

Invitation to Bid: Trail Project Coordinator



Introduction

Trails Manitoba is seeking the services of a consultant to coordinate the completion of the Border to Beaches Project. The Border to Beaches Trail is a 370 km long segment of the Trans Canada Trail (TCT), stretching from the Ontario border to Grand Beach Provincial Park.

The Coordinator will work collaboratively with an existing project management team and supporting contractors to develop a critical path, ensure that deadlines in the critical path are met, communicate with project stakeholders individually, and through workshops, and negotiate with stakeholders, provincial departments, and municipalities for trail handovers.

The Coordinator will need to be a strong communicator, well-organized, and highly motivated.

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 leading the Border to Beaches Project, a trail connection initiative in eastern Manitoba. Through the initiative Trails Manitoba aims to develop a 370 km long trail stretching from the Ontario border to Beaconia.

Requested Services

The Project Coordinator will work under the direction of and report to the Executive Director (ED).

The Project Coordinator will work collaboratively with the project management team and take overall responsibility for developing, implementing, and monitoring the critical path and timeline and for communicating with stakeholders.

The Project Coordinator will assume the following duties.

Project Administration

- Lead the development of a critical path and timeline in order to accomplish project objectives.
- Implement and monitor critical path and timeline activities to ensure timely completion of objectives.
- Direct permit applications.
- Develop funding applications.

Contract Administration

- Ensure projects and deliverables are developed and managed as defined in the agreement between RTB and the Building Canada Fund.

Individual Projects Completion

Acceptance of the finished work will require demonstration that the quality specifications for the individual projects have been met.

- Coordinate acceptance of trails by regulatory agencies.
- Compile documented techniques, practices and standards into a manual for trail associations and contractors.

Communication

- Facilitate communication with all members of the project team through the convening and recording of regular scheduled and special meetings with the ED, contractors, and engineers and attendance at additional meetings as requested by the ED.
- Communicate with trail associations, local municipalities, cottage associations and conservation staff about the occurrence of local trail building activity and ensure issues affecting stakeholders are identified.
- Negotiate and implement solutions to issues affecting stakeholders.
- Be the primary contact for meetings with governmental regulators

RTB Relations

- Support the ED to ensure RTB meets all obligations of good governance, fiscal responsibility and accountability.
- Ensure the ED is kept apprised of project activity. Work with the ED to plan and co-ordinate meetings, activities and communication.
- Provide advice services regarding trail development.
- Other duties as assigned by the ED.

Timing and Budget

This fee-for-services contract will be for a one year period, with the possibility of extension to September 30, 2015. The Project Coordinator must be available to work flexible hours and be prepared to travel throughout eastern Manitoba.

The exact start date is negotiable, but preference will be given to qualified individuals able to start in July 2014.

The contract will be for a maximum of 936 hours annually. To be eligible for consideration consultant's fees must be no more than \$30 per hour inclusive of GST.

When travel is required mileage shall be paid at a rate of \$ 0.50 per kilometre, to a maximum of \$ 9,000 for the duration of the contract.

Submission Requirements

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

- Your relevant experience;
- Your proposed fees; and
- Your approach to project management.

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

Please submit your proposal before 4 pm on Wednesday, June 25, 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

Proposals will be evaluated based on the following criteria:

1. Demonstrated experience and expertise in recreational trail development or related;
2. Proven leadership ability; and
3. Knowledge and experience in negotiating with a variety of stakeholders;

Notification

We thank all consultants for their time and effort in submitting a proposal. Notification will be sent to all proponents on or before July 9, 2014.