West Hants
something inspiring awaits

WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☒	Decision Request ☐	Councillor Activity ☐

To: West Hants Municipal Council

Submitted by: Kathy Kehoe, Director Community Development

Date: September 12, 2025

Subject: Consulting Services – Comprehensive Needs Assessment Parks & Recreation Facilities WHRMCD25-08 – Recommendation Report

LEGISLATIVE AUTHORITY

Nova Scotia Municipal Government Act, Section 65 authorizes Council to expend funds for municipal purposes.

RECOMMENDATION

That Council:

1. Approve the award of tender WHRMCD25-08 Request for Proposals Consulting Services for a Comprehensive Needs Assessment for Parks & Recreation Facilities contract to Eastpoint Engineering and ASBB Economics and Research for the tendered price of $64,971.00 plus applicable taxes.
2. Approve a contingency amount of $3,248.55 plus applicable taxes for this project.

BACKGROUND

Property ☒	Public Opinion ☐	Environment ☒	Social ☒	Economic ☒	Councillor Activity ☐

With the approval of the 2025-26 Capital Budget, Council approved funds for Consulting Services for a Comprehensive Needs Assessment for Parks and Recreation Facilities for the region.

A Request for Proposals (RFP) was issued on August 8, 2025, calling for proposals by consultants to undertake a Comprehensive Needs Assessment for Parks and Recreation Facilities.

Proponent Name	Technical Score	Total Score	Total Score	Total Bid Price (excluding HST)
Quantum Recreation Ltd.	57.66	30	87.66	$60,642.00
RC Strategies	58.73	29	87.73	$62,551.00
Eastpoint Engineering and ASBB Economics and Research	61.57	28	89.57	$64,971.00

DISCUSSION

RFP for Consulting Services – Comprehensive Needs Assessment for Parks & Recreation Facilities closed recently and with a recommendation report to be present to council for approval. The intent is that the assessment, when complete will create a long-term vision for parks and recreation facilities that are needed in WHRM and will support decision making and capital improvement planning for the next eight years. It is intended to address current conditions, identify gaps and provide actionable strategies for future planning, investment and sustainability.

While the recommended vendor's proposal reflects a slightly higher bid price compared to the other two bidders, the difference in cost is offset by the additional value provided. Specifically, the recommended vendor is committed to allotting 213 more project hours than the low bidder, with a greater allocation of hours for community engagement. This commitment is expected to enhance the quality and depth of public input into the project.

NEXT STEPS

Pending approval of council staff will award the consulting service contract to Eastpoint Engineering and ASBB Economics and Research.

FINANCIAL IMPLICATIONS

Procurement Timeline:

Posted to Procurement	August 8, 2025
Closing Date	August 21, 2025

Price Expiry Date	October 19, 2025
Days Remaining	**26**

2025-26 Capital Budget – Plans & Strategies – Parks & Recreation Facilities Master Plan

Tender Pricing	$64,971.00
Contingency (5%)	$3,248.55
Non-Recoverable Tax (3.86%)	$2,633.27
Tender Total	**$70,852.82**
2025-26 Budget Value	**$75,000**
Variance (under budget)	**$4,147.18**

In the 2025-26 Capital Budget a total cost of $75,000 was budgeted for plans and strategies, to be funded through the WHRM Operating Reserve. With the consultant pricing coming in $4,147.18 under budget there will be a smaller draw from the WHRM Operating Reserve for this project.

ALTERNATIVES

1. Council can choose to not fund or award this contract.
2. Council may choose to award this contract to an alternative proponent.

Neither of these alternatives are recommended by staff.

ATTACHMENTS

n/a

CHIEF ADMINISTRATIVE OFFICER REVIEW

The recommendation is in alignment with the proposed project as discussed in the 2025/26 Capital Budget deliberations. The rationale for the vendor selection and recommendation is provided for Council consideration.

I support the recommendation.

Report Prepared by: ___________________________________

Kathy Kehoe, Director Community Development

Report Reviewed by: ___________________________________
Carlee Rochon, Director Financial Services

Report Approved by: ___________________________________
Mark Phillips, Chief Administrative Officer