

Invitation to Bid: Trail Completion Oversight



Introduction

Trails Manitoba is seeking the services of an individual or group to oversee the completion of several planning tasks for Manitoba's Trans Canada Trail (TCT). The tasks include developing a schedule and critical path for the connection of the four gaps listed below, completing a signing strategy for the Altona-Gretna-Rhineland Trail, and developing a signing strategy for the Winnipeg Trail.

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 following the budgets provided by Trails Manitoba for the connection of the Trans Canada Trail in Manitoba at the following locations:

- a) Duck Mountain Provincial Park
- b) Swan Lake First Nation
- c) Lower Fort Garry
- d) Gull Lake

The Contractor will collect and review existing documentation for the project to develop a schedule and critical path for all tasks, working backwards from the completion date of December 31, 2016.

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.)

Some travel outside of Winnipeg may be required. Travel expenses included in maximum payment. The deliverables will be prepared in consultation with the Executive Committee of Trails Manitoba.

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

The Contractor will complete the strategy based on information provided by Trails Manitoba.

The strategy will include an implementation schedule and identification of 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. Travel expenses are included in the maximum payment.

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

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

The Contractor will review the information provided by Trails Manitoba, including 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. Travel expenses included in the maximum payment.

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 April 30, 2015.

Maximum payment for completion is \$5,000, including up to \$1,000 travel expenses to be reimbursed monthly on presentation of receipts. The base payment of \$4,000 will be paid in monthly installments of \$1,333.33 with the final payment being held pending review of deliverables achieved.

Submission Requirements

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

- Your relevant experience;
- 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 Wednesday, January 14, 2015 to:

Trails Manitoba c/o Margaret Boyechko
Mail: 3-303 Portage Ave, Winnipeg MB R3B 2B4
Email: margaret@trailsmanitoba.ca
Tel: 204-633-9879

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

Evaluation Criteria

Only proposals that meet the following criteria will be considered.

1. Strong project management and organization skills;
2. Knowledge and experience in working with non-profits and community associations;
3. Excellent communication, negotiation and problem solving skills;
4. Recommended approach/methodology;
5. Effective knowledge of Microsoft programs;
6. Valid drivers licence and access to a reliable vehicle;

Suitable proposed timeline: We thank all consultants for their time and effort in submitting a proposal.
Notification will be sent to all proponents on or before January 31, 2015