

REQUEST FOR PROPOSALS (RFP) CITY OF NORTH BATTLEFORD, SK.

TRAILS MASTER PLAN

RFP #: CNB-PR-2024-03-14



Issued March 14, 2024
RFP Closing: April 26, 2024
2:00 pm, Saskatchewan Time

SUMMARY OF KEY INFORMATION

RFP TITLE	Trails Master Plan RFP#: CNB-PR-2024-03-14 Proponent should use this title on all correspondence.
CONTACT PERSON	The point of contact for this RFP is: Stacey Hadley City Clerk City of North Battleford, SK, Canada E-mail: tenders@cityofnb.ca Phone: 306-445-1719
ENQUIRIES	Please direct all enquiries by email to the contact person. Enquiries received by any other means may not be answered. Proponents are encouraged to submit enquiries at an early date to permit consideration by the Owner. The Owner, at its discretion, may decide to not respond to any enquiry.
SUBMISSION TIME	Submission Time is 2:00 pm, Saskatchewan Time, April 26, 2024, or as indicated in the call for bids, or amended by addendum.
SUBMISSION LOCATION	Proposals are to be submitted to: <p style="text-align: center;"> Trails Master Plan RFP CNB-PR-2024-05-14 c/o Stacey Hadley City Clerk City of North Battleford 1291- 101st Street PO Box 460 North Battleford, SK S9A 2Y6 </p> <p style="text-align: center;"> via email to: tenders@cityofnb.ca </p>

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1.0 INTRODUCTION

The City of North Battleford is seeking proposals from qualified consultants to develop and provide a comprehensive Trails Masterplan for the community. The successful proponent shall create a framework involving stakeholder- community engagement, geographical information, environmental protection, and used to establish a clear vision for trail development throughout the community. The plan should outline possible connections with new or existing trail systems already established in the community as well with trail systems in neighbouring communities and potential funding opportunities.

The primary goal of the plan should be to create a strategy for development of year-round use trails in the community to connect neighbourhoods, trails and parks via a safe and inclusive trail network. The plan should inform Council with necessary information on how to move forward with respect to prioritizing the planning, preparing and development of trails. The City is committed to providing quality recreation opportunities that serve the evolving community & cultural needs.

1.1 PROJECT SPECIFIC BACKGROUND, DESCRIPTION, SCOPE OF WORK, AND TIMELINE

Refer to Appendix A and Appendix B for Project Specific Background, Description, Reporting Details, Timeline, and Scope of Work.

1.2 INTELLECTUAL PROPERTY RIGHTS

1. The City will retain the intellectual property rights including patents, copyright, trademark, industrial design and trade secrets in any deliverable product or product developed through this contract. Licensing and marketing rights to the developed product will not be granted in the contract.
2. Proposals regarding these rights should not be submitted to the City in response to this Request For Proposal and will not be considered in the evaluating responses.

1.3 OTHER GENERAL INFORMATION

Terms and Conditions

The terms and conditions will apply to this Request for Proposals. Submission of a Proposal in response to this Request for Proposals indicates acceptance of all the terms that follow and that are included in any addenda issued by the City. Provisions in Proposals that contradict any of the terms of this Request for Proposals will be as if not written and do not exist.

The awarding of the contract is subject to approved funding by City Council.

Provisions in the proposal that contradict any of the terms of this RFP will be as if not written and do not exist.

1. The City reserves the right to directly hire/call RFPs for Prime Consultants for specific projects outside the scope of this Request for Proposal.
2. The City reserves the right to amend the RFP at any time by issuing a written addendum.
3. The City is accepting either physical or electronic submissions for this Request for Proposal.
4. The City reserves the right to cancel solicitation at any time, and are not bound to accept the lowest cost, highest ranking, or any proposal.
5. This is a Request for Proposal (RFP), not a call for tenders or binding offers. No contractual obligations will arise between the City of North Battleford and any proponent, unless a formal letter and contract are signed, requiring the proponent to complete the work. All proponents shall have no claim for compensation for submitting a proposal.

2.0 MANDATORY PROFESSIONAL REQUIREMENTS

1. Demonstrated understanding of trail planning and design, with experience in recreation infrastructure.
2. Experience working within a set budget.
3. Experience in local government operations.
4. Experience in community consultation and ability to facilitate the process and discussion.
5. Demonstrated ability to work successfully with multiple stakeholders, organizations and committees.
6. Experience in developing resource tools and supporting documentation (i.e. reports, models, maps, storyboards, etc.) which can be used as part of presentations.
7. Subcontractor use shall be clearly identified in the proposal. The primary bidder submitting the proposal will be considered responsible on behalf of all partners involved for the undertaking and deliverables related to the project.
8. Key Members of the project must hold the proper education, licenses, and certifications. Such as but not limited to landscape architects, civil engineers, land use planners, management consultant.
9. Proponents will be required to provide proof of insurance and WCB prior to contract being awarded.
10. Three relevant and recent business/municipal references and project details (including budgets, timelines, constraints, etc.)
11. Shall have completed at least three (3) Trails Master Plans within the past ten (10) years. Also, see section 5 for mandatory submission requirements.

3.0 RESPONSE CONTENT

3.1 Table of Contents

1. Proposals should include a table of contents properly indicating the section and page numbers of the information included.

3.2 Executive Summary (one page)

1. Responses shall include a summary of no more than one (1) page on the information presented in the proposal and the Proponent's skills, qualifications and ability to deliver on the identified deliverables, including experience with recreational planning documents and local government administration, ability to work within a set budget, understanding the challenges with small communities with limited resources, creative and dynamic approach to the process and public relation/community engagement experience.
2. Affirmation that any specific materials deemed by the Proponent to be Confidential, as outlined in Section 7.0, have been identified.

3.3 Project Approach (up to four pages)

The Proponent shall identify the following:

1. Project Work Plan for organizing and executing the project scope and objectives.
2. Project Management Plan, including Stakeholder engagement process throughout the project, and integration of the Proponent's Parks and Recreation Regional Master Plan (October 2020).
3. Project Risks, Constraints, and Limitations that may impact the project delivery and success, and how they will be mitigated.
4. Value-added information that the Proponent specifically brings to the project.

3.4 Proposal Format

1. Title page, including Request for Proposal Title, Proponent's name, address, phone number, email address, and contract representative.
2. One page letter of introduction signed by the person or persons authorized to sign on behalf of the proponent which will bind the proponent to statements made in the proposal.
3. The body of the proposal, including pricing
4. Any additional information that the proponent may choose to provide.

3.5 Delivery Schedule (one page)

1. The Proponent shall provide a work schedule, identifying start and finish dates for key project activities and dates for deliverables identified in the work plan. Completion dates for each project and work plan phase must be provided.
2. For the purposes of a work schedule, refer to Appendix A for project start and completion dates, or the timeline in which the project must be completed from the award date. For scheduling purposes only, please allow two weeks from the RFP closing date to the notification of the successful proponent.

3.5 Reference Projects (one page per project)

1. The Proponent must provide three (3) Reference Projects undertaken within the past ten (10) years. Reference Project information must be documented as referenced in Appendix C.
2. Reference project examples must demonstrate the Proponent's expertise and practical experience in:
 - i. Project of similar or equal scope, value, complexity, and/or delivery method; overcoming challenges met throughout the project; and any actions or considerations taken in the design to address climate change.
3. References from the City or other parties identified in the project will not be accepted.

3.6 Organizational Chart (one page)

1. An organizational chart is to be provided, indicating:
 - a. Names and organizations of Proponent team members
 - b. Specific Roles and Responsibilities of Proponent team members
 - c. Project Lines of Responsibility and Reporting
2. The Organizational Chart will be used in the negotiation of the Prime Consultant Agreement; any changes in the key personnel at that time must be approved by the Owner.

3.7 Schedule of Rates and Fees

1. All financial information regarding professional rates including hours used to calculate fees-travel time, meetings, labour, office/staff expenses, site visits are to be included in the RFP. This section should also include:
 - a. Hourly rate of personnel
 - b. Their relative participation (number of hours).
 - c. Disbursements
2. The Proponent shall show Professional fees calculated, based on level of effort, for each task outlined in the work plan, and further outlined in Appendix A and Appendix B. This summary should include any services not itemized but deemed necessary by the Proponent.

4.0 EVALUATION CRITERIA

4.1 Evaluation Process

1. Proposals will be evaluated whereby the Technical, and Cost of Services responses will be considered.
2. Weighted Factor Table- The evaluation committee will use the following weight factor description and criteria to evaluate the proposal submission:

Weight Factor Description	Weight
Deficient- the response fails to meet the requirements of the applicable RFP references and associated scoring criteria in a suitable and documented manner. The response has little merit and fails to demonstrate that the work will be performed in an acceptable manner.	0%
Poor- The response fails to meet the requirement of the RFP references and associated scoring criteria in a suitable and documented manner. The response has some merit, but there are significant weaknesses that could result in unacceptable shortcoming in the performance of the work.	10%-30%
Fair- The response barely meets the requirements of the applicable RFP references and associated scoring criteria in a suitable and documented manner. The response has some merit, but there are significant weaknesses that could result in tolerable or reasonably correctable shortcoming in performance of the work.	40%-60%
Good- The response reasonably demonstrates that the requirements of the applicable RFP references and associated scoring criteria are met in a documented and suitable manner. The response is comprehensive but there are minor weaknesses that should not significantly impact the performance of the work.	70%-80%
Excellent- The response fully demonstrates that the requirements of the applicable RFP references and associated scoring criteria are met in a documented and suitable manner. There are no apparent weaknesses.	90%-100%

EVALUATION CRITERIA	SUB SCORE	SECTION SCORE
Technical Evaluation		
1. Project Approach		20
1.1 Project Work Plan	8	
1.2 Project Management Plan	6	
1.3 Environmental Considerations	2	
1.4 Project Risks, Constraints, Limitations	2	
1.5 Value Added Information	2	
2. Delivery Schedule		9
2.1 Work Plan Key Activities Outlined	3	
2.2 Work Plan Key Deliverables Outlined	3	
2.3 Delivery Timeline Reasonable and Achievable	3	
3. Reference Projects		24
3.1 Reference Project #1		
3.1.1 Similar to Scope of this Project	3	
3.1.2 Proponent Role Similar to this Project	2	
3.1.3 Challenges and Mitigation Strategies Outlined	2	
3.1.4 Environmental Measures Outlined	1	
3.2 Reference Project # 2		
3.2.1 Similar to Scope of this Project	3	
3.2.2 Proponent Role Similar to this Project	2	
3.2.3 Challenges and Mitigation Strategies Outlined	2	
3.2.4 Environmental Measures Outlined	1	
3.3 Reference Project # 3		
3.3.1 Similar to Scope of this Project	3	
3.3.2 Proponent Role Similar to this Project	2	
3.3.3 Challenges and Mitigation Strategies Outlined	2	
3.3.4 Environmental Measures Outlined	1	
4. Organizational Chart		7
4.1 Project Team Identified	3	
4.2 Team Member Roles and Responsibilities Identified	3	
4.3 Project Reporting Structure Identified	1	
Sub-Total Technical Evaluation		60
5. Financial Evaluation		40
5.1 Cost of Service Evaluation	40	
Total of Technical Evaluation & Cost of Service Scores		100
<p>The content (Evaluation Criteria 1.0, 2.0, 3.0 and 4.0) of proposals submitted must achieve from the evaluation panel a minimum score of 60% of the points overall.</p>		

4.2 Financial Evaluation

1. All prices quoted in the proposal are to be in Canadian Funds and are to show applicable taxes. (GST: 5%, PST: 6%).
2. Procurement is subject to NWPTA (New West Partnership Trade Agreement) and CFTA (Canadian Free Trade Agreement)

4.3 Combined Score of Technical and Cost of Service Evaluation

1. The preferred proponent will be selected based on the highest overall score achieved by totalling the Evaluation Criteria (1.0 Project Approach, 2.0 Delivery Schedule, 3.0 Reference Projects, 4.0 Organizational Chart, 5.0 Financial Evaluation).
2. The Owner reserves the right to cancel solicitation at any time, and are not bound to accept the lowest cost, highest ranking, or any proposal.

5.0 SUBMISSION REQUIREMENTS

5.1 Submission

1. Proposals must clearly show the complete company name and name/ telephone number/ email address of primary contact person(s).
2. After the closing time and date, all proposals received by the Owner become the property of the Owner.
3. For **physical submissions**, it is mandatory to provide two (2) hard copies of the proposal and one (1) copy on USB drive in PDF format. These must be submitted in a sealed envelope clearly marked "Trails Master Plan RFP" addressed to:

Trails Master Plan RFP
CNB-PR-2024-03-14
c/o Stacey Hadley
City Clerk
City of North Battleford
1291-101st Street
PO Box 460
North Battleford, SK
S9A 2Y6

4. For **ELECTRONIC SUBMISSIONS**, it is mandatory to provide one (1) copy in PFD format. The subject matter must clearly indicate that it is:

"Trails Master Plan RFP CNB-PR-2024-03-14".

Electronic Submissions are to be sent to:

Stacey Hadley
City Clerk
City of North Battleford, SK
tenders@cityofnb.ca

5. It is mandatory that proposals must be received at the address above no later than the time (Saskatchewan Time) and date indicated in the proposal call advertisement or as amended.
6. Proposals must be based on these Instructions and Terms of Reference.
7. Proposals must be in English or include a full translation into English.

5.2 Acknowledgement of Addenda

1. Acknowledgement of addenda received shall be included in the cover letter of the submitted proposal.

5.3 Amendment of Proposal

1. Properly documented amendments to the proposal submission will be permitted up to the proposal closing time at the address above.

5.4 Submission Rejection

1. Proposals received and not conforming to items 5.1.1 to 5.1.3 will be returned to the Proponent without consideration.

2. Proposals received via Facsimile will not be accepted.

3. For further clarity, the following table highlights **Rejection Criteria** for submissions:

Submission Deficiencies Possibly Resulting in Proposal Rejection	YES	NO
Submission received prior to the closing time on the date submitted		
Submission envelopes are opaque (physical submissions only)		
Submission is clearly marked and identified with the NAME of the proponent		
Physical submission contains 2 PFD physical copies and one PFD on a USB stick		
Amendments (if any) to the proposal are clearly marked and identified		
Proposal is in English or includes a full translation into English		
Acknowledgement of Addenda is included in the cover letter of the submitted proposal		

5.5 Costs for Submission

Proponents are solely responsible for any costs or expenses related to the preparation and submission of proposals.

5.6 Owner's Property

All hard copies of proposals should be on 8 ½ inch X 11-inch format paper on both sides. For the purpose of clarity, any mapping is permitted to be submitted on a single 11-inch X 17-inch sheet under the same cover as the proposal. The PDF file must be provided in a format that is readable by Adobe Acrobat.

5.7 Validity Period

The Proponents Proposal must remain valid for a period of 90 days after the date of closing.

5.8 Governing Laws

1. The laws of the Province of Saskatchewan, Canada shall govern this proposal and any subsequent contract resulting from this proposal.

2. Note that this procurement is subject to trade agreements, if applicable.

6.0 ACCESS TO INFORMATION

1. This procurement process is subject to the Access to Information and Protection of Privacy Act, 2015.
2. The financial value of a contract resulting from this procurement process will be publicly released as part of the award notification process.
3. The bidder agrees that any specific information in its bid that may qualify for an exemption from disclosure under subsection 39(1) of the access to Information and Protection of Privacy Act, 2015 has been identified. If no specific information has been identified it is assumed that, in the opinion of the bidder, there is no specific information that qualifies for an exemption under subsection 39(1) of the Access to Information and Protection of Privacy Act, 2015.
4. By submitting a Proposal, the Proponent represents and warrants to the Owner that the Proponent has complied with applicable Laws, including by obtaining from each person any required consents and authorizations to the collection of information relating to such individual and to the submission of such information to the Owner, and the use, distribution and disclosure of such information as part of the Proposal for the purposes of, or in connection with this RFP.

7.0 EVALUATION PROCESS

1. An evaluation committee, made up of representatives of the City of North Battleford, will review the proposal submissions. Based on the results of the review, the committee will make a recommendation to the City Manager on a Proponent. The committee reserves the right to accept any or none of the proposals submitted and will evaluate proposals based on the best value and not necessarily the lowest cost of service. Acceptance of the recommended is subject to approval by City Council.
2. The committee reserves the right to request a run-through of the proposal by the Proponent.
3. The successful Proponent will be required to enter into an agreement with the City for services related to this project.

8.0 RESERVATION OF RIGHTS

The City reserves the right to:

1. Amend the scope of work of the RFP and/or modify/cancel/suspend the RFP at any time for any reason.
2. Accept or reject any proposal based on the evaluation of the proposal based on the guidelines in the Terms of References.
3. The Owner is not obliged to select the Proponent with the lowest cost.
4. Reject a proposal that fails to meet the mandatory requirements.
5. Waive a defect, irregularity, non-conformity or non-compliance in or with respect to a proposal or failure to comply with the requirements of this RFP, except for mandatory requirements, and accept that proposal even if such a defect, irregularity, non-conformity, non-compliance or failure to comply with the requirements of this RFP would otherwise render the proposal null and void.
6. Reject, disqualify or not accept any or all proposals without any obligation, compensation, or reimbursement to any Proponent or any of its team members.
7. Re-advertise for new proposals to this or a modified RFP, call for quotes, proposals or tenders, or enter into negotiations for this work or for work of a similar nature.
8. Make any changes to the terms or the business opportunity described in this RFP.
9. Amend any date, time period or deadline provided in this RFP, upon written notice to all Proponents.

9.0 CONFLICT OF INTEREST AND RELATIONSHIP DISCLOSURE

1. **Reservation of Rights to Disqualify**
 - a. The City reserves the right to disqualify any Proponent that in the City's opinion has a conflict of interest or an unfair advantage (including access to any confidential information not available to all Proponents), whether real, perceived, existing now or likely to arise in the future, or may permit the Proponent to continue to impose such conditions as the City may consider to be in the public interest or otherwise required by the City.
2. **Relationship and Conflict Disclosure**
 - a. Each Proponent, including each member of the Proponent team, shall fully disclose all relationships it may have with the City, or any other person providing advice or Works to the City with respect to the work or any other matter that gives rise, or might give rise, to a conflict of interest or an unfair advantage at any time during the RFP Process by written notice addressed to the contact person promptly after becoming aware of any such relationship.
 - b. At the time of such disclosure, the Proponent will include sufficient information and documentation to demonstrate that appropriate measures have been, or will be, implemented to mitigate, minimize or eliminate the actual, perceived or potential additional information and documentation and implement such additional measures as the City may require in its sole and absolute discretion in connection with the consideration of the disclosed relationship and proposed measures.

3. Decisions Final and Binding

- a. The decision of the City is final and binding on the persons requesting the ruling and all other parties including Proponents and Proponent team members. The City has absolute discretion to establish the relevant processes, including any circumstances in which a decision may be amended or supplemented.
- b. The City may provide any City decision regarding conflicts of interest to all Proponents if the City determines that the decision is of general application.

10.0 NO COLLUSION

1. Proponents and Proponent team members, their employees and representatives involved with their proposal will not discuss or communicate, directly or indirectly, with any other Proponent or any director, officer, employee, consultant, advisor, agent or representative of any other Proponent (including any Proponent team member of such other Proponent) regarding the preparation, content or representation of their proposals. For subcontractors that are partnering or considering partnering with more than one Proponent, such subcontractors shall keep all pricing, strategy or other commercially confidential information discussed with one Proponent confidential in their discussion with another Proponent.
2. By submitting a proposal, a Proponent, on its own behalf and as authorized agent of each firm, corporation or individual member of the Proponent and Proponent team, represents and confirms to the City, with knowledge and intention that the City may rely on such representation and confirmation, that its proposal has been prepared without collusion or fraud, and in fair competition with proposals from other Proponents.
3. In the event of any collusion in contravention of this section, the City may reject any and all proposals submitted by the Proponent without further consideration or compensation.

11.0 LIMITATION OF DAMAGES

1. Each Proponent agrees not to bring any claim against the City or any of its representative employees, advisors or representatives for damages in excess of the amount equivalent to the reasonable costs incurred by the Proponent in preparing its proposal for any matter in respect of this RFP including:
 - a. If the City accepts a non-compliant proposal or otherwise breaches, or fundamentally breaches, the terms of this RFP.
 - b. If the work or RFP process is modified, suspended or cancelled for any reason (including modification of the scope of the work or RFP or both) the City exercises any rights under this RFP.
2. Waives any and all claims against the City, or any of their representative employees, advisors or representatives for loss of anticipated profits or loss of opportunity if no agreement is made between the City and the Proponent for any reason, including
 - a. If the City accepts a non-compliant proposal or otherwise breaches or fundamentally breaches the terms of this RFP or the RFP process.
 - b. If the work or RFP process is modified, suspended or cancelled for any reason (including modification of the scope of work or RFP or both) the City exercises any rights under this RFP.

12.0 REPORTING STRUCTURE

1. The successful Proponent will report directly to the City, as outlined in Appendix A.
2. The successful Proponent shall maintain a communication structure that includes the City and other significant stakeholders.

13.0 ENQUIRIES

1. All enquiries regarding this RFP must be directed to the City, as outline in Appendix A.
2. All questions should be submitted, in writing at least ten (10) days prior to the closing time and date. No amendments will be issued five (5) days prior to closing.
3. Any verbal representations, promises, statements or advice made by employees of the City other than written responses, should not be relied upon.

14.0 ELECTRONIC COMMUNICATION

1. The City does not assume any risk or responsibility or liability whatsoever to any Proponent:
 - a. For ensuring that any electronic email system being operated by the City is in good working order, able to receive transmissions, or not engaged in receiving other transmissions such that a Proponent's transmission cannot be received
 - b. If permitted email communications with, or delivery of documents by email to the City Clerk will be deemed as having been received by the City Clerk on the dates and times indicated on the City Clerk's electronic equipment.

APPENDIX A

PROJECT BACKGROUND, DESCRIPTION AND REPORTING DETAILS

1.0 BACKGROUND

North Battleford was founded in 1913 and is a city of 13,836 in West-Central Saskatchewan, Canada. It is the seventh largest city in the province and is directly across the North Saskatchewan River from the Town of Battleford. Together, the two communities are known as “The Battlefords”. North Battleford borders the R.M. of North Battleford No. 437, as well as the North Battleford Crown Colony. It is situated immediately north of the mouth of the Battle River, and is a notable stop along the Yellowhead Highway, part of the Trans-Canada system and is within the Aspen Parkland Ecoregion. North Battleford serves as a commercial, recreational and cultural hub for West and North-Central Saskatchewan. Visitors will find themselves immersed in a four-season recreational infrastructure nestled in over 6,000 years of Indigenous and settler history.

The City of North Battleford acknowledges that it is a part of Treaty 6 Territory and the Homeland of the Métis. We pay our respect to the Indigenous and Métis ancestors of this land including the Nehiyawak (Cree), Nakawē or Nahkawayiniw (formerly Saulteaux), Nakoda (Assiniboine), Dakhóta (Dakota Sioux), and Métis.

Our indigenous connection will be an important factor in the development of the Trails Master Plan.

There are various zoning areas within the community and along the North Shore that contain forest covered areas, waterways, conservation lands, and others. These areas will need to be considered when planning Trailways.

The City has developed a system of urban walking trails including a section of the Trans Canada Trail System. The urban trails are covered with crusher dust or asphalt/cement and are suitable for walking, jogging or cycling.

The City maintains approximately 7.0 km of urban trails for cross-country and skate-skiing and 41 km of trails along the River Valley, known as the River Valley Trail System (grassland or packed-earth trail base). This system includes connections to the North Shore Trail System, Pee Gee Man Trail System and Finlayson Island (part of the Town of Battleford’s Trail System). The majority of these systems are groomed year-round and include such activities as walking, running, hiking, snowshoeing, cross-country skiing, and fat bike riding. These systems are newly signed with over 200 official wayfinding signs and the main cross-country ski trail is lighted and groomed.

The current Trailways is incomplete and a comprehensive plan to update, connect and expand the system is needed.

The City has the following recreation & cultural amenities:

15 urban parks/green spaces ,King Hill Lookout (currently under development and expansion), River Valley Interpretive Centre, Battlefords Goose Project (wetland conservation area), 11 Playgrounds, 3 Splash Pads, Football Field, Skateboard Park, 6 outdoor rinks, 11 Ball Diamonds, 7 Soccer Pitches, Outdoor track, Lawn Bowling Pitch, 3 Tennis Courts, Toboggan hill, 2 Arenas, Recreation Complex-Aquatic Centre, Field House, Curling Centre, Performing Arts Centre, 2 Galleries and a Western Development Museum.

The City also has a Joint Parks & Recreation Master Plan with the Town of Battleford as of 2020. This plan includes a section on Trails and reference to a dated River Valley Master Plan.

2.0 PROJECT DESCRIPTION

The City is seeking proposals from qualified Proponents with expertise in the field, to develop and provide a comprehensive Trails Master Plan for the community. The successful Proponent shall create a framework involving stakeholder-community engagement, geographical information, environmental protection, and used to establish a clear vision for trail development throughout the community and North Shore. The plan should outline possible connections with existing or new trail systems, with trail systems in the region as well as potential funding opportunities.

The primary goal of the plan should be to create a strategy for development of year-round use trails in the community to connect neighbourhoods, parks and trail systems via a safe and inclusive trail network. The plan should inform Council with necessary information on how to move forward with respect to prioritizing the planning, preparing and development of trails including resting areas/points of interest along the way. The Trails Master Plan should build on the beautiful setting and natural/cultural soundings in the community and region. The City is committed to providing quality recreational opportunities that serve the evolving community and cultural needs.

3.0 PROJECT TIMELINE

It is the goal of the City to have the project beginning in May 2024 with a full report and presentation to Council due no later than six (6) months following the contract awarding.

4.0 REPORTING STRUCTURE

The successful Proponent will report **indirectly** through the City Clerk to:

Cheryl DeNeire
Director of Parks & Recreation
City of North Battleford

The successful Proponent shall maintain a communication structure that includes the City and other significant stakeholders.

5.0 ENQUIRIES

All enquiries regarding this RFP must be directed to:

Stacey Hadley
City Clerk
City of North Battleford
Phone: 306-445-1719
Email: tenders@cityofnb.ca

All questions should be submitted, in writing at least ten (10) days prior to the closing time and date. No amendments will be issued five (5) days prior to closing. Any verbal representations, promises, statements or advice made by employees of the Owner other than written responses, should not be relied upon.

APPENDIX B

PROJECT OBJECTIVES AND SCOPE OF WORK

1.0 SUMMARY

As outlined in Appendix A, the project will involve the City seeking a proponent of a qualified background, with expertise in trail development, to create a Trails Master Plan. The Proponent shall provide recommendations on how to proceed forward with completing trails and connectivity of various areas in the community, including a financial cost, and timeline for completion.

2.0 GOAL

The primary goal of the plan should be to create a framework for a trail network that is safe, accessible and inclusive year-round in the community, that connects neighbourhoods, parks trails, existing or new trail systems all of which are to include resting areas and points of interest.

The plan should inform Council with necessary information on how to move forward with respect to prioritizing the planning, preparing, budgeting, developing and maintaining trails. The City is committed to providing quality recreational areas that serve the evolving community and cultural needs.

3.0 SCOPE OF WORK

The successful Proponent will be required to provide a range of services relating to completion of the project.

The following **Scope of Work** shall be included in the proponent's proposal:

1. Review all previous Recreational Planning including but not limited to:
 - a. Joint Parks & Recreation Master Plan (Oct. 2020)
www.cityofnb.ca/our-city-government/plans-publications-and-reports/joint-parks-recreation-master-plan
 - b. River Valley Master Plan (2010 Updated Version) (uploaded with tender)
 - c. River Valley Trails Map
www.cityofnb.ca/parks-recreation-culture/parks-trails-and-sports-fields/battlefords-river-valley-trails/
 - d. Transportation Master Plan (Dec. 2017)
www.cityofnb.ca/our-city-government/plans-publications-and-reports/transportation-master-plan/
 - e. Yellow Sky Master Plan
www.cityofnb.ca/our-city-government/plans-publications-and-reports/south-east-quadrant-master-plan-yellow-sky/
 - f. River Valley Wayfinding Signage Project (June 2023) (uploaded with tender)
 - g. TransCanada Trail Map (uploaded with tender)
2. Develop a vision and establish goals and objectives for the Trails Master Plan
3. Meet with the Parks & Recreation Department to confirm the expectations and deliverables requested.

4. Ensure stakeholder engagement:
 - a. Plan and facilitate a minimum of five (5) community engagement sessions, both in person and virtual opportunities.

Such organizations include but are not limited to:

- i. Local trail user groups
 - ii. River Valley Committee
 - iii. Local Sports and Cultural Groups/Organizations
 - iv. Local Schools
 - v. Indigenous Community
 - b. Create an online feedback form for all residents to access.
5. Make use of mapped trails inventory.
6. Provide a snapshot of trail user numbers, locations and types of use.
7. Recommend recreational zoning for the area(s) separating conflicting user groups.
8. Recommend a strategy to address unauthorized trail building.
9. Analyze maintenance requirements/capacity of key trails and trail zones.
10. Identify emerging issues and develop strategies to address them.
11. Ensure the Master Plan complies with Provincial land use, legislation, and compliant with all pertinent bodies.
12. Identify potential trail routes, linkages, resting areas as well as costs associated to develop trails, and maintenance costs anticipated for yearly budgetary preparations.

a. A critical challenge in the trails master plan is identifying how the City's current network of trails can be expanded or better utilized to allow users easier access to the Battlefords River Valley. This will require the successful proponent to provide safe and innovative solutions to crossing Highway 16 as well railway lines. All trail segments should seamlessly connect to the river valley to enable residents of the City and Town to move freely and safely between the two communities via an integrated trail system.

b. Proponents are to provide separate pricing for this portion of the work as funding for it is being provided by the Battlefords River Valley Committee.

13. Conceptual drawings of planned trail systems using best practices, trail standards of similar style, and including such items as surfacing, signage, boardwalks, benches, storyboard, maps, etc.
14. Identify potential points of interest and opportunities that will enhance user experience on existing and new trails. Such as areas where parking should be implemented for access to trails, washrooms and access to water.
15. Deliverables:
 - a. The plan should include sufficient decision-making information for Council to readily implement its recommendations, including but not limited to:
 - i. prioritize projects and site locations.
 - b. The plan should be appropriately detailed, concise and readable.
 - c. Printed and digital copies of the report, trail maps and concept drawings.
 - d. The Proponent has six (6) months from the time the contract is awarded to complete the process and deliver a final report/document and present to Council.

4.0 GENERAL INFORMATION

1. The successful Proponent must ensure that work undertaken does not conflict with any Federal or Provincial Acts or Regulations.
2. The Proponent shall submit to the City proof of insurance and WCB status prior to the commencement of the project.
3. The Proponent shall submit to the City all progress reports, invoices, etc. The invoices must mirror the schedules in the Proponent agreement for amounts payable to the Proponent according to the scope of work and deliverables as required by the terms of an Agreement with the City.
4. Proponents to be aware that they will be required to provide a Final Status Report that reflects current status and revised forecasted completion.
5. Proponents to be aware that they will be required to make an initial presentation of the project to Council in person or virtually as well as a mid-project update presentation and a final presentation prior to the Master Plan being brought forward for resolve by Council.

5.0 AGREEMENT FOR SERVICES

The Agreement for Services will be adjusted for the Scope of Work undertaken if it differs from the statement herein. Fees should be estimated using “Level of Effort” methodology, expenses and reimbursable allowances are to be at cost per Municipality approved basic rates. These amounts are to be calculated less the PST and GST and shown on the schedule included herein for the duration of the project.

APPENDIX C

PROJECT REFERENCE INFORMATION

Each Project Reference requires the following information:

- a. Project location
- b. Client (Name)
- c. Client Reference (Name and contact information)
- d. Project Type
- e. Services Provided
- f. Approved Funding
- g. Final Project Cost
- h. Key Proponent Roles
- i. Key Project Staff Role
- j. Project Description
- k. Role of the Proponent
- l. Challenges & Mitigation Action Taken to overcome challenges
- m. Climate Change Adaptation/Mitigation Measures Incorporated

KEY PERSONNEL INFORMATION

- a. Name, Title, contact information
- b. Experience
- c. Role for Proposed Project
- d. Reference Project Role- how the referenced project roles of key personnel will assist with current project role.