



RFP for the Bunchberry Meadows Conservation Project

Release date: September 1, 2016
Closing Date: October 7, 2016

Contact: Bob Demulder

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1. INTRODUCTION & BACKGROUND

1.1 INTENT

The Nature Conservancy of Canada (hereafter referred to as “NCC”) is seeking the services of either an individual or firm with demonstrated experience in public access, nature interpretation, and construction within the context of protected areas to project manage infrastructure development for the Bunchberry Meadows Conservation Project.

1.2 ORGANIZATION BACKGROUND

NCC is Canada's leading national land conservation organization. We are a private, non-profit group that partners with individual landowners as well as corporations and governments to achieve the direct protection of our most important natural treasures. Land is conserved through donation, purchase or conservation agreements. NCC commits to the long-term stewardship of its land portfolio.

Since 1962, NCC and its partners have helped to conserve more than 2.8 million acres (1.1 million hectares) of ecologically significant land nationwide.

1.3 PROJECT DESCRIPTION AND BACKGROUND

The Bunchberry Meadows Conservation Project is significant in several respects. Due to its close proximity to the provincial capital, this project is expected to receive a high volume of visitation. As such, it will serve as a flagship project to raise awareness of, and support for NCC’s conservation work in the Edmonton area and Alberta as a whole, as well as that of our partner, the Edmonton Area Land Trust.

The project will be open to the public and used for general nature enjoyment and education programs. NCC is striving to develop a cost-effective infrastructure that will effectively protect the property’s natural values while allowing for public enjoyment in a way that is consistent with the current landowners’ vision for the property.

1.4 PROJECT GOAL

The overarching goal for this project is to design and build public access, nature interpretation, and other supporting infrastructure for the Bunchberry Meadows

Conservation Project.

1.5 APPROACH

NCC seeks to engage an experienced integrated project manager to lead and coordinate all aspects of this project, from concept design to build-out, providing NCC with turn-key completion.

More specifically, NCC is looking for a project manager that will:

- Plan and design the public access and nature interpretation infrastructure in consultation with NCC staff.
- Engineer and survey the site for development and obtain any necessary permits or approvals.
- Coordinate subcontractors and other partners, such as municipality, for the on-site development.
- Execute and deliver the plan within budget and on time.
- Parkland County has been consulted and is a supporter of this project. The county is proposing to provide support to the project in terms of ongoing maintenance and upkeep of the bathroom facilities and garbage receptacles on the site. The county has established providers for washroom facilities and bear proof garbage bin designs that would be utilized if they do provide this service. The county may also provide assistance with the permitting and parking lot construction once plans are in place. There may also be a future tie in to the Devonian Trail currently under construction by Parkland County through “Tucker’s Field” to the south of the Bunchberry Meadows property.

1.6 TIMELINE

NCC is striving to publicly launch the Bunchberry Meadows Conservation Project by May 15, 2017, subject to the acquisition of necessary external and internal approvals. Delays in approvals may require the project timeline to be extended.

1.7 MAJOR PROJECT DELIVERABLES

From the contractor:

The project manager will:

- Work in concert with NCC staff to design a public infrastructure plan for the property that minimizes negative impacts to the property’s biodiversity values.
- Engineer and survey the site for the proposed infrastructure developments and obtain any necessary approvals or permits that may be required.

- Coordinate contracts and subcontractors with others, such as Parkland County or construction companies, for the site development.
- Manage all aspects of the actual construction, from site preparation to finishing landscaping.
- Execute and deliver the plan within budget and on time.

It is anticipated that the public infrastructure development will include the following:

- Gravel parking lot located off of Fleming Rd (east side of the property). The size of the access road and parking lot should be minimized, but allow room for up to 25 cars and room for a school bus to turn around. The area designated for the parking lot is currently used as the cattle drop-off point and is already largely cleared. The MD of Parkland may offer support to build the parking lot once the plans and engineering are complete so coordination with their team and contractors will be required.
- Large trail head signage including maps, information about the project, public ethic and rules, and donor and partner recognition to be built at the trail head. Trail head signs and subsequent interpretive signs should have a coordinated look with NCC branding and fit with the natural setting. They should also be robust enough to last up to 20 years and minimize vandalism potential
- Construct and install a large property sign, consistent with the overall theme, at the entrance to the property that is visible from Fleming Rd.
- Picnic area with 4 -6 tables and robust, lockable tool storage shed for trail maintenance equipment.
- Garbage receptacles and washroom facilities are being planned. Their inclusion into this project is subject to further discussions with the MD on their ability to maintain them over the life of this project.
- Two dedicated trails (a short and long one; approximately 8 km total length) are under consideration and will use existing trails on the property. Other existing trails will be closed down and allowed to return to a natural state to protect a large portion of the property from human disturbance. Retained trails will developed using a natural substrate such as woodchips. The opportunity to loop into Parkland County's proposed Devonian Trail is under investigation and could occur at a later date. However, possible connection points onto the NCC outer loop trail should be contemplated in the trail layout from "Tucker's Field" to the south of the property.
- Clear navigational signage to be installed on main trails.
- Educational and interpretive signs at interesting points will be required. We estimate that there will be 10 stations.
- Perimeter fence upgraded or repaired where necessary and property signs installed.

From NCC:

NCC will be responsible for providing:

- mapping and GIS support;
- staff resourcing for working groups;
- on-the-ground consultation and tours;
- biological information and expertise; and

2. SUBMISSION GUIDELINES

Written proposals should be succinct yet comprehensive.

3.1 PROPOSAL CONTENT AND FORMAT

The following format and sequence should be followed in order to provide consistency in Bidders' responses and to ensure that each Proposal receives full consideration. Proposals must be on standard letter size paper and all pages should be consecutively numbered.

- Title page: include RFP title, Bidder's name, contact person, address, telephone number and email address.
- Table of Contents: use page numbers.
- Executive Summary: Briefly describe the key features of the Proposal (maximum 2 pages).
- Corporate Profile: Include a profile of the corporate history, including the length of time in business, number of employees, and organizational structure (maximum 2 pages).
- Creative proposal: Demonstrate an understanding of the NCC brand and objectives of the project, including proposed look and feel, design, and format of the online and print reports.
- Project management description: Describe the work plan and schedule, demonstrating the approach to be used.
- Quality assurance: The approach to be used for the quality assurance process and a detailed quality assurance checklist for both project and product quality.
- Timeline: A detailed timeline of phases of the project.
- Pricing: Provide a detailed breakdown and summary of costs, including professional fees, disbursements (travel, communication, etc.), and taxes. Specific pricing requirements that should be noted include:
 - All prices should be quoted in Canadian funds.
 - Prices shall be firm commitments for the contract period, with underlying assumptions clearly identified.
 - Any discounts should be clearly identified.
 - Payment terms should be identified.

- Total costs are required for the initial purchase and implementation of the project, along with total proposed costs for second year implementation, if the same design is employed.

To be included in an appendix

- Corporate Experience: Describe projects of a similar size and nature for which you have provided similar goods or services (maximum 6 pages).
- References: Demonstrate your ability and experience in providing the goods or services detailed in this RFP by including the names of at least three clients (preferably from the not-for-profit sector. Note that references will not be contacted until step 6 of the evaluation process). Specifically include:
 - name and address;
 - title, telephone, and email address for contact person; and
 - a description of the related projects showing that the recommendations were implemented and successful.

2.2 NCC RESOURCE REQUIREMENTS

At a minimum, NCC will provide a local point person to provide support and direction to the Bunchberry Meadows Project, to oversee NCC's interests and to ensure that communication regarding the project is maintained and key deliverables and dates are met.

Proponent's proposals should identify the NCC staffing requirements for the duration of the project. Proponents should also identify the NCC resources that would be required or expected.

2.3 VALUE ADDED

Proponents are welcome to offer innovative or enhanced project/products to NCC if the innovation or enhancement is of measurable benefit to NCC. Proponents may choose to provide a detailed description of a similar or relevant project, innovation, or enhancement and provide an explanation of how the innovation or enhancement can be measured and how it will be of benefit to NCC. Any additional costs should be clearly identified.

3. GENERAL INFORMATION

3.1 PROPOSAL SUBMISSION

Proponents shall submit electronic responses to:

Bob Demulder via :

Keltie.Manolakas@natureconservancy.ca

All responses should be clearly marked with the name and address of the primary contact for the proponent and the words NCC Bunchberry Meadows RFP in the email title.

SUBMISSIONS MUST BE RECEIVED NOT LATER
THAN 5:00 P.M. MOUNTAIN TIME, October 15th, 2016.
PROPOSALS RECEIVED AFTER THE
SPECIFIED CLOSING TIME WILL NOT BE
CONSIDERED



Figure 1: Promotional Photo of Great Blue Heron

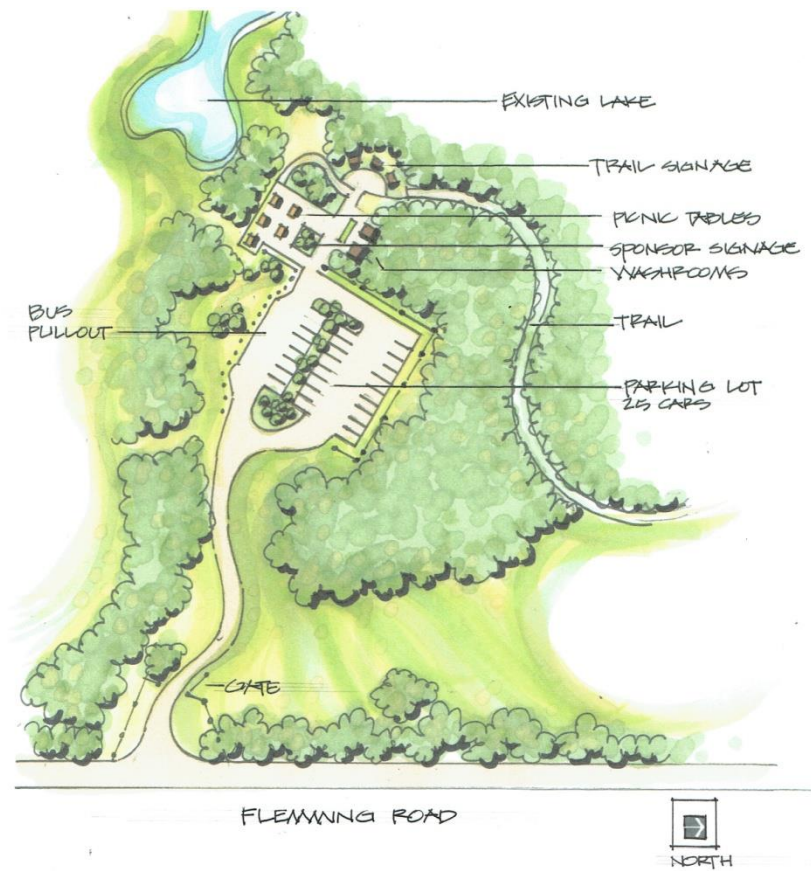


Figure 2: Site Rendering



Figure 3: Trail Head Rendering



Figure 4: Picnic Area Rendering



Figure 5: Natural Trail Rendering

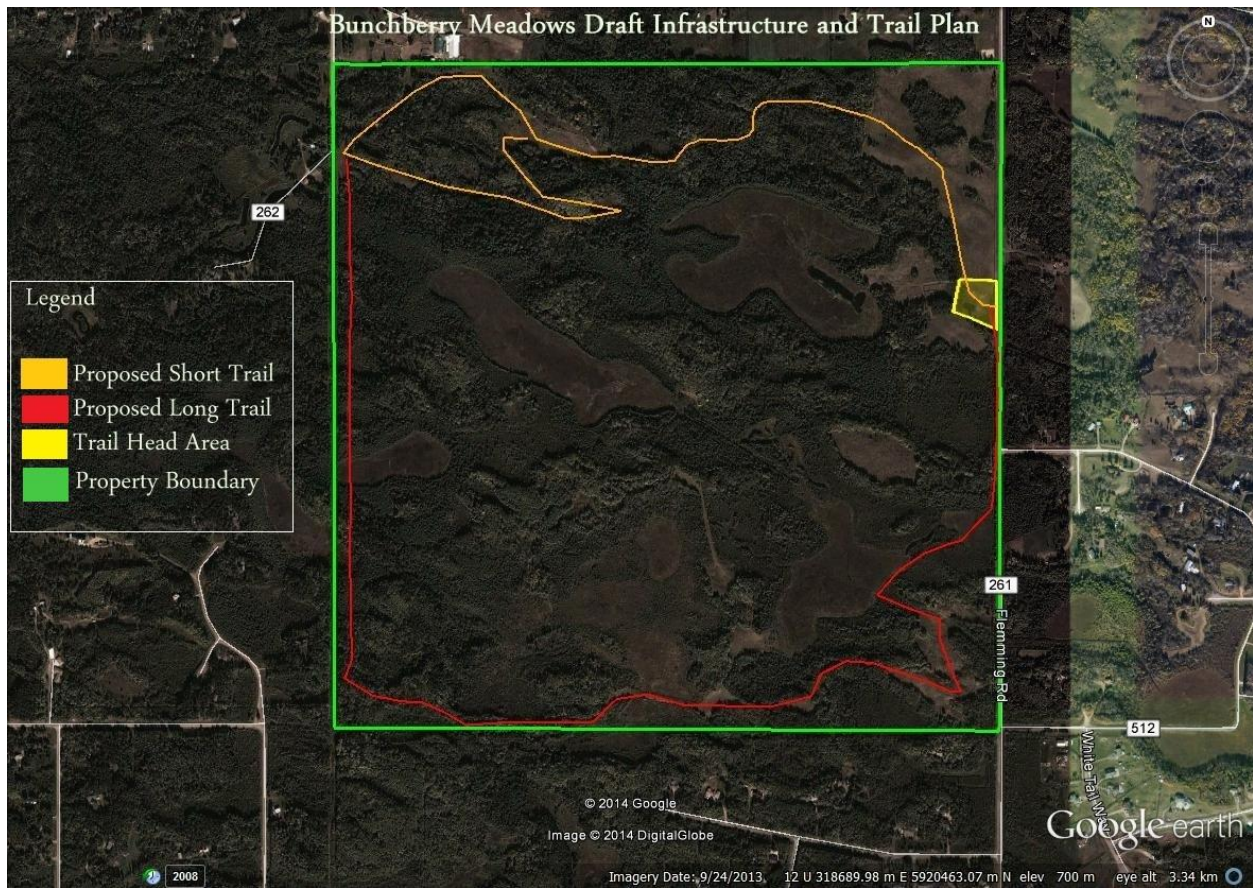


Figure 6: Draft Infrastructure and trail options

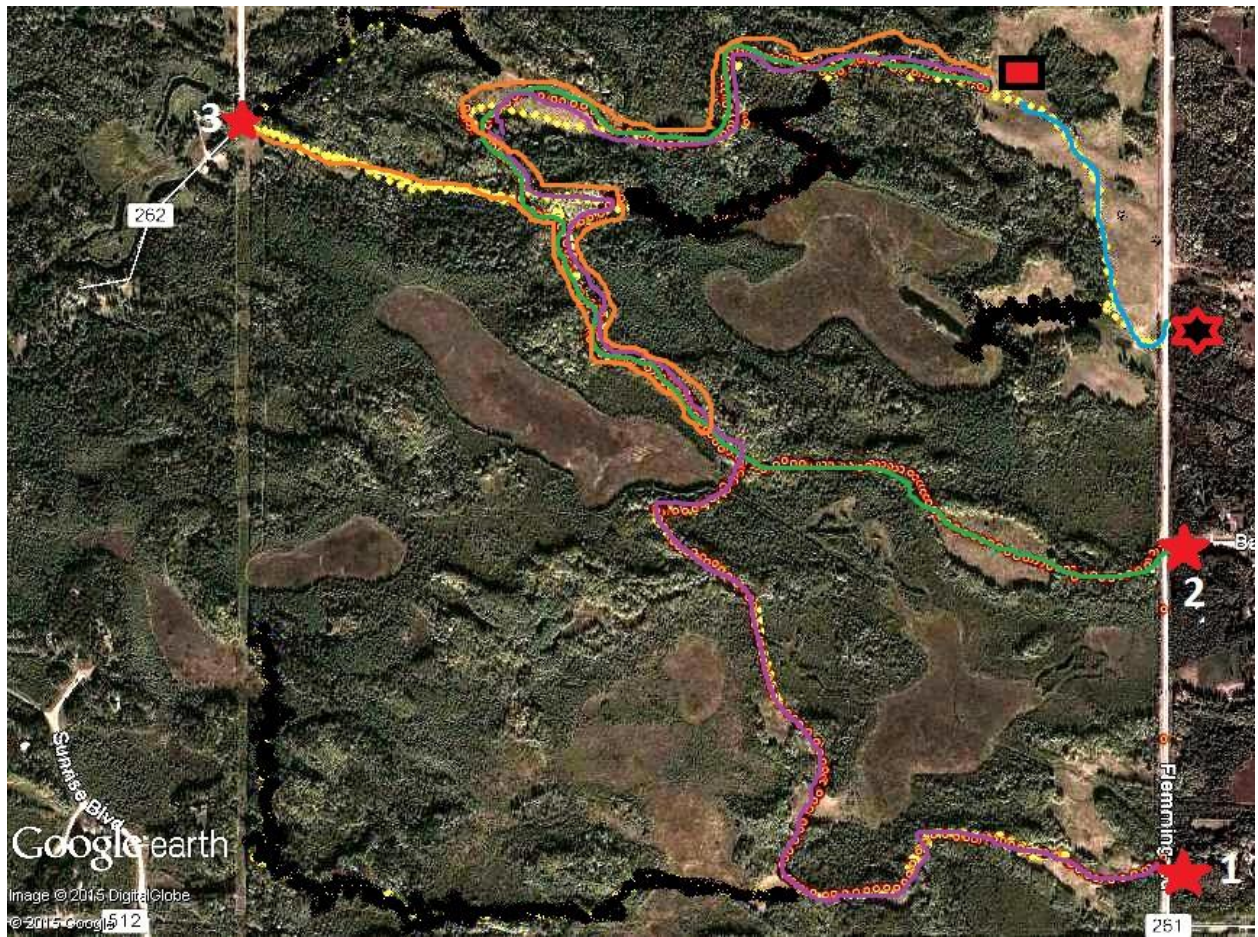


Figure 7: Secondary draft trail options

Appendix I : Additional Information

1.1 ACCEPTANCE AND REJECTION OF PROPOSALS

This RFP should not be construed as an agreement to purchase goods or services. The lowest priced of any Proposal will not necessarily be accepted and NCC is not bound to enter into a Contract with any Bidder.

1.2 RIGHT TO AMEND OR CANCEL

NCC reserves the right in its sole discretion at any time, and for whatever reason to, by addendum, modify, amend, or otherwise change this RFP.

1.3 CONTRACT

Notice in writing to a Bidder that it has been identified as the successful Bidder and the subsequent full execution of a written Contract will constitute a Contract for the goods or services, and no Bidder will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both events.

1.4 THIRD PARTY PARTNERS & SUBCONTRACTING

Proponents must disclose the use of any third party partner and the service and/or product they will be providing to NCC.

Joint proposals by two partners with no formal corporate links will be considered. In such cases, a primary partner should be clearly identified to lead the bid, with whom NCC will enter into a formal contractual relationship. The primary partner will take overall responsibility for successful performance under the contract.

1.5 INDEMNIFICATION

The proponent will be required to agree to the following, respecting liability and indemnity.

The proponent agrees that NCC shall not be liable for any injury or damage (including death) to any employees, officers or agents of the proponent, unless the injury loss or damage is caused by the negligence of an officer or employee of NCC while acting within the scope of his/her employment.

The proponent agrees that it shall, at all times, indemnify and save harmless NCC, its officers, employees and agents from and against all claims, demands, losses, costs, damages, action, suits or other proceedings made, sustained, brought or prosecuted that are based upon, or caused in any way by anything done or omitted to be done by the proponent or any of its officers, directors, employees, or agents in connection with the services performed, purportedly performed or required to be performed by the proponent under this proposal call and subsequent contractual agreement.

1.6 PRICING & ACCEPTANCE PERIOD

By submission of a Proposal, the proponent warrants that all components required to complete the project have been identified on the proposal or will be provided by the proponent at no charge.

All Proposals will be irrevocable after the date and time of RFP closing and will remain

open to acceptance for a period of one hundred and twenty (120) days. The proponent may amend or withdraw the proposal prior to the closing date and time through submission of a clear and detailed written notice.

All prices will be quoted in Canadian dollars.

NCC is required to pay the Goods and Services Tax on all goods, materials, labour, services and equipment. This tax must be shown separately and is not to be included in the unit prices or subtotal prices.

1.7 CONFLICT OF INTEREST

All proponents, and their sub-contractors, shall disclose to NCC, any potential conflict of interest. If such conflict of interest does exist, NCC may, at its discretion, withhold the award.

1.8 TERMINATION

A. Termination for Convenience:

NCC may terminate a contract, in whole or in part, whenever NCC determines that such termination is in the best interest of NCC without showing cause, upon giving written notice to the proponent. NCC shall pay all reasonable costs incurred by the proponent up to the date of termination. However, in no event shall the proponent be paid an amount, which exceeds the price bid for the work performed. The proponent will not be reimbursed for any profits which may have been anticipated but which have not been earned up to the date of termination.

B. Termination for Default:

When the proponent has not performed or has unsatisfactorily performed the contract, NCC may terminate the contract for default. Upon termination for default, payment may be withheld at the discretion of NCC. Failure on the part of a proponent to fulfill contractual obligations shall be considered just cause for termination of the contract. The proponent will be paid for work satisfactorily performed prior to termination, less any excess costs incurred by NCC in re-procuring and completing the work.

1.9 CONTRACT NEGOTIATIONS

On completion of the evaluation process, negotiations will be undertaken to refine the details of the contract for all or portions of the proposed work outlined in this Request for Proposal.

If a written Contract cannot be negotiated within 30 days of notification of the successful proponent, NCC may, at its sole discretion at any time thereafter, terminate negotiations with that proponent and either negotiate a Contract with another proponent or choose to terminate the Request For Proposal process and not enter into a Contract with any of the proponents.

Note that NCC, at its own discretion, may decide to cancel the RFP and award of the contract at any stage.

1.10 ERRORS AND OMISSIONS

It shall be understood and acknowledged that while this Proposal includes basic specifications, minor items or details not herein specified, but obviously required, shall be provided as if specified in conformance with modern practices and workmanship. Any omissions or errors or misinterpretation of these requirements and specifications or within the Proposal bid shall not relieve the successful proponent of the responsibility of providing the goods as aforesaid.

1.11 AWARD

The award of this Proposal will be based upon the most qualified proponent or proponents that can provide the service required at a reasonable cost while having the greatest overall benefit to NCC. Price shall be considered, but need not to be the sole determining factor. Acceptance of any Proposal shall be by purchase order on NCC's forms.

NCC reserves the right to cancel the award, or offer the award to more than one proponent.

Proponents must bid on all parts and sections. Partial bids will not be accepted. NCC reserves the right to award this procurement in whole or in part and reserves the right to add or delete from the award, if so desired.

1.12 PROPONENTS' RESPONSIBILITY

Proponents shall carefully examine all Request for Proposal documents for this contract to determine the extent of work. By submitting a Proposal the proponent acknowledges full understanding of the extent and character of the work required and the conditions surrounding the performance thereof. NCC will not be responsible for any alleged misunderstanding of the work to be furnished or completed, or any misunderstanding of conditions surrounding the performance thereof. It is understood that submission of a Proposal by the proponent serves as the proponent's stated commitment to fulfill all of the conditions referred to in this Request for Proposal.

1.13 SUPPLEMENTARY INFORMATION

Subsequent to the formal closing of the Request for Proposal period, NCC may request additional information about the proponent's Proposal by sending a signed inquiry to the proponent. The proponent will provide a signed, written response. NCC may require interviews and/or user site visits to review a proposed solution, or to clarify proponents' response(s).

1.14 INCURRED COSTS

The proponent shall wholly absorb all costs incurred in the preparation of this RFP. The Proposal and all supporting documentation, technical information, details and manuals submitted with the Proposal shall become the property of NCC.

1.15 PROPRIETARY INFORMATION NOTICE

This RFP contains proprietary and confidential information of NCC, which is provided for the sole purpose of permitting the bidder to respond to this RFP. In consideration of the

receipt of this RFP, the bidder agrees to maintain such information in confidence and not to reproduce or otherwise distribute this information.

1.16 ASSIGNMENT OF INTELLECTUAL RIGHTS

All work carried out as a result of this RFP will be the exclusive property of the Nature Conservancy of Canada and will be surrendered to NCC immediately upon completion, expiration, or cancellation of the project. NCC will own all rights, title, and interest in all intellectual property rights, including copyrights, patents, trade secrets and trademarks in any work created and produced and paid for by NCC.

1.17 NON-DISCLOSURE PRESENTATIONS

NCC shall require selected proponents to provide a formal presentation to NCC (in person, or via Skype or Go To Meeting, depending on proponents' location) in support of the Proposal at a date and time to be determined. It is expected that the proponent will be fully versed in the information submitted as well as have the required expertise to discuss any issues of a technical nature.