REQUEST FOR PROPOSALS

RFP-MCC-1907

CAPE D'OR ARCHEOLOGICAL RESOURCE IMPACT STUDY

Closing November 14, 2019 at 2:00 PM



MUNICIPALITY OF THE COUNTY OF CUMBERLAND

UPPER NAPPAN SERVICE CENTRE

1395 BLAIR LAKE ROAD, RR # 6

AMHERST N.S B4H 3Y4

1. **INSTRUCTIONS TO PROPONENTS** (companies or persons submitting Proposals)

The Municipality of Cumberland will be receiving proposals no later than 2:00 PM November 14, 2019, for **RFP-MCC-1907-CAPE D'OR ARCHEOLOGICAL RESOURCE IMPACT STUDY.** Proposals are to be in a sealed envelope marked "**RFP-MCC-1907- CAPE D'OR ARCHEOLOGICAL RESOURCE IMPACT STUDY**." Please send proposals to:

Upper Nappan Service Centre
1395 Blair Lake Road
Upper Nappan, NS B4H 3Y4
Attention: Michelle Byers, Community Economic Development Coordinator

Submissions shall include one (1) hard copy and one (1) electronic copy of the proposal. Proposals are not to exceed eight (8) pages excluding any appendices.

All materials submitted become the property of the Municipality of the County of Cumberland and will not be returned to the submitting firm. Any restrictions on the use of the data contained within the proposal materials must be clearly stated in the submission itself. The Municipality is not liable for any costs incurred by firms prior to issuance of a fully executed contract.

There will not be a public opening of the proposals received.

It is the responsibility of each Proponent to ensure their Proposal arrives on time. Any late Proposals may not be accepted. Proposals may be withdrawn at any time prior to opening.

The Municipality of the County of Cumberland reserves the right to waive technicalities or minor (in the sole opinion of the Municipality) non-compliance, to reject any or all Proposals, or any portion thereof, to advertise for new Proposals, to proceed to do the work otherwise, or to abandon the work, if in the best interests of the Municipality.

The Municipality reserves the right to request clarification of information submitted and to request additional information if required. All costs associated with the preparation of a Proposal and any supplemental information shall be borne solely by the Proponent, and shall not be passed on to the Municipality under any circumstances.

2. BACKGROUND

The Municipality of the County of Cumberland is a progressive municipal government located in northwestern Nova Scotia. Bordered by the province of New Brunswick to the northwest, Cumberland County contains the only land entry points to the province of Nova Scotia. Our current staff of more than 90 serves a population of about 30 0000 people residing in a geographic area slightly smaller than the province of Prince Edward Island. During the summer months our population swells with thousands of people enjoying recreational properties and attractions on our Northumberland Straight and Bay of Fundy shorelines.

The Municipality's mission is to develop and maintain strong, vibrant communities through support and leadership. We offer services through three departments: finance, community development, and engineering and operations.

3. PROJECT DESCRIPTION

The Cape d'Or Coastal Park property is located 4km south of Advocate Harbour on the southern tip of Cape d'Or, approximately at 45°17'27"N 64°46'27.5"W (PID 25194036), in the County of Cumberland, Nova Scotia. The site is bordered to the north by a replica light house, walking trail, restaurant and inn with parking for seasonal tourist activity. The site is surrounded on the east, south, and west by 50 to 75 m cliffs and the Minas Channel, which feeds into the Bay of Fundy.

Cape d'Or possesses great opportunity to become a world class destination that motivates travel to Nova Scotia. The existing experiences of eating and sleeping at the lighthouse are unique and provide the cornerstone for differentiating Cape d'Or and Nova Scotia from other experiences available elsewhere. As the tourism industry in the province strives to grow, this stunning and authentic coastal site will resonate with first-time, high-yield visitors and target market segments. In order to increase visitation, length of stay, and ultimately revenues, the Cape d'Or site requires improvements and a plan to achieve them.

The Municipality of Cumberland undertook a conceptual master planning process to direct and prioritize development of the site, as well as organize and coordinate interventions. It is intended to expand on and enhance the Cape d'Or Coastal Park experience, focus on preparing the site for wide promotion in the tourism market, and to increase tourism in the Parrsboro Shore Region.

The Cape d'Or Final Master Plan can be downloaded from Municipality of Cumberland website: https://www.cumberlandcounty.ns.ca/capital-projects.html

The Cape d'Or Master Plan identifies the approach and objectives that provide strategic direction to the recommendations for growth and improvement. The approach identifies a shared concept of future outcomes and the objectives articulate a series of criteria to which the plans and future actions will adhere. The Master Plan includes construction of various elements on the property.

The process necessary to implement the Master Plan will be a strategic one that will be undertaken over a number of years as the costs associated with implementing the plan could be significant. A Phasing Plan has been developed based on priorities identified during the Master Plan study. Before beginning construction on the site, the Municipality will undertake an archeological assessment of the property.

4. INVITATION

The Municipality of the County of Cumberland invites qualified service providers to submit proposals to undertake an Archeological Resource Impact Study (ARIA) to include Phase 1 ARIA (desktop study and site reconnaissance). Depending on the recommendations of the Phase 1 ARIA, the Municipality may choose to proceed to Phase 2 ARIA (subsurface investigation) as part of this project.

5. SCOPE OF WORK AND DELIVERABLES

The Proponent will become familiar with the planned construction projects, as listed in the Cape d'Or Master Plan, to be able to effectively make recommendations regarding the necessary steps to clear the site for construction regarding potential destruction and disturbance of non-renewable Mi'kmaw cultural heritage resources. The Proponent shall prepare a "path forward", which may contain several options if required, to ensure the project can proceed without significant delays.

The successful Proponent will submit a final report addressing the Phase 1 Archeological Resource Impact Study (ARIA) that includes desktop study and site reconnaissance as it relates to potential destruction and disturbance of non-renewable Mi'kmaw cultural heritage resources. The report shall include an industry standard approach to "clearing" the site for planned construction activities. In the instance that the site or portions of the site are not cleared for construction, the Proponent shall include in the Report recommendations of necessary steps needed to clear the site for construction that are based on the industry standard approach to "clearing" the site for the planned construction. The Report shall clearly state a specific set of recommendations and actions required to clear the site for the planned construction projects. The report shall include the Proponents cost associated with completing the recommended Phase 2 ARIA (subsurface investigation). The Municipality may choose to proceed with Phase 2 ARIA as part of this project or may choose to proceed otherwise.

6. PROJECT TIMELINE

The Municipality's proposed start date for this project is November 7, 2019. Proposal must include a timeline for completing the work.

7. PROJECT MANAGEMENT (MUNICIPALITY)

Day to day information and direction will be provided by Michelle Byers, Community Economic Development Coordinator.

8. PROPOSAL EVALUATION CRITERIA

Proposals shall be evaluated and selected based upon the following criteria:

a) **Understanding of the Project (15%):** This section of the proposal shall demonstrate the Proponent's understanding of the project objectives and the work to be done.
b) **Proposed Approach and Schedule (25%):** This section of the proposal shall outline the project approach for each of the project components, in consideration of the "Scope of Work" and "Deliverables" sections of this RFP. The Proponent shall provide a detailed, well-conceived work plan showing the methodology and approach to be used to successfully accomplish the project within the project timeline outlined in this RFP. The proposal shall include a detailed schedule and timeline for the completion/delivery of all tasks and deliverables.
c) **Proponent Qualifications and Experience (35%):** The proposal must demonstrate the Proponent's competence to perform the requested work as evidenced by technical education, training, and experience in providing the requested services. Resumes and

experience of principle staff to be utilized in this contract shall be submitted, with their role, time commitment, and hourly rate identified. The Proponent shall also indicate whether the services of a specialty consultant(s) or subcontractor(s) will be involved in the project.

d) References (15%): Provide no less than three (3) references of private persons, clients, and officials of government agencies that have retained the services of your firm. The Proponent is encouraged to include reference letters from clients explaining the Proponent's accomplishments, preferably with comparable projects completed in the last three years.

e) Value for Money (10%): The proponent shall provide total costs associated with the work based upon the proposal's tasks, deliverables, and timeline. Deliverables and costs may be negotiable with the selected Proponent, based upon final scope of work, timetable, and needs of the Municipality.

9. CONTACT FOR QUESTIONS

Any questions concerning this RFP are to be directed by email only no later than 8:30AM November 12, 2019 to:

Kellie Seaman
Recruitment and Procurement Officer
kseaman@cumberlandcounty.ns.ca

Answers to submitted questions will be posted on the Municipality's website by 2:00PM November 12, 2019. Any information a Proponent may obtain from any source other than this RFP or the above named contact will not be binding on the Municipality.