Town of - Ville de
Gravelbourg

# REQUEST FOR PROPOSALS

## Community Forest Landscape Design

**RFP No. 2026-003 | Town of Gravelbourg**

| | |
|---|---|
| Issue Date | October 13, 2026 |
| Closing Date and Time | November 30, 2026 4:30 PM CST |
| RFP Contact | Carol White, Chief Administrative Officer |
| Email | cao@gravelbourg.ca |

## 1. Invitation and Project Background

The Town of Gravelbourg invites qualified landscape architecture, landscape design, or multidisciplinary consulting firms to prepare a practical landscape plan for the renewal of the Town's Community Forest. The approximately 4.50 acre property is located at Parcel V, Plan 101122614 Ext 6.

The Community Forest began through the Prairie Farm Rehabilitation Administration Rural Community Forest Project. Approximately 3,000 trees were planted in 2000. Since then, many trees have been lost because of prolonged drought, irrigation challenges, and limited volunteer capacity. The Town is partnering with Gravelbourg Green Initiatives to renew the site.

The goal is a resilient, accessible, attractive community forest that can be developed in phases as funding and resources permit.

## 2. Project Objectives

- Assess existing site conditions, opportunities, and constraints.
- Create a clear overall design for the Community Forest.
- Develop a practical planting strategy using native, adapted, and climate-resilient trees and shrubs, including a protective windbreak.
- Consider trails, accessibility, passive recreation, gathering and educational opportunities, habitat, drainage, irrigation, and soil conditions.
- Provide realistic recommendations for maintenance and long-term stewardship.
- Identify implementation priorities, phases, and preliminary costs suitable for budgeting, grants, and future procurement.

## 3. Scope of Services

The following describes the expected scope. Proponents may recommend reasonable adjustments that improve the project outcome.

### 3.1 Site Review and Analysis

- Complete a site visit and assess vegetation, trees, soils, drainage, topography, infrastructure, access, adjacent uses, accessibility, and other relevant conditions.
- Prepare a concise Existing Conditions / Opportunities and Constraints plan.

### 3.2 Concept and Preferred Plan

- Prepare concept option(s) showing the proposed layout and character of the site.
- Address, as appropriate, forest planting, existing vegetation, habitat and pollinator areas, trails and accessible routes, entrances, seating, gathering areas, signage, community planting, educational opportunities, boundaries, and service/emergency access.
- Review the option(s) with the Town and partners and prepare a preferred Community Forest Plan.

### 3.3 Planting and Forest Establishment

- Recommend suitable tree and shrub species, species diversity, planting zones, spacing and densities, stock sizes, planting methods, establishment protection, and opportunities for natural regeneration.
- Consider drought tolerance, climate resilience, soil and moisture conditions, wildlife/pollinator value, maintenance needs, irrigation realities, and cost.

### 3.4 Trails and Public Use

- Where trails or public-use areas are proposed, recommend appropriate dimensions, surfaces, drainage, accessibility, seating, signage, and other practical amenities.

### 3.5 Engagement

- Allow for meetings with Town staff and project partners, presentation of option(s), and presentation of the preferred plan.
- Suggest cost-effective ways to involve residents, schools, community groups, and environmental organizations.

### 3.6 Maintenance, Implementation and Costing

- Provide recommendations for watering, mulching, weed and invasive-species management, tree protection, replacement planting, pruning, monitoring, pest/disease concerns, and trail/amenity maintenance.
- Outline establishment period needs and long-term maintenance.
- Prepare a phased implementation plan to identify priorities and opportunities for community or volunteer participation.
- Provide a preliminary opinion of probable cost, broken into useful project components for future budgets and grant applications.

## 4. Deliverables

- Work plan and schedule.
- Existing Conditions / Opportunities and Constraints plan.
- Community Forest concept option(s).
- Preferred Community Forest Plan.
- Planting and forest establishment strategy, including a preliminary species schedule.
- Trail and public-use recommendations, where applicable.
- Maintenance and long-term management recommendations.
- Phased implementation plan and preliminary cost estimate.
- Final report and presentation-quality drawings suitable for Council and public use.
- Final documents and drawings in PDF and editable digital format.

Final deliverables will become the property of the Town, subject to the consulting agreement.

## 5. Optional Detailed Design

Proponents should separately identify fees or hourly rates for optional future detailed design or implementation services, such as construction drawings, detailed planting plans, specifications, tender quantities, updated cost estimates, or plant-material inspections. The Town is not committed to proceeding with these services.

## 6. Consultant Qualifications

The proposed team should demonstrate relevant experience in landscape architecture/design, urban forestry or forest ecology, parks/open-space planning, ecological restoration, climate-resilient planting, accessible trail design, and implementation/cost planning. The lead professional must hold any registration or licensing required to provide the proposed services in Saskatchewan. Identify all subconsultants and their roles.

## 7. Proposal Requirements

Proposals should be concise and include:

- Firm profile and relevant experience.
- Project team, roles, brief resumes, and subconsultants.
- Three to five comparable projects, with client references/contact information where available.
- Brief understanding of the project and proposed approach.
- Work plan, key meetings, milestones, deliverables, and proposed completion date.
- Fixed upset fee, excluding applicable taxes, including professional fees, subconsultants, travel, meetings, disbursements, and other project expenses. Break the fee down by major task or phase and provide hourly rates for additional services.

## 8. Anticipated Schedule

| Milestone | Target Date |
|---|---|
| RFP issued | October 13, 2026 |
| Deadline for questions | November 10, 2026 |
| Proposal closing | November 30, 2026 |
| Consultant selection | December 10th Committee / December 15th Council |
| Concept options submission | February 1, 2027 |
| Concept options review & selection | February 11, 2027 |
| Draft plan submission | March 1, 2027 |
| Draft plan review | March 11, 2027 |
| Final plan | March 31, 2027 Committee |
| Council presentation | April 6, 2027 |

## 9. Proposal Evaluation

The Town intends to select the proposal offering the best overall value. Proposals may be evaluated as follows:

| Criteria | Weight |
|---|---|
| Project understanding and approach | 25% |
| Relevant experience and project team | 30% |
| Work plan and schedule | 15% |
| Fees and overall value | 30% |
| Total | 100% |

The Town may interview shortlisted proponents and is not required to accept the lowest-priced proposal or any proposal.

## 10. Town Responsibilities

- Provide any available reports on the area.
- Provide access to the site.
- Designate a Town project contact and coordinate municipal review/comments.
- Assist with coordination of project partners and meeting facilities, where appropriate.

## 11. Insurance and General Requirements

The successful proponent must comply with the Town's standard contractual requirements, including applicable insurance, workers' compensation, occupational health and safety, privacy/confidentiality, and municipal policies/bylaws. Required insurance limits will be confirmed before contract award.

## 12. Reservation of Rights

The Town may accept or reject any proposal, cancel or amend the RFP, request clarification, verify information, negotiate with a preferred proponent where permitted, modify the scope, or decide not to award a contract. The Town will not reimburse proponents for proposal preparation costs.

## 13. Submission Instructions

Submit proposals electronically to:

**Carol White, Chief Administrative Officer**
cao@gravelbourg.ca
Closing Date: November 30, 2026
Closing Time: 4:30 PM CST

**Mandatory Email subject line: RFP 2026-003 - Community Forest Landscape Design**

Questions must be submitted in writing to Carol White by 4:30 pm CST November 10, 2026 using the same subject line as shown above. Responses that affect the interpretation of this RFP will be shared with proponents by addendum, where appropriate.

# Gravelbourg

- measuringLayer
- Parcel Boundaries
- FlySask Aerial Imagery (2017-2021)
- National Road Network
- Assessment Parcels
- Municipal Boundary
- Civic Address




SCALE 1 : 2,994

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METERS

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https://www.cgis.com/SLIMS/Map.aspx

September 17, 2026 4:46 PM