

**TOWN OF MOUNT CARMEL-MITCHELL'S BROOK-ST CATHERINES**  
**Request for Proposal**

**Destination Trails Master Plan**

**1. OBJECTIVES**

The Town of Mount Carmel issues this Request for Proposals (RFP) seeking the services of a qualified firm to complete a Destination Trails Master Plan. The Plan will guide the development, maintenance and promotion of Destination Trails in the Salmonier Arm area, and will be the basis for seeking funds to support Trail development.

**2. BACKGROUND**

The Municipal Plan for 2020-2030 for the Town of Mount Carmel-Mitchell's Brook-St. Catherine's (the Town) identifies the need for developed trails in the community to attract visitors to the area, promote healthy outdoor activities, educate people on the town's unique culture and ecosystem, and enhance the town's overall sustainability. The Town's Recreational Trails Committee (the Committee) was established in 2021. The Terms of Reference set out the Committee's work: To "Research and plan recreational/environmental/historical trail systems."

In 2020 the Town surveyed residents to identify community projects for further development. From a list of widely different infrastructure projects, residents chose Walking/Hiking Trails. A second survey conducted in 2021 asked residents to prioritize trail areas for development. The following table shows the survey response with trails and trail areas ranked from most to least important.

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**Please see notes below explaining the changes from this initial list to the final list.**

1	Salmonier River Valley, Hurley's Bridge	Approximately 3 km of woodland trail from Hurley's bridge along the river; potential for loops up to the "falls" and Lavender Pond. Possible inclusion of a cosmetic upgrade for Hurley's Bridge and the addition of a bailey bridge for safe foot traffic to the trail head.
2	Community Garden to Cemetery	Approximately 1 km - currently a multi-use trail.
3	Harricott Point	Approximately 3 kms of coastal trail with potential for loops, starting at the end of route 93-10, Mitchell's Brook
4	Bottle Hill Pond	Behind St. Catherine's Academy to Bottle Hill Pond
5	Old Cart Road	Old road along the South side of the Arm
6	D'Iberville Trail	Overland from the area near St. Catherine's to the Southern Shore

**For the purposes of this RFP, the Committee focussed on the first four of these trail areas.**

**Rough maps of these four trail areas are attached.**

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### **3. SCOPE OF WORK**

The successful proponent will, in conjunction with the Town's Recreational Trails Committee, develop a Master Plan for the design, development, construction, maintenance and promotion of Destination Trails in the Town with possible expansion into neighbouring municipalities and local service districts.

The Plan should reference and be informed by the Province of Newfoundland and Labrador's [Destination Trails Market Readiness Guidelines](#).

The Committee will adopt a phased approach to trail development; to support this, the plan will be a 'living' document that can adapt to changing priorities and may include trail features and locations not currently identified by the Committee.

The plan will serve as the basis for seeking governmental approval for use of Crown land, consulting with private landowners, and will be the key component in applications for funding. The Town may present the plan to a variety of stakeholders including the Department of Municipal and Provincial Affairs, The Department of Tourism, Culture, Industry and Innovation, the Atlantic Canada Opportunities Agency, granting agencies, foundations, and/or other private sector, public and NGO funding bodies.

The plan will also be available to the public via the Town's website.

**The successful bidder will:**

- 3.1. Assess the feasibility of each of the four proposed routes and determine best use from either a local recreational perspective or from a tourism perspective
- 3.2. Align the Master Plan with the Province of Newfoundland and Labrador's Destination Trail Market Readiness Guidelines
- 3.3. Liaise with the Town and the Committee and engage the community throughout the planning process
- 3.4. Prepare detailed construction and maintenance plans including way finding and accessibility features for those trails deemed feasible
- 3.5. Identify appropriate public, private and NGO partners

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**Proposed Destination Trails**

**Please see attached maps for approximate locations**

- 3.6. **Salmonier River Valley / Hurley's Bridge**– This trail will be developed in partnership with the Nature Conservancy of Canada (NCC) which owns most if not all of the land the trail crosses. Starting near Hurley's Bridge, this traditional trail follows the eastern backshore of the Salmonier River, and connects to historic trails extending east through the yellow birch-balsam fir forests. This trail has been identified for development as a partially accessible trail with features specifically designed for neuro diverse, visually impaired, and hearing impaired hikers. The trail design should incorporate features suitable for children, including those with developmental delays. This area has potential for multiple trail loops as well as an in-and-out trek. Pierre Lemoine D'iberville marched his army across the Salmonier river very near this area. The NCC has committed to partnering on this trail which could form an excellent addition to the Salmonier Nature Park. Proponents should be familiar with the NCC's purpose and values.

Hurley's Bridge is one of the finest remaining examples of the graceful, inspired architecture seen in Newfoundland in the 1920s. Found throughout the province, these beautiful concrete bridges have been decommissioned and are in poor repair. Hurley's Bridge is an informal icon of the community, and has been the subject of paintings by, among others, Debbie Dunphy and David Sorenson, photographs by Ray Mackey, and a limited edition serigraph by Christopher Pratt. Weddings and graduations are photographed on the bridge every year and you will find images for sale on stock photography websites. Built in 1929, the bridge is in need of cosmetic restoration. The addition of a bailey bridge could make the structure safe for pedestrian access to a trail head on the NCC land.

- 3.7. **Community Garden to Cemetery** – There is an existing informal multi-use trail along this route. Both the Community Garden and the Cemetery are frequently visited by residents in the community.
- 3.8. **Harricott Point** – Accessible at the end of Mitchell's Brook, Route 93-10, there is currently a rough hiking trail along this coast. The trail features interesting bedrock geology, coastal views, wild berry patches, bird and whale watching, and scenic panoramas of the headlands overlooking Colinet Island in St. Mary's Bay.

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- 3.9. **Back River Pond** - Through the survey, residents chose Bottle Hill Pond. As this trail would pass close to St. Catherine's Academy, the Committee chair sought input from the principal of the school who advised that the school would not support the construction of a trail in close proximity to the school grounds. The Committee opted instead for a trail to the **Back River Pond**. This traditional trail (~ 3.5 kms) leads to Back River Pond, a large lake (~2km sq) where a dam once operated with stop logs to supply a 'head of water' to the water turbine sawmill located adjacent to the bridge at Back River on the Salmonier Line. There is significant logging history here and a natural link to the Colinet Loggers Heritage Society in Colinet. To the east of this location, in the 1930s, the Commission of Government established the first of a number of National Tree Nurseries. This trail along with the Salmonier River Valley Trail could be promoted as a commemoration of the Commission Government's work to relieve poverty during the depression years in Newfoundland; an expanded Destination area could include the agricultural history of the Harricott flats.

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**The Master Plan should include, but not be limited to, the following considerations/components:**

- 3.10. Tourism potential considering the proximity to and linkages with existing tourism features: Salmonier Nature Park, The Wilds Golf Course, Cataracts Provincial Park, Rocky River Fishway, Cape St Mary's Bird Sanctuary, the Irish Loop, St Vincent's Beach.
- 3.11. Available amenities including food and accommodation.
- 3.12. Proximity to existing facilities: Brother Brennan Centre, Echo Pond Environmental Education Centre, Tree of Life Lodge and Retreat Centre.
- 3.13. Private Sector involvement seeking particular support from businesses in proximity to the trails.
- 3.14. Generalized Trail Design, with attention to: lakes, river, tributaries, marshes and bogs and other wetlands features. Points of interest should be highlighted (e.g., river bends, unusual flora, traditional uses). General layouts and options should be identified along with any possible constraints to construction. The design should include potential trailhead, support facilities and amenities.
- 3.15. Siting, with particular attention to circuitous routes, safety and diversity of users (e.g., walkers, joggers, age, physical capabilities and/or disabilities – see sample Autism Nature Trail <https://autismnaturetrail.com/#seeanddo>). GIS placement of these trails on map(s) is preferred.
- 3.16. Potential multiuse requirements on fully accessible trail sections.
- 3.17. A comprehensive list of required permits and applicable Local and Provincial Regulations.
- 3.18. A strategy to ensure natural, low-maintenance trails.
- 3.19. A planning and implementation framework with costs.

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**4. CONTENT AND FORMAT OF PROPOSALS**

In response to the RFP, the submission shall include, but not be limited to, the following:

- 4.1. Introductory Letter: provide names and business addresses of the organization or individual that will conduct the work; name, title, mailing address and telephone number of the principal proponent; and a clear concise response as to why the Town and its residents should select you or your firm for this work.
- 4.2. Executive Summary: Provide an overview of your findings, recommendations and proposed strategy(s).
- 4.3. Proponent/Firm Profile: The RFP shall include a brief profile of the proponent. The profile should provide a comprehensive overview of area(s) of expertise. For consulting firms, a personal profile and/or resumé for each individual participating in the project. The profile should also clearly describe the experience of the proponent(s) in planning and designing trails and should demonstrate a working knowledge of trail design, construction and maintenance planning.
- 4.4. Experience: Cite previous studies that demonstrate the capabilities and expertise of the proponent(s) to undertake the project. Identify appropriate references and contact information for same.
- 4.5. Scope of Work, Approach, and Objectives of the Plan: Provide an approach to this project that demonstrates knowledge of the components listed under the Scope of Work, personnel work assignments, and a timeline for completion. The proposal may be creative and suggest alteration to, or enhancement of, the Scope of Work.
- 4.6. Itemized cost estimate for the work proposed.

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**5. SUBMISSION**

- 5.1. All electronic and GIS data generated by the consultant specific to this contract will be given to the Town at the end of the project. For the purposes of reproduction and reuse by the Town, the selected consultant will provide electronic files with all text, images, presentations, research material, and edited GIS data used for the final product.
- 5.2. The plan shall be submitted within 90 days from award of contract. A draft report should be reviewed with the Committee and the Town prior to submitting the final plan. In addition, the consultant will be expected to: ensure that the Committee is kept updated on a regular schedule (to be determined), present the results and recommendations of the plan to the RTC, and attend a meeting with the Town to address questions regarding the findings and recommendations of the plan.
- 5.3. Provide to the Committee: one printed copy of the final proposal, a digital (PDF) copy of the proposal along with links to all electronic files, annexes or attachments that may not be suitable for printing.

**6. PROPOSAL EVALUATION AND SELECTION**

The Town of Mount Carmel-Mitchell's Brook-St Catherines will evaluate all submitted proposals. The Town will disqualify proponent(s) that fail to meet the minimum requirement for qualifications, experience, and methodology from the process prior to cost considerations. The object of the evaluation and selection process is to identify the proposal that, in the Town's opinion, offers the best value for the products and/or services requested.

**This project proposal will be evaluated using a two-envelope process.**

Please submit two, clearly-labeled, sealed envelopes:

Part One - containing elements identified in Section 4: 4.1 through 4.5

Part Two - containing 4.6: Cost estimate.

Including financial information (your estimated costs) in Part One may disqualify your proposal.

Proponents who do not successfully meet the requirements of the Scope of Work may be eliminated prior to the review of costs.

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**Proposal evaluation will be weighted as follows:**

- 6.1. Experience of company/team (30%)
- 6.2. Completeness of Proposal and Quality of Proposed Approach (30%)
- 6.3. References (10%)
- 6.4. Schedule and Cost (30%)

**7. PROPOSAL SUBMISSION**

Proposals are due by 16:00 ( 4p.m.) on December 20, 2022.

Your proposal will be clearly labeled

**Destination Trails Proposal, Town of Mount Carmel - Mitchell's Brook - St. Catherine's**

Your proposal document will identify a single source of contact for your organization with phone number and email address.

Your proposal may be submitted by email, or hard copy.

Hard Copy Submission:

Town of Mount Carmel-Mitchell's Brook-St. Catherine's  
408 Main Road North, Mount Carmel, NL, Canada  
A0B 2M0

Hard copy only proposals (proposals submitted on paper only) must be received at the Town office by 16:00 ( 4p.m.) on December 20, 2022.

**E-Mail Instructions:**

**Please send the two parts of your proposal separately.** Identify separate emails with the following terms in the subject line: "Part One - Non-Financial" and "Part Two - Financial"

Email submissions must be received before by 16:00 ( 4p.m.) on December 20, 2022.

[mountcarmel.trails@gmail.com](mailto:mountcarmel.trails@gmail.com) with a cc to [townclerk@townofmountcarmel.ca](mailto:townclerk@townofmountcarmel.ca)

**Please direct all questions to: [mountcarmel.trails@gmail.com](mailto:mountcarmel.trails@gmail.com)**