



## REQUEST FOR PROPOSALS

### **Terms of Reference: Consulting Services for the Reconstruction of the Grand Bay West Trail System**

#### **Purpose**

Town of Channel-Port aux Basques is seeking Consultation Services to evaluate the damages on the Grand Bay West Trail System resulting from Hurricane Fiona. Sections of the trail and various interpretive sites were destroyed by the hurricane. The Town is seeking professional services to provide advice and guidance on the reconstruction of the trail system. The consultant will examine the trail system which may be deemed unsustainable due to erosion and/or require rehabilitation or decommissioning. The review will also include an examination of how climate change is impacting the trail with increased risks of flooding and erosion.

#### **\*Deliverables**

- \*Evaluate damages along the Grand Bay West Trail System caused by Hurricane Fiona.
- \*Provide recommendations on the reconstruction of the trail system.
- \*Provide recommendations on future trail development, opportunities and partnerships.
- \*Examine climate changes and impacts on the trail network.
- \*Identify potential trail routes, linkages and associated cost evaluations.

#### **Timeline**

\*The work will take place between January 2023 and September 2023. Please provide a schedule of events including timelines. The closing date for submissions is Monday January 9, 2023 @ 5:00pm and to be clearly marked **Consultation Services for Reconstruction of the Grand Bay West Trail System**

## **Meetings**

The Economic Development Committee will meet with the consultant to ensure the objectives are clearly outlined and on schedule.

A schedule of meetings will be conducted through a combination of in-person and on-line through zoom meetings.

## **Consultant Qualifications**

The consultant should demonstrate a good understanding of trail planning and design, with experience in recreational infrastructure and the following;

- experience in working within a set budget
- Experience in community consultation and ability to facilitate the process and discussion.
- Demonstrate the ability to work successfully with municipalities, multiple stakeholders, organizations and committees.
- Knowledge of provincial land use, legislation and compliance with all pertinent bodies including, but not limited to, Department of Environment, Department of Fisheries and Oceans, etc.
- Experience in developing resource tools and supporting documentation (i.e. reports, models, maps, storyboards, etc.) which can be used as part of presentations.

## **Proposal Requirements**

Proposals are expected to include:

- A cover letter summarizing the Project Manager and Team Members.
- Description of the project organization and management system.
- A minimum of three references from any applicable projects involving similar scope and scale.
- A schedule of project activities in chronological order which shows each activity and its duration.
- Itemized project costs including fee structure, staff costs, overhead and other related expenses, including HST, as well as, a suggested/preferred payment schedule.

## **Budget**

- A detailed cost estimate, including an itemized budget for the tasks outlined with anticipated number of hours/days required, with taxes, expenses and overhead.
- A payment schedule
- Please note there will be a 10% holdback for invoice submissions pending acceptance of the final report.

## **Evaluation**

All proposals will be evaluated using specific criteria, attributes and characteristics which have been generated by a comprehensive process in the preparation of this RFP and will be used to evaluate all proposals.

The Town of Channel-Port aux Basques will enter into a contract with the primary bidder/consultant only. There will be no contracts entered into between the Town of Channel-Port aux Basques and any sub-contractors.

## **Implementation**

Given the requirements of the overall implementation schedule, extension options are not available.

All potential bidders/consultants who have requested or known to have obtained copies of this RFP will be notified of any changes should they occur after its publication.

## **Communications**

All bidders/consultants who have questions concerning the RFP should contact the following via email. A copy of the terms of reference can be found on the town website [www.portauxbasques.ca](http://www.portauxbasques.ca). Submissions must be received by close of business on Monday January 9, 2023 @ 5:00pm

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