

Request for Proposals

The Municipality of the District of St. Mary's

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Recreation Master Plan

Creating a guiding document for the delivery of recreational services in St. Mary's



*Proposals must be received no later than **January 21st***

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1. Proposal Objective

The Municipality of the District of St. Mary's (MODSM) is looking for proposals from professional firms to develop a comprehensive five year Recreation Master Plan. This will be the first of its kind for the Municipality. The Master Plan is intended for Recreation Department staff to help guide their work and develop annual work plans.

2. Introduction

The Municipality of the District of St. Mary's is a rural Municipality located within Guysborough County. The Municipality has roughly 2300 residents spread across 1,909.47 km². The Historic Sherbrooke Village is located within the Municipality and acts as one of its largest employers. The Village attracts thousands of visitors each tourist season. The Municipality is also home to the chosen location of North America's first whale sanctuary, which is slated to be in operation by 2023.

The Municipality is looking to engage a consultant or consultant team to assist in the development of a Recreation Master Plan. The plan will provide direction to municipal employees in the delivery of recreational services and management of municipal recreational facilities. The plan will assess current services within the Municipality and provide a guide for the future of programs and services based on the needs and values of the communities it serves.

The Municipality owns and operates the St. Mary's Recplex, a year-round, multi-use facility. The rink features an NHL size ice surface and provides a space for on ice programming from November to March each year. The ice surface is transformed into curling ice once a week which services the local curling club. In the off season, the rink is used for pickle ball, special events and youth programming.

The Municipality also operates a Fitness Centre out of the community section of St. Mary's Education Centre and Academy. The facility is currently in a transition period due to the global pandemic.

For green spaces, the Municipality owns and maintains Stonewall Park, a small green space as multi-use trail located in Sherbrooke. The Municipality has a lease agreement in place for a local greenspace in Sherbrooke known as Pioneer Park. In addition, the Municipality leases out a property located in Port Bickerton which includes a Lighthouse Interpretive Centre, a light keepers cottage retreat and a series of trails.

3. Scope of Work

Due to the COVID-19 pandemic, as well as the rural nature of the area, the Municipality is looking for innovative approaches to community consultation and data collection. The Municipality is interested in new ways to perform this important phase of plan development, and will be specifically looking for ways consultant firms can creatively collect data and use technology to connect with residents during the consultation process.

The Recreation Department's main services can be captured through these four areas: Recreation Programming, Special Events, Facilities and Parks and Trails. Although the final plan can break down recommendations/priority setting into these four categories, the method of work for the development of this plan is broken down into three categories of work:

1. Research, Consultation & Review

- SWOT analysis
- Community facility asset management plan

- Community assessment of current state of recreation and barriers to participation (Review of programs, facilities, events, equipment rental program done through public consultations)
- Determine recreation priorities of communities within St. Mary's (done through public consultations)
- Create digital mapping of the trail systems within St. Mary's and include all GIS files (including Port Bickerton Lighthouse, Liscomb Lodge, Stonewall Park)
- Research on rural recreation trends that can be incorporated into final plan
- Consultation for staffing solutions and current recreational staffing review

2. Opportunities

- Parks and green space development opportunities
- Recreation opportunities for specific communities
- Cultural opportunities
- Facility development needs
- Event tourism opportunities
- Trail opportunities on municipally owned land
- Self led recreation opportunities

3. Planning

- Top requested recreational opportunities (as per community consultations)
- Volunteer engagement strategy
- Program support needs
- Development of a standard form of evaluating programs
- Opportunities for Truth and Reconciliation through Recreation
- All initiatives should include an overall lens of diversity, equity and inclusion
- Recreation Facility maintenance plans *Make separable item

Additional Plan requirements

- Development of Vision & Mission for the Recreation Department
- Cost Estimates – for recommendations of improvements, planning or new programs or development, cost estimates should be included

4. Resources

The Municipality currently uses the Shared Strategy for Advancing Recreation in Nova Scotia as a guide for the work done through the Community Development and Recreation Department. This document was developed in 2015 and can be used as a resource but not a guide as it is an aging document. It can be found here: <https://www.recreationns.ns.ca/initiatives/344-shared-strategy/file.html>

The Shared Strategy was influenced by a national document: A Framework for Recreation in Canada 2015 – Pathways to Wellbeing. Both documents have the same five goal areas. The National Framework was endorsed by Provincial and Territorial Ministers responsible for Sport, Physical Activity and Recreation and supported by the Government of Canada in February 2015. That document can be found here: https://cprr.ca/wp-content/uploads/2021/04/FrameworkForRecreationInCanada_2016wcitation.pdf

The Municipality has two additional aging documents that may provide some further assistance in the development of proposals. The Active Sherbrooke Plan (<https://saint-marys.ca/municipal->

[documents/941-150501-active-sherbrooke-plan-final-plan/file.html](https://saint-marys.ca/municipal-documents/941-150501-active-sherbrooke-plan-final-plan/file.html)) and the St. Mary's Active Living Strategy which is being updated this year (<https://saint-marys.ca/municipal-documents/937-st-mary-s-active-living-strategy/file.html>)

5. Proposal Requirements

Proponents shall submit three (3) bound hard copies of proposals along with a PDF file emailed and submitted by January 21st, 2022 at 4pm and should include the following:

1. Firm and Consultant(s) Credentials: A summary of firm experience that addresses previous municipal planning, specifically any such experience directly dealing with Recreation, Recreational Facilities etc. The names, background and experience of the consultants who will be involved in this project including the identification of project lead;
2. Action Plan and Methodology: A detailed Action Plan and Methodology for conducting the plan review. This would include a description of the methodologies used, schedule of work and timeline to be performed, including estimated start dates, completion dates, the total effort required for each assigned resource, critical paths/key milestones, including proposed meetings with Municipal staff and all associated costs, etc.;
3. Communications strategy for the development of the plan;
4. The cost is to be broken down individually by the scope of work categories (listed below) and as a combined project lump sum:
 - a. Research, Consultation & Review
 - b. Opportunities
 - c. Planning
5. Fees: Provide a detailed schedule of fees and expenses associated with this project. This must include a detailed breakdown of roles, hours allocated to each task by each member of the team, hourly rate by team member and total number of hours for the entire project. The proponent must provide a firm fixed lump sum fee for the project, including expenses and other costs, exclusive of HST.
6. References: The names and contact information for three recent references to support the submitted proposal. Municipal references are considered to have highest priority.
7. Reporting: The successful proponent will report to the Community Development & Recreation Director overseeing the project. Weekly updates on the progress of the project will be required (to be included in cost) and can be in the form of email, telephone or other electronic means as well as in person meetings if deemed necessary.

6. Proposed Timeline

The start date of the project will be January 31st, 2022 and expected to be completed by April 29th, 2022. The Action Plan developed by the successful proponents must detail how the project can be achieved within this time frame.

7. Submission

The deadline to submit proposals is January 21st, 2021. Proposals submitted past this closing date will not be accepted.

The proponent is to provide a single digital media copy in pdf format, submitted via email, and three (3) hard copies of proposals in a sealed envelope delivered to the following:

ATTN: Community Development & Recreation Director

Municipality of the District of St. Mary's

RE: Recreation Master Plan Proposal

8296 Hwy #7

P.O. Box 296

Sherbrooke, NS

Canada, B0J 3C0

Email Address: kerri.penney@saint-marys.ca

Any and all changes to the RFP required before the proposal closing will be issued in the form of a written Addendum. If an Addenda is issued, the proponents must acknowledge their receipt in the appropriate section of the Addenda Form. Addendums will be posted to all sites on which the RFP's was posted. The Municipality will assume no responsibility for verbal instructions or suggestions.

8. Further Information

Any questions in relation to this Request for Proposal should be directed to:

Kerri Penney, Community Development & Recreation Director

Phone: 902-522-2607 Email: kerri.penney@saint-marys.ca

David Hutten, Chief Administrative Officer

Phone: 902-522-2432 Email: david.hutten@saint-marys.ca

9. RFP Terms and Conditions

Proposals received later than the specified closing time will be rejected by the Municipality. The terms and conditions of the proposal offer shall remain firm and open for acceptance by the Municipality for a period of ninety (90) days from date of closing.

Final acceptance of the proposal will be subject to the successful negotiation and execution of a written contract meeting the expenditure limits and required terms and conditions acceptable to the Municipality.

10. Rights of the Municipality – Evaluating / Accepting /Rejecting Proposals

The Municipality reserves the right to reject any and all proposals based on the best interest of the Municipality. The Municipality reserves the right to select a proposal, in whole or in part, other than the lowest price proposal based on any criteria which in its sole and absolute discretion the Municipality deems to be in its best interest.

The Municipality shall not be responsible for any liabilities, cost, loss or damage incurred, sustained or suffered by any interested party, prior or subsequent to, or by reason of the acceptance, or non-acceptance by the Municipality of any response, or by reason of any delay in the acceptance of the response.

The Municipality reserves the right to request Proponents to provide additional information and address specific requirements not accurately or adequately covered in their initial submissions.

11. Proposal Evaluation

The proposal will be evaluated against the following criteria:

Overall understanding of the project and expectations	20%
Firm and project team qualifications	25%
Proposed methodology, action plan and timelines	30%
Strength of references provided	10%
Cost and/or value to the Municipality of St. Mary's	15%
Total	100%