



Request for Proposals

Logy Bay-Middle Cove-Outer Cove

Trail/Walking Design Services

CONTACT INFORMATION

Mailing Address: 744 Logy Bay Road Logy Bay, NL A1K 3B5
Staff Contact: Susan Arns, Town Manager/Clerk
Email: susanarns@lbgoc.ca
Phone: 709-726-7930 ext. 102

SCHEDULE OF EVENTS

June 5 2023	Release RFP
June 19, 2023 @ 3:00 pm	Submittal Deadline - Proposals Due
June 20, 2023	Public Notification of Proposal Results
July 4, 2023	Motion of Council to Award
July 5, 2023	Award Letter Issued
July 10 2023	Begin Design Work

Submittal Deadline: June 19, 2023 @ 3:00 pm NST

June 5, 2023



The Conference Board of Canada's recent report *Trekking Our Trails: The Benefits and Significance of Canada's Trail System*,¹ highlights the many benefits of Canada's trails, notably that "Trails attract local users, visitors from across the country and international tourists. They generate significant economic, health, and environmental benefits." The report also highlights the important role nature-based activities will play in reviving the tourism industry. In this current pandemic, evidence is showing trail usage has increased significantly as people look for safe physical activities and "staycation" experiences.

Trails are a vital part of any community. These are the public spaces where residents and visitors gather, socialize and recreate. When designed and implemented thoughtfully, trails become an extension of the community itself, highlighting community values such as personal and economic health and wellbeing and creating a distinct sense of place and civic pride. Trails encourage and enable a healthy and active lifestyle in residents by providing opportunities to increase physical activity and an enjoyable way to get around. They encourage alternative methods of transportation such as walking, jogging and cycling, which contribute to improvements in physical and mental health. The many environmental benefits of trails include carbon reduction, stormwater retention, air and water pollution reduction and increased environmental awareness and stewardship.

The Town of Logy Bay-Middle Cove-Outer Cove currently houses a portion of the East Coast Trail along with some other small trail sections throughout the Town. These and other popular trails will form the foundation of a successful trail network. The proposed Logy Bay-Middle Cove-Outer Cove Trails Master Plan will thoroughly study, understand and build upon the existing opportunities to improve connectivity to local destinations, increase safety and accessibility for all trail users, support economic development and enhance the quality of life for residents.



TABLE OF CONTENTS

Section 1:	Project Overview	Page 1
Section 2:	Scope of Services	Page 1
Section 3:	Format of Proposal	Page 8
Section 4:	Consultant Selection Process	Page 10
Section 5:	Map of Project Area.....	Page 12



Section 1: Project Overview

The Town of Logy Bay-Middle Cove-Outer Cove is requesting proposals to provide engineering and design services for a new trail/walking system within the Town. It is anticipated that the hired consultant will take the lead and coordinate the document, set and prepare the specifications for the project.

This system should be designed with a focus to primarily accommodate pedestrians and bicyclists. The design should include a detailed construction cross section and may include (but not limited to) gravel, asphalt, landscaped, boardwalk sections, etc. The selected contractor must evaluate the condition of any potential water crossings and make complete any design work required to achieve the crossings. Any culvert or water crossings shall be designed with a minimum 1:50 year storm using provincial data.

The trail design should include educational identification markers throughout the trail and minor trailhead signs/maps located throughout the trail.

Section 2: Scope of Services

Work Plan

The proposed Work Plan for the Logy Bay-Middle Cove-Outer Cove Trails Master Plan outlines an intuitive, straightforward yet flexible path to achieving the project goals on budget and on schedule. It is not a static process and will be reconfirmed upon project startup and adjusted as necessary to best realize the project goals. The following illustrates the proposed multi-phased scope of work.

A. Project Initiation & Background Review

- Initiate a project startup meeting with the consultant and Town representatives to reconfirm the project vision, work plan, public engagement and schedule, and gain a better understanding of the issues and challenges currently being faced.
- The consultant will gather and review background information to familiarize themselves with the context and current regulatory environment. This includes any previous plans, studies, reports and municipal policy documents that may be relevant to the project such as the Town's Municipal Plan and Development Regulations



- Mapping data will be assembled to serve as a suitable base plan for the existing trail assessment and design work. This may include resources such as the Provincial Mapping and Surveys Division, Google Earth or field-truthing.
- Identify best practices and emerging trends in trail development.

B. Trail Assessment

- A sound understanding of the Town's current trails and walkable land will be critical to the work. The consultant will perform a thorough inventory and analysis of existing conditions. The objective of this assessment will be to form a snapshot of the trail network and its current condition, as well as to identify places of significance such as Kelly Park, character-defining elements and opportunities and challenges for future development.
- To ensure relevant data is collected in the field, the consultant will develop a list of trail characteristics. The list will include entrance/exit points, connections, notable amenities, crossings, signage, surface conditions, significant features, maintenance concerns and other relevant items.
- The above data will be captured in the field using GPS-based technology and photographic inventory. The data will be exported in a format compatible with an approved mapping software.
- Trail assessment findings will be summarized in a brief **Key Findings Report** and submitted to the Town's Project Manager and Town Manager/Clerk.

C. Public Engagement

- The work will include a public engagement strategy to be designed to reach key stakeholders, singles and families, seniors and youth, to enable a wide range of perspectives to be heard. The goal of consultations, whether with specific groups or the general public, will be to elicit collaboration and consensus among community residents that leads to rational analysis of trail network conditions, programs and opportunities, resulting in a Trail Master Plan that not only reflects the needs of residents but will also attract and service visitors.
- The public engagement strategy may include an online component and public open house event(s). The Town will provide the Justina Centre, and any visual equipment, for the public open house.



D. Trail Development Recommendations

Project Vision & Guiding Principles:

- The consultant will develop an overall project vision that is innovative and exciting yet realistic and achievable. They will also develop guiding principles that will describe actionable ways to achieve the project vision. This will be submitted to the Town for review and feedback.
- Upon receiving approval of the project vision and guiding principles, the consultant will prepare conceptual design work and recommendations to enhance the overall trail network.

Trail Infrastructure Upgrades:

- **Physical Infrastructure:** Upon completing the trail assessment, recommendations on infrastructure enhancements will be developed that can be incorporated to improve the trail experience and condition. This may include trail surface improvements, drainage infrastructure, trailhead development, site furnishings, interpretation, lighting, landscaping, rest areas or other trail amenities. All efforts will be made to ensure accessibility and inclusivity measures are incorporated. Conceptual drawings and precedent images will be prepared as required to clearly illustrate the design intent of these features.
- **Connectivity:** The foundation of a successful trail network is connectivity. A well-connected network of trails and other walkable areas should be intuitive and safe to navigate, link important spaces and buildings and, when done correctly, can become an integral part of a community's identity. A desktop analysis of the trail network will be carried out. Utilizing GIS or other desktop-based mapping software, all existing trails, important public spaces and buildings, residential areas and significant cultural and natural features will be identified and the consultant will perform a high-level walkability analysis. This will help identify gaps in the trail system. These gaps will represent opportunities for extending the trail network to better integrate the trails within the community and provide access to Town attractions and amenities. New trail routes, realignments or other strategies will be recommended to close these gaps to improve overall trail connectivity.
- **Wayfinding and Signage:** General recommendations will be made on signage improvements for the trail system, which may include introducing a signage family (trailhead signs, map kiosks, directional signage, interpretive signs,



confidence markers, regulatory signage, etc.) as well as general comments on dimensions, materials, colours, and text.

- **Trail Design Best Practices:** The user experience of the trail system begins with the first impression. Ensuring trails are constructed and maintained to the highest standards will be imperative to the trail network's success. Understanding what type of trail is suitable in any given condition as well as the technical details - its surface material, width, ideal cross-slope, shoulder clearance, edge definition - are all important considerations. A summary of best practices will be developed which the Town can use when implementing or upgrading sections of trail in the future.

E. Implementation Strategy

- The Town of Logy Bay-Middle Cove-Outer Cove Trails Master Plan will represent a 'big picture' or vision for the Town's trail network and will be implemented over time as resources allow. The document will include a phasing strategy which will identify priorities and outline how projects can be realized over time and in manageable pieces.
- As part of the implementation strategy, order of magnitude costing (Class D level) will be provided which can be used for budgeting purposes or to support applications for funding.
- General recommendations for trail maintenance will be included.

F. Final Report and Deliverables

- All information from each project phase will be summarized in a highly illustrative, visually appealing draft report submitted to the Town for review. The report will be presented to Town staff and Council to receive feedback and then revised to reflect comments.

G. Scope of Work

The design scope of this RFP is divided into five (5) tasks;

- 1) Town analysis to present high-level proposed trail system considering existing property boundaries, town landscaping;
- 2) Acquiring of property (if necessary), wetland review, including any water crossing design and acquire necessary permitting;
- 3) Landscaping Plan and Trail Cross Sections;
- 4) Signage: Trailhead and Educational Opportunities;



- 5) Final Report including full trail plan and design including mapping and cross sections.

H. Compensation

The consultant shall advise the Town, in writing, of the scope of work to be provided and the cost of and estimated time to perform services as provided below. Consultant shall not proceed to perform any such services until the Town and consultant have signed an agreement that includes project cost, a completion schedule, a period of performance and the Town has given a direction to proceed.

I. Ownership of Documents

Title to all final documents, including but not limited to drawings, specifications, data, reports, summaries, correspondences, photographs, video and audio recordings, and any other materials with respect to the work performed shall be provided to the Town upon completion of the work or upon request by the Town. Any information obtained by the Consultant as a result of performing services shall become property of the Town and shall not be released to others without prior written consent from the Town.

J. Other Requirements

Consultant shall provide the Town with assurance that a continuity of personnel shall be maintained. Specific staff who will lead and work on the project must be identified.

Section 3: Format of Proposal

The proposal content shall include a cover letter, summary of qualifications and experience as well as a design schedule and costs proposal as described above.

A. Cover Letter

Summary: Provide a brief summary of the firm's proposal contents, emphasizing qualifications and capabilities of the Consultant and any sub-consultants, if appropriate. The summary should indicate an understanding of design services required for performance.

Signature and Contact Information: The cover letter should be signed by the Consultants Project Manager who is authorized to negotiate and contractually bind



the firm with the Town regarding the requested services. The Project Manager shall be the main contact with the Town for technical and contractual issues and shall be responsible for the direction of any/all progress. Provide the telephone number, email address and the office location of the Project Manager.

B. Qualification and Experience

Summarize the qualifications and relevant experience for the consultant firm and any sub-consultants. The following items should be included:

Summary: Provide a summary of the firm's overall capabilities, history, recent and related experience and expertise. The proposed relationships among all key personnel and support staff that are expected to provide engineering services should be identified.

Provide information on the firm's experience related to the project's scope. Provide information on the firm's current work load, facilities, resources and experience that clearly demonstrates its ability to successfully complete the project.

Reference Projects: Provide a list of similar projects that the proposed key personnel have completed in the last five years. The projects listed should be similar or the same as the project's scope of work. The references should include:

- 1) Project description and location;
- 2) Description of services provided;
- 3) Budget and schedule performance;
- 4) Key personnel involved and sub-consultants employed;
- 5) Client name, contact person and current phone number and email address.

C. Schedule of Costs and Fees

Each proposal must include the Consultant's schedule of costs and fees. Each proposal must provide a cost matrix broken down by project task and the number of person hours per task including staff title and hourly rate. The schedule of costs and fees shall include current fee schedules, personnel wage rate sheets and other costs. The firm shall provide specific hourly rates for each class of employee, specialists and/or sub-consultant. The specific rates of compensation are to include an hourly breakdown, direct salary costs, salary additives, indirect costs and fixed-fee or profit. Other direct costs should be set forth as independent cost items. The schedule of costs and fees shall include a separate itemization of any additional costs, such as mileage, printing, postage and other reimbursable expenses.



D. Project Schedule

Provide a project schedule based on project tasks associated with the schedule of costs and fees. Include milestone deliverables and meetings.

Section 4: Consultant Selection Process

A. Schedule of RFP Events

June 5 2023	Release RFP
June 19, 2023 @ 3:00 pm	Submittal Deadline - Proposals Due
June 20, 2023	Public Notification of Proposal Results
July 4, 2023	Motion of Council to Award
July 5, 2023	Award Letter Issued
July 10 2023	Begin Design Work

B. Objectives

The Town's overall objective is the selection of a highly qualified Consultant to perform the project work at a reasonable cost. Within this overall objective it is also the Town's intent that:

- 1) The selection process be fair and open;
- 2) The selection of the Consultant be based on clearly-stated objective criteria;
- 3) Consultant firm's proposals be evaluated by Town Staff.

C. Selection Process and Evaluation Criteria

A two-step selection process will be used. The first step will consist of evaluation of the qualifications and technical information submitted by the consultant and will result in a short list of firms who are considered the best qualified based on the evaluation process described below. The second step will consist of opening of the cost proposals from the short-listed firms.

Step One

- Relevant knowledge, experience and qualifications of firm and team members (20)
- Understanding of the project and overall completeness of submission (10)
- Experience on similar projects (20)



Step Two

- Proposed project costs and fees (25)
- Schedule of Completion (25)

ATTIP Legislation and Notification

The Town of Logy Bay-Middle Cove-Outer Cove complies with the Government of Newfoundland and Labrador Public Procurement Act and Regulations and is subject to the *Access to Information and Protection of Privacy Act, 2015*.

The financial value of this contract will be publicly released as part of the award notification process.

D. Disqualification

Non-responsive proposals will also receive no consideration. A “responsive” proposal conforms in all material respects to the RFP.

E. Submission of Proposal

Firms interested in submitting proposals pursuant to this RFP must provide one (1) signed PDF file of their proposal addressed to:

Town of Logy Bay-Middle Cove-Outer Cove

Susan Arns, Town Manager/Clerk

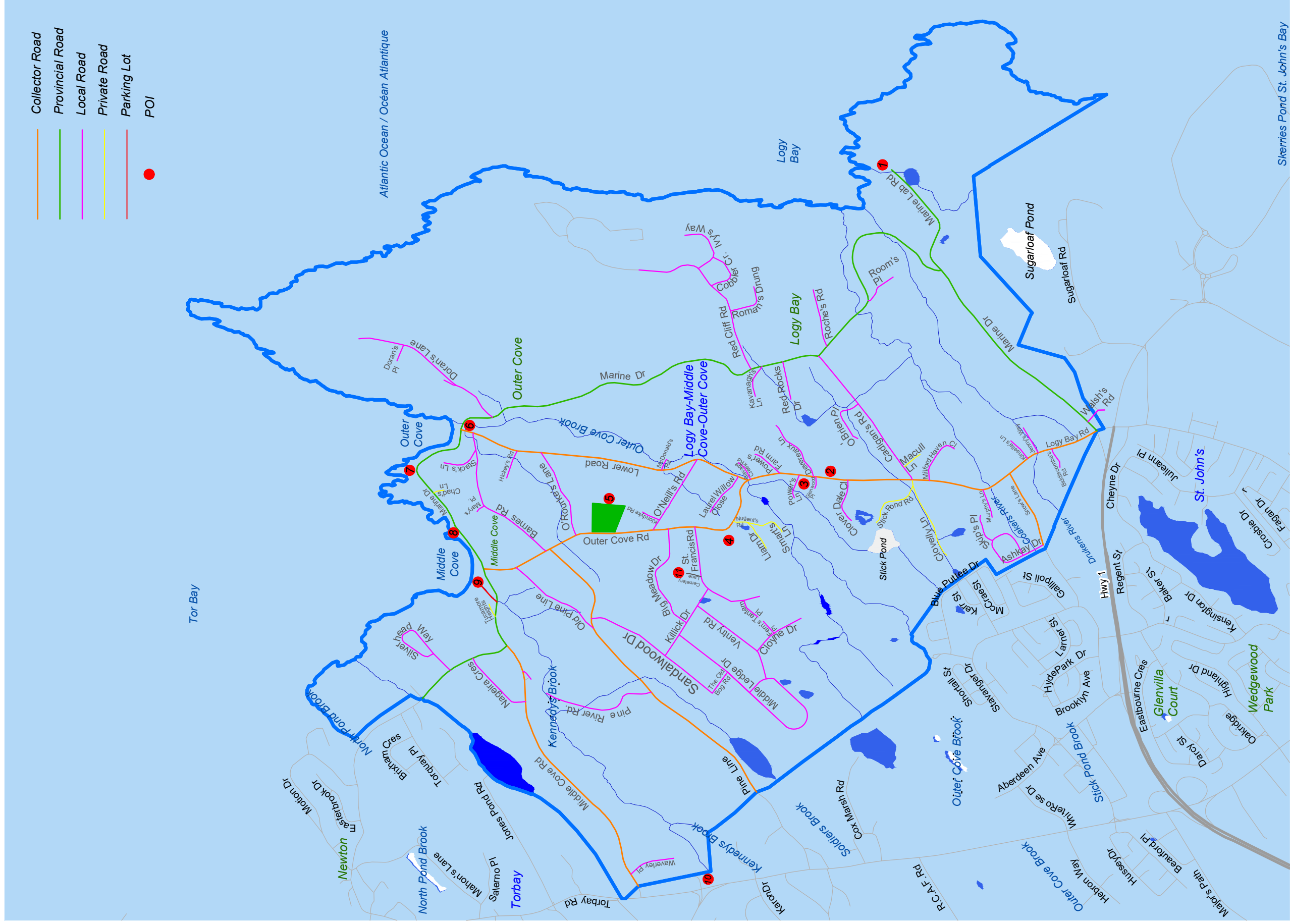
Email: office@lbmccoc.ca

Subject Line: Trail Master Plan RFP

Proposals are due to be received 3:00 pm on Monday, June 19, 2023.



Section 5: Map - Project Area



- Collector Road
- Provincial Road
- Local Road
- Private Road
- Parking Lot
- POI

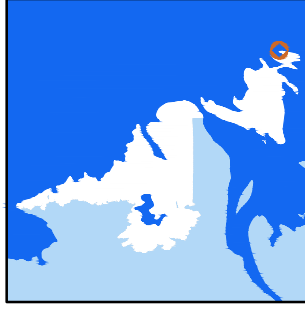
Census Subdivision / Subdivision de recensement
1001511
 Newfoundland and Labrador / Terre-Neuve-et-Labrador
 CSD Name / Nom de la SDR:
 Logy Bay-Middle Cove-Outer Cove, T Name / Nom

1 Ocean Science Centre
 2 LBMCOG Town Hall
 3 LBMCOG Depot
 4 St. Francis of Assisi (School)
 5 Kelly Park / Justina Centre
 6 Outer Cove Beach
 7 Veteran's Memorial / Outer Cove Lookout
 8 Middle Cove Lookout
 9 Middle Cove Beach
 10 Jack Byrne Arena
 11 St. Francis of Assisi Cemetery

1001511
 Province / Territory
 Road / Highway
 Hydrography
 Place name / Nom de localité

Lambert Conformal Cone Projection
 Standard parallels: 48° 54' 20" N and 58° 05' 00" N
 Central meridian: 53° 23' 40" W
 Latitude of origin: 53° 23' 40" N
 Projection conique conforme de Lambert
 Paralleles standards: 48° 54' 20" N et 58° 05' 00" N
 Méridien central: 53° 23' 40" O
 Latitude d'origine: 53° 23' 40" N

Sources: Statistics Canada, Census of Population, 2021;
 Hydrography from Natural Resources Canada,
 Topographic Data of Canada, CanVec, 2019
 Sources: Statistique Canada, Recensement de la population, 2021;
 Hydrographie de Ressources naturelles Canada,
 Données topographiques du Canada, CanVec, 2019



The area surrounding Logy Bay-Middle Cove-Outer Cove was within lands granted to the London and Bristol Company in 1610. However, in 1627, the company struggled through financial problems and the lands were made available to the private groups. The Name "Logy Bay" itself first appeared on Southwood's map of 1675, with permanent settlement not beginning until the 19th century. The earliest record of settlement in Logy Bay is from 1818 when Luke Ryan, a fisherman, sought permission to build a fishing room.

For any inquiries, please contact the Town Office at (709) 726-7930. Enjoy your visit to Logy Bay-Middle Cove-Outer Cove.

Map date / Date de la carte 06/20/2022