



## REQUEST FOR PROPOSALS

### Recreation Facilities, Parks and Open Spaces: Baseline Asset Assessment

**Project Contact:** Steve Scannell  
Director of Community Development  
[sscannell@townofantigonish.ca](mailto:sscannell@townofantigonish.ca)

**Release Date:** July 26, 2021  
**Closing Date:** August 6, 2021

## Background

The Town of Antigonish is seeking to improve its asset management practices for its recreational facilities, parks and open spaces. To begin this process, the Town is seeking qualified professional services capable of developing: a recreational asset inventory, an asset condition assessment, and recommendations that will better integrate asset management practices into operations and planning conducted by the Department of Community Development. More details are specified in the [Scope of Work](#) outlined in this document.

## About the Town of Antigonish

Known as the “Highland Heart of Nova Scotia”, the picturesque Town of Antigonish boasts a strong, vibrant, and stable downtown business community, serving as a regional service center for the surrounding Guysborough and Antigonish Counties. Incorporated in 1889, the Town takes pride in its rich history, heritage and culture and is home to many festivals and celebrations, including the world-famous Highland Games.

The municipality delivers a wide range of services to over 5,000 permanent residents and an additional 4,500 students attending St. Francis University, one of Canada’s premier undergraduate universities. As a responsible order of government accountable to the people, the Town takes a leadership role in improving the quality of life for our residents, enhancing health and safety and providing a welcoming environment for our many visitors.

Over the past few years, the Town has undertaken projects that enhance its existing public spaces and create new recreational opportunities, such as an accessible turf ball field, a community skate park, a dog park, accessible playground equipment, among other important projects, as well as facility and trail enhancements that renew existing amenities. These additions, however, have been undertaken without a facility development plan in place. Moreover, the Town recently updated its Municipal Planning Strategy and Active Living Strategy to focus on the continued development of our facilities, parks and open spaces to meet the growth-oriented outlook of our Council and growing expectations of our residents. However, before that work can proceed more fully, the Town requires a baseline asset assessment and management plan that will help to better facilitate long-term and proactive facility planning so that we can continue to add vibrancy of our public spaces while also ensuring strong stewardship of public resources.

## Scope of Work

The scope of work for this project will entail a complete recreational asset inventory, asset condition assessment, and recommendations for developing an asset management program for the Department of Community Development. The purpose of this information is to create a baseline condition assessment for our facilities, parks, and open spaces assets that will inform facility planning and better direct facility and public space investments and maintenance operations.

1. **Baseline Asset Inventory and Asset Map:** Review and update the Town’s current draft asset inventory. The proponent shall aid in the development of asset classifications, age of assets, anticipated lifecycle, and replacement value of all existing Town parks, facilities, trails, open areas and public spaces, and community attractions. Following the inventory, an asset map is expected to be produced for each major facility provided in PDF and editable ArcGIS file.
2. **Asset Condition Index and 10-year Renewal Schedule:** Building on *Deliverable #1*, develop a condition index based on an applicable, consistent condition rating system complete with facility

performance indicators for recreation assets. The index and system should be set up in such a way to easily assist staff in planning and prioritizing reinvestments into recreation facilities and public spaces, scheduling preventative maintenance, and conducting long-range capital planning. An anticipated 10-year capital renewal and/or maintenance schedule should be outlined based on conditions identified, with a focus to maintaining current levels of service.

3. **Asset Management Recommendations:** Building on *Deliverable #1* and *Deliverable #2*, review current practices and develop operational, policy and financial recommendations for establishing and sustaining an asset management program and practices into the facilities, parks and open spaces planning.

It is expected that a final summary report will be developed outlining findings and recommendations, while the condition index should be established as an editable, working document that staff can incorporate into future planning and operations after the project is completed.

### Level of Effort

The Town has budgeted **\$20,000** to complete this project.

### Available Information

The Department of Community Development has already initiated an asset inventory, and this information will form the central starting point for this project; however, there are gaps that must be filled to make this a usable document. This document can be shared to interested proponents by contacting Steve Scannell, Director of Community Development, via email at [sscannell@townofantigonish.ca](mailto:sscannell@townofantigonish.ca). The most current Asset Map held by the Department is included in **Appendix A** to provide further context to the scope of the project and shall be updated as part of this assessment, as indicated in the **Scope of Work**. Other sources of information for this project may include:

- Town of Antigonish [Municipal Planning Strategy](#); and,
- Town of Antigonish, [Active Living Strategy](#).

### Submission Requirements and Details

|                           |  |
|---------------------------|--|
| <b>Project Name</b>       | Recreation Facilities, Parks, and Open Spaces – Baseline Asset Assessment        |
| <b>Project Contact</b>    | Steve Scannell, Director of Community Development                                |
| <b>Contact Phone</b>      | 902-318-1378   |
| <b>Contact Email</b>      | <a href="mailto:sscannell@townofantigonish.ca">sscannell@townofantigonish.ca</a> |
| <b>Submission Date</b>    | August 6, 2021, 4:00pm   |
| <b>Project Start Date</b> | Week of August 9-13, 2021  |
| <b>Project End Date</b>   | November 26, 2021  |

Proponents are expected to submit the following:

1. A covering letter that outlines the proponent’s knowledge and experience in conducting asset management planning, recreation facility capital planning, or similar projects;
2. The names, background and knowledge of the team that will be executing the project;
3. A detailed work plan that explains the approach to the project and identifies key milestones for each deliverable indicated. The work plan must make allowance for a site visit as part of the assessment process; and,

- Names and contact information for two (2) references that can speak to the team’s work on other similar projects completed.

The method of submission is *via email* with the Project Name as the subject to:

- Steve Scannell, Director of Community Development ([sscannell@townofantigonish.ca](mailto:sscannell@townofantigonish.ca)).

Incomplete proposals or those submitted using methods not specified in this document may be disqualified.

Questions and clarifications will be accepted until **Wednesday, August 4<sup>th</sup>**.

### Evaluation

Proposals will be evaluated based on the demonstrated ability of the proponent to provide a high-quality, cost effective final product within the proposed budget and timeline.

| Criteria                               | Weight |
|--|--------|
| Firm and Team knowledge and experience | 25%    |
| Work Plan                              | 30%    |
| Budget                                 | 35%    |
| References                             | 10%    |

### Terms and Conditions

This is an invitation for proposals and not a tender call. Its purpose is to initiate negotiations which, if satisfactory, will lead to the selection of a vendor, or vendors, to complete the scope of work.

This RFP neither expresses nor implies any obligations on the part of the Town of Antigonish to enter a contract with any vendor(s) submitting a response or responses. The award of any contract is subject to further negotiations.

Town of Antigonish reserves the right to reject all or any proposal, and to not necessarily accept the lowest or any quote or proposal submitted. The Town may accept any quote or any portion of any proposal that may be considered to be in the best interests of either partner. The Town reserves the right to cancel with RFP process at any time. All proponents acknowledge that they are undertaking all expenses associated with the RFP at their own risk and shall have no claim against any involved partner for any matter related to this RFP.

# Appendix A

