



REQUEST FOR
PROPOSALS

Climate Change Adaptation Plan

JUNE 2026

Closing Date: July 29, 2026 at 3:00pm (AST)



OVERVIEW

The Town of Shediac is seeking qualified and experienced consultants to submit proposals for the development of a new Climate Change Adaptation Plan that will guide the municipality in addressing climate change and building long-term resilience. Interested applicants must demonstrate proven experience in developing climate change adaptation plans for municipalities or comparable public-sector organizations with similar requirements. Proposals will be considered from established firms that possess sufficient resources and capacity to carry out the assignment effectively.

Building on the Town of Shediac's 2019 Climate Change Adaptation Plan and the 2024 Pointe-du-Chêne Climate Change Adaptation Plan, this updated plan will integrate new data, community profiles and priorities across the expanded municipal boundary. As a coastal community facing increasing risks from sea-level rise, storm surges, extreme weather and other climate-related hazards, Shediac requires a strategic framework to identify vulnerabilities, reduce risks, protect municipal infrastructure and natural assets and strengthen long-term resilience. The selected consultant will lead a process that combines data analysis and meaningful stakeholder engagement to produce a comprehensive and actionable Climate Change Adaptation Plan.

CONTEXT

The Town of Shediac is a dynamic and growing municipality recognized as one of New Brunswick's leading tourist destinations. This bilingual municipality is characterized by strong community engagement and a development approach focused on sustainability. The Town maintains a strong focus on strategic planning, excellence in public services and the integration of environmental resilience principles in order to meet the needs of its permanent population while supporting a significant seasonal population.

In 2023, as part of New Brunswick's local governance reform, the municipal boundaries of Shediac were expanded to include portions of the former local service districts of Pointe-du-Chêne, Shediac Cape, Scoudouc and Scoudouc Road, resulting in a significant expansion of the Town's territory and population.



SCOPE OF WORK

The successful consultant will develop a comprehensive Climate Change Adaptation Plan for the Town of Shediac that reflects current climate projections, aligns with provincial and federal frameworks and fully incorporates the Town's expanded municipal boundary. This project is limited to planning, policy analysis and strategic recommendations. It does not include detailed engineering design or construction of capital infrastructure. Existing plans and studies must be reviewed and incorporated or referenced where appropriate. The focus of this work is to update information, identify gaps, assess new risks and develop practical recommendations.

The following scope outlines the key tasks and expectations:

1. Background Review and Data Analysis

- Review and analyze all existing municipal plans, policies, by-laws, studies and climate data, including but not limited to:
 - 2019 Town of Shediac Climate Change Adaptation Plan
 - 2024 Pointe-du-Chêne Climate Change Adaptation Plan
 - Municipal plan and zoning by-law
 - Asset management plan
 - 2025 Town of Shediac Storm Water Master Plan
 - Town of Shediac's 2025-2027 Strategic Plan
 - Flood mapping and coastal studies
 - Relevant provincial and federal climate-adaptation frameworks
- Assess progress on 2019 Climate Change Adaptation Plan actions, highlighting completed, ongoing and outstanding actions
- Identify overlaps, lessons learned and opportunities to consolidate existing plans into a cohesive municipal framework
- Identify gaps, emerging risks and opportunities to refine recommendations based on updated data, lessons learned and evolving priorities
- Identify best practices and compile up-to-date climate projections for flooding, extreme precipitation, heatwave, coastal erosion, winter storms, droughts, wildfires and related hazards
- Analyze demographic, land-use, economic sectors and natural assets across the expanded municipal boundary, including newly incorporated areas, to identify information gaps and ensure recommendations reflect current realities and projected future conditions



- Identify strategic opportunities to integrate climate adaptation, natural asset protection and resilience planning into municipal decision-making, including updates to the municipal plan, zoning by-law, infrastructure planning and related land-use planning frameworks
- Review relevant municipal policies and by-laws to propose adaptation measures and identify where updates or improvements may be required

Additional Town data, reports and mapping products may be provided as available upon request throughout the exercise.

2. Climate Risk & Vulnerability Assessment

- Assess Shediac's current and future exposure to climate-related risks across:
 - municipal infrastructure (roads, culverts, stormwater systems, buildings)
 - natural assets (wetlands, coastline, green spaces)
 - social systems (emergency response, vulnerable populations)
 - economic sectors (tourism, seasonal population impacts)
- Assess risks under multiple climate and socioeconomic scenarios to support long-term municipal planning and adaptation decision-making
- Apply a risk-ranking methodology consistent with provincial and federal standards and clearly describe the risk-scoring approach
- Identify and prioritize high-risk areas and sectors requiring early or accelerated action

3. Infrastructure, Land Use & Development Resilience

- Evaluate the resilience of key municipal infrastructure under projected climate conditions
- Recommend high-level adaptation measures for roads, trails, stormwater and drinking water systems and municipal buildings
- Review land-use policies, zoning provisions and coastal regulations to identify updates required to reduce exposure to climate risk
- Identify adaptation opportunities, including green infrastructure and nature-based solutions and outline broad cost considerations and planning implications to help guide future capital investment decisions



4. Environmental, Community & Social Resilience

- Assess the role of natural assets (beaches, dunes, wetlands, forests, coastal ecosystems) in supporting climate resilience
- Identify potential impacts on community well-being, emergency preparedness, housing and vulnerable populations (low-income households, seniors, newcomers and Indigenous community members) and recommend measures that support equitable adaptation outcomes.
- Recommend nature-based, community-level and emergency preparedness measures that support long-term resilience, reduce environmental impacts and strengthen community capacity

5. Stakeholder and Community Engagement

- Develop and implement a bilingual engagement and communications strategy tailored to Shediac's community profile
- Conduct inclusive, bilingual engagement and consultation activities (workshops, surveys, stakeholder meetings) to gather input from residents, businesses and stakeholders
- Engage key regional partners and community organizations involved in environmental protection, infrastructure and emergency management, including the Shediac Bay Watershed Association (SBWA), the Greater Shediac Sewerage Commission, Red Dot Association of Shediac Bay, the Greater Shediac Chamber of Commerce and New Brunswick Department of Transportation and Infrastructure
- Ensure proactive outreach to vulnerable and under-represented groups (including low-income residents, seniors, youth, newcomers and Indigenous community members) and integrate their perspectives into the final recommendations
- Document engagement outcomes with clear summaries of participation, key feedback themes and recommendations to ensure transparency and support decision-making



6. Development of the Climate Change Adaptation Plan

- Synthesize findings from all reviews, risk assessments and engagement activities
- Identify clear, actionable adaptation goals and corresponding measures appropriate for the entire municipality
- Integrate nature-based solutions and disaster-risk reduction approaches into the recommended strategies
- Provide specific recommendations for updates to municipal policies and by-laws
- Present information in a clear and public-friendly format that effectively communicates findings and recommendations.
- Summarize anticipated climate risks and expected benefits of proposed actions using available data and projections

7. Implementation Framework

- Develop a phased implementation plan (short, medium and long term) identifying priority actions, timelines, required resources (staffing, budget, equipment), responsible parties, cost considerations, funding opportunities and performance measures, presented in a clear and user-friendly format
- Include order-of-magnitude capital cost estimates for each recommendation to inform future budgeting and implementation decisions
- Identify funding opportunities and partnership requirements to support implementation of adaptation measures
- Recommend a high-level monitoring and evaluation framework, including proposed indicators and approaches to tracking the progress and effectiveness of adaptation actions over time
- Provide a structured decision-support tool or checklist to integrate climate considerations into municipal planning, budgeting, asset management, development review and day-to-day operations



DELIVERABLES

The successful proponent shall provide a comprehensive Climate Change Adaptation Plan, including:

- A detailed analysis and assessment of climate vulnerabilities and risks, including a clear summary of prioritized risks and high-risk areas across the expanded municipal boundary, demonstrating alignment with relevant national and provincial climate-adaptation frameworks
- Strategic, actionable and prioritized adaptation recommendations presented in a clear and structured format, including proposed updates to municipal policies, plans and by-laws
- All findings must be supported by clear visual products including maps, charts, climate projections and risk matrices, where applicable.
- A phased implementation plan identifying priority actions (short, medium and long term), timelines, resource requirements, order-of-magnitude capital cost estimates and potential funding sources
- A monitoring and evaluation framework, including proposed indicators, performance measures and reporting approaches
- A public-ready executive summary report suitable for external communications and public distribution, provided in both official languages (English and French)
- A summary of engagement activities, including participation levels, stakeholder input and key themes identified during consultation
- A climate-informed decision-support process or structured checklist to guide future municipal planning, asset management and decision-making
- A presentation to Council in person summarizing key findings and recommendations



The Climate Change Adaptation Plan may be submitted in English only and provided in PDF format. The executive summary report, along with all materials developed for public engagement, consultation or communication purposes, shall be provided in both official languages (English and French). All drawings and maps should be submitted to the Town in electronic PDF and editable digital formats (GIS, shapefiles, AutoCAD, etc.).



PROPOSAL REQUIREMENTS

Each proposal must include, at a minimum, the following elements:

1. **Executive Summary**

- Overview of proposed approach, key strengths and understanding of the assignment (maximum of 2 pages).

2. **Understanding of Project**

- Demonstrate a clear understanding of Shediac's climate risks, local context and objectives.
- Describe the approach for reviewing the existing plans and explain how amalgamated areas will be integrated into the updated plan.

3. **Methodology & Work Plan**

- Describe the proposed methodology, analytical tools and technical approaches.
- Outline the engagement strategy, including consultation methods and proposed deliverables.
- Specify the number and type of engagement activities proposed.
- Provide a detailed work plan with milestones.
- Explain how all required deliverables (adaptation plan, engagement summary, decision-support process, etc.) will be developed and presented.

4. **Team Composition & Relevant Experience**

- Identify key team members, their roles and their responsibilities.
- Highlight relevant experience in climate adaptation or comparable planning projects.
- Identify the lead project manager.

5. **Project Timeline**

- Provide a detailed schedule showing major tasks, milestones and completion dates.



6. Cost Proposal

- Provide a clear, itemized cost proposal, including fees and expenses for each task.
- Identify any optional or value-added services separately.
- Confirm that all costs associated with the project, including those associated with engagement and consultation activities, are included in the cost proposal
- Cost must be provided in Canadian funds and applicable HST (15%) must be clearly identified

7. References

- Provide a minimum of three (3) clients from whom they have provided similar services for previous climate adaptation, resilience or comparable planning projects, including contact information.

8. Contact Information

- All proposals must identify the name of one (1) designated representative and include their telephone number and e-mail address for all communication concerning the request for proposal.

9. Optional Appendices

- Additional documentation that supports qualifications (sample plans, case studies, research, data examples).

The proponent may include any additional information deemed relevant to demonstrate their ability to successfully complete the mandate and to differentiate the firm from possible competitors.



EVALUATION CRITERIA

All proposals received will be evaluated by an internal selection committee based on the following criteria:

- **Understanding of the Project and Methodology (35%):** Demonstrated understanding of the project objectives, climate adaptation challenges and municipal context, including the ability to clearly articulate a practical methodology.
- **Work Plan & Project Delivery (10%):** Quality, feasibility and completeness of the proposed work plan, including project schedule, key milestones, deliverables, engagement activities and the proponent's demonstrated ability to complete the project in a timely manner.
- **Experience & Technical Expertise (20%):** Proven experience of the firm and key personnel in delivering climate adaptation or resilience planning projects, demonstrating strong technical expertise and past performance on comparable assignments.
- **Project Team & Capacity (10%):** Strength, qualifications and availability of the proposed project team, including clearly defined roles and responsibilities and the overall capacity to deliver the project to a high standard.
- **Cost & Value (25%):** Overall value for money, transparency of cost breakdown and alignment between proposed budget, scope of work and anticipated quality of outcomes.

The Town of Shediac reserves the right to select the proposal that offers the best overall value and benefit to the Town and is not obligated to accept the lowest-priced proposal.



TERMS AND CONDITIONS

This RFP is subject to the following general terms and conditions:

- **Authorizing Officer & Contact:** Proposals must be signed by an authorized representative; one primary contact must be identified for all communications related to this Request for Proposals (Refer to Proponent Response Sheet).
- **Commercial General Liability and Automobile Liability Insurance:** Minimum \$2,000,000 per claim for all owned and non-owned vehicles, with the Town listed as Additional Insured.
- **Professional Liability (Errors and Omissions) Insurance:** Minimum \$2,000,000 per claim, which shall indemnify and save harmless the Town from all suits and actions for damages to property resulting from errors and omissions caused by the negligence of the Proponent, which may arise from the results of this work.
- **Insurance:** Must be procured from a Canadian-based insurer licensed in New Brunswick.
- **Workers Compensation:** Proponent employing three (3) or more workers must provide a valid WorkSafe NB Registration certificate, or a letter of exemption, if applicable.
- **Health and Safety:** All work must comply with the Occupational Health and Safety Act (NB).
- **Permits and Licenses:** The Proponent is responsible for obtaining and paying for all required permits and licenses in connection with the performance of this work, as well as for any damages resulting from non-compliance.
- **Sub-Contractors/Sub-Consultants:** All Sub-Contractors/Sub-Consultants must be identified in the proposal with demonstrated qualifications. The Proponent is solely responsible for the quality and coordination of all subcontractor/sub-consultant work. The Town reserves the right to approve or reject any Sub-Contractors/Sub-Consultants.
- **Conflict of Interest:** Any actual or potential conflict of interest must be disclosed in the proposal.
- **Grounds for Disqualification:** Proponents must not contact members of the proposal review committee, Town Council, or Town staff other than the designated Town Representative.



- **Governing Law:** This Request for Proposals is governed by the laws of Canada and New Brunswick; disputes fall under the exclusive jurisdiction of New Brunswick courts.
- **Laws and Regulations:** The Proponent shall comply with all applicable Federal, Provincial and Municipal laws, regulations and by-laws, including the Town of Shediac's Standard Municipal Specifications and Design Criteria Manual (latest editions).
- **Indemnification:** The Proponent shall indemnify and hold the Town harmless from any claims, damages, or liabilities arising from the Proponent's work or actions.
- **Intellectual Property:** All work produced under this contract is classified as "work for hire" and becomes the exclusive property of the Town upon payment. The Proponent may retain a copy for its records; pre-existing intellectual property of either party is unaffected. All information and documents submitted as part of this Request for Proposals, as well as all reports, studies, maps, data, graphics, models and other materials produced through this project, shall become the property of the Town of Shediac upon completion of the project and payment of applicable fees.
- **Agreement and Contract:** Selection of a proposal initiates contract negotiations and is not a guarantee of a contract; the Town is not bound to accept the lowest or any proposal. No changes to the contract are valid without written authorization from the Town Representative.
- **Cancellation:** The Town may cancel the contract with 30 days written notice for non-compliance, unsatisfactory performance, or insufficient funding. If a key project team member becomes unavailable and cannot be suitably replaced, the Town may terminate the contract with 15 days written notice.
- **Payment and Invoicing:** Payment is authorized upon satisfactory completion of work; HST must be itemized separately on all invoices. Invoices are to be directed to the Town of Shediac accounts payable (payables@shediac.ca).
- **Cost of Preparation of Proposal:** All costs associated with the preparation and submission of a proposal, including any oral presentations, are the sole responsibility of the Proponent. All submitted proposals become the property of the Town and will not be returned.
- **Project Budget:** The project budget is based on funding received through the Environmental Trust Fund (ETF) of the Government of New Brunswick. Proposals exceeding the available budget will not be considered.



The Proponent is responsible for supplying all labour, materials, equipment and incidentals necessary to complete the work professionally and on schedule. All work shall be coordinated with designated Town staff and performed by skilled individuals to the highest standard. This Request for Proposals outlines the major requirements of the project; however, the Proponent is expected to be fully familiar with the nature and extent of the work prior to submission. Items not explicitly detailed in this document shall nonetheless be considered included in the scope of services and all risks, incidental items and contingencies shall be considered included in the proposed fee. The specifications in this Request for Proposals represent minimum acceptable standards; best commercial practices shall apply in all cases and any omission or silence in the specifications shall be interpreted accordingly.

The Town reserves the right to:

- Request and obtain additional information as required from Proponents in a reasonable length of time, in order to complete the evaluation of Proposals;
- Award based on the specified evaluation criteria and not necessarily pricing; however, available monies shall be taken into consideration;
- Delete components from this Request for Proposals and negotiate changes to more fully meet the Town's needs (based on available funding);
- Award this Request for Proposals in whole, or in part to more than one (1) Proponent, as may be deemed to be in the Town's best interest;
- Adjust the final quantity of requested services to meet budgetary allocations;
- Make interim arrangements if the successful Proponent or its agents are affected by strikes, lockouts, Acts of God, or any other disturbances which render the Proponent unable to perform the services specified herein;
- Determine acceptability of deviations and/or equivalencies;
- Terminate this agreement upon thirty (30) calendar days written notice in the event of a change in ownership of the service provider;
- Award in its best interest. Request for proposals offering the lowest price or any price need not necessarily be accepted;
- **NOT** to award this Request for Proposals due to budgetary or other considerations;



- Contact the references submitted by the Proponent in their Request for Proposals response to verify the Proponent's record and ability to complete the work. The Proponent acknowledges and agrees that the results of the reference checks shall become the property of the Town of Shediac and shall not be released to the Proponent or the public. The Proponent further acknowledges and agrees that it shall not seek the release of the results of any reference checks conducted in conjunction with its Proposal submission.
- Reject proposals submitted by ineligible proponents, proposals that do not comply with the submission requirements, are incomplete, or contain false or misleading information.

Additionally, if a key project team member becomes unavailable, any proposed replacement is subject to written approval by the Town at its sole discretion. No additional costs shall be incurred by the Town as a result of the substitution.

NOTE: Issuance of this Request for Proposals and any subsequent negotiations do not obligate the Town to enter into a contract. Any award is subject to final approval by Town Council and/or the Chief Administrative Officer and/or Director of Municipal Operations and Engineering.



INSTRUCTIONS

All interested proponents are invited to submit a detailed proposal in response to this Request for Proposals.

- Proposals must be submitted in PDF format.
- Proposals may be submitted in French or English.

Proposals must be received no later than **July 29 at 3 pm- Atlantic Time**. Late or incomplete submissions will not be considered and no extensions will be granted.

Proponents shall be solely responsible for the delivery of their bid submissions in the manner and time prescribed.

Submitted proposals are final and may not be modified or withdrawn after the closing date. Proposals shall remain irrevocable and valid for acceptance for a period of ninety (90) days following the submission deadline. This period may be extended at the request of the Town of Shediac, with the written consent of the proponent.

Submission of a proposal constitutes acceptance by the proponent that the Town's decision to accept or reject any proposal is final and that no claims, challenges, or requests for compensation or damages shall be made in connection with that decision.

Proposals must be submitted electronically by email to the attention of:

Tina LeBlanc

Deputy Chief Administrative Officer

Town of Shediac

tina.leblanc@shediac.ca

Subject: Request for Proposals- Climate Change Adaptation Plan - [Name of your organization]

If the size of the submission exceeds 10 MB, proponents must use a file transfer service (e.g., WeTransfer, Dropbox) and include the download link in the email.



QUESTIONS OR CLARIFICATIONS

All questions or clarifications related to this Request for Proposals must be submitted by email to tina.leblanc@shediac.ca no later than **July 20 at 3 pm- Atlantic Time**. Proponents are requested not to make any inquiries of Town staff, members of municipal council and/or consultants hired by the Town.

The Town of Shediac will provide all proponents with a document compiling relevant questions and corresponding responses. Any addendum issued by the Town of Shediac shall form an integral part of this Request for Proposals, provided it is issued at least three (3) business days prior to the proposal submission deadline. Proponents are responsible for checking whether any Addenda have been issued prior to submission. **Failure to include a signed copy of all issued Addenda will result in rejection of the proposal.**



Proponent Name: _____

Address: _____

City: _____ Province: _____

Telephone No.: _____ Fax No.: _____

E-mail address: _____

Website: _____

Contact Person: _____

Title: _____ Telephone No. _____

NAME (Please Print)

TITLE (Please Print)

AUTHORIZED SIGNATURE

DATE

THE TOWN RESERVES THE RIGHT TO REJECT ANY OR ALL SUBMISSIONS.

THE LOWEST OR ANY SUBMISSION WILL NOT NECESSARILY BE ACCEPTED.

