

**Town of Antigonish**

Request for Proposals: Accessibility Plan Update

December 2024



## 1.0 Purpose

The Town of Antigonish is seeking proposals from qualified consultants to support the Town in meeting the [April 2025 Provincial Accessibility Plan Update requirements](#). This project will involve evaluating the Town's current Accessibility Plan's successes and identifying gaps through community engagement. The final deliverable will serve as an addendum to the current Accessibility Plan and must be adopted by Town Council by April 1, 2025.

## 2.0 About the Town of Antigonish

The Town of Antigonish is a vibrant, inclusive community located in northeastern Nova Scotia. Known for its strong community spirit, rich culture, and history, the Town is home to approximately 5,000 residents and is a hub for the surrounding rural areas.

As a municipal government, the Town provides essential services and programs to its residents and businesses, including:

- Infrastructure development and maintenance (roads, sidewalks, water, and wastewater services).
- Community planning and development.
- Recreation programs and facilities to promote active lifestyles.
- Environmental stewardship and waste management.
- Public safety through fire and emergency services.
- Advocacy and partnership with local organizations to improve quality of life.

Guided by a commitment to sustainability, accessibility, and innovation, the Town of Antigonish strives to meet the needs of its diverse population while fostering an inclusive and welcoming environment for all.

## 3.0 Overview of the Town's Accessibility Committee

The Town of Antigonish's Accessibility Committee was established in 2017 to advise Town Council on accessibility matters and support the implementation of the Accessibility Plan. The Committee is composed of community members with lived experience, advocates, and professionals with expertise in accessibility.

The Committee's responsibilities include:

- Providing guidance on identifying and removing barriers to accessibility within Town programs, services, and infrastructure.
- Facilitating community engagement and public education on accessibility issues.
- Collaborating with local organizations and stakeholders to advance accessibility objectives.

The consultant will work in collaboration with the Accessibility Committee to ensure the updated Accessibility Plan reflects community input and aligns with the Town's ongoing accessibility goals.

Minutes from the Accessibility Committee can be found on the Town's [website](#).

#### **4.0 Overview of Current Accessibility Plan**

The Town of Antigonish adopted its **Accessibility Plan** in April 2023 as part of its commitment to removing barriers and fostering inclusivity for all residents and visitors. The Plan aligns with Nova Scotia's Accessibility Act and focuses on six key areas:

- Awareness & Education
- Goods & Services
- Information & Communications
- Transportation
- Employment
- Built Environment

The Plan outlines measurable actions and strategies designed to address barriers, promote equity, and engage with the community, particularly individuals with lived experience of disabilities. This RFP is part of the Town's proactive approach to ensuring ongoing compliance with Provincial requirements and incorporating new insights into its accessibility initiatives.

The Town has PDF and Audio versions of the full Accessibility Plan on its [website](#). Requests for hard copies of the plan can be made to Kate MacInnis at [kate.macinnis@townofantigonish.ca](mailto:kate.macinnis@townofantigonish.ca) or by phoning 902-318-6758.

#### **5.0 Scope of Work**

The successful consultant will be expected to:

##### **1. Evaluate Progress to Date**

- Conduct an in-depth assessment of the Town's success in implementing the existing Accessibility Plan.
- Provide measurable insights and data reflecting progress, challenges, and areas for improvement.

##### **2. Community Engagement**

- Develop and execute a robust community engagement plan to gather feedback from residents, particularly those with lived experience of disabilities.
- Identify gaps in the current plan and gather additional feedback on potential improvements.
- Use inclusive engagement methods to ensure participation across diverse community demographics.

##### **3. Recommendations and Plan Revisions**

- Provide recommendations for any additional deliverables, policy changes, or revisions to the Accessibility Plan based on findings from the review and community engagement process.

#### 4. Prepare the Addendum

- Consolidate findings and recommendations into a comprehensive addendum to the existing Accessibility Plan.
- Ensure the addendum aligns with the requirements of the Nova Scotia Accessibility Act and any related guidelines.
- Present the addendum to Town Council for review and approval no later than April 1, 2025.

#### 5.1 Community Engagement Requirements

Proposals must include a detailed **Community Engagement Plan**, outlining:

- **Engagement Approach:** Specific strategies for reaching community members, especially those with lived experience. Access to previous contacts and groups from the creation of the Town's first Accessibility Plan will be made available.
- **Engagement Methods:** A mix of formats should be considered (such as focus groups, drop-in sessions, surveys, or interviews, tailored to ensure accessibility and inclusivity).
- **Timeline for Engagement:** A schedule that accounts for seasonal and weather-related challenges that may impact the ability to host focus groups and drop-in sessions. This timeline should demonstrate an understanding of Antigonish's community dynamics and the importance of effective scheduling to maximize participation.

#### 5.2 Summary of Final Deliverables

- A progress evaluation report summarizing the Town's achievements and challenges.
- A community engagement summary, including identified gaps and public feedback.
- Recommendations for additional deliverables, policy changes, and plan revisions.
- A finalized addendum to the Accessibility Plan, ready for Council adoption.

#### 6.0 Budget

Submissions are asked to please outline the estimated cost per line item in the final proposal. Budget submissions should account for any travel expenses that may be required to complete the project.

#### 7.0 Timeline Summary

Dates subject to changing depending on the awarding of the contract.

- **RFP Submission Deadline:** TBC
- **Contract Award:** TBC
- **Project Start:** January 13, 2025
- **Completion of Engagement and Evaluation:** February 28, 2025
- **Final Addendum Submission:** March 21, 2025
- **Council Adoption Deadline:** April 1, 2025

## 8.0 Proposal Requirements

Proposals must include:

1. **Cover Letter** summarizing the consultant's interest and qualifications.
2. **Work Plan** detailing the approach to meeting the project scope and deliverables.
3. **Community Engagement Plan** (as outlined in Section 5).
4. **Team Composition** including resumes and relevant experience.
5. **Timeline** showing key milestones aligned with project requirements.
6. **Budget Proposal** breaking down costs per line.
7. **References** from similar projects completed within the past five years.

## 9.0 Submission Requirements

<b>Project Name</b>	Town of Antigonish Accessibility Plan Update
<b>Company</b>	Town of Antigonish
<b>Contact Name</b>	Kate MacInnis
<b>Contact Phone</b>	902-318-6758
<b>Contact Email</b>	kate.macinnis@townofantigonish.ca
<b>Submission Date</b>	Tuesday, December 19, 2024, at 2 p.m. AST
<b>Begin Date</b>	Upon awarding of the contract
<b>End Date</b>	April 1, 2025

Submit proposals in PDF format via email to:

Kate MacInnis, Director of Community Development

[kate.macinnis@townofantigonish](mailto:kate.macinnis@townofantigonish)

Subject Line: RFP Submission Town of Antigonish Accessibility Plan Update

Alternatively, hard copies can be mailed to:

Town of Antigonish

c/o Kate MacInnis

274 Main Street

Antigonish, Nova Scotia

B2G 2C4

All proposals must be received by December 19, 2024 at 2 p.m. AST. Late submissions will not be considered.

Please be advised that questions and clarifications on this RFP will be taken via email to

[kate.macinnis@townofantigonish.ca](mailto:kate.macinnis@townofantigonish.ca) until Friday, December 13, 2024 at 3 p.m.

## 10.0 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 into a contract with any individual or firm submitting a response or responses. The award of any contract is subject to further negotiations.

The 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 of Antigonish may accept any quote or any portion of any proposal that may be in the best interests of the Town. The Town of Antigonish reserves the right to cancel the 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.