RFP #26-001
Develop Functional Active Transportation (AT) Network Designs and Costing for Town of Berwick, NS

Sealed Proposals will be received until 5:00 pm on Friday, May 1st, 2026

1. Introduction

Cycling Nova Scotia (CNS), in partnership with the Town of Berwick is seeking proposals from qualified consulting firms for the development of a Functional-Level Active Transportation (AT) Network Design (60%) and a minimum of Class D cost estimates, as well as policy recommendations, as part of a community-led Active Transportation Strategy.

This request for proposals is part of a single-stage bid and award process intended to offer a competitive opportunity for firms to provide their visioning, engineering, and consulting services as part of a community-led AT initiative. The goal is to create an All Ages and Abilities, All times, All seasons (5A), walking and cycling connection through the Town of Berwick, Nova Scotia. Building off a draft preliminary AT network proposal put forward by CNS (see sections 5.1 Task Details), this project will refine the network designs, produce functional facility types for the network, provide cost estimates to enable future funding applications and a Policy and Adoption strategy, to be incorporated into a complete package to bring forward to the Town of Berwick on behalf of CNS.

Budget: $40,237 including HST ($35,290 before tax)

Key objectives include:

- **Functional design plans & cross-sections (60% design drawings)** for the full AT network within the network scope of CNS's draft network map.
- **Locations identified for secondary AT amenities**, including and not limited to bike rack locations, lights, wayfinding, benches and bus shelters.
- **Contextual review** of and not limited to NSDWP, NACTO, TAC, Small Town and Rural Multimodal Networks, and CROW Standard Designs.
- **Visual renderings** for three high-impact locations to provide imagery to better illustrate to the public and the community the opportunity of the project (imagery of key areas will be finalized during the project in agreement with the Project team, example areas to consider are key intersections found on Main Street, Commercial Street, and Cottage Street).
- **Minimum of Class D cost estimates, and adoption recommendation strategy** – structured to identify areas of priority (phased approach, based on CNS's Phase 1 findings) for funding, design and implementation of the network, to better assist with future adoption and funding applications.

- **Berwick AT Strategy & Policy Recommendation,** aligned with the Town of Berwick Municipal Planning Strategy (2025) and Recreational Trails Strategy (2020) outlining policy recommendations for expected service levels and deliverables of the respective AT Network.

2. Project Background

In 2024, Cycling Nova Scotia partnered with the Town of Berwick for the Core Active Transportation Network Project. The project aimed to develop a Core AT Network within the community, enhancing connectivity and promoting active transportation. The Core AT Network was envisioned with four primary objectives:

1. ***Develop an active transportation network plan*** that will contribute to a more equitable, healthy, and sustainable future for residents of the community.
2. ***Engage residents*** to ensure that the network adds value to the community and improves transportation options.
3. ***Connect the Blue Route into the community*** to provide easy access to local businesses and attractions for cycling tourists.
4. ***Provide communities with a plan that can leverage financial support*** from Provincial and Federal funds to build the community's vision for safe, active transportation.

A pivotal aspect of CNS's involvement is supporting the province in achieving its Environmental Goals and Climate Change Reduction Act, which includes ensuring that 65% of communities have core active transportation networks by 2030. As a publicly funded non-profit, CNS is committed to providing a concept plan for the town of Berwick to improve their state of readiness for future adoption and funding. Therefore, the project must provide functional design drawings (60%) and minimum of Class D cost estimates phase adoption recommendation and Town of Berwick AT Strategy Policy recommendations, enhancing the likelihood of adoption by Berwick and be used to secure funds such as but not limited to the Active Transportation Fund, Sustainable Communities Challenge Fund, and the Green Municipal Fund.

3. Scope of work

The proponent shall refine the proposed AT Network map and develop functional design drawings (60%) for active transportation facilities based on the CNS draft proposed AT Network Map. Engagement with the community (online) is required, as well as collaboration with CNS and Berwick Project Team. The work must integrate the four Core AT Network Project goals established by CNS, and the following scope of work:

- Develop a functional-level AT Network Plan that enhances walking, rolling, and cycling for All Ages and Abilities, All seasons, All times (5A).
- Align the network plan with feedback from CNS's community engagement and Nova Scotia guidelines. Incorporate input from key stakeholders, including Berwick MPAL, NSDWP, community interest groups, local businesses, and residents.

- Provide designs, policy recommendations, design illustrations and implementation strategies to guide future work (to be used by CNS and Berwick).
- Review and synthesize previous engagement data, existing conditions, and relevant planning documents.
- Work collaboratively with CNS and the Berwick project team to identify and prioritize network corridors.
- Propose functional-level designs suitable for Berwick's rural/small town character and topography.
- Identify adoption and development phases recommendations for potential alignment with ongoing municipal capital projects, ***AND*** consider tactical interventions or "quick wins" that don't need to align with capital projects when applicable.
- Highlight gaps or areas that may require future traffic analysis and engineering studies to be addressed in later work, which are to be performed independently by the project partner in later stages.
- Identify high-impact projects and areas with major safety concerns, such as additional crosswalks and calming measures.
- Provide illustrations for CNS and the Town of Berwick Project Team to use for Social medial posts and final report(s).

4. Deliverables

- **Project Plan**
- **Functional Designs**
    - AT Network Plan, integrating with the Town of Berwick Municipal Planning Strategy (2025) and Recreational Trails Strategy (2020) where possible.
    - Minimum of Class D cost estimates, proposed adoption, and phasing approach.
- **Policy alignment summary,** referencing existing municipal and provincial plans, and any policy recommendation required to best meet the communities' vision (example, future development policies for new construction having accessible parking areas for AT users)
- **Suggest traffic and engineering studies:** locations necessary to validate technical portions of the future designs (functional and detailed) and other areas with notable constraints (land acquisition, environmental impact, ROW constraints, etc.).
- **Final Report** including respective Town of Berwick Municipal Planning Strategy (2025) and Recreational Trails Strategy (2020) recommendations, phased development approach, findings from online engagement and costing.

5. Task Details

5.1 Initiate Project and Confirm Goals & Objectives

Detailed Project Schedule: Prepare and present at the project kick-off meeting.

Kick-off Meeting: Confirm scope, objectives, project schedule, community engagement approach, and deliverables with CNS and the Berwick Project Team.

Documentation Review: Includes, but is not limited to:

- Town of Berwick - Remix Street Concept Designs
- Phase 2 – Engagement Session Report
- Phase 1 - Survey Engagement Report
- Phase 1 - Engagement Report
- Phase 1 - Network Plan Report
- Berwick Phase 2 Poster Board
- Berwick Phase 2 Kick-Off Memo
- Town of Berwick Municipal Planning Strategy
- Recreational Trails Strategy (2020)
- Nova Scotia Motor Vehicle Act
- NSDPW Marked Crosswalk Installation (Additional Link)
- NSDPW Accessibility Standards
- Nova Scotia Traffic Safety Act (Bill No. 130)

Furthermore, the focus of the project should be on enhancing community connectivity by promoting walking, rolling, and cycling. During the previous engagement, Berwick community members emphasized on the desire for safer active transportation infrastructure. Separation between motor vehicles and cyclist facilities and a fully connected network were amongst the major requests. Displaying that many trips could be vehicle-free, they also suggested social programs to promote those who walk and cycle.

Proponents should consider recommended AT facility designs that comply with TAC, CSA B651-18, NACTO, CROW, and Small Town and Rural Design Guide (Facilities for Walking and Biking) guidelines. Semi-permanent solutions that can be implemented quickly (1–5 years) are also of particular interest.

Task 5.2 Analyze Route Alignment Options

Through engagement sessions with focus groups, pop-up stations, and online surveys, CNS gathered feedback from local residents on AT projects in Berwick.
Evaluation insights highlighted three main priority routes for further consideration. In addition, different types of active transport facilities and infrastructure improvement options were presented to the Town of Berwick. Priority route selection process concluded with **Route 1 - Option 1, Route 2, Route 3 – Options 2** as the recommended options.

These routes include:

- **Route 1 - Option 1:** Commercial Street to Orchard Street.
  This route was chosen for its high connectivity to the community center and commercial locations. Also, its regional connectivity is enhanced by its connectivity to Harvest Moon Trail.

  Uni-Directional Bike Lanes: This option presents uni-directional bike lanes across the entire route, offering improved safety and separation from vehicular traffic.

- **Route 2:** Bezanson Drive - Veterans Drive - Cottage Street
  The route strengthens connections between residential neighborhoods, schools, and recreational amenities, making it easier for residents of all ages to travel without a vehicle. Its connection to the Main street supports walking and cycling for routine trips and increased engagement with local businesses.

  Multi-Use Path: This route identifies a new multi-use path connection between the school and Commercial Street on the south side. The project would involve restoring grade-level concrete buffers, with emphasis on areas characterized by wide parking lot frontages.

- **Route 3 – Options 2**: Main Street
  The route prioritizes improved connectivity between residential areas and local economic centers and enhances overall network cohesion by linking the community perimeter with the town center. Upgraded active transportation infrastructure supports increased use of walking and cycling for commuting purposes.

  Multi-Use Path: This alternative includes a multi-use path along Main Street, providing a separated facility for both pedestrians and bicyclists.

Please note that Concept Design drawings for each route can be found here under their respective tabs and may contain additional route details and annotations.

Task 5.3 Goals & Objectives

- **Design Options:** Identify and evaluate design interventions for 5A facilities.
- **Infrastructure Impacts:** Assess effects on existing trees, sidewalks, curbs, catch basins, poles, etc., and incorporate these into minimum of Class D cost estimates.
- **Intersection Improvements:** Propose updated intersection configurations (e.g., geometry, lane configuration, bicycle signals, cross-rides) per the latest TAC, CSA B651-18, and NACTO, CROW, Small Town and Rural Design Guide (Facilities for walking and Biking) guidelines.
- **Analysis and flagging of required traffic studies and areas of concern** to ensure designs address future constraints that require mitigation or flagging.
- **Deliver functional, 60% design drawings and minimum of Class D cost estimates** for the proposed AT network.
- **Develop a phased implementation priority strategy** and recommendation that integrates community infrastructure and other strategic initiatives.

Task 5.4 Community Partner Engagement Strategy

- **Engagement Strategy Development:** In consultation with CNS and Berwick Project Team
- **Stakeholder Meetings:** Up to four (4) stakeholder meetings with but not limited to;
  - Project Partner Lead: Jordan Hebb (MPAL) (X2)
  - Town of Berwick Municipal Staff (X1)
  - NSDPW (Stakeholder session, X1)

- **Presentation Materials:** Provide clear, concise visuals and maps with simple, straightforward language.

Task 5.5 Project Management

- **Appoint a Project Manager:** A professional planner or engineer with AT design experience, responsible for coordinating with CNS.
- **Appoint a Landscape Architect** (if applicable) with experience in urban and suburban streetscape designs to lead AT facility development.
- **Maintain Communication:**
    - **Submit meeting minutes** within two weeks of any project meeting.
    - **Organize and chair monthly progress meetings** with CNS and Berwicks's project team and provide a monthly progress report comparing the actual vs. proposed schedule, explaining any deviations.
    - **Keep CNS Informed:** Copy all relevant project correspondence to Cycling's AT Planner.
- **Invoicing:** Must align with the fee proposal and indicate the task completion percentage.

6. Requirements

- **Review and Approval:** All presentation materials for internal or public review must be submitted to the CNS AT Planner at least three (3) working days before the scheduled presentation, unless otherwise agreed upon.
- **Printed Materials:** Drafts of any large-format public engagement materials (e.g. poster boards) must be submitted at least five (5) working days prior to ensure adequate time for review and printing.

7. Reporting

1. **Metric Units:** All reports, drawings, and calculations must use the metric system.
2. **Stamped Documentation:** Reports and drawings must be stamped by a Professional Engineer licensed in Nova Scotia and/or a professional Landscape Architect (as applicable).
3. **PDF Format:** Provide all reports, figures, and diagrams as a single PDF.
4. **Cost Estimates:** Shall be based on Berwick's, NSDPW, and respective firm's standard unit prices and shall exclude HST. Estimates shall be provided in Excel format using the most recent copy of the estimating template.
5. **Electronic Files:** Submit a zipped folder with all final digital files (e.g., CAD, spreadsheets, images).
6. **Confidentiality:** All materials and data collected remain the property of CNS and must be kept confidential unless authorized for release.

8. Project Timeline

The anticipated project start date is May 25, 2026, with substantial completion intended by November 30, 2026 (~ 6 Months).
The RFP will close on May 1, 2026, and the contract is expected to be awarded within approximately 2 weeks following the closing date.

- Provide an inclusion of the anticipated project schedule or timeline that fits within these dates, or suggest an amended substantial completion date with rationale.

9. Financial Budge

CNS has allocated a total of **$40,237** ***($35,290 pre-tax)*** (including disbursements) for this project.
The pricing structure for each stage of the Network Plan encompasses:

- The comprehensive cost of executing the proposal.
- Professional service fees. Disbursements covering expenses such as travel, reproduction, teleconference meetings, and applicable HST.
- A proposed payment schedule (subject to finalization between CNS and the Consultant upon contract award).

No work should be undertaken that would result in additional costs. It is imperative that the proposed cost estimate be realistic and aligned with the project budget to ensure completion of the work within the specified financial constraints.

10. Scoring Matrix

Scoring Matrix for RFP #26-001:

Criteria	Weight (%)
Firm's Experience and Qualifications	**25%**
Project Understanding and Approach	**25%**
Project Management and Methodology	**20%**
Community Engagement	**15%**
Designs and Cost (Minimum of Class D cost) Estimate (Methodology)	**10%**
Cost of Proposal	**5%**

Scoring Guide:

1 - Significantly Below Expectations
2 - Below Expectations
3 - Meets Expectations
4 - Exceeds Expectations

5 - Significantly Exceeds Expectations*

** Please provide an example from a past project with Class C costing.*

This matrix will be used to inform next steps once quotes are received. It is included here to clarify selection priorities in advance.

11. Submission

CNS invites you to submit proposals demonstrating your experience in designing 5A infrastructure.

Please provide:

- Letter Proposal (PDF): Summarize your understanding of the project, proposed approach, team composition, and tasks.
- Completed Fee Proposal Form (Appendix): Include professional service fees, disbursements, and alignment with the **$40,237 (including HST) project budget**.
- Relevant Experience: Summaries of similar bikeway/trail design projects completed in the past eight years, with client references.

Submission Deadline: 5:00 p.m. (ADT) on May 1st, 2026.
Submission Address:

Attn:
Mojdeh Sharafi and Nathan Tuck
Cycling Nova Scotia
5516 Spring Garden Road
Nova Scotia B3J 1G6

All packages must be clearly marked with "**RFP #26-001" and include your firm's name** and contact information.

Electronic Submission:

Email a PDF of the technical proposal to:

mojdeh@cyclingns.ca (CNS AT Designer)
cc: ntuck@sportnovascotia.ca (CNS Director of Blue Route and Cycling Advocacy)

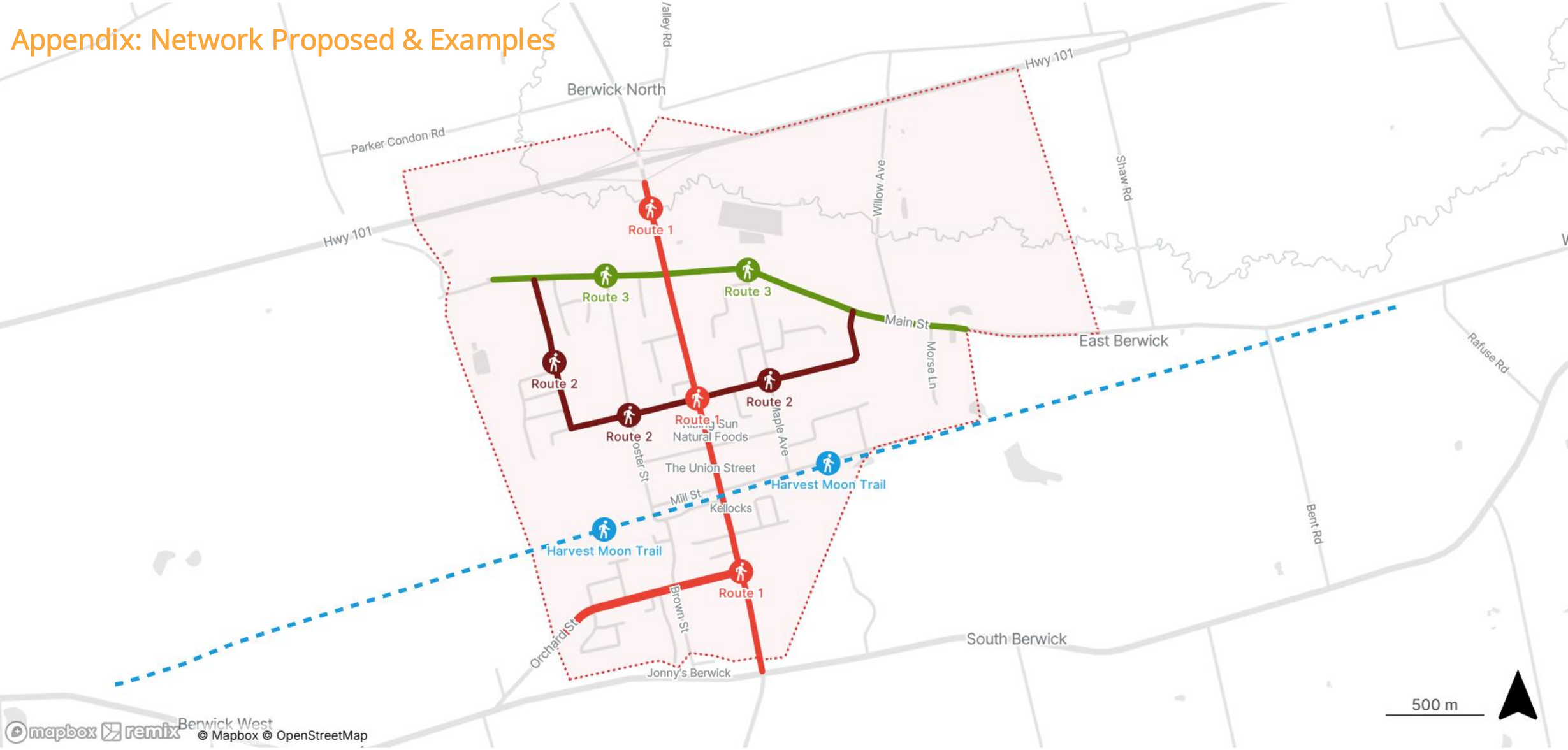
Use a subject line referencing your firm's name and RFP #26-001.
Attach a separate PDF of the fee proposal form, clearly labelled.

Questions regarding this RFP should be directed to Mojdeh Sharafi at mojdeh@cyclingns.ca, no later than April 24, 2026.

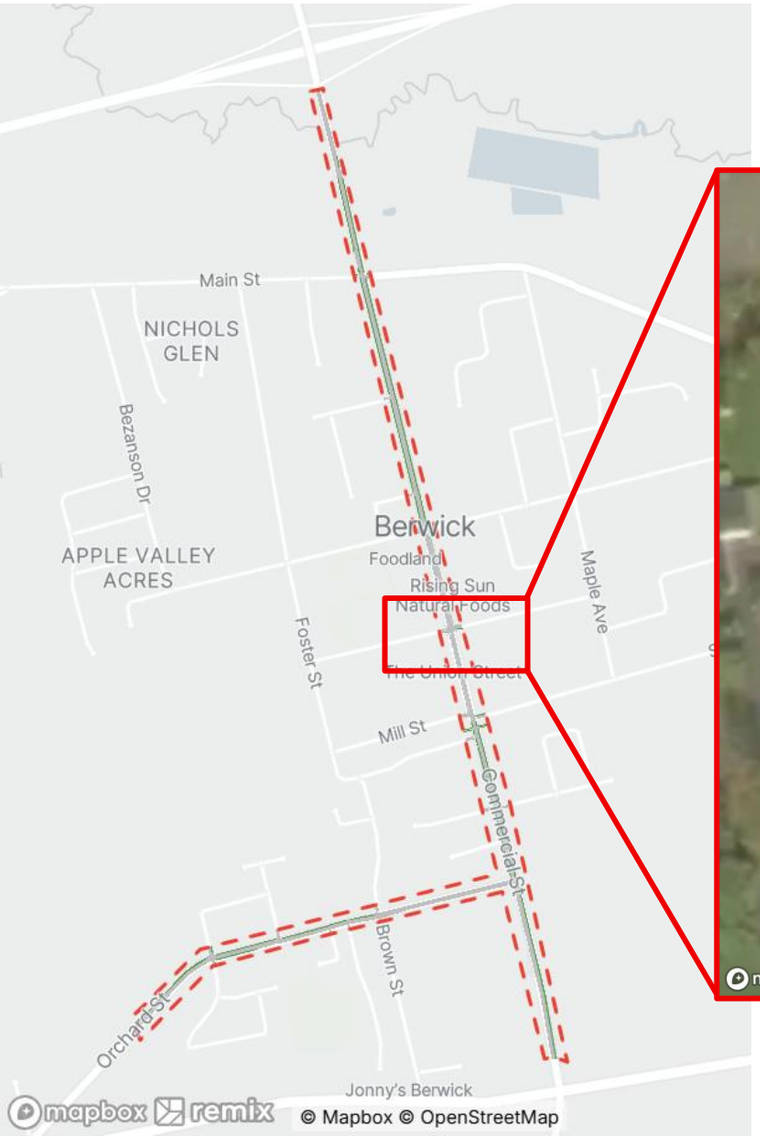
Best wishes,

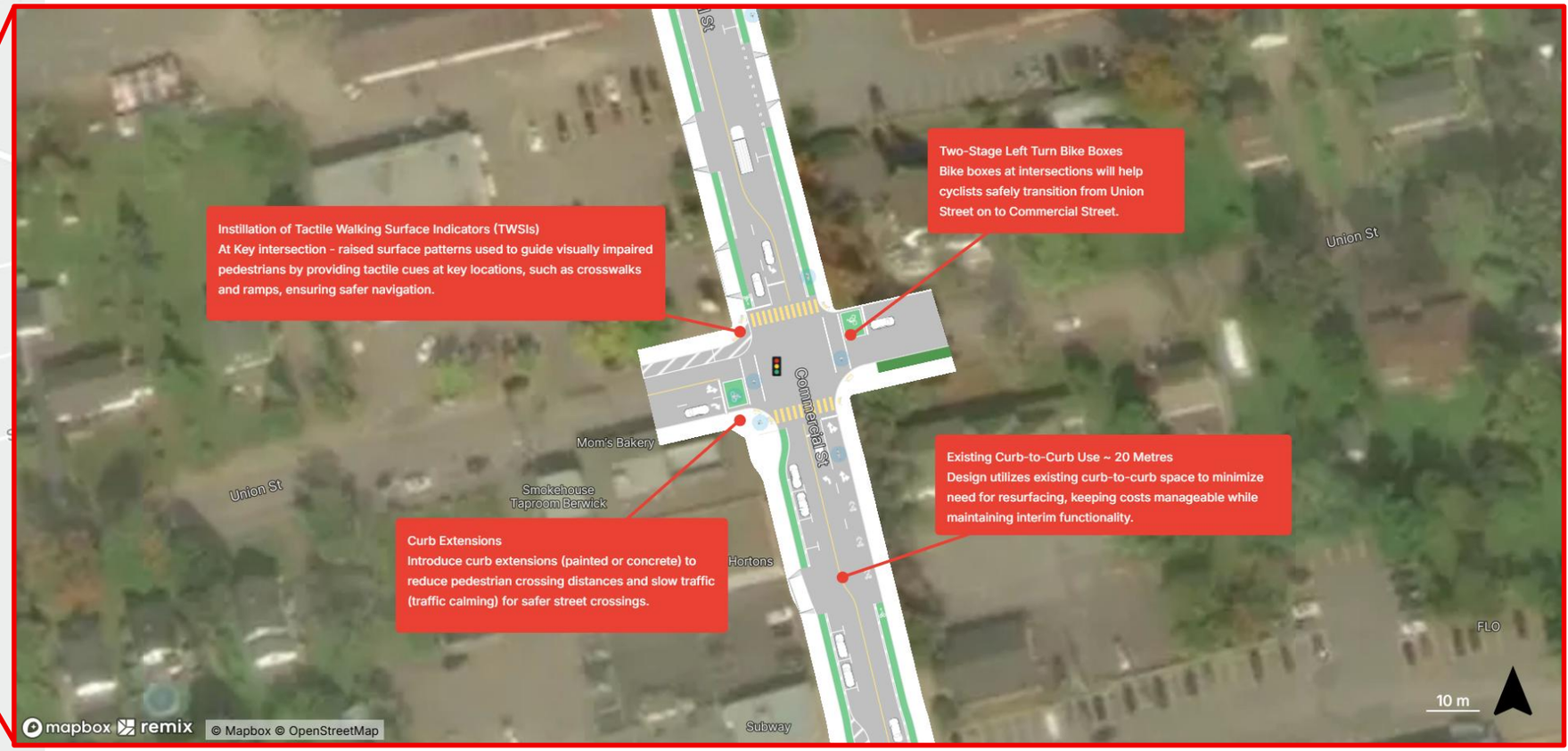
Mojdeh Sharafi (she/her)
Active Transportation Designer

Appendix: Network Proposed & Examples



Route 1 – Option 1 – Example





Route 2 – Example Location

Route 3 – Option 2 – Example Location