

Request for Proposals (RFP)

Swim Nova Scotia Swimming Pool Infrastructure Study

Issue Date: April 29, 2025

Closing Date: May 16, 2025

Contact: Bette El-Hawary

Organization: Swim Nova Scotia

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1. Introduction

Swim Nova Scotia, in collaboration with the Recreation Facilities Association of Nova Scotia (RFANS), is seeking proposals from qualified consultants to lead a province-wide Swimming Pool Infrastructure Study. This comprehensive, evidence-based review will provide municipalities and key stakeholders with a long-term plan for swimming pool infrastructure investment and development, including the exploration of a potential National Aquatic Sports Centre in Nova Scotia.

2. Project Title

Nova Scotia Swimming Pool Infrastructure Study

3. Project Scope

The successful proponent will deliver a province-wide study addressing the current status and future needs of swimming pool infrastructure in Nova Scotia. The study must include the age of the facility; recent upgrades/renovations that have taken place and current facility programming.

4. Objectives

- Conduct demographic and population research at local, regional, and provincial levels.
- Inventory and assess the current swimming pool infrastructure (indoor/outdoor) across Nova Scotia.
- Analyze municipal long-term plans for facility repair, replacement, or new builds.
- Define Aquatic Regions and identify underserved, adequately serviced, and overserved areas.
- Establish core design standards for new aquatic centers in Nova Scotia.
- Determine training and competition needs in consultation with Swim NS and aquatic sport bodies.
- Review national and international best practices for aquatic facility programming and design.
- Develop feasibility study guidelines for future aquatic center projects.
- Investigate the need and options for a National Aquatic Sports Centre and propose a high-level location, features, capital and operational costs.

5. Assumptions and Support

Swim Nova Scotia and RFANS will:

- Provide the selected consultant with all relevant studies and historical infrastructure data.
- Assist with outreach to municipalities and facility operators to collect data.

6. Deliverables

- Comprehensive written report with supporting data sets and visual maps.
- Executive summary of key findings and recommendations.
- Presentation deck summarizing the study outcomes.

7. Timeline

- RFP Issued: April 29, 2025
- Proposal Deadline: May 16, 2025
- Award Notification: May 23, 2025
- Project Start: May 26, 2025
- Final Report Due: October 31, 2025

8. Proposal Requirements

Please include the following in your submission:

- Company profile and relevant experience with similar infrastructure studies.
- Detailed work plan and timeline.
- Budget, including all costs and a breakdown of professional fees and disbursements.
- Description of anticipated site visits and stakeholder engagement.

9. Budget

Proposals should include a detailed cost estimate. Proponents may optionally provide a reduced fee if a site visit is deemed unnecessary.

10. Evaluation Criteria

- Demonstrated experience and expertise (25%)
- Understanding of scope and methodology (25%)
- Quality of proposed work plan and timeline (20%)
- Cost effectiveness (30%)

11. Submission Instructions

Please submit your proposal electronically in PDF format to:

Attn: Bette El-Hawary, Executive Director, Swim Nova Scotia

Email: swimming@sportnovascotia.ca

Deadline: May 16, 2025 5:00pm Atlantic Standard Time

Late submissions will not be accepted.