



REQUEST FOR PROPOSALS (RFP)
Municipality of the County of Colchester
Parking Design - Fundy Discovery Site

Issued: September 18, 2026

Deadline: October 9, 2026 at 4:00 pm

1. Introduction

1.1 Project Description

The Municipality of the County of Colchester (“the Municipality”, “the Client”) is seeking proposals from qualified consultants for design services for new parking lots and related amenities at Fundy Discovery Site, 103 Tidal Bore Road, Lower Truro, NS.

Project location: <https://maps.app.goo.gl/g876XTW8W7uwv6Ys9>

1.2 Background

Fundy Discovery Site is located in Mi’kma’ki, the ancestral and unceded territory of the Mi’kmaq People. The Mi’kmaq have lived in this area for thousands of years and relied on the Salmon River for both transportation and subsistence. More recently, French Acadians, followed by New England Planters, also called this land home.

In 2015, the Municipality of Colchester acquired the former Palliser Motel and Restaurant property (which operated for 55 years and closed in 2011), a prominent 10-acre parcel of land adjacent to Highway 102 in Lower Truro, with the intention of developing a gateway to the Bay of Fundy region. Highly accessible and visible, the property is strategically located along the most highly-travelled traffic corridor in Nova Scotia and at the head of Cobequid Bay, the easternmost part of the Bay of Fundy.

In 2017, the Municipality completed a high-level vision for the property: the “Bay of Fundy Gateway Masterplan” (now rebranded Fundy Discovery Site). This was followed in 2020 by the Fundy Discovery Site Interpretive Concept and Feasibility Study. Both plans guide the development of the Site.

The following high-quality amenities have been developed on the Site over the last eight years:

- Grounds open year-round;
- Accessible washroom building open year-round;
- Recently renovated Visitor Information Centre open from early May until mid-October (future permanent VIC to be open year-round);
- Popular natural playground inspired by the Bay of Fundy;
- Walking/cycling trails which are part of the Cobequid Trail;
- Picnic areas including a large shelter, and seating;
- Bicycling parking and repair station;
- Tidal bore viewing deck beside the Salmon River (construction nearing completion).

The next phases include parking (this RFP) and an active transportation bridge over the Salmon River (design in progress with construction anticipated to take place from late fall 2026 through late 2027). Bridge construction activities will restrict some of the existing parking areas and traffic flow, therefore timely completion of parking design is important. A Fundy Discovery Site interpretive centre (with visitor information) is to come in a future phase.

Today, promoted as a place to view and learn about the tidal bore and world-renowned Bay of Fundy tides, Fundy Discovery Site is an increasingly well-known and busy destination for residents and visitors. The Municipality continues to develop the Site as a premier attraction as part of the Cliffs of Fundy UNESCO Global Geopark. To learn more, proponents are invited to visit www.fundydiscovery.ca.

2. Work Description

2.1 Consulting Scope of Services

The selected Consultant will provide professional services for the design of new parking lots, related amenities, and connections to the grounds and new multi-use path. The design process shall contemplate the Fundy Discovery Site Interpretive Concept Plan and involve the following components and considerations:

- Work with the Project Contact/Committee throughout the process;

- Participate in a minimum of two (2) meetings with the Project Contact/Committee to develop preliminary design concepts and refine these to produce a final design including details;
- Complete a comprehensive analysis of the existing site, including the following:
 - confirmation of measurements of the area available;
 - review and confirm site conditions, suitability and geotechnical stability of the site for the proposed parking lots;
 - physical site characteristics including elevation, grade, drainage, existing built and natural features;
 - location of utilities including water lines, sewer lines, and power lines;
 - evaluation and confirmation of servicing requirements, including maintenance and operational needs (information to be provided by the Project Contact) and propose solutions/options as needed;
- Address potential issues related to security, vandalism and loitering through creative design solutions and incorporate Crime Prevention Through Environmental Design (CPTED) principles through the design;
- Review Site concept plans as well as photos or drawings of other existing or proposed Fundy Discovery Site amenities and nearby infrastructure to inform the design process (provided by the Municipality);
- Include a mix of parking space types to meet anticipated visitor demand and operational requirements, including standard, accessible, limited mobility, electric vehicle, and oversized parking spaces, as well as overflow parking:
 - standard parking spaces for vehicles up to 6m (20') long (minimum 70 spaces), including:
 - accessible parking spaces (as required);
 - limited mobility parking spaces (as required);
 - EV parking spaces (as required).
 - pull-through, oversized parking spaces for motorhomes/recreational vehicles/vans/mini-buses up to 15.2m (50') long (minimum 10 spaces);
 - bus drop-off/pick-up area and bus lay-by/temporary parking;
 - staff parking spaces (minimum 6 standard spaces);
 - maintenance vehicle (including truck with trailer), total 20m (66') long parking space;
 - overflow parking (minimum 40 standard spaces) in a separate parking area.
- Design considerations to include but not be limited to the following:
 - a) best practices in parking design and related amenities;
 - b) supportive of a welcoming and safe public space;

- c) consistent with the high-quality, creative and innovative design features of which Fundy Discovery Site is known, while balancing practical considerations of operations and management;
 - d) low-impact development principles;
 - e) parking capacity, and efficient and creative use of available space;
 - f) accessibility, safe pedestrian circulation, and areas of respite in large lots;
 - g) walking and cycling connections to existing multi-use path, Tidal Bore Road and southern portion of the developed grounds;
 - h) traffic calming on municipally owned section of Tidal Bore Road and within parking lots;
 - i) flooding, natural water processes, surface water runoff and stormwater management;
 - j) year-round functionality; all parking lots (except possibly overflow) to be paved with asphalt surface;
 - k) operational considerations including
 - i. winter maintenance;
 - ii. maintenance/operational access and storage (e.g., visitor waste stations, dumpster);
 - iii. allowance for future service road to rear of future new Visitor Centre;
 - iv. allowance for future food truck/concession areas (electrical and water hookups).
 - l) area(s) of shelter from sun and wind, e.g., shelter structure at dropoff/pickup location(s);
 - m) on-site directional signage;
 - n) bicycle amenities (bicycle parking, repair station);
 - o) lighting (solar preferred);
 - p) landscaping plan with a focus on low maintenance vegetation, native species typical of the area, and shade trees at maturity;
 - q) consideration of relocation and/or integration of existing public water refill station within new parking lot.
- Short-term and long-term implementation considerations, including design of pedestrian access and vehicle access control to (what will become) adjacent pedestrian-only and cycling-only amenities and grounds;
 - Consideration of phasing of construction if possible, to accommodate bridge construction activities;
 - Compliance with applicable Building Code, accessibility regulations and standards, and Municipality of Colchester Land Use Bylaw.

2.2 Deliverables

The Consultant will be responsible for producing the following key deliverables. These deliverables align with the Scope of Work and are intended to support the development and construction of parking areas at Fundy Discovery Site. Deliverables are expected in formats suitable for municipal review.

- Technical specifications and construction drawings for review and approval;
- Construction cost estimates for all aspects of the project (Class C);
- Phasing of construction (if applicable);
- Two electronic copies (one PDF, one AutoCAD) of specifications and drawings.

2.3 Municipal Staff Scope of Work

While the Municipality will assist the Consultant as outlined below, it retains full discretion and is not obligated to adopt, implement, or fund any plans or recommendations resulting from this project.

Project Oversight: Designate a municipal point of contact and provide general project oversight, subject to staff availability. Municipal review of deliverables is for general conformity only and does not constitute technical, legal, or professional approval.

Information Sharing: Provide access to relevant municipal plans, policies, and background materials that are reasonably available. The Municipality makes no representations regarding the completeness or accuracy of information provided.

Feedback and Decision-Making: Provide comments on draft deliverables and retain sole discretion over project direction and whether any plans or recommendations proceed to Council or other approval processes.

2.4 Available Data and Information from the Municipality

The Project Contact will provide the Consultant with documents and data upon request after the project kick-off, including the following:

- Fundy Discovery Site Interpretive Concept Plan (2020);
- Visitor Information Centre visitor numbers (2019-2026);
- Topographic plan (AutoCAD) of a portion of the project area;
- LiDAR Data (2019, Geonova/Province of Nova Scotia);

- Aerial photography dated April 19th 2024 (Eagleview);
- Sewer and water lateral alignments;
- Existing trail alignment;
- Public water fill station location;
- Highway 102 setback line;
- Proposed future Highway 236 round-about design/setback;
- Parcel lines.

2.5 Project Budget

The project budget for design services shall not exceed \$50,000.00 plus HST. Should respondents to this RFP feel this budget requires an adjustment, an explanation of any changes should be outlined and justified in the Proposal.

2.6 Project Schedule

Request for Proposals issued	September 18, 2026
Proposal submission deadline	October 9, 2026 at 4:00 pm
Award of contract (tentative)	October 13, 2026
Kick-off meeting/Earliest project start-up (tentative)	Week of October 13, 2026
Design completion	December 18, 2026

Design services must be completed on or before December 18, 2026 unless otherwise mutually agreed to by the Municipality and Consultant. The Proposal should outline how the Proponent will ensure that the project is completed on time and the above schedule is met. Should proponents feel this timeline requires an adjustment, an explanation of any changes should be included in the Proposal.

3. Proposals

3.1 Proposal Content

Proposals shall contain the following information:

- Brief description of the Consultant's understanding of project requirements;
- Detailed work plan and schedule, including the proposed approach, project management plan, project phases, activities, methods, resources required, and deliverables;
- Statement of any perceived challenges and risks this project may present and how the Consultant intends to mitigate those as part of their process;

- Brief description of the Consultant's organization (corporate profile) and a list of similar projects (minimum of 3) carried out in the last 10 years;
- A minimum of three (3) references from previous clients for projects of similar type and scope;
- Resumes demonstrating experience and expertise of key personnel to be deployed for the project, as well as an organizational chart for the project team showing lines of responsibility and roles;
- Profile and key personnel of sub-contractors/sub-consultants proposed to be employed for the completion of the project and the scope of work that will be sub-contracted to them;
- Gantt chart or equivalent showing the project schedule;
- Expected maximum response time to correspondence and how the Consultant plans to meet that commitment;
- Consultant's fee and cost breakdown as referenced in section 3.4.

3.2 Inquiries

All questions related to this RFP should be directed to the Project Contact:

Hilary Paquet, Parks and Trails Coordinator
Municipality of the County of Colchester
1 Church Street, Truro, NS, B2N 3Z5
Phone: (902) 897-3180
Email: hpaquet@colchester.ca

3.3 Proposal Submission

Proposals must be submitted by email with the subject line "CONSULTING FIRM NAME – Parking Design - Fundy Discovery Site". Proposals must be in PDF format and will be received until October 9, 2026, at 4:00 PM, local time. Submissions received after the deadline will be disqualified without being opened.

Please address submissions by email to the Project Contact: Hilary Paquet, hpaquet@colchester.ca

Proponents shall be solely responsible for the delivery of their proposals in the manner and time prescribed. Proponents are responsible for confirming receipt of their submission by the Municipality.

Proponents will be advised of the results after the Contract has been awarded.

3.4 Fees, Expenses, & Disbursements

Payment shall be made as work is completed and upon receipt of detailed invoices. Proponents may also wish to propose a payment schedule for work components or milestones.

The Proposal shall include a schedule of fees and expenses detailing the hourly rates for project team members, an estimate of the amount of time each member will devote to the project, and the resulting cost *excluding HST*, all subtotalled by task. A breakdown of estimated disbursements and expenses *excluding HST* shall similarly be included. Fees and expenses for meetings with the Municipality shall be included in the proposed total cost.

The Municipality wishes to firmly establish the total cost of the contract work prior to entering a Contract. The Municipality requires that Proponents supply a detailed estimate of the total cost including all fees, expenses, and disbursements. Actual costs that exceed the estimated total cost without prior written approval of the Municipality will not be paid.

4. Evaluation Criteria

Responses to this Request for Proposals will be reviewed by a Selection Committee. Proposals must comply with all requirements outlined in this document and all submissions will be evaluated and ranked against the following criteria:

30% Project approach, methodology, and management:

- Understanding of project and approach to the scope of the services required;
- Management of project and suitability of the proposed work plan;
- Compliance with the Work Description and Deliverables;
- Ability to meet all project timelines.

30% Consulting team information and experience:

- Team composition and representation by all necessary disciplines of the primary consultant and sub-consultants assigned to the project;
 - Experience of the proponent and key team members with similar projects and the range of specified services;
 - Proposed organizational structure and coordination of the individual team members, including reporting relationships, identification of lead members, and communication;
 - Availability of back-up personnel and/or provision to access specialized skills;
 - Results of reference checks for previous projects.
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30% Proposed costs, value for money, and acceptance of terms and conditions:

- Value for money represented by the proposed level of effort;
- Creative and cost-effective solutions.

5% Consideration of low-impact/environmentally sustainable practices and approaches

5% Quality and completeness of submission

5. General Conditions

5.1 Personnel

The Accepted Consultant is advised that the Client expects the project lead and key personnel listed in the proposal to perform the work indicated, and written permission must be obtained before changing any key member of the work team. In the case of personnel being changed, the Client requires that the new personnel being assigned have a similar length and breadth of experience relevant to this project as the personnel being replaced and otherwise be acceptable to the Client.

5.2 Proposal Acceptance

The Client reserves the right to reject any or all proposals. The Client reserves the right to accept a proposal that is not the lowest price or to accept any proposal which it may consider to be in its best interests. The Client reserves the right to waive formality, informality, or technicality with the acceptance of proposals for this work. Any proposal not supported by the information requested in this RFP may be rejected. The Client reserves the right to negotiate with any proponent who has submitted a proposal or with other parties as deemed in the best interest of the Client.

This Request for Proposals is not to be construed as an offer. The Client reserves the right to not proceed with any or all aspects of this work. This RFP does not guarantee any future work that may be included as part of the next phase for the implementation of the outcome of design services.

5.3 Media

The consultant shall not respond to requests for project related information or questions from the media. Such inquiries are to be directed to the Municipality of Colchester.

5.4 Proposal Validity

Proposals shall be valid for acceptance for a period of sixty (60) days from the closing date or such additional time as may be mutually agreed upon in writing.

5.5 Tax

The Accepted Consultant shall pay all Federal and Provincial Taxes as required by the appropriate enactments. The Accepted Consultant shall indicate on each application for payment, as a separate amount, the Harmonized Sales Taxes that the Municipality is legally obligated to pay. This amount will be included in payments to the Accepted Consultant.

In the event of changes in applicable tax legislation to provide additional tax relief during the Contract, it is the intent of the Contract that any benefits therefrom shall accrue to the Municipality who shall deduct any overpayment of taxes from moneys due to the Accepted Consultant.

In the event of additional taxes being imposed during the Contract, it is the intent of the Contract that the additional amounts paid by the Accepted Consultant will be reimbursed by the Municipality in accordance with the requirements of the applicable tax act.

5.6 Key Contract Terms (Proposed)

The successful proponent will be required to enter into a written agreement with the Municipality of Colchester. The following key terms will apply and are considered material to the contract. By submitting a proposal, Proponents acknowledge and accept these terms.

Insurance

The Accepted Consultant shall, at its own expense, obtain and maintain for the duration of the Contract the following minimum insurance coverage with insurers licensed to operate in Nova Scotia:

- Commercial General Liability Insurance with limits of not less than \$2,000,000 per occurrence, including coverage for bodily injury, property damage, personal injury, and contractual liability.
- Professional Liability (Errors & Omissions) Insurance with limits of not less than \$1,000,000 per claim.

The Municipality of Colchester shall be named as an additional insured on the Commercial General Liability policy. Proof of insurance shall be provided prior to commencement of work.

Indemnification

The Consultant shall indemnify and hold harmless the Municipality of Colchester, its elected officials, officers, employees, and agents from and against any claims, demands, losses, damages, costs, or expenses arising out of or related to the Consultant's performance of the services, except to the extent caused by the Municipality's sole negligence.

Intellectual Property and Ownership of Deliverables

All reports, studies, templates, tools, data, and other materials produced under this Contract (the "Deliverables") shall become the property of the Municipality of Colchester upon payment. The Municipality shall have a perpetual, royalty-free, unrestricted right to use, reproduce, adapt, modify, and share the Deliverables for municipal and non-commercial purposes.

Data Use License Agreement

The Consultant shall sign a License Agreement ("Unrestricted Data Use License Agreement for Government Geographic Data") with the Municipality for use of any geographic data which the Municipality provides for this project.

Confidentiality and FOIPOP

The Consultant shall keep confidential all information obtained through the course of the work that is not publicly available and shall not disclose such information without the prior written consent of the Municipality, except as required by law. The Consultant acknowledges that the Municipality is subject to the Freedom of Information and Protection of Privacy Act (FOIPOP) and agrees to comply with all applicable requirements.

Conflict of Interest

Consultants must disclose any actual or potential conflicts of interest, including work undertaken for developers, industry groups, or other municipalities that could reasonably be perceived to influence the Consultant's objectivity. The Municipality reserves the right to disqualify a proponent or terminate the Contract if a conflict of interest is identified that cannot be satisfactorily mitigated.

Termination

The Municipality may terminate the Contract, in whole or in part, for convenience upon written notice to the Consultant. In such cases, the Consultant shall be entitled to payment only for services satisfactorily performed up to the effective date of termination. The Municipality may also terminate the Contract for cause if the Consultant fails to perform the services in accordance with the Contract.

Governing Law

The Contract shall be governed by and construed in accordance with the laws of the Province of Nova Scotia and the applicable laws of Canada.

6. Site Photo and Concepts

Figure 1. Photo of Fundy Discovery Site during grand opening, September, 2019



Figure 2. Site Concept Diagram (from Fundy Discovery Site Interpretive Concept Plan)

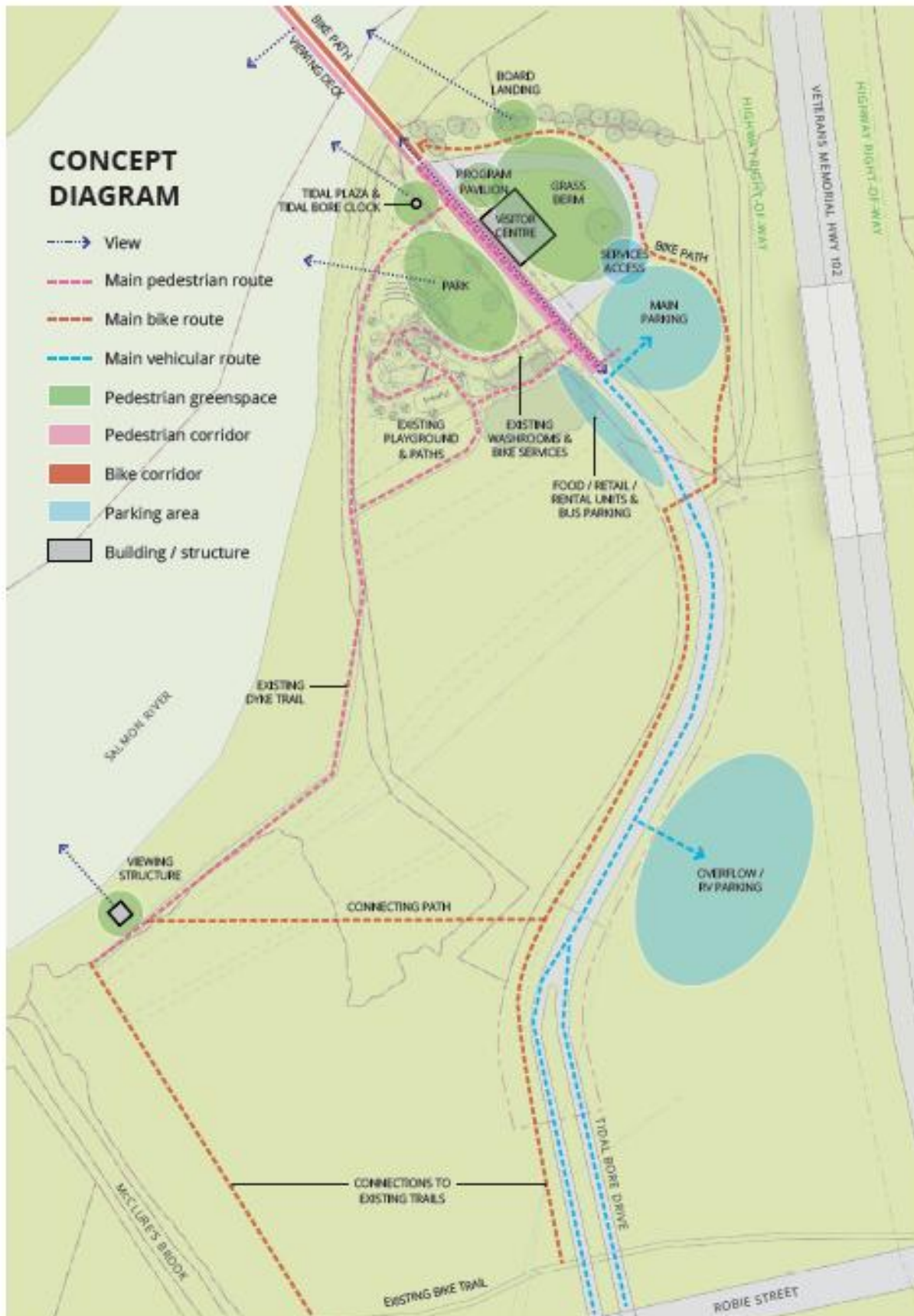


Figure 3. Conceptual Landscape Plan (from Fundy Discovery Site Interpretive Concept Plan)

