

**TOWN OF POUCH COVE**

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REQUEST FOR QUOTATION**TO BE COMPLETED BY OFFICE**

TODAY'S DATE: AUGUST 17, 2022 **DEADLINE FOR SUBMISSION:** **AUGUST 31, 2022 3:00PM**

JOB TITLE:	RECREATION MASTER PLAN
LOCATION OF PROJECT:	N/A
DETAILS OF PROJECT:	<ol style="list-style-type: none"> 1. Professional consulting services to identify the Town's needs, current capacity, barriers, and challenges 2. Professional consulting services to identify partners and stakeholders 3. Professional consulting services to facilitate multiple opportunities for engagement and consultation with key stakeholder, partners, and town council (both through in-person workshops and through online surveying methods) 4. Professional consulting services to analyze data 5. Professional consulting services to develop a strategic Recreation & Community Service Master Plan. At a minimum the plan must include: <ol style="list-style-type: none"> a. An inventory of current community events and recommendations for future events based on the identified needs in combination of how successful current and past events have been b. An inventory of current community programs and recommendations for future events based on the identified needs in combination of how successful current and past programs have been c. An inventory of community facilities and recommendations for future facilities based on identified needs and financial accessibility. d. Description of community partnerships (that are currently in place and recommended to be further developed with details of how to collaborate with such groups). e. Brainstorming of opportunities for regional collaboration within the Killick Coast region. <ol style="list-style-type: none"> 1. The Killick Coast includes the Towns of Bauline, Pouch Cove, Flatrock, Logy Bay-Middle Cove-Outer Cove, Torbay, and Portugal Cove-St. Phillips. 2. This may include ideas related to community events, programs, facilities, or partnerships that should be pursued in partnership with neighboring communities. 3. This may also include strategies to complement or avoid duplication of offerings already available in the region. f. Description of any other needs, goals, and actionable objectives as may be relevant. g. For identified needs related to community development projects (i.e. trails, buildings, sports fields, courts, facilities, beautification, signage, etc.) the report is intended to be used as an attachment for future funding applications, so sketches/layouts/images/photos and general cost estimates are very important (it is not expected that engineering services will be procured to develop formal Class D cost estimates). h. Report is intended to be shared as a public document and so it must have professional quality graphics and formatting.

PROJECT COMPLETION DATE: _____

TO BE COMPLETED BY CONTRACTOR/COMPANY

COMPANY NAME: _____

CONTACT NAME: _____

CONTACT NUMBER: _____

QUOTED PRICE (EXCL. HST): _____

Our contractors and their workers are fully covered by the applicable workplace safety and insurance programs. All material and costs will be specified and documented. Work agreed upon will be completed in a manner according to standard procedures, and following the OHS legislation. Any alterations that are made involving extra costs will be executed upon a written agreement.

The prices, specifications and conditions are satisfactory and we hereby accept upon signature. As a contractor working with the town of pouch cove you are authorized to complete work necessary. Payment will be made within 30 days.

SIGNATURE: _____

DATE: _____