



RFP #26-002

Develop a Concept Active Transportation (AT) Network Designs, Costing and Adaptation Strategy for Millbrook First Nation, NS

Sealed Proposals will be received until 5:00 pm on Sunday, September 20, 2026

1. Introduction

Cycling Nova Scotia (CNS), in partnership with the Millbrook First Nation is seeking proposals from qualified consulting firms for the development of a Concept-Level Active Transportation (AT) Network Design Drawings (30%) and a Class D cost estimate, 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 Millbrook First Nation, Nova Scotia. Building off a comprehensive community engagement, completed and presented as the Millbrook First Nation Comprehensive Community Plan (2025) put forward by OSO Planning + Design (see sections 5.1 Task Details), this project will commence from Phase 2 to identify and develop the network designs for three to four (3-4) priority routes, produce conceptual 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 Millbrook First Nation on behalf of CNS.

Budget: \$31,000 including HST (\$27,192 before tax)

Key objectives include:

- **Concept design plans & cross-sections (30%)** for the full AT network within the project scope.
- **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 locations and intersections, such as in Treaty Trail, Brooks Ln., and Willow Street).
- **Community engagement:** Host an initial in-person community engagement session with CNS staff to gather community's walking and rolling visions. Showcase conceptual (plan view & cross-section) illustrations of the network design intervention proposals via Social Pinpoint/Remix Street or a similar platform. And provide illustrations to be used on posterboards for the CNS/Millbrook First Nation-hosted later pop-up engagement and open houses.



- **Class D cost estimates, and adoption recommendation strategy** – structured to identify areas of priority (phased approach) for funding, design and implementation of the network, to better assist with future adoption and funding applications.
- **Millbrook AT Strategy & Policy Recommendation**, aligned with the Millbrook First Nation Community Plan (2025) and outlining policy recommendations for expected service levels and deliverables of the respective AT Network.

2. Project Background

In 2025, Cycling Nova Scotia partnered with the Millbrook First Nation 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 concept plans for the Millbrook First Nation to improve their state of readiness for future adoption and funding. Therefore, the project must provide concept design drawings (30%) and Class D cost estimates phase adoption recommendation and Millbrook First Nation AT Strategy Policy recommendations, enhancing the likelihood of adoption by Millbrook First Nation 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 concept design drawings (30%) for active transportation facilities based on the Millbrook Community Plan (2025). Engagement with the community (in-person and online) is required, as well as collaboration with CNS and Millbrook First Nation Project Team. The work must integrate the four Core AT Network Project goals established by CNS, and the following scope of work:

- Develop an in-person engagement session in order to capture the communities walking and rolling challenges and visions for improved connection and accessibility throughout the community.



- Develop a concept-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 Millbrook First Nation community engagements, reflected in the Community Plan (2025) and Nova Scotia guidelines. Incorporate input from key project partners, including Millbrook 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 Millbrook First Nation).
- Review and synthesize previous engagement data, existing conditions, and relevant planning documents.
- Work collaboratively with CNS and the Millbrook First Nation project team to identify and prioritize network corridors.
- Propose concept-level designs suitable for Millbrook First Nation 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 Millbrook First Nation Project Team to use for Social media posts and final report(s).

4. Deliverables

- **Project Plan**
- **In-Person and Online Public Engagement Strategy**
- **High Level (Concept Designs)**
 - AT Network Plan, considering and integrating with the Millbrook First Nation Comprehensive Community Plan (2025) where possible.
 - Class D cost estimates, proposed adoption, and phasing approach.
- **Engagement summary** capturing the public and project partner input collected through the in-person engagement session and design process. (See Section 5.4, Community Partner and Public Engagement Strategy)
- **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 Millbrook First Nation AT Strategy policy recommendations, phased development approach, findings from engagements 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 Millbrook First Nation Project Team.

Documentation Review: Includes, but is not limited to:

- Millbrook First Nation Community Plan (2025)
- Truro Active Transportation Plan (2023)
- Truro Active Transportation Network Review (2025)
- Colchester Draft AT Network + Facilities
- Colchester Draft AT Networks Plan
- 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 reflected in the Comprehensive Community Plan (2025), Millbrook First Nation community members emphasized the desire for connection improvement through their community, which face barriers such as crossing a highway, a railway, and the old highway.

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 the community, the Comprehensive Community Plan (2025) illustrated feedback from local residents on their visions for Millbrook First Nation, highlighting main streets, major trail connections, protected areas, as well as prominent gateways. Consider related facility types, connections, and constraints.

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 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 conceptual, 30% design drawings and 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 and Public Engagement Strategy

- **Engagement Strategy Development:** In consultation with CNS and Millbrook First Nation Project Team.
- **In-person engagement sessions:** An initial in-person session in consultation with the project partner. Gather interested groups and residents to participate and share their walking and rolling experiences and challenges. Engagement session type can be finalized at the kick-off meeting.
- **Project Partner Meetings:** Up to four (4) project partners meetings with but not limited to;
 - Project Partner Lead: Trevor Mackay (MPAL) (X2)
 - Millbrook First Nation Project Team and Staff (X1)
 - NSDPW (Stakeholder session, X1)
- **Presentation Materials:** Provide clear, concise visuals and maps with simple, straightforward language.

Coordination and Documentation:

- CNS will lead data collection of public feedback and produce a 'What We Heard' report.
- CNS will assist with online engagement and integrate the proponent's engagement strategy via CNS's website/[respective project page](#), as well as CNS's social media account.
- CNS will provide the proponent with feedback from the CNS & Millbrook held public engagement events, one (1) week prior to the final event (dates to be finalized at the kickoff).

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 Millbrook First Nation'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 Designer.



- **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 Millbrook First Nation'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 October 1, 2026, with substantial completion intended by March 31, 2027 (~ 6 Months).

The RFP will close on September 20th, 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 Budget

CNS has allocated a total of **\$31,000 (\$27,192 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 #26-002:

Criteria	Weight (%)
Firm's Experience and Qualifications	25%
Project Understanding and Approach	25%
Project Management and Methodology	20%
Community Engagement	15%
Designs and Cost (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

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 **\$31,000 (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 September 20th, 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 #26-002"** and include your firm's name and contact information.

Electronic Submission:

Email a PDF of the technical proposal to:

atdesigner@sportnovascotia.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 #26-002.

Attach a separate PDF of the fee proposal form, clearly labelled.

Questions regarding this RFP should be directed to Mojdeh Sharafi at atdesigner@sportnovascotia.ca, no later than September 14, 2026.

Best wishes,

Mojdeh Sharafi (she/her)

Active Transportation Designer