



Town of Portugal Cove- St. Philip's
Town of Torbay

Request for Proposal
Picco's Ridge Memorial
PCSP-EDMC-2020-11

Issue Date: Sunday, October 18th, 2020

Deadline for proposal submissions is Thursday, November 5th 3:00pm

The Town of Portugal Cove- St. Philip's and the Town of Torbay are issuing a request for proposals (RFP) from qualified, professional and experienced consultants or consultant firms in historic sites, cultural spaces, commemorative sites, memorials, land use planning, landscape architecture and/or purposeful space for the development plan for the site of a plane crash in Portugal Cove – St. Philip's, known as the Picco's Ridge Memorial Site. The Towns require the consultant to provide specialized planning and design to determine how best to memorialize this location. The development plan and should also outline the timing, anticipated costs and optional costs for construction.

Proposals should be sent or emailed to:

Town of Portugal Cove – St. Philip's
Attn: Claudine Murray, Town Clerk
1119 Thorburn Road
Portugal Cove – St. Philip's, NL
procurement@pcsp.ca

All bid proposals must be received by 3:00 p.m. Thursday, November 5th, 2020, after which time no further proposals will be accepted, and at which time they will be publicly opened via digital means. Please submit two sealed envelopes (or emailed files) – one with qualifications and a second with pricing information. All proposals must be in separate sealed envelopes (or emailed files) identifying them as "Proponent Name – Qualifications – PCSP-EDMC-2020-11" and "Proponent Name – Cost- PCSP-EDMC-2020-11".

If you have any questions regarding the RFP please contact Jeff Lawlor, Director, Economic Development, Marketing and Communications at 709-895-8000 ext 222 or jeff.lawlor@pcsp.ca.

Introduction

The Town of Portugal Cove – St. Philip’s is requesting proposals from qualified proponents to provide specialized planning and design to determine how best to memorialize the site of the Picco’s Ridge plane crash. The development plan and should also outline the timing, anticipated costs and optional costs for construction.

Specifications

The proponent will be tasked to provide an overall development plan for the site that will include a comprehensive interpretive and design plan. They will work with steering committee to examine options and pricing for the implementation of the plan.

The information provided is the best available at the time proposals are solicited. Proponents shall use the available information as a basis for any proposal. The proponent shall allow for any conditions deemed reasonable and appropriate for the performance of the work as outlined in the Request for Proposal and incorporate such reasonable allowances in the proposal.

Background

On Friday June 23rd, 1978 there was a plane crash in a wilderness area known as Picco’s Ridge in Portugal Cove. The plane had only taken off a few minutes before from the St. John’s airport and was headed to L’anse aux Meadows. The crash occurred because of dense fog conditions. There were 8 passengers and 2 crew members aboard the plane and unfortunately all passed away in the crash. Several of the passengers were members of the national Historic Sites and Monuments Board and were on their way to L’anse aux Meadows for an unveiling ceremony. Bill Manning was one of the passengers on the plane. He was the Mayor of Torbay and the Superintendent of Signal Hill. Attached you will find a small write up on Bill Manning from the Historic Sites Association.

Creating a Memorial site at this location will not only memorialize the site but it will provide added protection from vandals. Debris from the crash is still found at the site. Some larger pieces and anything electronic have been removed, however there are still parts of the plane scattered throughout the wooded area. Creating a memorial site would create a lot of local interest.

-Passenger list:

Gerald Eichel- Pilot (from Gander)

Michael Fitzpatrick- Co-Pilot (from Gander)

Bill Manning- Mayor of Torbay/Signal Hill Park Superintendent

Marc Laterreur- Canada Historic Sites Board Chairman of St. Foy, P.Q.

B. Napier Simpson Jr. - Ontario Board Member of Thornhill

Robert Painchaud- Manitoba Board Member of St. Boniface

Jules Leger- New Brunswick Board Member of Moncton

Jacqueline Leger- Jules Leger's wife

Brenda Babbits- Board Assistant Secretary of Ottawa

Alex Babbits- Brenda Babbit's husband of Ottawa

Project Site

The crash site is located on Bauline Line Extension in Portugal Cove. It is currently protected from development as it is Crown Land as well as under the PCSP Municipal Plan and Development Regulations 2014 – 2024 because it is protected watershed, 1:50,000 Wetland, steep slope and within the Municipal Habitat Stewardship Area Agreement.

Coordinates are:

N 47.39.10

W 052.49.89

Access to the site can be reached by trails in the area. These trails can be seen on the map provided in the areas of the Quarry Road, Farm Road, and Hibbs Place. It has also been suggested that there is an opportunity to tie into the East Coast Trail.



Aerial photograph of the site provided by Morris Kendell

Form of Proposals

All proposals must be received by 3:00 p.m. November 5th, 2020, after which time no further proposals will be accepted, and at which time they will be publicly opened via digital means. Please submit two sealed envelopes (or two emailed files) – one with qualifications and a second with pricing information. All proposals must be in separate sealed envelopes (or emailed files) identifying them as “Proponent Name – Qualifications – PCSP-EDMC-2020-11” and “Proponent Name – Cost- PCSP-EDMC-2020-11”.

Claudine Murray, Town Clerk
Town of Portugal Cove – St. Philip’s
1119 Thorburn Road
Portugal Cove – St. Philip’s
procurement@pcsp.ca
RFP – Picco’s Ridge Memorial
RFP NUMBER – PCSP-EDMC-2020-11

Proponents may inquire info and clarify any details prior to submitting a proposal. Inquiries must be directed to:

Jeff Lawlor, Director, Economic Development, Marketing and Communications
Town of Portugal Cove – St. Philip’s
709-895-8000 ext 222
jeff.lawlor@pcsp.ca

All responses to inquires will be shared with all proponents who have previously obtained the RFP information. It is the proponent’s responsibility to clarify any details prior to submitting a proposal. The Town of Portugal Cove – St. Philip’s will assume no responsibility for any oral instruction or suggestion. Any additional information pertinent to the proposal should be included.

Omissions and Discrepancies

If the proponent finds discrepancies in, or omissions from, the proposal documents or is in doubt of their meaning, they should advise the Town immediately. Responses, if not already addressed in the RFP, will be addressed in the form of addendum if required. No oral interpretations will be effective to modify any provisions of the Proposal, unless an addendum has been issued by the Town Clerk, prior to the advertised close date and time.

Processing of Proposals

On receipt by the Town, of the properly submitted proposals delivered by or on behalf of a proponent, envelopes or email files will be marked as to time and date of receipt and will be retained unopened until the public opening of all proposals at the deadline of November 5th at 3:00 pm.

Town staff may clarify any aspect of a proposal with the proponent at any time after the proposal has been opened. Any such clarification will not alter the proposal or constitute as a negotiation or renegotiation of the proposal. The Town of Portugal Cove – St. Philip’s is not required to clarify any part of a proposal.

Proposals must contain sufficient detail to support the project being proposed. Incomplete submissions may not be considered. Any clarification of a proposal by a proponent shall not be effective until confirmation has been delivered in writing. In conducting clarification/discussion with proponents, there shall be no disclosure of any information derived from proposals from competing proponents.

The selection committee will first review the qualifications document to determine which proponents meet the qualification requirements. All proponents who are deemed qualified will have their cost document opened and reviewed prior to selection. Any proponents who do not meet the outlined qualification requirements will not have their cost document opened.

Following the selection committees review the selected proposal will be submitted to Council for their review and approval. The successful proponent will be notified after Council approves the submission through a motion of council. The issuance of this RFP in no way implies the Town will proceed with an order or contract. The Town will not reimburse any proponent for any costs incurred in preparing, submitting and presenting a proposal.

The successful proponent shall be required to enter into an agreement with the Town, the execution of which shall be a condition of final and binding acceptance of the preferred proposal, and such agreement shall incorporate the proponent’s proposal as performance and implementation criteria.

The proposal submission is irrevocable and open for acceptance by the Town of Portugal Cove – St. Philip’s until sixty (60) days after the closing of the proposal.

Scope of Services

The consultant will be tasked to provide an overall development plan for the site that will include:

1. Interpretation plan and design. The plan could include, but not be limited to, signage, way finding, story boards, interpretation, art, public infrastructure, seating etc.
2. Examine costs and options involved with the development of the site that conserves its integrity.
3. Examine costs and phases for options involved in landscape conservation, maintenance and grounds restoration.
4. Meet with a steering committee made up of members from the PSCP Advisory Heritage Committee, the Town of Torbay Heritage Committee, residents and family members at least three (3) pre-determined times during the project for input, advice and status reports.
5. Present final plan to the Portugal Cove- St. Philip's town Council and the Torbay Town Council in separate meetings

Reports/Documents Available from the Town to Selected Consultant

From the Town of Portugal Cove- St. Philip's

- Plane Crash Survey
- Town of Portugal Cove- St. Philip's Municipal Plan
- Environmental Overlay
- Community Profile
- Our Heritage Booklet
- Research conducted on the site (newspaper articles)
- Biography of Bill Manning
- Plane Crash Inquiry Report (1980)
- Noertheast Avalon Regional Tourism Development Plan (2018)
- Portugal Cove – St. Philip's Destination Development Plan (2019)

From the Town of Torbay

- Torbay Heritage Plan (Tract Consulting, 2009)
- Town of Torbay Community Profile (Waterwerks Communications, 2013)
- Phase I Environmental Site Assessment (EXP Services, 2014)
- Hazardous Materials Assessment (EXP Services, 2014)

Contract Value

The value of this contract shall not exceed \$30,000.00 inclusive of HST.

Proposal Response Format

In order to facilitate the analysis of response to this RFP proponents are required to prepare their proposals in accordance with the instructions outlined in this document.

Proponents whose proposals deviate from these instructions may be considered non-responsive and may be disqualified at the discretion of the Town.

Proposals should be prepared as simply as possible and provide a straight forward, concise description of the proponents capabilities to satisfy the requirements of the RFP. All parts, pages, figures, and tables must be numbered and labeled clearly. The proposal should be organized into the following major parts:

Document one: Qualification Submittal

- i. **Cover Letter** – The proposal must contain a cover letter which provides an executive summary of the project, the total budget including all professional fees, disbursements and applicable taxes.
- ii. **Company Identification** – The following information will be required,
 - Name and address, phone number, fax number and email address.
 - The name, title, email and all contact information for the consultant's main representative working on the project.
 - Description of the Business including the type of services provided, total number of employees and head office/branch locations.

- iii. **Project Manager** – This section shall identify the project manager, and any other personnel that will be involved in the project. It shall describe their roles, skills and qualifications.
- iv. **Comprehension** – This section will outline the consultant’s understanding of the work being requested and the consultant’s vision for the project.
- v. **Methodology** – The proposal must include a section explaining the consultant’s planned approach to the project, the specific tasks and deliverables, how stakeholders will be engaged and the project’s time frame and milestones.
- vi. **Schedule** – Time management is a critical aspect of this project, the proposal shall outline the activities that will be undertaken in chronological order, outlining each activity, the time frame dedicated to it and the personnel that are assigned to it.
- vii. **Client References** - Include in your proposal a list of three or more customers for whom the proponent has provided similar projects for. Information must include the following:
 - Name of client with contact person with phone and email address
 - Description and date of service that the proponent provided
 - Any photos of work provided

Document two: Cost Submittal

- i. **Project Cost** – The proposal must include a detailed project cost summary. The cost should be based on the services required in the Scope of Services which are itemized, with sub-tasks included where necessary.

Not a Tender

This is a Request for Proposal and not an invitation to tender. No contractual, tort or other legal obligations are created or imposed on the Town of Portugal Cove – St. Philip’s, or any other individual, officer or employee of the Town by the Request for Proposal documentation or by submission or consideration on any proposal by the Town.

Evaluation of Proposals

In order to fully explore all available options, creative and imaginative proposals are encouraged. Proponents will be scored on the following evaluation criteria and weighting scale. Proponents must meet all minimum thresholds identified:

	Total Points	Minimum Threshold
Demonstrated understanding of the project and task set	20	12
Expertise of consultant & key personnel	20	12
Proven ability in similar field of project work	20	12
Quality of the methodology and attention to timelines	20	12
Project Cost	20	12

The final score will act as the basis for proponent selection. Proposals will NOT be evaluated solely on cost.

Contract Awarding

Contract awarding is dependent on decisions of the Portugal Cove- St. Philip's Town Council and the Town of Torbay Town Council. The selection committee will be made up from the project steering committee. They will make their recommendations to both Councils for approval.

Indemnity

You warrant and agree to indemnify and hold harmless the Town(s), its officials, officers, employees, agents and authorized representatives from any and all liability, injuries, physical injuries (including those resulting in death), damages, losses, demands, costs, expenses and claims of any kind, including but not limited to legal fees and disbursements, resulting from or relating in any way to the development of this Plan and Evaluation.

Submission

By submitting comments, suggestions, ideas, questions, or other information you irrevocably waive all rights, whether legal or moral, thereto and further grant the Town(s) rights in and to such submissions, which include an unlimited, non-exclusive, irrevocable, royalty-free, right to use, modify, adapt, publish, reproduce, translate, or create derivative works there from.

Provincial Supplier Preference

As required by the Public Procurement Regulations under the Newfoundland and Labrador *Public Procurement Act* (the “Procurement Regulations”), a ten percent (10%) reduction will be applied to the pricing submitted by provincial suppliers for the purposes of evaluating pricing.

A “provincial supplier” is defined in the Procurement Regulations as a supplier of goods, services or public works that has a place of business in the province of Newfoundland and Labrador.

A “place of business” is defined in the Procurement Regulations as an establishment where a supplier regularly conducts its activities on a permanent basis.

Please indicate if you are a Provincial Supplier:

YES NO

The Town may require a bidder to provide information and/or documentation to confirm whether that it is a “provincial supplier”, as defined above.

Disclosure of Information

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

This procurement process is subject to the Access to Information and Protection of Privacy Act, 2015.

The bidder agrees that any specific information in its bid that may qualify for an exemption from disclosure under subsection 39(1) of the Access to Information and Protection of Privacy Act, 2015 has been identified. If no specific information has been identified it is assumed that, in the opinion of the bidder, there is no specific information that qualifies for an exemption under subsection 39(1) of the Access to Information and Protection of Privacy Act, 2015.

Right to Cancel

The Town of Portugal Cove – St. Philip’s in its sole discretion reserves the right to cancel this RFP at any point in time until a signed agreement is executed with a successful proponent and the Town of Portugal Cove – St. Philip’s. The Town and its agents will not be held liable for any expenses that may have been incurred by the contractor or its agents or affiliates for this RFP should an agreement not occur.