

**REQUEST FOR PROPOSALS**  
**Active Transportation Plan**  
**Rural Municipality of Miltonvale Park**



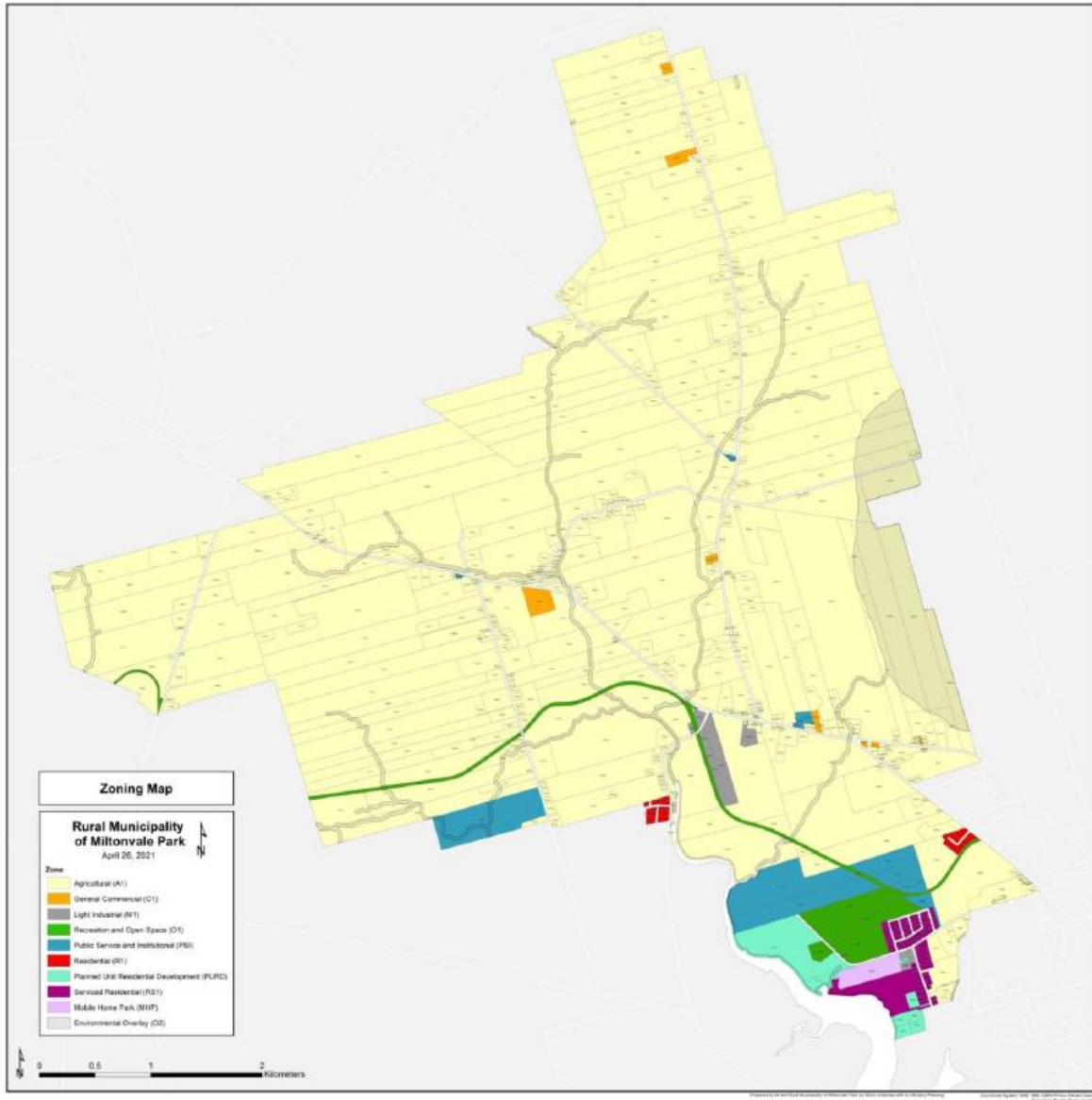
**RFP – MVP-ATP-1**

**Deadline for submission:**  
**September 8, 2022, 12 noon ADT**

## 1. Project Overview

Miltonvale Park is a rural community adjacent to, and west of, Charlottetown, the provincial capital. Miltonvale Park is home to 1196 people living within 35.13 sq. km.

The rural municipality is bisected by Veterans Memorial Highway -Rte 2, an arterial highway, and is also served by Rustico Road-Rte 7, a collector highway. The more densely populated portion of the municipality is located in the Sleepy Hollow area. The Confederation Trail also passes through the municipality.



The [Official Plan](#) (2021) for Miltonvale Park addresses the topic of Active Transportation with the following policy statement and plan actions:

## **Active Transportation**

It shall be the policy of Council to promote the long-term connectivity of open space networks as land is developed or other opportunities present for active transportation (primarily human-powered modes of transportation) uses, including walking, cycling, and the use of human-powered or hybrid mobility aids.

### **Plan Actions:**

The *Development Bylaw* will permit the use of parkland dedication land where lands are being subdivided to create trail networks linking the various communities within the municipality.

The *Development Bylaw* will prioritize the creation of connection points to the existing active transportation infrastructure, such as the Confederation Trail.

## **2.0 Request for Proposals**

The Rural Municipality of Miltonvale Park is inviting proposals for Consultant Services to prepare an Active Transportation Plan for the Municipality.

The municipality received a grant from the PEI Active Transportation Fund, and has a budget of approximately \$12,000 to develop an Active Transportation Plan for Miltonvale Park. The deadline of the funder is January 31, 2023; however, it is expected this date could be extended, if required.

## **2.1 Objective**

The Active Transportation Plan will determine a direction for the future with respect to active transportation and planning policies, future plans and infrastructure. The plan would address policy, potential partners, and future infrastructure needs to provide a cohesive and coordinated plan for the municipality. It is anticipated that this plan would build upon and enhance the Uplands Active Transportation Plan which is under development for PEI.3.0

## **3.0 Scope of Work**

It is expected the project would include

- review of existing conditions as it relates to active transportation
- initial mapping
- two meetings with municipal staff/council
- site visit (bike/walk around area)
- draft maps
- public engagement -a summary of issues identified
- public meeting, which may include neighbouring municipalities and stakeholders
- feedback review

- finalized map with priorities for an AT network, identifying missing links and proposed routes
- design guidelines, implementation plan, criteria for selection and prioritization, current cost estimates for any infrastructure, and any recommendations for funding and monitoring
- best practices for similar municipalities and key recommendations for Miltonvale Park
- policy suggestions to improve Active Transportation in the municipality with short-term and long-term suggestions and identifying future strategic initiatives

#### **4. Deliverables**

Deliverables during and at the completion of these services shall include the following:

- Attend a public meeting with residents to present information;
- Two print copies of the complete and final Active Transportation Plan for the Rural Municipality of Miltonvale Park, as well as an electronic copy in both Microsoft Word and PDF.

#### **5. Proposal Submissions**

##### **5.1 Time Lines:**

- **August 12, 2022** – RFP issued
- **September 8, 2022 – 12 noon** (Atlantic Time) – Deadline for receipt of proposals to [admin@miltonvalepark.com](mailto:admin@miltonvalepark.com) or the Municipal Office at Milton Community Hall, 7 New Glasgow Road- Rte 224, North Milton PE.
- **September 21, 2022** – Successful Proposal Confirmed at Council Meeting
- **September 22, 2022** -Notification to Successful Consultant
- **January 31, 2023** – Project to be completed and Deliverables received. There is the potential to extend the project, if required.

##### **5.2 PROPOSAL SUBMISSION to include the following:**

1. Business Name
2. Name of Contact
3. Mailing Address
4. Email
5. Telephone
6. Names and concise description of role and experience of those involved in the project
7. Proposed Workplan, including Timelines.
8. Names and contact information for up to three references for similar projects.

9. Indication that the consultant will meet requirements, such as insurance and applicable Provincial legislation that may be needed for the PEI Active Transportation Fund contract.

*11.1 . The Recipient shall ensure that each Third Party execute a Contract which includes a provision that requires the Third Party to comply with this Agreement.*

*11.2 The Recipient shall ensure that any Third Party Contract will be awarded in a way that is transparent, competitive and consistent with this Agreement, the Atlantic Procurement Agreement and the Canada Free Trade Agreement. The Recipient further acknowledges and confirms that any Third Party Contract in connection with the Project will be consistent with value for money principles.*

*11.3 The Recipient agrees that any Third Party shall abide by all labour, environmental, planning, human rights, and municipal legislation, including the Occupational Health and Safety Act R.S.P.E.I. 1988, Cap. O-1.01 and Regulations, the Workers Compensation Act, R.S.P.E.I. 1988, Cap. W-7.1 and Regulations, and all other legislation of the Province. The Recipient further understands and acknowledges that it shall be and is hereby responsible and has the onus to ensure that any Third Party is familiar with and meets with all relevant legislative requirements.*

10. Cost – It is the preference of the municipality that all anticipated costs for the project be identified as part of the proposal. Please include a cost allowance of \$200 for any public meetings scheduled (\$50 rent and associated newspaper advertisement \$150). There would not be any rental costs for meetings with council and staff. Please identify if any anticipated costs would **not** be included in your proposal, such as mapping, printing, etc.), or if there would be optional cost(s) for an increased level of service, beyond the proposed level of service. All proposed pricing must include the Harmonized Sales Tax where applicable.

### **5.3 Property of Proposals and Work**

All Proposals received by the Chief Administrative Officer will become the property of the Rural Municipality of Miltonvale Park and will not be returned. In turn the Municipality agrees that all information submitted by a proponent in response to this Request for Proposal will be kept in strict confidence.

All information collected, material gathered and reports shall be the property of the Rural Municipality of Miltonvale Park. The consultant will not be permitted to publish or in any way use the said information, materials and reports without the express and prior approval of the Municipality.

### **5.4 Proposal Evaluation Criteria**

The Rural Municipality of Miltonvale Park reserves the right to select any proposal for purposes that are in the best interests of and best value for the Municipality. The Municipality also

reserves the right to reject any or all proposals. In addition, the Municipality reserves the right to amend or supplement the Request for Proposal, giving equal information and cooperation to all vendors as a result of such amendments.

<b>1. Adherence to RFP Instructions /5</b>		<b>BASIS FOR SCORE</b>	
Timeliness		Arrived by deadline receives all points	
Completeness		Completed sections in same order as RFP receives all points	
Overall Quality		Technically compliant and attractive receives all points	
Overall Response		Overall quality very high receives all points	
<b>2. Company/Consultant Information /15</b>		<b>BASIS FOR SCORE</b>	
Organizational Structure		Explained structure and org chart receives all points	
Experience with Similar Projects		Proof of similar sized and focused projects receives all points	
References		Positive references from two provided (checked) receives all points	
Partnerships & involvement with AT Issues		Proven partnerships receives all points	
<b>3. Project Understanding /20</b>		<b>BASIS FOR SCORE</b>	
Overall Comprehension of Project Objectives		Written section shows comprehension	
Understanding of Requirements		Written section shows comprehension	
<b>4. Requirements /40</b>		<b>BASIS FOR SCORE</b>	
Workplan		Addresses requirements, complete, logical	
Time line		Time line is logical, attainable and meets deadlines	
<b>8. Fee Summary /15</b>		<b>BASIS FOR SCORE</b>	
Fees		Fees are logical and provide value for money	
Details		Information on exclusions or additional costs is included	

## **6. Deadline for Proposal Submission**

Proposals will be received by the Chief Administrative Officer by email (PDF or MS Word format) to [admin@miltonvalepark.com](mailto:admin@miltonvalepark.com) or in a sealed envelope clearly marked "Request For Proposal - Active Transportation Plan" at the municipal office (2<sup>nd</sup> floor – Milton Community Hall, 7 New Glasgow Road-Rte 224, North Milton), no later than **12 noon, Atlantic Time, Monday, September 8, 2022**. If the submission is in hard copy, a digital copy of the information would also be appreciated. If the submission is emailed, you may wish to confirm its receipt by telephone (902-368-3090), if it is not acknowledged within a reasonable time frame.

Late submissions will not be considered.

All expenses incurred in the preparation of a response to this Request for Proposal including travel shall be the sole expense of the proponent and without cost to the Rural Municipality of Miltonvale Park.

The issuance of this Proposal in no way implies that the Rural Municipality of Miltonvale Park will proceed with an order or contract for consultant services to review and prepare the Active Transportation Plan.

It is the proponent's responsibility to clarify any details in question before submitting a Proposal. The Rural Municipality of Miltonvale Park will assume no responsibility for oral instruction or suggestion.

This Proposal submission is irrevocable and open for acceptance by the Rural Municipality of Miltonvale Park until (60) days after the closing date of this proposal.

No announcements concerning the award of this Proposal will be made until the Council for the Rural Municipality for Miltonvale Park has reviewed and approved the proposal.

## **7. Inquiries**

Inquiries concerning this Request for Proposals shall be directed in writing **by email** to  
Shari MacDonald, CAO  
Rural Municipality of Miltonvale Park  
7B New Glasgow Road, Rte 224  
North Milton PE C1E 0S7  
902-368-3090  
**admin@miltonvalepark.com**