

**Western  
New Brunswick**  
Service Commission

REQUEST FOR PROPOSALS  
2024-05  
REGIONAL TRAILS STRATEGY

ISSUED: OCTOBER 16, 2024

SUBMISSION DEADLINE: 4:00 PM ADT, NOVEMBER 15, 2024

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TABLE OF CONTENTS

PART 1 – INTRODUCTION	Page 2
PART 2 – PROPOSAL REVIEW	Page 3
PART 3 – TERMS AND CONDITIONS OF THE RFP PROCESS	Page 5
PART 4 – THE DELIVERABLES	Page 6

## PART 1 – INTRODUCTION

### 1.1 **Invitation to Proponents**

(1) This Request for Proposals (“RFP”) is an invitation by the Western New Brunswick Service Commission (“WNBSC”) to prospective proponents to submit proposals for the development of a regional trails strategy as further described in “**The Deliverables.**”

### 1.2 **RFP Contact Person**

(1) For the purpose of this RFP process, the WNBSC contact person shall be:  
Katelyn McGrath, CEO  
Western New Brunswick Service Commission  
3143 Main Street, Unit 2  
Centreville, NB  
E7K 3E8  
Email: [katelyn.mcgrath@westnb.ca](mailto:katelyn.mcgrath@westnb.ca)

### 1.3 **Type of Contract for Deliverables**

(1) The WNBSC will issue a letter of intent to enter into a service contract with the successful proponent for the scope of services detailed in this request for proposal.

### 1.4 **No Guarantee of Volume of Work or Exclusivity of Contract**

(1) The WNBSC makes no guarantee as to the value or volume of the Deliverables. The service contract to be entered into with the selected proponent may not be an exclusive contract for the provision of the described Deliverables. The WNBSC may contract with others for the same or similar to the Deliverables or may obtain the same or similar to the Deliverables internally.

## PART 2 – PROPOSAL REVIEW

### 2.1 Timetable

(1) The RFP timetable is tentative and may be changed by the WNBSC at any time.

Issue Date of RFP	October 16, 2024
Submission Deadline	November 15, 2024
Evaluation	November 15-29, 2024
Anticipated Deadline For selection of proponent	December 10, 2024

### 2.2 Submission Instructions

- (A) Proposals should be submitted at the following location:
- Western New Brunswick Service Commission  
c/o Katelyn McGrath, CEO  
3143 Main Street, Unit 2  
Centreville, NB  
E7K 3E8  
OR via EMAIL at: [Katelyn.mcgrath@westnb.ca](mailto:Katelyn.mcgrath@westnb.ca)
- (B) Proponents should submit two original signed copies if delivered to the physical address above in person or by mail. Proponents should submit one signed and scanned copy if submitting via email (electronic copy.)
- (C) Please mark the email subject line or envelope, clearly indicating:  
“Request for Proposals No.: 2024-05  
Regional Trails Strategy for the Western New Brunswick Service Commission”
- (D) Proposals must be submitted on or before 4:00 p.m. on November 15, 2024.
- (E) Proposals may be amended by proponents prior to their submission deadline by submitting the amendment via email, mail or delivered in person. Please clearly indicate:

Amendment for: “Request for Proposals No.: 2024-05  
Regional Trails Strategy for the Western New Brunswick Service Commission”

- (F) Withdrawal of proposals can be done at any time throughout the RFP process by contacting Katelyn McGrath by email at [Katelyn.mcgrath@westnb.ca](mailto:Katelyn.mcgrath@westnb.ca) and/or telephone at 506-276-3610 EXT 203.

### **2.3 Mandatory Requirements**

In addition to the information required under Section 4, all proposals must be submitted in accordance with the following Mandatory Requirements:

- (a) Each proposal must be in English.
- (b) Each proposal must be for the entire scope of work.
- (c) Each proposal must include three (3) references from clients who have obtained similar goods or services as those requested in this RFP.
- (d) Each proposal must include a Disclosure of Information statement as follows:

#### **Disclosure of Information**

The proponent hereby agrees that the information provided in the proposal, even if identified as confidential, may be disclosed where required by law or if required by order of a court or tribunal.

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Signature of Proponent Representative

\_\_\_\_\_  
Name of Witness Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## PART 3 – TERMS AND CONDITIONS OF THE RFP PROCESS

### 3.1 General Information and Instructions

Proponents should structure their proposals in accordance with the instructions in this RFP.

The WNBSC and its representatives shall not be liable for any information and advice, any discrepancies or errors or omissions that may be contained in this RFP or any addenda, appendices, data, or content.

The proponent shall incur all costs associated with or incurred in the preparation and presentation of their proposal, including applicable costs incurred for interviews, if necessary.

Proponents may direct questions concerning the RFP and the RFP process to Katelyn McGrath at [katelyn.mcgrath@westnb.ca](mailto:katelyn.mcgrath@westnb.ca), or by calling 506-276-3610 EXT 203.

It is the responsibility of the proponent to seek clarification on any matter it considers to be unclear.

All amended information must be submitted in addenda, including significant changes to the RFP.

No submissions will be accepted after the deadline.

Submissions will not be returned.

The WNBSC may disqualify any proponent or rescind any contract entered into if the proponent's response contains misrepresentations, omissions, and or any inaccurate, incomplete, or misleading information.

## **PART 4 - THE DELIVERABLES**

### **(1) SCOPE AND OBJECTIVE**

The Western New Brunswick Service Commission is soliciting proposals from qualified providers for the provision of professional services for the development of a Regional Trails Strategy as per the enclosed specifications, terms, and conditions.

- The WNBSC wishes to work with key partners including the GNB Department of Tourism Heritage and Culture and other stakeholders to determine the wants and needs of the region as it relates to modernized, connected trail systems with the main component or anchor feature being approximately 100 linear kilometers of the NB Trail/Sentier NB that runs through the West NB region.
- The WNBSC is seeking proposals which clearly outline the approach and methodology to be used to develop a strategy that will identify a multi-year vision and guide future development of trails in the region.

### **Consultation**

- Consultation and engagement with stakeholders are key aspects to the development of the Regional Strategy and will help develop or determine:
  - A) the wants and needs of the public as it relates to the provision of trail access and usage
  - B) the ongoing land acquisition and access issues
  - C) the connectivity of trails in the WNBSC region, both regionally and provincially including mapping and identification of gaps
  - D) the long-term protection of the natural environments in specific portions of the trail where deemed necessary
- Consultation shall include existing and potential user groups within the region, RSC and Municipal Staff, The RSC Board of Directors, Municipal Councils, and the general public residing within the boundaries of Western New Brunswick RSC.

### **(2) STRATEGY SPECIFICATIONS**

- The strategy will serve to guide future planning, investment, development and management of the trails within the region's member municipalities, and shall include:
  - A) An assessment of the current state of the trails within the Region and the results of the stakeholder consultation undertaken

- B) Consideration of recreation, tourism product development, and active transportation requirements or constraints
- C) A systematic review of best practices of other successful trails strategies and trail products throughout the province of New Brunswick and beyond
- D) An implementation plan for the achievement of a market ready regional trail product including next steps for execution of trail development, identification of use/user groups by trail section, maintenance or ownership recommendations and
- E) Identification of required upgrades and connections to achieve the proposed vision for trail development within West NB
- F) A proposed governance model including who will partner with the Province of New Brunswick's government departments and user groups
- G) A comprehensive toolkit for the WNBSC to share with their member municipal councils, including methods to reduce conflict between any suggested user groups, to promote a mutually respectful environment where all users feel safe and welcome in areas where trails might be suggested to be shared by competing interests.
- H) A final printed and electronic version of Strategy, including a stakeholder consultation summary document, and an implementation plan
- I) provide a presentation of the final document to the WNBSC Board, Staff, Municipal Councils and Municipal Staff with findings and recommendations and actions contained in the Strategy. (One joint presentation to all parties, individual presentations would be outside of the scope of the project but could be requested and paid for by member municipalities if required.)

### **Required Content**

1. Name of the firm responding to the call for the RFP.
2. Your understanding of the project.
3. Your leadership, development, and management skills.
4. Your experience in the preparation of such services.
5. Your ability to work collaboratively with multiple stakeholders.
6. Identification of the team and their roles and responsibilities.
7. Identification of the project lead.
8. Identification of the approach and methodology to be used in the development of the strategy.
9. A project communication plan for status reporting
10. A financial proposal that indicates costs associated with each component.
11. Appendices that include:
  - a. A resume vitae of each member of the team
  - b. Any other relevant information regarding the RFP
12. Pricing
13. References
14. Disclosure Statement



## **DURATION**

The agreement resulting from this RFP will be of a duration sufficient for the completion of the work as mutually agreed upon by both parties.

## **PAYMENT**

Payment shall be based on Net 30 days from date of invoice or receipt of goods, whichever is later. Invoices can be emailed to [joan.kennedy@westnb.ca](mailto:joan.kennedy@westnb.ca)

## **TERMINATION OF CONTRACT**

The Western NB Service Commission reserves the right to cancel or terminate the contract at any time during the course of the agreement. In such a case, payment will be made only for the work completed.

## **RESERVED RIGHTS**

The WNBSC reserves the right to:

- a) Reject any unbalanced proposal, one which deviates substantially from, or does not represent reasonable and proper compensation for the unit of work bid on or one that contains prices which appear unbalanced.
- b) Amend or modify the scope of a project, and/or cancel the RFP solicitation at any time for any reason.
- c) Require proponents to provide additional information, even after the closing date for the RFP solicitation in order to support or to clarify the content of their proposals.