



THE MUNICIPALITY OF THE COUNTY OF
LA MUNICIPALITÉ DU COMTÉ DE
RICHMOND

REQUEST FOR PROPOSALS

Municipality of the County of Richmond & Village of St. Peter's
Accessibility Plans

November 4, 2021

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Community Profile

Located in the Canadian province of Nova Scotia, **Richmond County** is ideally located on the East Coast of North America. The Municipality of the County of Richmond is the smallest of Nova Scotia's 14 counties. Lying on the Cape Breton side of the Strait of Canso, adjacent to international shipping lanes, the county is bordered on the south by the Atlantic Ocean and on the north by the Bras d'Or Lakes.

The **Village of St. Peter's** is situated within Richmond County on the Fleur-de-Lis trail and on the Bras d'Or Lakes Scenic Drive trail. It is a commercial centre in the County and is incorporated as a Village under the Municipal Government Act, making it a separate municipal unit. The County and the Village are working together to improve accessibility in the County. The St. Peter's Canal bisects Richmond County by joining the Atlantic Ocean with the World Renowned Sailing Destination of the Bras d'Or Lakes.

Mi'kmaw, Acadian, Scottish, and Irish cultures create a kaleidoscope of rich cultural activities for all to enjoy. Whether you are enjoying Richmond's many Acadian festivals, singing along at a local Milling Frolic or taking part in ceremonies with the Mi'kmaw community of Potlotek; Richmond County has something for every taste.

With a population of approximately 8,900 people, the county is largely rural and boasts 230,000 acres of forested land and miles of pristine coastline. About one-third of Richmond's residents speak both French and English, and the county is home to several vibrant Mi'kmaw, Celtic, Acadian, and a variety of other cultures that contribute to our rich history which is celebrated during numerous festivals and events held around the county throughout the year.

This RFP document applies to two municipal units within Richmond County: The Municipality of the County of Richmond (MOCR) and the Village of St. Peter's. Under the Accessibility Act, municipalities, including villages, are prescribed as public sector bodies (prescribed means identified in the Accessibility Act General Regulations). As such, MOCR and the Village must complete the following: 1) establish an Accessibility Advisory Committee (complete) and 2) develop an accessibility plan within one year.

Commitment to Accessibility

In the Accessibility Act:

A **disability** is defined as “a physical, mental, intellectual, learning or sensory impairment, including an episodic disability that, in interaction with a barrier, hinders an individual’s full and effective participation in society.”

A **barrier** is defined as “anything that hinders or challenges the full and effective participation in society of persons with disabilities, including a physical barrier, an architectural barrier, an information or communications barrier, an attitudinal barrier, a technological barrier, a policy, or a practice.”

The Municipality of the County of Richmond and the Village of St. Peter’s are committed to providing a barrier-free environment for our residents, employees, customers, job applicants, visitors and other individuals who use our facilities, contact us or access our information. As a municipality and a village, we are committed to applying the accessibility standards outlined in the Nova Scotia Accessibility Act. The Municipality of the County of Richmond and the Village of St. Peter’s understand the importance of ensuring the full inclusion of all persons with disabilities by fostering an accessible and welcoming environment for all.

The Municipality of the County of Richmond and the Village of St. Peter’s are committed to advocating and providing support for accessibility in the public, private and non-governmental sectors in order to create a fully accessible county.

Accessibility Advisory Committee

The Municipality of the County of Richmond and the Village of St. Peter's established an Accessibility Advisory Committee in 2021. The mandate of the Committee is:

- * Advise on the preparation, implementation, and effectiveness of its accessibility plan;
- * Review and provide recommendations to update its accessibility plan at least every three years, in accordance with the Act;
- * Provide recommendations to the municipality on consulting with stakeholders on accessibility in the organization;
- * Identify and advise on the accessibility of existing and proposed services/ programming and facilities;
- * Advise and make recommendations about strategies designed to achieve the objectives of the organization's accessibility plan;
- * Receive and review information from staff and senior leadership, and make recommendations, as requested;
- * Provide advice as necessary to municipal staff to assist in monitoring compliance with federal and provincial government directives and regulations.

Key Documents

There are key documents that are available as resources to inform the work of developing an Accessibility Plan. These include:

Provincial Resources

- The Accessibility Planning Toolkit for Municipalities (Nova Scotia Accessibility Directorate)
<https://novascotia.ca/accessibility/Municipal-Toolkit.pdf>
- Access by Design 2030 (Province of Nova Scotia)
<https://novascotia.ca/accessibility/access-by-design/access-by-design-2030.pdf>
- Government of Nova Scotia Accessibility Plan 2018-2021
<https://novascotia.ca/accessibility/plan/government-accessibility-plan.pdf>

Municipal Resources

- Accessibility related municipal by-laws (www.richmondcounty.ca)
- Richmond County Physical Activity Strategy (*note: currently under review*)
http://www.richmondcounty.ca/images/Richmond_Countys_Physical_Activity_Strategy.pdf
- Accessibility Advisory Committee Terms of Reference
https://drive.google.com/drive/folders/12xVplBpDp4hV2NM0UWTY_635JSkgYF9b?usp=sharing
- Accessibility Framework in Richmond County
https://drive.google.com/drive/folders/12xVplBpDp4hV2NM0UWTY_635JSkgYF9b?usp=sharing

Project Description

The two municipal units in Richmond County, the Municipality of the County of Richmond (MOCR) and the Village of St. Peter's, are seeking the services of a consultant to develop two accessibility plans (one for each unit). Further, both municipal units are seeking to pursue certification under the Rick Hansen Foundation.

The successful proponent will be required to work with the Municipality's Accessibility Advisory Committee that consists of representatives from the public as well as from Municipal Council, Municipal staff, and the Village of St. Peter's staff.

The successful proponent will be required to conduct at least two (2) community consultations to receive feedback from the public before finalizing the plans.

The Accessibility Plans for both the Municipality of the County of Richmond and the Village of St. Peter's must be completed before February 28, 2021.

MOCR reserves the right to accept or reject, in whole or in part, any or all proposals.

The specific deliverables required by the consultant are as follows:

Deliverable #1 & #2: Create two (2) Accessibility Plans:

The Accessibility Plans for both MOCR and the Village will need to address provincial standards for the following areas outlined in Nova Scotia's Accessibility Act:

- **Goods and Services** – ensuring that people with disabilities have equitable access to goods and services.
- **Information and Communication** – ensuring all people can receive, understand, and share the information they need.
- **Transportation** – making it easier for everyone to get where they need to go.
- **Employment** – making workplaces accessible and supporting people with disabilities in finding and maintaining meaningful employment.
- **Built Environment** – making public buildings, streets, sidewalks, and shared spaces accessible to all.

Both plans will assist in meeting commitments under our Municipal Planning Strategy, and applicable provincial statutes and regulations.

Each Accessibility Plan should include:

1. An assessment of the effects of the Municipality's and the Village's current policies, programs, practices and services on accessibility.
2. A process on how the Municipality and the Village will identify, remove, and prevent barriers in policies, programs, practices, and services moving forward.

3. A list of capital projects outlining the Municipality's and the Village's assets which require modification to ensure accessibility standards are met (built environment). This includes setting a prioritized timeline for projects based on the most impact. This will also include engagement with the Eastern District Planning Commission to ensure their staff is abreast of the accessibility-related decisions of Council.
4. A list of achievements to date that the Municipality of the County of Richmond and Village of St. Peter's have had in identifying, removing and preventing barriers in policies, programs, practices, and services.

Further, the Accessibility Plan for MOCR should include:

5. A list of advocating priorities, education and supports for accessibility (i.e. bank of resources) that can be used by MOCR, the Village, residents, local businesses, and organizations that want to improve accessibility in their area. There are many assets within the County over which the Municipality does not have direct control (community centres, churches, restaurants, small businesses, roads). It will be critical for municipal/village staff and elected officials to have a clear list of priorities that can be used to improve understanding and accessibility-related decisions related to these non-municipal assets.

The plans must include a guide for implementation including staff and council/commissioner responsibility, timeline, monitoring and evaluation, and a mechanism to respond to questions and complaints.

The proposal must include a detailed description of how the municipality and the village will produce a 10-year Accessibility Plan which addresses the mandatory requirements of the Province of Nova Scotia.

Deliverable #3: Built Environment - Rick Hansen Foundation Certification

The consultant will use the Rick Hansen Foundation's Rating and Certification process in order to assess and rate municipal-owned facilities:

- Municipality of the County of Richmond - the Municipal Office, Richmond Arena, the Petit-de-Grat Library and the Solid Waste Management Facility Scale House.
- Village of St. Peter's - Village Office Building and a currently vacant building located at 9992 Grenville Street (former NSLC building).

Submission Requirements

1. A detailed description of all proposed forms of data collection;
2. Detailed timelines for data collection, analysis, and reporting;
3. A financial proposal for the Municipality of the County of Richmond that outlines all professional and related fees and expenses (including Rick Hansen Foundation Accessibility Certification Application fees for each facility), including a detailed breakdown of costs associated with each component including all disbursements and inclusive of HST to a maximum of \$55,000.
4. A financial proposal for the Village of St. Peter's that outlines all professional and related fees and expenses (including Rick Hansen Foundation Accessibility Certification Application fees for each facility), including a detailed breakdown of costs associated with each component including all disbursements and inclusive of HST to a maximum of \$25,000.
5. Company profile including relevant experience citing a minimum of three references.
6. A listing of all names and profiles of all those who will be involved in the project and the role and time allocation of each team member.
7. A statement from the consultant indicating their understanding of the work, and what specific assets make the consultant particularly suitable to undertake this work.

Submission Method

Submission must be made in PDF format via email to Laurier Samson, Manager of Recreation at lsamson@richmondcounty.ca, with the subject "Accessibility Plan – Proposal Submission".

Timeline

Consultants shall include a detailed schedule, including proposed milestone dates, meeting dates, and deliverable dates. While the anticipated milestone dates follow, the Consultant may recommend changes that better serve outcomes of the project:

Request for Proposal Issued: November 4, 2021

Deadline for Questions from Proponents: November 16, 2021

Submission of Proposals: November 19, 2021

Award of Contract: November 22, 2021

Draft Plan: February 1, 2022

Final Plan: February 28, 2022

Evaluation

Selection of a proposal will be based on the following criteria and any other relevant information provided by the proponent in the submission. The evaluation team reserves the right to prioritize and weigh the important of each sub-criterion within the identified technical criteria confidentially.

Overall understanding of the Project & Expectations	20%
Firm & Project Team Qualifications	25%
Proposed Methodology, Action Plan and Timelines	45%
Cost and/or Value to the Municipality and Village	10%
TOTAL	100%