dynamic new in-demand destination offering the best-designed touring, outdoor and nature infrastructure and experiences in Nova Scotia. With heavy promotion of the Wild Islands and the WITAP Region, an improved main street experience in Sherbrooke will increase economic benefits in the area and help with making Sherbrooke a destination community node for the Wild Islands Region.

As a community that relies heavily on the tourism industry and takes great pride in welcoming visitors from all over the world, including fellow Nova Scotians, our aim is to create a gateway into the Sherbrooke tourism experience. The Main Street experience is integral to the community and can become a hub for both visitors and residents alike. It's where people meet and gather while taking in the businesses and services offered. It's where people find out about community happenings. It's where people eat lunch, pick up forgotten travel essentials, escape the rain by stopping at the local library. It's where vacationers take a moment to enjoy a picnic lunch at the park. It's an inviting place which says 'stay a while longer'.

Scope of Work:

The objective of this project is to improve the public realm along the Main Street/Highway 7 project area through providing for cohesive furnishings and infrastructure for street activities and gathering places; better public/private connections and interface; improved pedestrian movement and experience; improved vehicular movements and parking options to allow for safer interactions between vehicles and pedestrians; increased landscaping elements; and a cohesive aesthetic vision for the project area. It is expected that with these improvements, along with the various other regional tourism projects, increased pedestrian activity (both residents and visitors) will spur further economic activity. The above-mentioned improvements should enhance the public realm and the perception of Sherbrooke's Main Street prosperity and safety including increased use of the public realm by private businesses, citizens and visitors as gathering places which spill over into increased customer traffic for local businesses.

To achieve the above-mentioned project goals, the Municipality requires a Consultant to prepare a Streetscape Plan which will include, but is not limited to, the following components:

- ❖ Review of existing conditions and policy framework
 - an inventory and assessment of existing infrastructure, including but not limited to:
 - Street furniture and pedestrian amenities
 - Pedestrian connections
 - Parking
 - Lighting
 - Stormwater/drainage systems
 - Signage
 - Landscaping
 - Utilities
 - Roads and curbs
 - Review of existing policy documents to ensure consistency with Municipal goals and intent
- ❖ Strategy / Visioning Exercise
 - general design elements;
 - pedestrian/vehicular interaction;
 - private/public interface concepts;
 - public space concepts;
 - improvement to main intersection of Highway 7/Main Street;
 - parking
 - connections to existing public spaces;

- opportunities for new gathering spaces;
- climate/environmental considerations
- ❖ Concept Designs/Phasing Options;
 - Short, medium and long term phasing options with projected costs
 - More detailed design of the elements considered in the visioning exercise;
 - Improvements and additions to those elements included in the existing conditions inventory and opportunities for new infrastructure, street furniture and pedestrian amenities
- ❖ Cost Estimates
 - Phasing options should include detailed cost estimates and budget implications
- ❖ Implementation and Next Steps, including but not limited to
 - Assessment of policy changes that may be required for implementation;
 - Implementation strategies for the phasing options
- ❖ Community Engagement
 - Organize and attend/lead 2-3 community engagement events (including participating in 1 that is currently being planned for end of January/early February 2019. Further information on this event will be provided to the selected proponent);
 - Identify and meet with key business and tourism industry owners and operators and land owners within the project area;
 - Engage the Beautification & Streetscaping Steering Committee to understand broader tourism and community goals.
 - Engage other committees as needed (including the County of Guysborough Tourism Strategy Committee, WITAP Working Group, Active Transportation Committee)
 - Engage Tourism Nova Scotia, Atlantic Tourism, and Sherbrooke Village

Deliverables:

- ❖ Two (2) hard copies of a Preliminary Report and one (1) pdf version due at or before the halfway point of the project schedule.
- ❖ Four (4) hard copies of the final report including mapping and any appendices
- ❖ One (1) electronic copy of the final report including mapping and any appendices (PDF version and original version if applicable)
- ❖ Presentation of Final Report to Council (if required) upon report completion

Budget:

- ❖ A maximum budget for this project has been pre-determined and all submitted proposals should take this into account. For this project the maximum budget is \$43,000.00 excluding HST but including disbursements.
- ❖ **The Municipality reserves the right to not necessarily select the proposal with the lowest budget, but will evaluate each proposal based on a number of common criteria.**

Contents of Proposal:

Proposals will be received by the Municipality of the District of St. Mary's and reviewed by a small panel as selected from the Beautification and Streetscaping Steering Committee (made up of municipal employees and elected officials, local business/property owners, government agency employees, tourism operators).

Proposal format and quality will form part of the selection process. However, proposals should include the following components:

- ❖ Title Page
 - RFP Title, closing date and time
 - Consultant's name and contact details
- ❖ Cover letter including
 - a brief description of the company/individual; and
 - the nature of the proposal including some key features;
- ❖ Methodology and Work Plan (including tasks and deliverables);
- ❖ Project Team
 - List of personnel expected to work on the project, including qualifications, level of involvement;
 - No change may be made to the project team unless approved by the Municipality of St. Mary's in writing
- ❖ Qualifications and Related Experience
 - Examples of prior completed projects similar in nature;
- ❖ Three (3) references who can attest to the Consultant's ability to undertake the project within the specified time and budget constraints;
- ❖ Proposed Schedule & Estimated Budget Breakdown:
 - Phases of work, personnel who will undertake work, hourly rates, estimated hours of work; expected expenses associated with work;
 - It is expected that the project will begin immediately following proponent selection (in early January 2019). An initial start-up meeting should be scheduled

right away. It is also expected that the final report would be ready sometime in the spring/early summer of 2019

Proposal Submission:

- ❖ Proposals will be accepted in person or by mail. The burden of delivery will be assumed by the person(s) submitting the proposal
- ❖ In light of the postal service disruption, electronic submissions in pdf format by email will be accepted as long as hard copies are to follow
- ❖ Proposals are to be submitted to the attention of “Request for Proposals – Sherbrooke Streetscape Plan”
- ❖ Inquiries regarding the Request for Proposal should be directed to Kelly Greenland, Economic Development & Planning Officer – kelly.greenland@saint-marys.ca
- ❖ It is anticipated that the successful proponent will be notified on or about January 9th, 2019.
- ❖ The Municipality of St. Mary’s reserves the right, without prejudice to:
 - Accept any proposal;
 - Reject any or all proposals;
 - Not be obligated to accept the proposal with the lowest cost;
 - Accept any proposal it considers to be in the Municipality’s best interest;
- ❖ Provide three (3) sealed hard copies and one (1) digital copy in pdf format of the proposal to:

“Request for Proposal – Sherbrooke Streetscape Plan”
Kelly Greenland – Economic Development & Planning Officer
Municipality of the District of St. Mary’s
8296 Hwy #7, PO Box 296
Sherbrooke, NS B0J 3C0
kelly.greenland@saint-marys.ca

- ❖ Submissions should arrive no later than December 21, 2018 at 12:00pm (AST)

Appendix A – Map of Subject Area



Approximate Boundary for RFP Purposes. Details pertaining to public vs private lands to be determined once project begins.