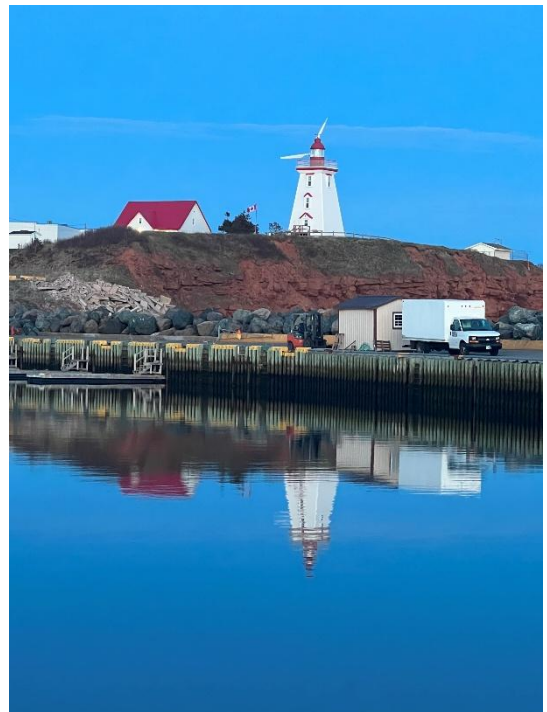
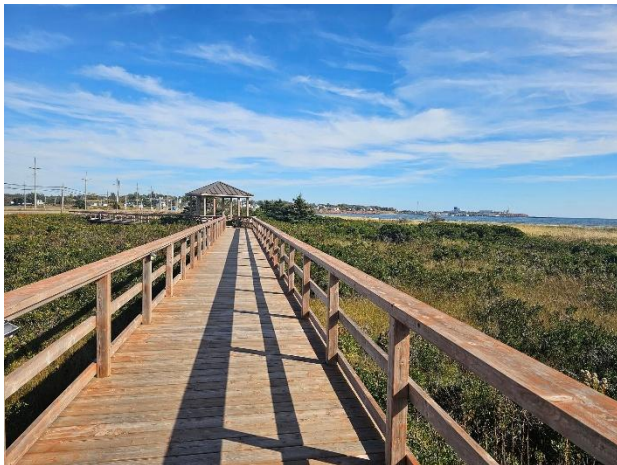


Town of Souris, PEI



Request for Proposal – RFP AT 2025

“Souris Active Transportation Plan”



Contact:

Shelley LaVie, Chief Administrative Officer

Email: smlavie@sourispei.com | Phone: 902-687-2157

Website: www.sourispei.ca

Deadline for Submissions:

Friday, November 21, 2025, at 12 noon

Submission Methods:

- **By Mail:** P.O. Box 628, Souris PE C0A 2B0
- **By Email:** smlavie@sourispei.com
- **Drop Off or Courier:** Monday - Friday 9 a.m. to 4 p.m., **75 Main Street, Souris, PE**

1.0 Project Overview

The Town of Souris is a vibrant community on the eastern end of Prince Edward Island, with a rich history in shipbuilding, fishing, agriculture, farming and small business development. The Town is home to approximately 1,200 residents living within 3.61 sq. km., including permanent residents, seasonal residents, and a growing tourism sector.

The Town has a mix of residential, commercial, and recreational areas, including an active fishing harbour, waterfront trails, and downtown business district. Active transportation planning is essential to improve connectivity, safety, and accessibility for residents and visitors of all ages and abilities.

Funding provided by the **PEI Active Transportation Fund** will enable the Town to hire a consultant to develop a comprehensive Active Transportation Plan (ATP), promoting long-term connectivity of open space networks as land develops, and providing infrastructure and policy recommendations for human-powered transportation, including walking, cycling, and hybrid mobility aids.

Action Plan Outcomes & Criteria:

- **Safety:** Plans and designs must account for all ages and abilities.
 - **Connectivity:** Identify routes linking key community destinations and existing networks.
 - **Environmental Benefits:** Encourage active commuting to reduce greenhouse gas emissions.
 - **Health & Recreation:** Increase participation in human-powered transportation for daily travel and recreation.
 - **Regional Alignment:** Benefits should extend beyond town boundaries and align with strategic municipal goals.
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2.0 Request for Proposals

The Town of Souris is inviting proposals from qualified consultants to prepare an **Active Transportation Plan** for the municipality.

Expected Completion: April 30, 2026

2.1 Objective

The Active Transportation Plan will:

- Identify policy direction, potential partnerships, and infrastructure needs.
 - Provide a coordinated approach to active transportation in the Town of Souris.
 - Include planning for both short-term and long-term improvements.
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3.0 Scope of Work

The selected consultant will:

- Review existing conditions in relation to active transportation legislation and the PEI Planning Act.
 - Prepare initial mapping and final draft maps.
 - Conduct two meetings with municipal staff/council.
 - Perform a site visit to assess current active transportation infrastructure.
 - Lead public engagement, including a community survey, and summarize findings in a report.
 - Hold a public meeting with residents, property owners, stakeholders, and neighboring communities.
 - Deliver a feedback review report to Council from the public engagement.
 - Develop a finalized map of the active transportation network, highlighting priorities, missing links, and proposed routes.
 - Provide design guidelines, implementation plans, criteria for selection and prioritization, cost estimates, and funding recommendations.
 - Present best practices and tailored recommendations for the Town of Souris.
 - Suggest short-term and long-term policy initiatives to enhance active transportation.
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4.0 Deliverables

- Attend and present at a public meeting for residents.
 - Provide reports to Council following public engagement sessions.
 - Two meetings with municipal staff or Council.
 - Three printed copies of the final Active Transportation Plan, plus electronic copies in Word and PDF format.
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5.0 Proposal Submissions

5.1 Timeline

- **RFP Issued:** October 20, 2025
- **Deadline for Inquiries:** October 30, 2025 at 4:00 p.m.
- **Proposal Submission Deadline:** November 21, 2025 at 12 noon
- **Council Approval of Successful Proposal:** November 28, 2025
- **Notification to Successful Consultant:** December 1, 2025
- **Project Completion and Deliverables Due:** April 30, 2026

5.2 Proposal Submission Requirements

1. Business name and contact information
2. Mailing address, email, and phone number
3. Names and roles of project team members, with relevant experience
4. Proposed work plan with timelines
5. Minimum two references for similar projects
6. Confirmation of compliance with insurance and provincial legislation, including the PEI Active Transportation Fund contract requirements
7. Detailed cost proposal including HST
8. Identify any additional optional costs (e.g., mapping, printing, or enhanced services not included in proposal)

5.3 Ownership of Proposals

All proposals become the property of the Town of Souris and will not be returned. Submitted materials are confidential.

5.4 Proposal Evaluation Criteria

Rating Factor	Weight
Adherence to RFP instructions	10
Company & consultant information	15
Project understanding	20
Work plan and timeline	40
Fee summary	15

Maximum Points: 100

6.0 Proposal Submission Deadline

- **Deadline:** Friday, November 21, 2025 at 12 noon ADT
 - **Submission Options:** Email, drop-off, or mail to P.O. Box 628, Souris, PE C0A 2B0
 - Late submissions will not be considered
 - Hard copy submissions should also include a digital copy
 - Proposal valid for 60 days from submission deadline.
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7.0 Deadline for Inquiries

Friday, October 30, 2025, at 4:00 p.m.

Contact:

Shelley LaVie, Chief Administrative Officer

Town of Souris

Email: smlavie@sourispei.com | Phone: 902-687-2157

8.0 Town of Souris – Contractor Agreement

- The successful proponent will enter into an agreement with the Town based on this RFP.
- No legal rights exist until a written agreement is executed.

8.1 Conflict of Interest

- Disclose any potential conflicts of interest in a letter attached to the proposal.

8.2 No Contractual Obligations or Claims for Compensation

- Submission of a proposal does not create contractual obligations or compensation claims.

8.3 Acceptance and Rejection of Proposals

- The Town reserves the right to accept or reject any or all proposals.

8.4 Proponent Costs

- All expenses for proposal preparation are the responsibility of the proponent.

8.5 Inquiries

- Clarify any RFP details in writing before submission.

8.6 Amendment or Withdrawal

- Proposals may be amended or withdrawn before the submission deadline in writing.