



# Request for Proposal

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## Starlite Trail Design/Construction

**For all Professional and Technical Services, including the Supply of all Materials, Equipment, Labor and Supervision Required to Design/Re-Develop Existing Trail and Design/Build New Trail into a Natural Surface Trail System for walking and hiking purposes in the Codroy Valley, Newfoundland and Labrador, on the trail system commonly known as Starlite Trail**

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## DOCUMENT IDENTIFICATION & TERMS OF SUBMISSION

### **Purpose**

The purpose of this RFP is to select a qualified design build company/firm/individual to design and construct a trail system, known as the Starlite Trail in the Codroy Valley. The consultant(s) will have proven expertise in the construction of natural surface trails according to industry design standards.

The purpose of this project is to design/re-develop existing trails and design/build new trails into a natural surface trail system network, to improve the long-term sustainability and safety of recreational hiking and walking trails while protecting and minimizing impacts to the surrounding natural environment and improving the visitor experience.

The work will be based on the concept design and preliminary route layout developed by Green Leaf Resources in 2018, supplemented by additional materials. It will also conform to natural surface trail design standards and construction 'industry standards best practice' techniques including those developed by professional trail building authorities.

### **Background**

The proposed project will aim to upgrade the current Starlite Trail and construct a significant extension to develop a tourism oriented trail development to attract non-resident visitors to the Southwest Coast region of Newfoundland and Labrador. The current trail extends approximately 2.5km from the trail head near the Trans-Canada Highway in the Codroy Valley area, ascending to the top of the Long Range Mountains to a scenic lookout area. The proposed development will also require a route extension to circumnavigate the highlands that surround Campbell's Lake (more or less maintaining the viewscape of Campbell's Lake) and then descend to Campbell's Lake, to reconnect back to the existing trail; creating a looped trail. An additional route to circumnavigate Campbell's Lake itself, is also proposed.

Tourism industry stakeholders recognize the valuable contribution of walking and hiking trails to the tourism experience and towards economic development. The most recent tourism Visitor Exit Survey (2016) undertaken by the Province, confirms that hiking and walking on trails and in/around communities are the top outdoor experiences for vacation visitors, particularly for the touring/explorer market. For this Region to continue to grow as a tourism destination, the existing trail networks need to be upgraded, organized into a system and promoted as a destination for vacation visitors.

A first step towards this effort will be to upgrade the Starlite Trail, a high priority development suggested by Green Leaf Resources, in their Southwest Trail Assessment Report (2018). The Starlite Trail has the potential to provide a full/multi-day hiking and walking experience for vacation visitors. Incredible views, remarkable landscape and challenging terrain, expose the visitor to some of the best coastal views along the Southwest Coast. Supported by a mix of other cultural and natural assets within the Southwest Coast Region, this unique hiking and walking experience will also extend the visitors stay and help support restaurants, accommodations, local businesses and all and that the Region also has to offer.

## **Terms of Submission**

The bidder must provide an electronic copy of the response/proposal to this RFP, emailed to email [codroyvada@gmail.com](mailto:codroyvada@gmail.com) no later than **June 30, 2022**.

**Late, incomplete or partial proposals or submissions, will not, without exception or under any circumstances, be accepted.** CVADA will ensure that all proposals or submissions submitted before the deadline will remain sealed until the evaluation process begins.

CVADA is not bound to accept the lowest priced bid and may exercise the right not to select any of the bids submitted under the RFP.

The bidder submitting a proposal under this RFP is considered to be responsible, on behalf of it and all its partnered sub-contractors, for all undertakings and deliverables related to the provision of services to CVADA specified in this RFP.

CVADA requires knowing the identity of all the sub-contractors, their experience, personnel and knowledge levels, and their relationship and experience with the primary bidder. This information must be explicitly stated in the proposal submitted by the bidder. Sub-contractors will be evaluated as part of the selection process, and any changes in sub-contractors other than those specified in the submission, must be approved by CVADA.

The bidder is also required to submit the names of three references for whom it has supplied similar professional services in related work, planning, and who can be contacted to verify or vouch for the record of work, experience, knowledge levels, competency, creativity, and abilities of the bidder to supply the specified requirements of this RFP.

This RFP is the primary document and should a dispute arise between the RFP and the bidder proposal then the RFP will supersede the bidder proposal in any legal dispute.

## **Award of Contract**

Contracts may be awarded following an evaluation of proposals by CVADA and its partners.

## **Evaluation**

All proposals will be evaluated using specific criteria, attributes and characteristics which have been generated by CVADA and partners as part of a comprehensive process in the preparation of this RFP and will be used to evaluate all proposals. Criteria are based upon the detailed specifications of the scope of work, work schedules, technical specifications, quality standards, consultant experience and qualifications, and other desirable features and benefits contained in this RFP.

## SCHEDULE OF EVENTS

### **Implementation**

All potential bidders who have requested or known to have obtained copies of this RFP will be notified of any changes should they occur after its publication.

### **Project Milestones**

The Project Milestones are as follows:

1. Publication of RFP
2. Submission of Proposals
3. Evaluation of Proposal/Award of Contract
4. Start-up Meeting(s)
5. Bi-Weekly Progress Reports via Email and an appropriate number of in-person meetings with the project team to collect data, discuss interests and clarify issues
6. Submission of Final Report
7. Site visit and trail inspection by project team, including Department of Tourism, Culture, Arts and Recreation (TCAR), Product Development Division

### **Communications**

All bidders who have questions concerning the RFP should contact the below email. All responses will be circulated to all known holders of this RFP.

**E-mail:**     [codroyvada@gmail.com](mailto:codroyvada@gmail.com)

The awarding of contract will be made based upon the results of the evaluation of submitted proposals. The successful bidder will be notified in writing. Those that are not successful will receive written notification within approximately 10 days of the selections when the award of contract has been accepted and the negotiations have been concluded with the successful bidder. CVADA reserves the right not to explain in detail why the unsuccessful bidders were not selected.

If the successful bidder wishes to accept the contract and concludes final negotiations with CVADA, the contract will commence based on negotiated start date between CVADA and the bidder.

All data, specifications, concept plans, designs, rationales, presentation materials, economic and technical reports and related information produced by the successful proponent in completing this contract shall be the property of CVADA and its partners.

## SCOPE OF WORK

### Overview

The successful proponent shall provide all professional and technical services required, including design, supply and construction of all components required to create a sustainable natural surface trail system for hiking and walking purposes.

The work will involve improvements to the existing trail, re-routing the trail, closures and rehabilitation to the existing trail and new trail construction. The work undertaken will conform to natural surface trail design standards and construction 'industry standards best practice' techniques including those employed by the International Mountain Biking Association, the Professional Trail Builders Association, Parks Canada, or equivalent organizations. The trail should furthermore, be designed for minimum future maintenance costs, use appropriate construction techniques to protect sensitive natural features and highlight viewsapes important from a visitor's perspective.

The trail system will be based on the concept design and preliminary route layout developed by Green Leaf Resources in their 2018 Report titled 'Southwest Trail Assessment', supplemented by additional materials. Exceptions to the Green Leaf Resources Report include, (1) the elimination of the route between approximately the 3.5km mark and the 11.5km mark (again, the intent is to circumnavigate the highlands that surround Campbell's Lake, maintaining the viewscape of Campbell's Lake) and (2) the addition of a trail to circumnavigate around the near shoreline of Campbell's Lake, as identified in the attached file – Series of Maps for RFP.

All required permits and approvals from Crown regulatory agencies to construct a pedestrian trail have been acquired. All conditions outlined in these approvals will be reviewed prior to the commencing of trail construction. Any new or unforeseen permits or approvals from Crown regulatory agencies are not the responsibility of the contractor to acquire and CVADA will ensure that any documentation is acquired prior to commencing of trail construction.

Permissions have also been secured to build the trail across private lands. The trail can only be placed on these private land blocks and not deviate too far off the existing trail without explicit approval from landowners and in partnership with the International Appalachian Trail Newfoundland and Labrador (IATNL) who holds pedestrian trail rights granted by the Crown. All conditions outlined in these approvals will be reviewed prior to the commencing of trail construction.

## **Required Reading**

- Southwest Trail Assessment Report, Nov 2018 – Green Leaf Resources

## **Key Deliverables**

In order to achieve the desired deliverables, the proponent will:

- 1. Review existing design and develop approach to implementation**
  - a. Develop Implementation Schedule that includes construction timelines
  - b. Finalize Implementation Schedule with feedback from the project team
- 2. Construction**
  - a. Provide all necessary materials, equipment, labour and supervision according to the Implementation Schedule
  - b. Provide a Final Report

## **CONSULTANT QUALIFICATIONS AND METHODOLOGY**

Consultant teams should demonstrate an in-depth experience and a solid track record in the multi-disciplinary field of Trail Assessment, Trail Construction, Development, Geographic Information Systems and Technical Report Writing.

## **Proposal Requirements**

Proposals are expected to include:

- A covering letter briefly summarizing who the Project Manager and Team Members are, the firms/sub-contractors involved and total budget.
- Identification of Project Manager and Consultant Team Members.
- Description of the project organization and management system, as well, company profiles of the primary Bidder and Sub-Contractors or Consultant Team.
- Methodology.
- A minimum of three references from any applicable projects involving similar scope and scale.
- A schedule of project activities in chronological order which shows each activity and its duration.
- Itemized project costs including fee structure, staff cost, overhead and other related expenses, including HST, as well as, a suggested/preferred payment schedule.

The Bidder may highlight limitations or difficulties envisioned and make suggestions on issues that CVADA did not address in this RFP which may be critical to the successful completion of this assignment.

## **Work Schedule**

The proposed schedule of work will be negotiated between CVADA and its partners and the successful bidder. The bidder shall submit a detailed proposed work schedule for consideration by CVADA and its partners.

## **Deliverables/Outputs**

During the assignment, the proponent will be required to meet with CVADA and project partners at least two times and more as required.



## **Cost**

Please provide a budget for the following:

1. A loop track route starting at the trail head near the Trans-Canada Highway, up to the current Starlite Trail summit, circumnavigating the highlands that surround Campbell's Lake (more or less maintaining the viewscape of Campbell's Lake), then descending to Campbell's Lake and reconnecting back to the existing trail; an approximate route of 12km.
2. A branch circumnavigating Campbell's Pond; an approximate route of 2.75km.

Depending on costs, prioritization of work may occur.

## **Communications**

The Proponent will provide a single contact name of the senior project manager, address, telephone and fax numbers and, electronic mail address where the Proponent can be contacted.

All communications by the Proponent should be addressed to the following:

**Name: Claudelle Devoe  
Codroy Valley Area Development Association**

**Address: P.O. Box 40 Doyles, NL A0N 1J0**

**Tel: (709) 694-1409**

**Fax: (709) 955-2727**

**E-mail: codroyvada@gmail.com**

## **SIZE AND FORMAT OF PROPOSALS**

Bidders are expected to submit proposals of a size comparable to the intent of this RFP, divided into sections that closely parallel the RFP. Bidder/Consultants should strive to provide clear responses to issues and questions raised in the RFP in a language that is clear and not subject to differing interpretations.

Appendices can be attached where appropriate; however, company profiles should be succinct and concentrate on experience in similar projects.