



MUNICIPALITY OF
**BOISSEVAIN
MORTON**

Request for Proposal #2020-REC-001

CONSULTING SERVICES

Boissevain-Morton Recreation Grounds Redevelopment Plan

Date of Issue: February 7, 2020

Submission Deadline: February 28, 2020

Closing Location: Municipality of Boissevain-Morton (Municipal Office)

*One (1) hard copy and one (1) electronic copy of the proposal must be received by
the Municipal Office by Friday February 28, 2020
prior to 12:00 PM Central Standard Time.*

**Request for Proposal
Municipality of Boissevain-Morton
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1. Overview

1.1 Introduction

The Municipality of Boissevain-Morton is seeking proposals from qualified consultants for an in-depth consultation analysis and planning process that will result in a redevelopment plan for the Boissevain-Morton recreation grounds. The Boissevain-Morton Redevelopment Plan will be used as an integral tool in planning the redevelopment of this area to meet the community's recreation needs now and in the future.

The successful proponent will be responsible for all components related to the research, analysis, public consultation, community engagement and preparation of a Recreation Grounds Redevelopment Plan for the Municipality of Boissevain-Morton. This project will include a thorough analysis and consultation with existing user groups and the public to gain a comprehensive understanding of the recreation needs in the community in order to determine service delivery now and in the future. The Redevelopment Plan will provide guidance on existing facility planning as current facilities reach the end of their lifespan, and will also recommend options regarding a redevelopment plan of the recreation grounds. The Redevelopment Plan will be an important resource and forecasting tool for the future planning of recreation services on the arena grounds and in the community overall. Ultimately, this plan will help guide council and administration in making decisions that best meet the needs of the community regarding recreation programming and service delivery in Boissevain-Morton.

1.2 Background Information

Boissevain-Morton is a thriving rural community with a population of 2,353 and is experiencing community growth and business expansion. The recreation facilities operated by the Municipality of Boissevain-Morton include an indoor agricultural arena and an outdoor swimming pool, both of which are cornerstones in the community, and are over sixty (60) years old. In addition to these facilities, the Municipality operates and maintains an in-town campground with forty (40) sites located next to the outdoor swimming pool, as well as eight (8) ball diamonds in the community, two (2) soccer pitches, and three (3) parks. Additional recreation facilities operated by local community groups include a curling club and attached bowling alley and these facilities are located next to the arena with a shared parking lot. The community arena is located on land owned by the Turtle Mountain Agricultural Society. Together the Municipality and the Agricultural Society work to offer recreational programming and agricultural activities and events for the community on this parcel of land. Hockey and skating programming are based out of the arena in the winter, and in the summer, the facility hosts an annual agricultural fair as well as other events on the grounds.

The Municipality of Boissevain-Morton is committed to providing a vast array of recreational programs and services for the community through a variety of recreation programming and service delivery in the community. Recreation, sports, and agricultural activities are a big part of life in the community for the residents and their families in Boissevain-Morton. It is important that these key values of community culture are kept in mind and embraced throughout this project, and, that we are mindful of the community's heritage, nature, and preserving green spaces throughout the process.

The Boissevain-Morton Recreation Commission works in conjunction with the Municipality, in a volunteer advisory capacity, to provide representation of recreation needs in the community. Under the direction of the Recreation Commission, a feasibility study was conducted to initially explore the concept of a multiplex recreation facility for the community in (2018). This study concluded that the Municipality of Boissevain-Morton has strong support for a phased project in terms of a new arena as part of a new multiplex facility developed in phases and that the next step needed would be a thorough analysis to help guide the Municipality strategically through the next steps in the process towards a new facility.

In 2019 the Turtle Mountain Community Development Committee surveyed the community with a Quality of Life Survey to gain insight and assess community needs and priorities from community residents. Survey results indicated that 49% of survey responses received identified a new complex facility or a multiplex facility as the top need related to recreation infrastructure in the community.

The key findings resulting from this project will culminate in a concept option for the redevelopment of the recreation grounds, and a proposed draft report to the community, resulting in a final redevelopment plan. The Boissevain-Morton Recreation Development Plan will serve as a blueprint for the Municipality to move forward with the future of the community's recreation infrastructure and services.

1.3. Statement of Purpose

The purpose of the Recreation Grounds Redevelopment Plan is to help identify the current and future recreation needs of the community, and formulate a plan of redevelopment for the Boissevain-Morton recreation grounds. This comprehensive and modern plan will assist Council and Administration in the Municipality of Boissevain-Morton by providing a framework for recreation management and service delivery in a strategic and cost-effective manner, and is in alignment with the Municipality's strategic plans for community recreation expansion, future growth, and sustaining a high quality of life for residents in our thriving community.

The Recreation Grounds Redevelopment Plan will provide a comprehensive and modern depiction of the recreation needs of current user groups and clubs that occupy and use the recreation grounds, and will also include forecasting for the future of recreation infrastructure and service delivery in the community.

2. Scope of Work

2.1 Project Scope

The Municipality of Boissevain-Morton is seeking proposals for the development of a Recreation Grounds Redevelopment Plan. The purpose of the redevelopment plan is to assist Council and Administration with its long-term planning for recreation services that best meet the needs of the community. This project will assist the Municipality with how best to accommodate all user groups and activities located on the recreation grounds. This project will include conducting an inventory and analysis of what currently exists on the recreation grounds and in the community; an understanding of the community's recreation needs currently and in the future; how to strategically maximize the use of existing aging recreation facilities (including the arena and swimming pool); recommending options for redevelopment of the recreation grounds to include the best site for the location of a new recreation facility complex/multiplex and outdoor aquatic centre. The study will also incorporate other community owned facilities, outside the boundaries of the recreation grounds as they relate to the recreation grounds.

Interested proponents must demonstrate their ability to achieve a high standard of quality in the provision of consulting services and community engagement related to the development of the Recreation Grounds Redevelopment Plan for the Municipality of Boissevain-Morton. Proposals should include a business profile, outline of staff areas of expertise, project experience, and references.

3. Project Phases and Objectives

The Recreation Grounds Redevelopment Plan must be successful in meeting the following key objectives within the following phases:

Phase	Phase Description	Key Objectives
I	Background Review and Analysis	<ul style="list-style-type: none"> • Preliminary Report and findings to the sub-committee appointed by Council
II	Community Consultation and Engagement	<ul style="list-style-type: none"> • Consultation with each user group and the Municipality regarding current and future recreation needs • Interim report and findings to the sub-committee appointed by Council
III	Key Findings/Strategic Direction and Recommendations	<ul style="list-style-type: none"> • Draft Redevelopment Plan to be presented to sub-committee and Council • Present redevelopment options to sub-committee and Council including considerations for existing grounds, multiplex facility, potential phase work, and best recommendations • Public consultation and presentation
IV	Concept Option Development	<ul style="list-style-type: none"> • Draft Report on options for redevelopment and discussion with sub-committee and Council
V	Proposed Draft Report to Community	<ul style="list-style-type: none"> • Draft Report available to sub-committee and Council • Presentation to Community via a public meeting and proposed redevelopment plan for recreation grounds
VI	Final Redevelopment Plan	<ul style="list-style-type: none"> • Final Draft Report/Redevelopment Plan to be presented to Council

4. Proposal Submissions

Interested proponents should include descriptions and references that support the proponent's capabilities in providing consulting services by including the following categories in their submission:

- * Cover Letter
- * General Information/Firm Description
- * Firm Team Member Experience & Qualifications
- * Relevant Experience
- * Community Consultation & Engagement Plan
- * Accuracy and Effectiveness Methodology
- * Projected Timeframe
- * Project Cost Breakdown

All proposals are to be submitted in both hard copy and electronic formats. One (1) hard copy should be submitted in a sealed envelope, clearly marked and delivered/mailed to:

Samantha Dyck
Recreation Director
Municipality of Boissevain-Morton
420 South Railway St.
P.O. Box 490
Boissevain, MB
R0K 0E0

The deadline for all proposal submissions is 12:00 PM on (date).

In addition to the hard copy submitted to the above, proponents are to also e-mail an electronic copy of the proposal submission to admin@boissevain.ca with the subject line "RFP 2020-REC-001 – Recreation Grounds Redevelopment Plan".

To receive consideration, proposal documents must be received prior to the specified time of closing stated above. Proponents are solely responsible for the method and timing of delivery of the proposal documents. Failure to comply with proposal submission requirements may result in the rejection of the proposal.

All reviews will be reviewed and evaluated by the Municipality of Boissevain-Morton's appointed sub-committee. The Municipality of Boissevain-Morton reserves the right to reject any and all proposals or to accept any proposal should it be deemed in the interest of the Municipality to do so, including if only one proposal is received.

5. Enquiries

Questions and enquiries may be submitted in writing via e-mail to admin@boissevain.ca up to five (5) business days prior to the submission deadline.