Recreation Master Plan

Request for Proposals

Procurement information	Details
Solicitation	NRC-RFP-2026-02
Issued by	Nashwaak Rural Community
Issue date	September 23, 2026
Written questions due	October 21, 2026 at 2:00 p.m. Atlantic Time
Proposal closing	October 28, 2026 at 2:00 p.m. Atlantic Time
Submission	PDF by email to cao@nashwaak.ca

Submission instructions and inquiries

Proposals must be received at cao@nashwaak.ca by October 28, 2026 at 2:00 p.m. Atlantic Time. Use the email subject “NRC-RFP-2026-02 - Recreation Master Plan”. The receipt time recorded by NRC’s email system governs. Send written questions to the same address by October 21, 2026 at 2:00 p.m. Atlantic Time. NRC may issue written addenda to all known proponents or through the posting channel. Proponents are responsible for acknowledging addenda. Do not contact Council members or other staff about this procurement outside this process.

General procurement conditions

- Council will make the final award following administrative evaluation and recommendation. No contract exists until Council approves the award and an authorized written agreement is executed.
- NRC may reject any or all proposals, waive minor irregularities where lawful, seek clarification, check references, interview proponents, negotiate, amend or cancel the process. Lowest price does not necessarily win.
- Late proposals will not be accepted. Preparation and interview costs are the proponent’s responsibility. Proposals remain valid for 90 days after closing.
- Proponents must disclose subcontractors, exclusions, assumptions, actual or potential conflicts, and requested contract exceptions. Alternative approaches may be offered separately from a compliant base proposal.
- Information in a proposal may be disclosed under applicable access to information law, subject to lawful exemptions. Identify confidential material and the grounds for confidentiality.
- The selected proponent will enter into a written agreement covering scope, payment, confidentiality, ownership of deliverables, insurance, termination and dispute resolution. NRC may refine scope by mutual written agreement.

Invitation and purpose

Nashwaak Rural Community seeks a qualified consultant to prepare a community-wide Recreation Master Plan. The plan will guide programs, facilities, public spaces, partnerships, staffing and investment across the rural community. It must provide Council with practical, costed priorities and an achievable implementation schedule.

Community and planning context

NRC includes several communities, schools, recreation spaces, volunteer organizations and community facilities. The municipality has recently invested in outdoor courts and has identified recreation planning as a Council priority. The consultant should recognize travel distances, uneven access, volunteer capacity and opportunities for intergenerational participation. NRC will provide available background material, including its earlier recreation needs survey, inventories, plans and contact introductions.

Scope of work

Existing conditions and needs

- Inventory existing municipal, school and community programs, facilities, trails, parks, public spaces and partnerships; identify ownership, use, geographic reach and known accessibility or capacity constraints.
- Review available demographic, participation, survey, policy and budget information; identify service gaps and barriers related to cost, transportation, age, ability and location.
- Conduct a planning-level review of facility condition, suitability and future capital needs. Identify where technical condition assessments would be needed; engineering inspections are outside this assignment.

Engagement and analysis

- Prepare an engagement plan with NRC, then engage residents, youth, seniors, underrepresented groups, Council, staff, schools, community organizations, facility operators and recreation volunteers through accessible methods.
- Facilitate targeted workshops or interviews; provide a survey or comparable broad community input opportunity. Summarize what was heard and explain how it affected recommendations.
- Assess opportunities to improve programming, shared use, partnerships, volunteer support, maintenance, communication and access throughout NRC; consider coordination with regional partners where useful.
- Assess NRC's recreation staffing and governance needs, including the viability, duties and cost implications of a full-time recreation coordinator.

Recommendations and implementation

- Develop a clear vision, goals and prioritized recommendations for programs, facilities, trails, spaces, partnerships and service delivery.
- Provide planning-level capital and operating cost ranges, potential funding sources, responsible partners and practical sequencing for each priority. Identify dependencies and projects suited to future detailed studies or grant applications.
- Prepare a phased implementation plan covering near term (1–2 years), medium term (3–5 years) and longer term (6–10 years), with measurable indicators and a process for annual review.

Deliverables

- Kickoff meeting, work plan and engagement plan.
- Existing conditions and engagement findings summary, including an inventory and gap analysis.
- Draft Recreation Master Plan for NRC review and one consolidated revision round.
- Final accessible Word and PDF report with executive summary, evidence, costed priorities and implementation matrix; editable tables and underlying inventory or survey data in a usable format.
- Presentation of findings and recommendations to Council.

Schedule

Proponents must propose a realistic schedule, with milestones and availability for engagement and Council presentation.

Proposal requirements

- Company profile and qualifications of the proposed team, including rural recreation planning and accessible engagement experience.
- Understanding of NRC, proposed methodology, engagement plan, work plan, milestones and named personnel.
- Three relevant references, preferably municipal or comparable community planning assignments.
- Fixed total fee in Canadian dollars excluding HST, including travel, engagement costs and expenses, with a breakdown by task and any optional work separately priced.
- Assumptions, information requested from NRC, subcontractors, conflicts and requested agreement exceptions.

Evaluation

Criterion	Points
Understanding and methodology	30

Engagement and accessibility approach	20
Relevant experience and team	20
Implementation and cost analysis approach	15
Price and overall value	15
Total	100

NRC may request clarifications, interview shortlisted proponents and check references before making a recommendation to Council.

ADDENDUM NO. 1

NRC-RFP-2026-02 — Recreation Master Plan

Issued by: Nashwaak Rural Community
Date issued: October 27, 2026
Revised proposal closing: November 4, 2026, at 2:00 p.m. Atlantic Time

This addendum forms part of the Request for Proposals issued September 23, 2026. It provides amendments and responses to questions received from prospective proponents. Where this addendum conflicts with the original RFP, this addendum takes precedence. All other requirements remain unchanged.

1. Extension of proposal closing date

The proposal closing date is extended from October 28, 2026, to **November 4, 2026, at 2:00 p.m. Atlantic Time**.

Proposals must be submitted in PDF format to **cao@nashwaak.ca**, using the subject line **"NRC-RFP-2026-02 - Recreation Master Plan."** The receipt time recorded by NRC's email system governs.

Proponents that have already submitted a proposal may submit a revised proposal before the extended deadline. Revised submissions must clearly identify that they replace the previous submission.

2. Project budget

The approved budget for this assignment is **$25,000, including HST and all consultant fees, travel, engagement costs, and expenses**.

Proponents should develop their proposed work plan and level of effort within this budget. Proposals must identify the fixed fee excluding HST, the applicable HST, and the total including HST. A breakdown by task must be provided, with any optional work priced separately.

3. Project schedule

Work is anticipated to begin in **December 2026**. NRC has not established a mandatory completion date or specific Council, budget, or funding deadline for the assignment.

Proponents must propose a realistic schedule identifying major milestones, engagement activities, draft review, and final presentation to Council. The schedule should account for seasonal limitations affecting outdoor site reviews, including snow cover.

4. Consulting agreement

NRC will not provide a proposed consulting agreement before the proposal closing date. The successful proponent will provide a proposed agreement for NRC's review and mutual agreement.

The agreement must address the matters identified in the original RFP, including scope, payment, confidentiality, ownership of deliverables, insurance, termination, and dispute resolution.

No contract exists until Council approves the award and an authorized written agreement is executed.

5. Background information and existing records

NRC's earlier recreation needs survey was conducted in **2023**. The survey results and other relevant information held by NRC will be provided to the successful consultant.

Available information may vary in completeness and format. Proponents should allow for reviewing existing records, confirming their completeness, and supplementing them as necessary to prepare the required inventory and analysis. A complete, current inventory of facilities, programs, organizations, partnerships, usage, and operating costs should not be assumed to exist.

6. Mapping

NRC has no existing recreation maps or GIS files available for this assignment.

Basic location mapping is sufficient. Development of a detailed GIS system is not required.

7. Facilities and geographic scope

The study is community-wide and includes indoor and outdoor municipal, school, and community-owned recreation facilities and spaces, together with the programs, trails, parks, public spaces, and partnerships identified in the original scope.

The inventory is not limited to assets owned or maintained by NRC.

The preliminary list of main facilities and spaces is:

Community and school facilities

- Penniac Rec Centre;
- Taymouth Community Centre and Ballfield;
- Durham Rec Centre;
- Nashwaak Valley Elementary School and planned outdoor courts;
- Stanley Consolidated School and outdoor courts; and
- Upper Nashwaak Agrena.

Municipally owned facilities

- Stanley Park;
- Stanley Municipal Trail; and
- Tay Creek Ballfield.

This list provides an initial basis for estimating the work and is not an exhaustive inventory. The consultant will confirm facilities, programs, spaces, and partnerships with NRC during project initiation.

Planned facilities should be considered in the needs analysis and recommendations. They do not require a condition review before construction.

8. School-use agreements and facility access

Available school-use agreements will be provided to the successful consultant.

NRC will assist with introductions to schools, community organizations, and facility owners or operators. Access to non-municipal facilities and discussions about use arrangements or barriers will require coordination with the relevant parties.

9. Facility condition review

The assignment requires a **visual, planning-level review** of facility condition, suitability, accessibility, and potential future capital needs.

Engineering inspections and technical condition assessments are outside this assignment. The consultant should identify where a separate technical assessment may be warranted.

Proponents should describe their proposed approach to site visits and identify assumptions about the locations to be reviewed. A detailed technical inspection of every inventoried asset is not expected.

10. Capital and operating cost estimates

Broad planning-level capital and annual operating cost ranges are sufficient, supported by comparable projects, available information, and clearly stated assumptions.

Detailed quantity estimates, engineering estimates, comprehensive lifecycle costing, and detailed escalation modelling are not required. Cost information should be sufficient to support prioritization, practical sequencing, and future budget planning.

11. Public engagement and new community survey

NRC has not established a minimum number of in-person engagement sessions.

Proponents must propose an accessible and appropriate engagement approach within the available budget, explaining the proposed mix of surveys, interviews, workshops, virtual sessions, or other methods. The approach should address the geographic spread of the community and the participant groups identified in the original RFP.

A new community-wide recreation survey is required. The 2023 survey will serve as background information and does not replace this requirement.

This requirement clarifies the original scope provision allowing a “survey or comparable broad community input opportunity.”

12. Municipal support for engagement

NRC will provide:

- Meeting space;
- Promotion through municipal communication channels;
- Available stakeholder contacts and introductions;
- Staff assistance with coordination; and
- Access to an existing survey platform.

The consultant will be responsible for developing the survey, coordinating its administration with NRC, analyzing responses, and reporting findings.

Any additional tools, travel, venue rentals, promotional expenditures, or other engagement expenses proposed by the consultant must be identified and included in the fixed fee.

13. Recreation staffing and partnerships

The staffing assessment is to focus on duties, priorities, service delivery, and potential partnerships with community-owned facilities.

NRC anticipates a transition to a full-time Recreation Coordinator position in **April 2027**, subject to approval. Proponents should consider this anticipated staffing arrangement when developing their approach.

The consultant should recommend practical priorities and responsibilities for the position, opportunities for collaboration with community organizations and facility operators, and associated resource and cost implications at a planning level.

This direction replaces the original requirement to focus on assessing the viability of establishing a full-time Recreation Coordinator position.

14. Concept plans and drawings

Site-specific concept drawings, preliminary designs, and detailed illustrations are not required.

Basic location maps and written recommendations are sufficient. Editable inventory information and the other deliverables specified in the original RFP remain required.

15. Meetings and Council presentation

NRC has not established a minimum number of progress meetings. Proponents should propose an appropriate meeting schedule within their work plan and fixed fee.

Progress meetings may be held with the **Chief Administrative Officer**. The final findings and recommendations must be presented to **Council**.

All meetings, including the kickoff meeting, progress meetings, and final Council presentation, may be conducted virtually. This does not remove the need for site visits proposed as part of the visual facility review.

16. Acknowledgment and remaining requirements

Proponents must acknowledge receipt of **Addendum No. 1** in their proposal.

Proposals remain valid for **90 days after the revised closing date**. The evaluation criteria and all other requirements of the original RFP remain unchanged.

End of Addendum No. 1