

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.