



VISION Achieve sustainable economic growth in North Hastings.

MISSION To provide a forum through collaboration and partnerships to enhance regional economic development and to advance, assist and foster economic prosperity in North Hastings.

PURPOSE Undertake initiatives where we're better together!

Introduction

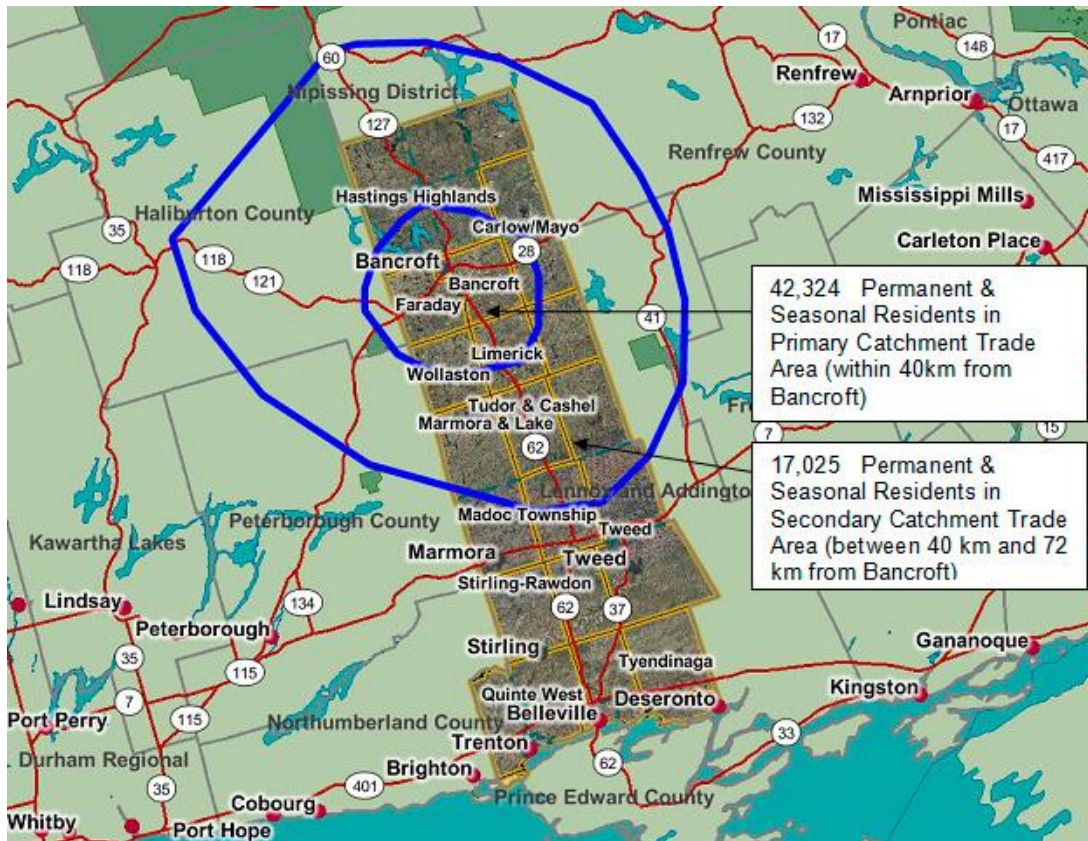
The North Hastings Municipalities are collaborating on the development of a network of Non-Motorized Trails (NMTs) throughout the region as a means to better address their residents' desire to improve opportunities for active, non-motorized outdoor recreation as a means for community health and economic development. To accomplish this vision, they are working under the authority of the NHEDC to undertake several initiatives, the most important of which is the development of the North Hastings NMTMP to guide municipal decisions concerning the long-term governance, management, sustainability and administrative practices of NMTs throughout the region. The NMTMP will provide North Hastings Municipalities with clear direction decision-making with regards to the planning, construction and management NMT infrastructure. This project is dependent on the success of obtaining a grant from the Ontario Trillium Foundation.

Background & Context

North Hastings is widely recognized for the natural beauty of its Highlands. Huge outcroppings of rock and elevations with amazing vistas over pristine landscapes make this one of the most beautiful and largely undiscovered areas of Eastern Ontario.

There are approximately 242 named lakes in North Hastings (Hastings County Planning Dept. 2013) where anglers can toss a line, or you can boat, canoe or kayak for kilometres. Some of the more recognized lakes include Baptiste, Papineau, Wollaston, Bay, Limerick, Faraday Trout, Salmon Trout, Foster, Steenburg, Diamond and Lake St. Peter but the list of lakes and rivers to discover, is almost endless!

With Bancroft as its commercial hub and 6 other surrounding municipalities, North Hastings is located equidistant between Toronto and Ottawa and is next door to Algonquin Park to the north.



In addition, 150,000 tourists were estimated to have visited North Hastings in 2009, (including seasonal residents) for a total of 69,000 same day visits and 81,000 overnight visits with each spending \$130 per person per visit on average – a total of \$19.5 million.

(Source: PKF Consulting, Stats Canada, MTOUR Regional Tourism Profiles, 2007 - CD 12: Hastings County)

For even more details on the region go to: [Regional-Data-Profile](#)

North Hastings Municipalities include the seven municipalities that are members of the NHEDC. They are geographically located within the North Hastings boundary of Hastings County and include the following municipalities:

- a. Town of Bancroft
- b. Municipality of Hastings Highlands
- c. Township of Limerick
- d. Township of Wollaston
- e. Township of Tudor and Cashel
- f. Township of Carlow/Mayo
- g. Township of Faraday

Request for Proposal Organization

This Request for Proposals (RFP) consists of the following Parts:

- Part A – Scope of Work
- Part B – Proposal Format
- Part C – Selection Criteria

Proposal Schedule

The following are timelines for the process:

- RFP Release: Monday, July 10, 2017
- Questions Due: Tuesday July 18, 2017
- Response Issued: Allow up to 5 business days
- Proposals due Date and Time: Tuesday, July 25 , 2017
- If successful in obtaining OTF Grant - Candidate consultant interviews/presentations may be requested between August 1 and August 5, 2017
- Contract awarded: August 11, 2017

Part A: Scope of Work

Project Description

The North Hastings NMTMP will serve as a planning and best practices guide for natural trail development and improvements to meet various trail users needs throughout the region. A sustainable NMTMP will support the development of a connected network of non-motorized trails for a variety of uses, while ensuring minimal impact to the areas ecosystem.

It is expected that the NMTMP development process will involve community partners, stakeholders and residents to ensure that it will continue to meet community needs over the next 20 years.

Project Deliverables

North Hastings NMTMP Report

The report should include, but not be limited to the following:

- A summary of the NMTMP development process, including results of consultation activities.
- A market and trend analysis of NMT usage and development that is applied to the local North Hastings context.
- Recommendations on creating a non-motorized trail system suitable to all ability levels and include a variety of non-motorized outdoor activities.

- Best practices and design guidelines for sustainable trail development.
- Prioritized planning and implementation activities and the timelines in which they should occur over the 5, 10 and 20 years, and identify alternative capital investment scenarios (high, moderate and limited) required over the next.
- Identification of resources requirements for ongoing trail development and maintenance which may include staffing, capital costs for trail construction, remediation, maintenance, and annual operating expenses.
- Identification of potential partnerships opportunities and governance structures to support the development and management of NMTs throughout the Region.
- Recommend trail classifications, signage concepts, branding and marketing activities.
- Recommend tools for data collection to support consistent and transparent annual reports on use of NMTs in North Hastings.

Trail Inventory, Assessment and Proposed Network Report

Conduct a trail inventory and assessment which will include:

- An inventory of and assessment of the condition of existing trail properties in North Hastings.
- Recommendations for refurbishment and/or redesign of existing trail properties.
- The identification of a NMT network including existing areas and new opportunities for expansion. This should include the identification of natural and strategic connections and underdeveloped resources, and explore opportunities to link with key destinations, natural features, and parks and trails not owned or operated by the North Hastings municipalities.

Public consultation sessions

- A minimum of two public consultation sessions should take place over the development of the NMTMP.

Stakeholder consultation sessions

- A minimum of two stakeholder consultation sessions should take place over the development of the NMTMP.

Presentation(s)

- At least one presentation to the NHEDC on the overall plan and recommendations.

A minimum of three meetings will be required with the NHEDC NMTMP Leadership committee to ensure all required guidelines are being met.

NHEDC Responsibilities

The NHEDC provide the following:

- Establish a Leadership Committee made up of municipal representatives who will oversee the project and act as the decision-making authority over the project funding and activities.
- Assign a Project Manager who will:
 - Be the primary contact for the project on behalf of the NHEDC.
 - Facilitate communication activities and meetings between the Contractor and the Leadership Committee, local municipalities, and stakeholders as required.
 - Provide copies of, or access to, relevant documents and related studies.
 - Coordinate location of meetings and public and stakeholder consultation sessions.
 - Facilitate participation in public and stakeholder consultation activities.

Project Budget

The maximum allocation for professional fees and expenses for the project is \$42,900.00. This includes stakeholder and community engagement activities.

Project Timeline

August 25, 2017: Project kick off with consultant

September 12, 2017: Initial meeting with Leadership Committee

September - October, 2017: Site visits, document review

October 30, 2017: Project update to Leadership Committee

November 2017 - January 2018: Public and Stakeholder Consultations

February 15, 2018: Project update with Leadership Committee

February 28, 2018: Draft NMTMP/Trail Assessment Report

March – April, 2018: Municipal consultations on Draft NMTMP/Trail Assessment Reports

April 25, 2018: Final report presentation to NHEDC

Subcontracting

The Contractor shall not subcontract any portion of the work to any person not identified as a subcontractor in the proposal without written approval of the person authorized to represent the municipalities in respect of the contract (to be identified at time of the award of contract).

Part B: Proposal Format

This part of the RFP describes the format and content of each section of the proposal.

Section A.1 Introductory Letter – Introduce the proposal and/or to summarize the key provisions of the proposal. The introductory letter shall include, but need not be limited to the following information:

The name of the consultant as well as the signature, printed name and title, telephone, and email of the officer authorized to represent the consultant in any correspondence, negotiations and sign any contract that may result.

The address and office that will be providing the service, a project manager's name, telephone, and email address.

A statement shall be included that "the consultant accepts all the terms and conditions contained in the Request for Proposal and the proposal is valid for one hundred and twenty (120 days after submission deadline)". (Maximum of 1 page)

Section A.2 Approach – Provide a detailed description of the project and technical approach for completing the scope of work (Part B), and any suggested revisions. Include a list of any unique ideas, innovative approaches and key issues relating to the project. Include any issues that may require special consideration. NHEDC will assess the Consultant's understanding of all aspects of the project based on the proposed approach. (No page limit)

Section A.3 Project Organization – List the contact information for the lead consultant and all sub-consultants (if any) to be engaged in the project. Include a brief description of responsibilities and qualifications for key personnel that emphasize experience directly relevant to the project. Experience should include individuals with experience in the development of trail systems and/or recreation master plans; public consultation processes; work with recreation-related regional inter-municipal partnerships; and at least one person on the team should have qualifications as a full-time Trail Professional, Trail Specialist or Professional Trail Builder with proof of relevant experience. (No page limit)

Section A.4 Schedule – Provide a work schedule for the tasks described in the scope of work (Part B) in the form of a Gant chart showing precedent tasks, including all deliverables, anticipated permitting timeline, and Town review time. Consultant shall assume a minimum of two (2) week period for all the NHEDC reviews. (No page limit)

Section A.5 Personnel Effort – Provide an estimate of the required personnel hours by task and job title, as required to execute the scope of work. Include a breakdown of hours for each task and each employee and sub-consultant who will work on the project. A time-task matrix would be beneficial. In addition, provide a detailed fee estimate, including hourly rates for each person assigned to the project and time estimate for each and estimate of billable expense. Group the effort and expenses into basic services, and additional-optional services. The services described in the scope of work shall be compensated on a time-and-expense basis with separate not-to-exceed budgets for basic and additional-optional services. Monthly invoices shall be in sufficient detail to track individual labour and expenses and includes a detailed description of the work performed by each individual for each task.

Please include a list of optional services for example if additional meetings with council are required please provides a cost.

Section A.6 Experience and References – Provide brief descriptions of up to four projects completed over the last ten years, performed by the individuals listed in Section A.2. Projects must be similar in scope to the NHEDC's project, and consultant experience that does not include the individuals listed in

Section A.2 will not be considered. Provide references and current contact information for each of the listed projects. (Maximum of 1 page per project)

Part C: Selection Process

Proposal Presentation and Interview

Each candidate firm participating in the short-listed phase of the selection process is required to make an oral and visual presentation of their proposal and any other information they deem as pertinent to the Leadership Committee and Project Manager. Short-listed firms will be notified of the presentation schedule, and presentations will be limited to one hour with up to one additional hour for questions. Special requirements for presentation equipment should be requested beforehand.

Assessment of Proposals

Proposals will be evaluated for adherence to, interpretation of and response to the issues as set out in this document. The established criteria and weighting outlined on the next page will be used. This scoring system is being used to assist with proposal comparisons which mean that the candidate firm with the highest score will not automatically be awarded the contract.

Evaluation Criteria	Points Max	Weighting	Sub-Total
<p>1. Team organization and strength</p> <ul style="list-style-type: none"> • Role of individuals, time commitments • Expertise related to recreation infrastructure • Experience with public consultation • Experience with economic analysis • Experience with developing business cases • Experience with developing strategic plans of similar scope/complexity 	10	2.5	
<p>2. Methodology and Approach</p> <ul style="list-style-type: none"> • Understanding of goals and deliverables • Presentation of proposed methodology and processes to achieve goals • Clear identification of services included, with any optional or excluded services assumed to be provided by others • Identification of major issues, challenges and risks associated with the deliverables • Visual aids (e.g., flow chart or Gantt chart) 	10	2.5	

3. Innovation <ul style="list-style-type: none"> Innovative approach to project (e.g., recommended alternatives, efficiencies) 	10	.5	
4. Clarity and Presentation <ul style="list-style-type: none"> Proposal conveys the consulting team's intent clearly and concisely Focus on specific issues Proposal is single-sided, no longer than 15 pages, and with minimum 12 pt. font (excluding tables, charts and graphs) 	10	.5	
5. Project Control <ul style="list-style-type: none"> Description of effective project, risk and quality management techniques that will be used to ensure the project is delivered on schedule and within budget Project schedule with milestones, delivery and decision dates, progress meetings 	10	1.0	
6. Project Cost <ul style="list-style-type: none"> Cost allocations/controls within budget Rationale for any recommendations and methodologies outside the budget 	10	.5	

Total Score

Points will be assigned for each criteria based on the information provided in this RFP. Scoring shall be awarded on an 11-point scale ranging from 0 to 10, where the scores are defined below.

- 0, 1 or 2 **UNACCEPTABLE:** Does not satisfy the requirements of the criterion in any manner
- 3 **VERY POOR:** Addresses some requirements but only minimally
- 4 **POOR:** Addresses most of the criterion's requirements but lacking in critical areas
- 5 **MARGINAL:** Barely meets most of the criterion's requirements
- 6 **SATISFACTORY:** Average capabilities and performance, meets most of the criterion's requirements
- 7 **ABOVE AVERAGE:** Fully meets all the requirements of the criterion
- 8 **SUPERIOR:** Exceeds the requirements of the criterion
- 9 **EXCEPTIONAL:** Feature is clearly exceptional to the requirements of the criterion

RFP Issue Date: July 10 2017 RFP Closing Date and Time: July 25 2017 no later than 5:00 p.m.EDT
Respond to: Project Manager: Cathy Trimble North Hastings Economic Development Committee Chair
Telephone: 613 332 0348 E-mail: northhastingsedc@gmail.com