



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

MOCR202225

Active Living Strategy & Recreation Master Plan



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1. The Municipality of the County of Richmond, under the direction of the Recreation, Leisure and Community Relations Department, is inviting proposals from professional firms interested in the provision of consulting services for the development of an Active Living Strategy & Recreation Master Plan.
2. Proposals are to be returned to the Municipal Office at:

2357 Highway 206
PO Box 120
Arichat, NS B0E 1A0
Attn: Shannon Mury, Recreation Manager
smury@richmondcounty.ca

in a sealed envelope clearly marked,
"**MOCR202225 - Active Living Strategy & Recreation Master Plan**"

and are to be received no later than **2:00 p.m. Friday, October 14, 2022.**

Email proposals are accepted whereas Faxed bids will not be accepted.

3. There will be no public opening of the proposals.
4. The name of each bidder may be made available to each bidder upon request once the proposals are open.
5. The Municipality of the County of Richmond reserves the right to reject any or all submissions or to accept any proposal or part thereof considered to be in its best interest.
6. The Municipality of the County of Richmond does not limit itself to accepting the lowest or any proposal. In addition, the County reserves the right not to award this proposal should it be determined not to be in the County's best interest to do so.
7. Any questions or inquiries regarding submissions may be forwarded to:

Shannon Mury
Recreation Manager
Municipality of the County of Richmond
902-226-2400
smury@richmondcounty.ca



PROPOSAL OBJECTIVE

The Recreation, Leisure and Community Relations Department is inviting proposals from professional firms interested in the provision of consulting services for the development of an Active Living Strategy & Recreation Master Plan. The Proposal must meet the requirements outlined in this document.

INTRODUCTION

The Municipality of the County of Richmond seeks to engage a consultant or consulting team in the development of a comprehensive Active Living Strategy and Recreation Master Plan. The Plan will be a long-range planning document that will provide direction for developing and managing recreation programs, infrastructure, and resources over a 10-year horizon and align with provincial active living priorities. The Master Plan process will assess the status recreation within the County of Richmond and plan a future that reflects the values and needs of the community.

The County is known for its' coastlines, lakes, and natural beauty with a pristine environment to promote a healthy lifestyle. Propelled by our history, multiculturalism and heritage, Richmond County promotes community betterment which reflects cleanliness, active lifestyle and quality of life. This would not be possible without collaborative partnerships with community volunteers and stakeholders.

The County is a rich mix of cultures and geography. Acadian, Indigenous, Irish, and Scottish cultures are all proud to call Richmond County home. It is bordered on the south by the Atlantic Ocean and the north by the Bras d'Or Lakes. It is home to the Gateway to Canada's Inland Sea, through the St. Peter's Canal, the County's and southwestern Cape Breton's only national historic site and UNESCO biosphere.

Having a sense of community, with unique destinations and experiences, is one of the primary reasons that tourists visit Richmond County and one of the primary reasons that residents wish to live in "the County". With a population of 8,914 people, spanning 1,244 kilometers of terrain, the many strengths include the people, coastline, scenery, diverse cultures, rural lifestyle, recreational opportunities, and great beaches. The many festivals and events held around the County offer a unique experience for both residents and visitors.

The County has a Physical Activity Strategy that has been adopted by Council, but does not currently have a Recreation Master Plan. Recommendations from the September 2009 Physical Activity Strategy should be reviewed and considered in the development of the Active Living Strategy & Recreation Master Plan. Major issues introduced within the 2009 Active Living Strategy included but not limited to:



- Infrastructure to promote physical activities (variety of options)
- Transportation and accessibility barriers
- Supplies for physical activities
- Physical activity engagement
- Physical activity leaders/networking

The 2022 Active Living Strategy and Recreation Master Plan is a highly anticipated plan. The Active Living Strategy and Recreation Master Plan will address the needs of a very diverse range of recreation users. The plan will have a large impact on the communities that reside within the County of Richmond, not just for the everyday quality of life of residents, but also ensuring that amenities and infrastructures are in place to host a range of recreational events in The County and provide for tourists needs. The Active Living Strategy and Recreation Master Plan will be the key leading document in the development of the new Recreation Facility.

PURPOSE

To develop a clear and concise plan that will provide direction to County staff and Council for future development, redevelopment, and enhancement of the County's recreation services, open spaces, recreation facilities, and recreation programs. This process is to include an analysis of current and forecasted needs, clear recommendations, and an implementation strategy for a 10-year period 2023 to 2033.

DOCUMENT

The Active Living Strategy and Recreation Master Plan document should be concise, written in plain language, in an accessible format, be both innovative and inspired while remaining end-user focused. The Active Living Strategy and Recreation Master Plan will be a vital and useful tool in active living and recreation planning of The Municipality of the County of Richmond. The Plan should be structured in five key parts:

1. Background
2. Analysis
3. Community Engagement
4. Recommendations
5. Implementation



SCOPE OF WORK

1. Vision

Develop clear and concise Recreation & Community Wellness Vision and Guiding Principles through consultation with staff, the public, stakeholders, community groups and Council. The Vision developed will form the core of Recreation and Community Wellness decision making criteria.

2. Consultation

Consult with residents and stakeholders, community groups as well as staff and Council, to ensure the incorporation of ideas and feedback into the Active Living Strategy and Master Plan. The consultant should:

- Ensure the style of consultation is inclusive
- Provide meaningful opportunities for input
- Make all relevant information about the planning process readily available to the public
- Present information in an accessible, clear, concise and easy to understand format; and accurately and objectively record and assess public input.

The Consultant will include a public survey as well as a questionnaire.

3. Active Living and Recreation Background Information

Review, summarize and provide key findings of the following background areas of active living and recreation:

- a) Benefits, trends, and best practices
- b) Demographics groups to be assessed include seniors, children, cultural groups, and other recreation services participants.
- c) Recreation Inventory of program and services
- d) Financial review of current service model
- e) Identify Issues and opportunities



4. Analysis & Recommendations

Analyze and make recommendations regarding recreation services, active living, and programming, in both indoor and outdoor spaces. At the moment The Municipality of the County of Richmond has been primarily focused on indoor school and community hall-based programming. There is a desire to expand programming to focus more on trails and outdoors.

The recreation and active living master planning process will review, research, and make policy recommendations with respect to the following areas of interest:

- a) The Municipality of the County of Richmond role in providing recreation, and cultural opportunities from a county-wide perspective.
- b) Assessment of the array of programs and services currently provided in relation to county needs and desires over the life of the plan.
- c) Determine services gaps for all age groups (i.e. arts and culture, youth): Determine barriers to service such as accessibility, transportation, space, location, and cost.
- d) The relationship between municipal services and those provided by other local development associations, societies, organizations, and the private sector.
- e) Inventory existing services provided through local development associations, societies, community groups, cultural groups, schools, health, and associated facilities, locally to access duplication with provisions of the County services.
- f) The role of existing partnerships in guiding the development of community partnership arrangements in the future.
- g) A contemporary and future look at the role that volunteers play in the provision of recreation services.
- h) Changes required or needed to current policies and processes to move the current status quo to a desired future state.
- i) Location options for future opportunities to provide additional services and facilities including but not limited to single-purpose and multi-purpose facilities, trails, parks, natural and open spaces, outdoor/indoor sport, facilities, active and passive space for spontaneous use.
- j) Facility, indoor and outdoor recreational needs over the short, medium and long-term life of the plan.



- k) Assessment of the current organizational structure, staffing capacity and resource allocation to achieve the desired goals and objectives of the plan.
- l) Evaluate the existing inventory of parks and recreational facilities based on a shift towards multi-use, multi-purpose experiences in facilities.
- m) The County to provide documentation regarding programming, list of green space and facilities.
- n) Access opportunities for additional revenue sources.

5. Community Engagement

Hold meetings (minimum of 7) with community stakeholders to include but not limited to: minor sport groups; adult sport groups, cultural groups, seniors' groups, special interest groups, volunteer boards, and committees with an interest in recreation and active living services.

Conduct telephone, virtual or in-person interviews a minimum of 15 with community stakeholders like, Recreation Association board members, Regional Development Associations, Provincial Recreation/Physical Activity Partners and Community Associations.

Conduct meetings via telephone interviews with each member of the Municipality of the County of Richmond Council (5), CAO and Recreation & Leisure and Community Relations Department staff (3 FT; 5 Seasonal).

6. Implementation

The Implementation section of the plan should be robust and a tool that will drive the development and work of the Recreation & Leisure and Community Relations Department over the next 10 years. It should include life-cycle planning based on functionality and population growth, and a summary of prioritized recommendations.



7. Milestones & Results

Phase	Description	Deliverable
1	Analysis and Review	Preliminary Report and findings to the Committee of the Whole
2	Community Consultation & Engagement	Interim and findings to the Committee of the Whole
3	Key Findings Recommendations	Draft Master Plan to be presented Committee of the Whole; Draft Active Living Strategy to be presented Committee of the Whole
4	Prepare Draft Report to Community	Drafts available to Committee of the Whole
5	Finalize Draft Report and Master Plan/Active Living Strategy	Final Draft Report/ Master Plan & Active Living Strategy to be presented to Council

8. Product Delivery

All reports, discussion papers and other submissions as required are to be provided to The Municipality of the County of Richmond in a digital format suitable for reproduction purposes and will be owned by The Municipality of the County of Richmond.

All reports, discussion papers and other submissions as required are to be provided to The Municipality of the County of Richmond in the following way: requisite number of bound copies and 1 unbound version and 1 electronic version on one USB flash drive.

- a) Final Report – 10 hard copies, one unbound copy, and one USB flash drive
- b) Executive Summary Document 10 hard copies, one unbound copy and one USB flash drive)
- c) Final Presentation of report, through Power Point (Presentation software) to the Committee of the Whole (10 hard copies and one unbound copy and one USB flash drive)



9. Consultant Responsibility

The Consultant shall furnish the necessary qualified personnel to provide the services; the consultant shall provide a list of team members and team member roles.

The Consultant represents that it has access to the experience and capability necessary to and agrees to perform the services with the reasonable skill and diligence required to customarily accepted professional practices and procedures normally provided in the performance of services at the time when and the location in which the services were performed.

The Consultant shall carefully examine all Proposal documents for this contract, to determine the extent of work. By submitting a Proposal, the Consultant acknowledges full understanding of the extent and character of the work required and the conditions surrounding the performance thereof.

The Municipality will not be responsible for any alleged misunderstanding of the work to be furnished or completed, or any misunderstanding of conditions surrounding the performance thereof. It is understood that by submitting a Proposal by the Consultant the proposal will serve as the stated commitment to fulfill all the conditions referred to in this Proposal.

10. Municipal Responsibility

The Municipality of the County of Richmond shall make available to the Consultant all relevant information or data pertinent to the project which it has in its possession for the Consultant to perform the services.

The Municipality shall give prompt consideration to all documentation related to the project prepared by the Consultant and whenever prompt action is necessary, shall inform the Consultant of the Municipality's decision in such reasonable time so as not to delay the schedule for providing the services.

11. Consultant Expenses

Consultants are solely responsible for their own expenses in preparing, delivering, or presenting a proposal and for subsequent negotiations with Municipality, if any.



12. Indemnification

The Consultant will be required to agree to the following respecting liability and indemnity:

The Consultant agrees that it shall, indemnify and save harmless the Municipality and each of its elected officials, officers and employees from and against all claims, demands, losses, costs, damages, action, suits or other proceedings made, sustained, brought or made upon the Municipality in respect to any costs, expenses, loss, damage or injury, including death and reasonable legal fees and arbitration costs, to the extent caused by negligent acts or omissions of the Consultant or any of its officers, directors, employees, subcontractors or anyone for whom the Consultant is liable in law, in connection with the services performed, purportedly performed or required to be performed by the Consultant as part of this projects scope.

13. Payment

All payments will be made within sixty (60) days from receipt of an approved invoice. All invoices must be approved by the Municipality.



14. Proposal Evaluation

Following the close of the Proposal call, all Proposals will be evaluated. The Municipality, at its sole discretion may negotiate any aspect of any Proposal with one or more of the Consultants at any time. Negotiations with any Consultant shall not oblige the Municipality to enter into a contract with any Consultant or be construed as an acceptance of the Proposal.

Proposal Evaluation Criteria

It is noted that not necessarily the lowest or any bid for the work will be accepted. Proposals shall be evaluated on the following criteria:

- Relevant skills possessed by the consultant and team
- Relevant experience related to work
- Comprehension of project objectives
- Quality of proposal approach
- Cost

	Criteria	Maximum Points
1	Relevant Skills Possessed by the Consultant and Team	15
2	Relevant Experience Related to Work	15
3	Comprehension of Project Objectives	20
4	Quality of Proposal Approach	20
5	Cost	30
	Total Potential Points	100