



Municipality of the District of St. Mary's

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REQUEST FOR PROPOSAL (RFP)

Old Road Hill Multi-Use Trail Design

Issued Date: December 11, 2025

Deadline for Proposals: January 30, 2026

Deadline for Inquiries: January 16, 2026



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1. Introduction

The Municipality of St Mary's is located on the Atlantic Eastern Shore of Nova Scotia, east of the Halifax Regional Municipality. The Municipality of the District of St. Mary's is seeking proposals from qualified professionals for the design of a multi-use path on Old Road Hill. The proposed path will connect Highway 7 to the St. Mary's Recplex, providing a safe and accessible route for pedestrians, cyclists, and other non-motorized users.

This project is an important step in improving active transportation infrastructure within the Municipality. The Municipality aims to encourage healthy lifestyles, improve connectivity between key community spaces, and enhance safety for residents and visitors. The successful proponent will be responsible for preparing a detailed design that considers safety standards, accessibility, cost-effectiveness, feasibility and long-term maintenance.

2. Scope of Work

2.1. Overview

The Municipality of the District of St. Mary's (the Municipality) is soliciting services for the preparation of construction plans and specifications required for the construction of an asphalt multi-use path along Old Road Hill in Sherbrooke, NS. The proposed path will be approximately 940 metres in length and 2.6 metres wide extending from Highway 7 to the St. Mary's Recplex.

The proposed scope of the project shall comprise the construction of a 2.6m wide asphalt trail extending along Old Road Hill including any required storm water design, recommendations for cross-walk locations and the preparation for a crosswalk with concrete landings/ramps and tactile plates, all transitions required to various other sections of trails, driveways and roadways, accommodation of other existing infrastructure such as poles, guy wires, transformers, bollards, etc. The multi-use trail design and development must follow the best practices of research-based trail science, including those prescribed for trail alignment, construction techniques, and long-term maintenance, ensuring the trail's resilience and functionality through all seasons.

2.2. Existing Details

Properties along Old Road Hill are residential, consisting of single-family homes. The area is also home to St. Mary's Education Centre/Academy (grades Pre-Primary–12), the Department of Fisheries & Oceans, the entrance to Stonewall Park, the St. Mary's Recplex, and Riverbend Strings. Water and Sewer mains run along the Old Road Hill extension within the project boundaries and mapping can be provided. Water mains are located on the western side of Old Road Hill, and the sewer mains are located on the eastern side of Old Road Hill. There is no storm water infrastructure on this portion of the road. Primary electrical distribution is overhead with much of the secondary service also being overhead. It is the responsibility of the proponent to confirm existence of buried and overhead utilities within the project scope.

2.3. Consultant Responsibilities

The successful proponent is required to design a multi-use trail along Old Road Hill including the most practical and feasible methods for conveying storm water along the new trail. Separation between trail users and vehicle traffic is required, which may be a grassed median or concrete curb and gutter. The Consultant is to review the existing conditions and survey information and present the most feasible option to the Municipality for all aspects of the plan, including accommodating



storm water drainage. The Consultant is required to ensure the design meets all applicable standards, acts, regulations, and codes. The Consultant will be required to coordinate with all utilities, and the plans must include relocation of utilities in the design, if required. The Consultant must identify trees, fences, flower gardens, transformers, bollards, signs, etc., that may be within the right-of-way or adjacent to the right-of-way and may be impacted by the trail installation and work with the Municipality to approach property owners for discussion of any such concerns.

The Consultant will function as an independent agent and provide design services, preparation of permitting documents if applicable, preparation of tender documents, preparation of construction plans and specifications, and preparation of digital and hard bound files. Survey data acquisition will be the sole responsibility of the consultant to ensure the necessary design information is collected, including legal surveying to establish right-of-way property boundaries throughout the project limits.

The scope of work shall include, but is not limited to, the following tasks:

- a) *Site Investigation and Data Collection*
- b) *Preliminary Conceptual Design*
- c) *Stakeholder Engagement*
- d) *Final Design*
- e) *Cost Estimating and Phasing*
- f) *Permitting and Compliance*

2.4. Potential Contract Extra

In addition to the design scope, the Municipality may, at its sole discretion, engage the successful Proponent to provide Construction Administration Services during the construction phase. These services may include, but are not limited to, interpretation of design intent, review of shop drawings and submittals, responses to Requests for Information, periodic site visits to observe work for general conformance with the design, issuance of site instructions or clarifications, and certification of progress payments and substantial performance. If required, these services will be added through a contract amendment once the construction contractor has been selected and the construction schedule has been confirmed. The Municipality will conduct a separate, open procurement process to select a general contractor to undertake the construction work. The design consultant will not be eligible to bid on the construction contract but may be retained to provide design-related support during construction as outlined above.

3. Project Schedule

Activity	Timeline
Issue Request for Proposals	December 11, 2025
Mandatory Site Visit	January 14-16, 2026
Question Period Closes	January 16, 2026



Responses to Questions Provided Addendum Period Closes	January 23, 2026
Request for Proposals Closes	January 30, 2026
Request for Proposals Evaluation	February 2026
Award of Tender	March 6, 2026
Project Implementation	March 7, 2026, to August 31, 2026

4. Deliverables

The successful Proponent shall provide the following deliverables to the Municipality:

- a) *Site Investigation and Data Collection*: Conduct site investigation including a legal survey to identify the right-of-way boundary throughout the project limits and a topographical survey, extending three meters beyond the established legal right-of-way boundary on the North side to the estimated right-of-way boundary on the South side. The survey shall include all features, grade elevations, structures, utilities, etc. required to ensure a complete and accurate set of design drawings can be prepared.
- b) *Preliminary Conceptual Design*: Develop an innovative and functional conceptual design for the asphalt multi-use pathway, including key elements such as pedestrian crossings, wayfinding signage, rest areas, slope stabilization, and landscaping. Provide visual representations (renderings, diagrams, illustrations) and a narrative explaining the design rationale, user experience considerations, and aesthetic features.
- c) *Stakeholder Engagement*: Engage local stakeholders, including Council, community members, and relevant agencies throughout the project. Organize workshops or presentations to gather feedback and document how community input influenced the final design.
- d) *Engineering and Technical Specifications*: Prepare detailed engineering and tender specifications addressing grading, drainage, lighting, accessibility, safety features, flood mitigation, slope stabilization, and environmental requirements. Include design drawings with trail cross-sections, elevations, and ROW boundaries. Coordinate with authorities to ensure no negative impact on neighboring roadways.
- e) *Integration with Existing and Future Infrastructure and Adjacent Properties*: Ensure the pathway integrates seamlessly with existing roadways, sidewalks, and adjacent infrastructure. Coordinate with authorities, utilities, and stakeholders to meet regulatory requirements, accommodate future development, and provide necessary utility connections and stub-outs.
- f) *Materials and Sustainability*: Recommend durable, sustainable materials suitable for the location and conditions. Identify opportunities to incorporate sustainable design practices to enhance long-term performance and resilience.



- g) *Cost Estimation & Phasing*: Provide a detailed and complete construction cost estimate, including materials, labour, equipment, and contingency costs. Construction of this project will be phased to align with and leverage available grant funding, beginning near the end of the 2026–27 fiscal year and continuing into 2027–28.
- h) *Permitting and Compliance*: Assist the Municipality in identifying easements that may be required. Provide a list of the permits required to construct the multi-use trail and an overview of the regulations and standards that must be met, including all private, municipal, provincial, and federal requirements, to ensure the project is legally approved, safe, and environmentally responsible.
- i) *Final Design Package*: Submit the complete package in digital formats (PDF and AutoCAD-compatible) and three bound hard copies. The package shall include all conceptual designs, engineering and technical specifications, cross-sections, cost estimates, and supporting documentation for permits and compliance.

5. Proposal Overview

Each bidder must submit a written document as part of their proposal addressing the following:

- a. *Firm Overview*: Provide an overview of your firm, including size, areas of expertise, relevant experience, business history, location, and the geographic areas you serve.
- b. *Role in Project*: Indicate whether your firm is the designer/engineer of record for the project or a subcontractor.
- c. *Project Approach*: Describe the services and actions your firm will perform to complete this project.
- d. *The Team*: Include information on the project team, including number of personnel, roles, relevant skills, experience, and certifications. Identify any subcontractors who will participate, providing their business names and describing their roles.
- e. *Timeline*: Provide a detailed timeline outlining all key steps and milestones for completing the design, including conceptual design, stakeholder engagement, engineering and technical specifications, integration with existing infrastructure, materials recommendations, cost estimation, and final design package delivery.
- f. *Fees*: Provide a detailed schedule of fees and expenses for this project. Include a breakdown by team member showing roles, hours allocated to each task, hourly rates, and total hours for the project. Submit a firm, fixed lump-sum fee for the entire project, including all expenses and other costs, exclusive of HST.
- g. *Warranty and Quality Assurance*: Provide a description of the warranty or guarantees for design services and deliverables. Note that any delays beyond the approved timeline, without municipal approval, may result in penalties.

6. Site Visit

A mandatory site visit will be conducted by appointment only. Site visits may be scheduled between January 14 and January 16, 2026. Interested proponents must contact



procurement@saint-marys.ca to arrange a site visit. Requests for site visits outside of these dates must be submitted in advance and are subject to approval.

7. Submission

The proponent is to submit the proposal accompanied by the required information by January 30, 2026 at 4:00pm to procurement@saint-marys.ca with a subject line: “**Old Road Hill Multi-Use Trail Design**”.

8. Check List

This section is designed to provide all bidders with a checklist of schedules and materials for inclusion to ensure complete bids.

Check List Item	Purpose
Proposal Overview	This information is required for the municipality to assess the qualifications and capability of each bidder. This information is an evaluation criterion. Failure to provide the requested information in all or in part could result in the disqualification of the bid.
Price Form Provided within this solicitation and is required to be completed for all bid price data.	Failure to provide a complete Price Form shall result in the disqualification of the Bid.
Bidder Declaration Form Provided within this solicitation.	The Bidder Declaration Form collects acknowledgement of any addenda, and the bidder authorized signature. The Bidder Declaration Form is a Mandatory Requirement. Failure to complete and sign this section shall result in the disqualification of the Bid.
Workers' Compensation Board of Nova Scotia.	A certificate of good standing with the Workers' Compensation Board of Nova Scotia or equivalent must be provided by all bidders with their bid submission. Failure to provide the certificate will result in disqualification of the bid.
Time shall be of the essence in the completion of this project.	Work timelines must meet -, 2025 due date for submission of the project to be eligible for consideration. The Municipality will accept proposals with longer completion dates based on equipment availability.
Site Visit	The site visit is mandatory and may be scheduled between January 14 and January 16, 2026.

9. Evaluation Criteria

The Municipality intends to award the Contract to the bidder whose bid represents the best value to the Municipality. The lowest priced bid or any submitted bid will not necessarily be selected, and the Municipality may reject all bids submitted for this Project.

Evaluation Criteria	Maximum Points
<p>Proponent Experience, References & Knowledge of the Project</p> <ul style="list-style-type: none"> - Relevant experience, past performance, and understanding of the project context. - Experience designing multi-use pathways, trail projects, or similar infrastructure. - Experience with surveying, engineering design, and stakeholder engagement. - Demonstrated ability to deliver projects on time and on budget. - Quality of references and demonstrated client satisfaction. - Understanding of the local context, site conditions, and regulatory environment. - Knowledge of potential challenges and opportunities related to the project. 	25 Points
<p>Technical Approach & Methodology</p> <ul style="list-style-type: none"> - Assesses how the Proponent plans to complete the project deliverables. - Approach to site investigation and data collection. - Quality and innovation of preliminary conceptual design. - Ability to develop complete engineering and technical specifications. - Approach to stakeholder engagement and incorporating feedback. - Consideration of integration with existing infrastructure, sustainability, and materials. 	25 Points
<p>Project Management & Deliverables</p> <ul style="list-style-type: none"> - Assesses capacity to deliver all required outputs. - Quality and completeness of proposed final deliverables (design drawings, specifications, cost estimates, supporting documentation). - Proposed project schedule and management approach. - Ability to ensure compliance with permits and regulatory requirements. 	25 Points
<p>Cost Proposal</p> <ul style="list-style-type: none"> - Completeness and clarity of cost breakdown (materials, labour, equipment, contingency). - Alignment with proposed project phasing and funding schedule. - Value for money and feasibility. 	25 Points



10. Clarification & Addenda

Bidders must notify the Municipality by noon local time on January 16, 2026, to advise of any inquiries related to this document. If the Municipality determines a correction, explanation or interpretation is necessary, a written addendum will be issued. All addendums will be issued by January 23rd, 2026.

Direct all Inquiries to: procurement@saint-marys.ca.

The Municipality will not maintain a distribution list. All Bidders are responsible for ensuring all addenda have been received. Addenda will be posted on the Municipality website at <https://www.saint-marys.ca/business/tenders/> and the Nova Scotia Public Tenders website at <https://procurement.novascotia.ca/ns-tenders>. The Municipality will not bear any responsibility for the failure of potential bidders to obtain all documents before submitting a response.

The Municipality reserves the right to amend this RFP at any time before the closing date and will issue a written addendum in the event of a change.

Changes to this RFP shall be stated in writing by Addenda, not verbal statements.

11. Terms and Conditions

Worker's Compensation

Bidders shall comply with the *Workers' Compensation and Occupational Health & Safety Act* safety regulations. A certificate of good standing with the Workers' Compensation Board of Nova Scotia or equivalent must be provided by all bidders with their bid submission.

Indemnity Requirements

The successful Bidder shall be required to indemnify and hold the Municipality harmless against all liability and expenses, including solicitor's fees on a solicitor and client basis, howsoever arising or incurred, alleging damage to property, injury to, or death of, any person, which is found or is acknowledged to have arisen from the performance of the contract by the Bidder or their employees or agents.

Liability

The Municipality shall not be liable nor responsible for any bodily or personal injury or property damage of any nature whatsoever suffered or sustained by the Bidder, their employees or agents in the performance of this Agreement.

Insurance

Five million (\$5,000,000.00) in General Public Liability Insurance. Dollar values are per Instance.

- a. The Municipality is named as an additional insured.
- b. General liability policy to include "Completed Operations Coverage."
- c. General liability policy to include "Coverage of non-owned Vehicles."
- d. Policy to remain in effect for 1 year after project completion.



Note: The awarded bidder shall provide their certificates of insurance, or other evidence of insurance satisfactory to the Municipality upon award of work and before any work may begin.

Freedom of Information & Protection of Privacy ("FOIPOP")

By submitting a bid, the bidder agrees to public disclosure of its contents subject to the provisions of Part XX of the Municipal Government Act or successor FOIPOP provisions.

12. Early Termination

If, for any reason, the bidder fails to provide services satisfactory to the Municipality or to comply with the conditions of the signed Agreement, the Agreement may be terminated by the Municipality upon providing written notice to the bidder.

In the event of early termination, the bidder shall only be entitled to compensation for work completed and accepted by the Municipality to that point. No other compensation will be owed to the bidder by the Municipality.

In the event of early termination, the Municipality has the right to choose whether to accept a bid from another bidder (following the terms of this RFP) or to re-issue the RFP.

13. Payment Information

Unless an alternate payment plan is otherwise agreed in writing by the Municipality, upon full completion of the contract work and deliverables, the Bidder shall invoice the Municipality for the lump sum contract price, but if any contract extras are later agreed upon by the Municipality and are stipulated to be based upon labour and materials or other criteria, the invoice for such extras shall specify the full detail of the pricing criteria to the reasonable satisfaction of the Municipality.

14. Award

A call for proposals neither expresses nor implies any obligation on the part of the Municipality to enter a contract with any party submitting a proposal.

The Municipality reserves the right to suspend or cancel this RFP at any time for any reason without penalty. The Municipality reserves the right to reject any or all Bids. The Municipality reserves the right to accept and award any bid that in its opinion may be in the Municipality's best interests, or any portion of any bid acceptable to both the Municipality and a bidder that is, in the Municipality's opinion, in its best interests. Notwithstanding any other provision herein, the Municipality reserves the right to accept any bid or portion thereof which is non-compliant with the requirements of this RFP.

By placing a bid, the bidder acknowledges that the Municipality has the full and unfettered right to determine whether any bidder, in the opinion of the Municipality, has or has not demonstrated the capability to fully meet the Municipality's needs and/or that only bidders deemed by the Municipality as fully able to meet all needs will progress to a final award assessment.

Upon completion of the evaluation process, the Municipality will issue a written notice award to the successful bidder. The non-successful bidders will be notified by e-mail once an award has been made and accepted.

15. Inquiries

Any questions in relation to this Request for Proposals should be directed to: Mallory Tibbo,



Director of Community Development & Recreation, Phone: 902-522-2598, Email: procurement@saint-marys.ca.

Price Form

Old Road Hill Multi-Use Trail Design

Instructions:

- 1.) One flat rate price for the project is required.
- 2.) All Prices are to be stated in Canadian Dollars only.
- 3.) All expenses expected to be covered in payment for this project should be outlined, included, and disclosed in this form.
- 4.) All prices should be stated before/without HST.

Bidder Business Name:	
Pricing: One total price for the project is required here:	
Total Project Cost (before HST)	
HST	
Total with HST	

Please provide a further breakdown or explanation/itemization of your pricing.

Please provide any itemized pricing details applicable to your proposal here (e.g., labor, supplies, travel, printing, etc.).

If your business has specific payment terms particular for this project, they should also be explained in this section.

Pricing Details:

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Bidder Declaration Form

Old Road Hill Multi-Use Trail Design

The undersigned confirms that, as an authorized officer of the Bidder with the authority to bind the organization:

1. They have read and understood the specifications and requirements set out in this Request for Quotations issued by the Municipality of St. Mary's.
2. They have identified and provided all requested documents, forms, and data required for this submission.
3. They acknowledge that the products, equipment, materials, labor, skills, and services proposed meet or exceed the requirements of this solicitation.
4. They acknowledge receipt and consideration of the following addenda (if applicable):
_____.
5. They certify that all pricing and related information provided in this quotation is accurate and valid.

Dated the _____ Day of _____ 2025.

Business Name:	
Full Address:	
Phone/Cell Number:	
E-mail Address:	
HST Number:	
Contact Name and Title	

Authorized Signature: _____

Request For Proposals – Old Road Hill Multi-Use Trail Design



Name and Title of Authorized Signature: _____