



Request for Proposals: Town of Antigonish Accessibility Plan

Issue Date: October 16, 2020, 12:00pm
Closing Date: November 6, 2020, at 4:00pm.

Contact:

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Community Profile

The Town of Antigonish is in northeastern Nova Scotia, encompassed by the Municipality of the County of Antigonish. The Town is perhaps best known as the home to one of Canada’s most prestigious primarily undergraduate universities, St. Francis Xavier University.

The Town of Antigonish is a diverse and culturally rich community with a friendly, small-town feel. For our residents and visitors, we offer:

- Built heritage originating from the Victorian period;
- Vibrant streets with shops, restaurants, and other local businesses;
- A walkable Main Street that is a cultural destination;
- Neighbourhoods with unique identities and amenities;
- Amenities for those at all stages of life;
- Ample opportunities to prioritize active living;
- A thriving University with an outstanding academic reputation;
- A wide range of festivals, sport competitions, art exhibits, and shows;
- Access to local, healthy food grown near to the Town;
- A strong culture of sport and recreation;
- A strong sense of community and civic pride.

Under the guidance of a new Municipal Planning Strategy (MPS), the Town is also striving to achieve the three core pillars of sustainability:

1. Social Sustainability

- a. Foster financial stability in community resources that aid the most vulnerable in our population;
- b. Enhance design and accessibility to create an Age Friendly Community;
- c. Promote active living and access to open space;
- d. Create an affordable, comfortable place to live for people of all ages and abilities, and ensure that a variety of housing types are provided to enable residents to remain in their community as they age in place; and,
- e. Strengthen community engagement opportunities and communication method.

2. Fiscal Sustainability

- a. Enhance population density in areas with existing municipal services, parks, and other municipally provided amenities;
- b. Promote user-friendliness in policies and by-laws; and,
- c. Dedicate resources in areas that promote economic success

3. Environmental Sustainability

- a. Create a transportation network that prioritizes active transportation and public transportation (walking, wheeling, bicycling, buses, dial-a-ride, etc.);
- b. Protect biodiversity and sensitive environmental areas;
- c. Prevent interference in floodplain areas; and,
- d. Continue to invest in renewable energy initiatives.

Commitment to Accessibility

Among the Town's key strategic priorities outlined in the MPS is a commitment to Support Accessibility and Equity. As the plan states, the Town of Antigonish is home to people of all ages and abilities, and the built environment should offer barrier-free experiences for all residents. This includes providing for age-friendliness throughout the Town in wayfinding, in active transportation infrastructure, in parks and open spaces, and in building design. A person who is two-years-old should be able to enjoy the public realm as much as one who is 82-years-old. In the same way, a person who lives in one neighbourhood should not have better access to services or transportation than one who lives in another neighbourhood.

The Province of Nova Scotia will require that all municipalities meet accessibility standards by 2022. The Town of Antigonish is therefore monitoring municipal assets for age-friendly improvements over the course of time, as regular maintenance is required.

Accessibility Advisory Committee

The Town established an Accessibility Advisory Committee in 2017. The mandate of the Committee is:

- To advise and make recommendations to Council concerning accessibility matters in the Town of Antigonish;
- To gather information on best practices pertaining to the accessibility needs of the citizens living, working and visiting the Town of Antigonish;
- To provide a forum to hear and consider representation from any individual, organization or delegation of residents with respect to accessibility;
- To educate citizens of Antigonish on the Nova Scotia Accessibility Act and local accessibility concerns;

- To take other steps consistent with this policy that the committee reasonable deems necessary to carry out in its mandate;
- To take action on such matters as are lawfully delegated to it by statute or by Council.

Key Documents

There are key documents that are available as resources to inform the work of developing an Accessibility Plan. These include:

Provincial Resources

- The Accessibility Planning Toolkit for Municipalities (Nova Scotia Accessibility Directorate)
- Access by Design 2030 (Province of nova Scotia)
- Government of Nova Scotia Accessibility Plan 2018-2021

Town Resources

- Town of Antigonish Municipal Planning Strategy
- Town of Antigonish Land Use By-law
- Town of Antigonish Physical Activity Strategy (*note*: currently under review)
- Best Practices Guide for the Planning, Delivery, and Evaluation of Accessible and Inclusive Recreation Services for the Town and County of Antigonish

Project Description

The Town of Antigonish wishes to create an Accessibility Plan that identifies opportunities for improving accessibility in the areas of awareness, goods and services, information and communication, transportation, employment and built environment, and assists us in meeting our commitments under our Municipal Planning Strategy, and applicable provincial statues and regulations.

The plan must include a guide for implementation including staff and council responsibility, timeline, monitoring and evaluation, and a mechanism to respond to questions and complaints. The proposal must include a detailed description of how you will produce a 10-year Accessibility Plan which addresses the mandatory requirements of the Province of Nova Scotia.

The primary deliverables for this Accessibility Plan include:

1. A list of achievements to date that the Town of Antigonish has had in identifying, removing and preventing barriers in policies, programs, practices, and services.
2. An identified process on how the Town will identify, remove, and prevent barriers in policies, programs, practices, and services moving forward.
3. A list of capital projects outlining the Town's assets which require modification to ensure accessibility standards are met. This includes setting a prioritized timeline for projects based on the most impact.
4. Design a process to assess the effects of the Town policies, programs, practices and services on accessibility.

The successful proponent will be required to work with the Town’s Accessibility Advisory Committee that consists of representatives from Town Council, Town staff, and members of the Antigonish Community.

The successful proponent will be required to conduct at least one (1) community consultation using the draft report to receive feedback from the public before finalizing the plan.

Submission Requirements

1. A detailed description of all proposed forms of data collection;
2. Detailed timelines for data collection, analysis, and reporting;
3. A financial proposal that outlines all professional and related fees and expenses, including a detailed breakdown of costs associated with each component including all disbursements and exclusive of HST to a maximum of **\$15,000**.
4. Company profile including relevant experience citing a minimum of three references.
5. A listing of all names and profiles of all those who will be involved in the project and the role and time allocation of each team member.
6. A statement from the consultant indicating their understanding of the work, and what specific assets make the consultant particularly suitable to undertake this work.

Submission Method

Submission must be made in PDF format via email to with the subject “Accessibility Plan – Proposal Submission” to **Steve Scannell, Director of Community Development** (sscannell@townofantigonish.ca).

Timeline

The closing date for submissions is **November 6, 2020, at 4:00pm**. It is the responsibility of the proponent to ensure that the proposals are delivered before the time indicated.

Evaluation

Selection of a proposal will be based on the following criteria and any other relevant information provided by the proponent in the submission. The evaluation team reserves the right to prioritize and weigh the important of each sub-criterion within the identified technical criteria confidentially.

Overall understanding of the Project & Expectations	20%
Firm & Project Team Qualifications	25%
Proposed Methodology, Action Plan and Timelines	45%
Cost and/or Value to the Town	10%
TOTAL	100%

- **Project Understanding:** This section shall demonstrate the Proponent’s understanding of the deliverables required for the work proposed to meet the project objectives.

- **Qualifications:** This section is to include the resumes for the Proponent’s Team and identified project resources, indicating the level of effort of each team member. Additionally, this section is to identify specific experience the team has, highlighting relevant projects and including references for those projects.
- **Methodology:** This section shall describe the Proponent’s methodology to be used to meet the project objectives along with the proposed work plan identifying proposed project duration and key milestones, aligned with the Milestone Schedule provided below. The proponent is to provide a schedule that believe is realistic to achieve the scope of work proposed. The proponent shall work with the Accessibility Advisory Committee at all stages and organize one community consultation.
- **Cost and/or Value to the Town:** Each proponent is to provide a schedule of service to be provided, including the estimated cost and duration of each task. The Proponent shall indicate the total all-inclusive cost of the project including billable expenses (quoted in Canadian Dollars and exclusive of HST). The allowable limit for this project is **\$15,000**. Value-added expenses can be indicated, but must not be included in the overall total.

Milestone Schedule

RFP issued	October 16, 2020
Contract Award	November 9-11, 2020
Contract Completed	February 26, 2021

Questions

Questions regarding this project can be directed via email to: **Steve Scannell, Director of Community Development** (sscannell@townofantigonish.ca).

Terms and Conditions

This RFP neither expresses nor implies any obligations on the part of the Town to enter into a contract with any party submitting a response or responses.

The Town reserves the right to reject all or any proposal, and to not necessarily accept the lowest quote provided. The Town may accept any quote or any portion of any proposal that may be in the best interests of the Town.

Any submissions received past the deadline will not be considered. No adjustments will be allowed to submitted Proposals. Proposals may be withdrawn by written request prior to the closing date and time for the submission of quotes.

The Town of Antigonish shall not pay a fee to any proponent for the preparation and delivery of its proposal in response to the Town’s RFP.