

Invitation to Bid: Trail Development Assistance



Introduction

Trails Manitoba is seeking the services of a consultant to complete several planning tasks for Manitoba's Trans Canada Trail (TCT). The tasks include developing a schedule and critical path for the Border to Beaches Project, developing a signing strategy for the Altona-Gretna-Rhineland Trail, and developing a signing strategy for the Winnipeg Trail.

Consultants are invited to submit proposals for individual or multiple projects.

Background

Trails Manitoba is a charitable organization established in 1993 "to provide the support, knowledge, information, technology and resources necessary to promote the construction and use of recreational trails throughout Manitoba, thereby improving the economy, the environment and human wellbeing." Trails Manitoba is the official body coordinating the development of the TCT in the province.

Trails Manitoba is working with Trans Canada Trail and regional trail development groups to connect the TCT in Manitoba. At present, 92% of the TCT is connected. Trails Manitoba aims to complete the connections ahead of Canada's 150th anniversary in 2017.

Requested Services

The Projects requiring the assistance of a consultant are:

1. To develop a schedule and critical path for the completion of the Border to Beaches Project.

The consultant will collect and review existing documentation for the Border to Beaches project to develop a schedule and critical path for all tasks, working backwards from the completion date of September 30, 2015. The critical path will clearly state what tasks (e.g.: trail design, permitting and tender development, construction, and finishing work) are to be accomplished, who is responsible for the task, when the task must be completed, and how (if applicable) the task must be carried out. The project should be developed using software accessible to Trails Manitoba (e.g.: Microsoft Project, Microsoft Excel or comparable.)

The deliverables will be prepared in consultation with the Project Management Team and Trails Manitoba.

2. To develop a signing strategy for the Altona-Gretna-Rhineland Trail.

The consultant will collect and review the 2010 Trail Audit and Trans Canada Trail signage guidelines to identify the number of directional arrows and Trans Canada Trail signs required, specify their placement, and identify hardware costs.

The strategy will include an implementation schedule and identify prospective partners for completing the signage project.

Consultation with the municipalities of Altona, Gretna, and Rhineland is required.

Some travel outside of Winnipeg may be required.

The strategy will be presented as a report and include supporting GIS data describing locations requiring signage.

3. To develop a signing strategy for the Winnipeg Trail.

The consultant will collect and review the 2010 Trail Audit and Trans Canada Trail signage guidelines and seek the input of the City of Winnipeg, the Winnipeg Trails Association, and the Trans Canada Trail Signage Officer to identify the number and type of signs that are recommended and the locations where signage is required.

The strategy will identify the cost of the initiative and include an implementation schedule. Some travel within Winnipeg may be required.

The strategy will be presented as a report and include supporting GIS data describing locations requiring signage.

Timing and Budget

Time is of the essence. Deliverables must be completed before March 31, 2014.

Maximum hourly payment is \$ 40 inclusive of GST. Additional travel costs may be approved. All proposals must include a budget. The combined hours for all projects may not exceed 165 hours.

Submission Requirements

Please send a brief proposal of no more than 4 pages that includes:

- Your relevant experience;
- A proposed budget;
- A proposed approach to the work and timeline;
- Some initial thoughts on expected outcomes/deliverables.

To select a consultant, Trails Manitoba may request additional information by telephone or email.

Please submit your proposal before 4 pm on Thursday, March 6, 2014 to:

Trails Manitoba c/o Melissa Sitter
Mail: 3-303 Portage Ave, Winnipeg MB R3B 2B4
Email: executive_director@trailsmanitoba.ca
Tel: 204-786-2688

Questions regarding this invitation may be directed to the contact above.

Evaluation Criteria

Only proposals that meet the following criteria will be considered.

1. Demonstrated experience and expertise in recreational trail development;
2. Knowledge and experience in working with non-profits and community associations;
3. Recommended approach/methodology
4. Proposed budget;
5. Suitable proposed timeline;

Notification

We thank all consultants for their time and effort in submitting a proposal. Notification will be sent to all proponents on or before March 10th, 2014.