



REQUEST FOR PROPOSALS (RFP)

Reference # RFP-2026-02

Cambridge-Narrows Disc Golf Trail Surfacing Improvements

Issued by: Village of Arcadia

C/O Karrie Bedford – CAO

info@arcadianb.ca

Issue Date: October 1, 2026

Closing Date: October 16, 2026

1. Introduction

The Village of Arcadia is seeking pricing proposals from qualified contractors to assess, recommend, and complete trail surfacing improvements at the Cambridge-Narrows Disc Golf Course.

The project consists of conducting a site review of the existing trail network between disc golf holes and providing recommendations for pathway improvements that support safe, accessible, and durable year-round use. The Village is seeking professional advice regarding appropriate trail surfacing materials and construction methods suitable for varying weather conditions, including seasonal precipitation, freeze-thaw cycles, snowmelt, and regular pedestrian traffic.

The Village's preference is to complete the approved work during the 2026 construction season. Proponents shall identify their earliest available start date and anticipated completion timeline.

2. Background

The Cambridge-Narrows Disc Golf Course is a valued recreational amenity within the Village of Arcadia. As usage of the facility continues to grow, the Municipality has identified an opportunity to improve the pathways connecting disc golf holes and course features.

Currently, pathway conditions vary throughout the site and may be impacted by seasonal weather conditions, drainage concerns, uneven terrain, and regular pedestrian traffic. The Village is seeking a professional assessment of the existing trail network and recommendations for improvements that will provide a durable, low-maintenance, and all-weather solution.

The Municipality may have materials available on-site that could potentially be incorporated into the project; however, proponents are expected to assess site conditions and provide recommendations regarding their suitability.

3. Scope of Work

The successful contractor shall provide all labour, equipment, materials, permits (if required), supervision, and professional recommendations necessary to complete the work, including:

- Conduct a site review of existing trail conditions and pathway locations throughout the disc golf course.
- Assess site grading, drainage, accessibility, and long-term maintenance considerations.
- Identify challenges and opportunities associated with the existing trail network.
- Recommend trail surfacing materials and construction methods appropriate for year-round use and local weather conditions.
- Identify any drainage improvements, grading requirements, or site preparation necessary to support the recommended trail system.
- Provide a proposed pathway layout, widths, and construction methodology.
- Supply and install all approved materials required to complete the work.
- Grade, shape, compact, and finish trail surfaces to provide safe and durable pedestrian routes.
- Restore and clean all work areas upon completion.
- Take reasonable care to avoid damage to existing course infrastructure, signage, trees, landscaping, and natural features.
- Provide separate pricing for any optional enhancements or recommended improvements beyond the base scope.

The Village reserves the right to modify pathway locations, priorities, quantities, or the overall scope of work based on budget, operational considerations, and recommendations received through this process.

4. Site Inspection

A mandatory site visit is required prior to the submission of a proposal. Proponents shall review trail locations, site access, topography, drainage conditions, existing pathway conditions, and other site features necessary to prepare a complete proposal. Site visits may be arranged through the Office of the Village of Arcadia at 506-488-2581 or by email at info@arcadianb.ca.

5. Completion of Approved Work

Following review of proposals, the Village may select to proceed with some, all, or none of the recommended work.

The successful proponent shall:

- a) Review existing site conditions and identify any additional work required to complete the project.
- b) Submit a complete proposal including recommendations, specifications, project approach, schedule, and total project costs.
- c) Supply all labour, equipment, materials, permits, and supervision necessary to complete the approved work.
- d) Complete all work in accordance with applicable regulations, industry standards, and best practices.
- e) Coordinate all required subcontractors where applicable.
- f) Maintain a safe worksite throughout the duration of the project.
- g) Restore disturbed areas and remove all project-related debris upon completion.

- h) Provide proof of liability insurance and Workers' Compensation coverage prior to commencing work.
- i) Complete the work within the approved project schedule.

6. Submission Information

Proposals shall be submitted electronically to the Village of Arcadia by **October 16, 2026**.

The Village reserves the right to accept or reject any proposal, waive minor informalities, and select the proposal that best meets the Municipality's operational, financial, and project requirements.

Proposals Shall Include:

- a) Company name and contact information;
- b) Description of relevant experience and qualifications;
- c) Summary of site observations and assessment;
- d) Recommended trail surfacing solution and supporting rationale;
- e) Description of proposed construction methodology;
- f) Equipment proposed for use on the project;
- g) Proposed project schedule, including anticipated start and completion dates;
- h) Confirmation of applicable insurance coverage and certifications;
- i) Breakdown of project costs, including any optional recommendations; and
- j) Total project cost, excluding and including HST.

Submission of a proposal does not create any contractual relationship between the Municipality and the proponent until a formal written agreement has been executed.

The Village is not obligated to accept the lowest-priced proposal. Consideration may be given to pricing, experience, project approach, proposed materials, durability, maintenance requirements, timelines, references, and overall value to the Municipality.

The Village reserves the right to negotiate minor amendments with the preferred proponent and may cancel or reissue this Request for Proposals at its sole discretion.

Proposals must be submitted to:

Village of Arcadia – Attention: Karrie Bedford, CAO
info@arcadianb.ca

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Submission Deadline: October 16, 2026 at 4:00pm. Late submissions will not be considered.