



Request for Proposal

Covehead Bay Review Report

Issued February 7, 2018

Closing 2:00 pm February 14, 2018

ISSUED BY

Rural Municipality of North Shore

2120 Rte 25

York, PE COA 1P0

REPRESENTATIVE

Jonathan MacLean - Administrator

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Introduction & Background

Rural Municipality of North Shore

The Rural Municipality of North Shore brings together West Covehead, Covehead Road and Stanhope, with historical roots going back over two centuries. Founded on rich traditions of community organization, institution building, tourism, neighborliness and industry, the Community identifies with its productive land and sea resources and coastal setting and takes pride in its welcoming nature and hospitality. Situated between the PEI National Park and the Municipality of York to the North and East of Charlottetown, the Community has increasingly become a "bedroom community" for workers who commute to Charlottetown, a growing community for retirees as well as a summer haven for Islanders and non-Islanders alike that are enjoying the pristine land and water environments.

The Rural Municipality of North is accepting proposals in response to this Request for Proposal in order to find a qualified consultant to provide a Covehead Bay Review Study . Our goal with Covehead Bay Review Study is to:

1. Produce a Quality Report - Based on Project Scope Page 6
2. Meet Timelines as outlined on page 7
3. Present Report to Council - April 11, 2018

The objective of this Request for Proposal is to select a consultant that will provide the best overall value to the Rural Municipality of North Shore . While price is a significant factor, other criteria will form the basis of our award decision, as more fully described in the Evaluation Factors section of this Request for Proposal below.



Submission Guidelines & Requirements

The following submission guidelines & requirements apply to this Request for Proposal:

1. First and foremost, only qualified individuals or firms with prior experience on projects such as this should submit proposals in response to this Request for Proposal.
2. Bidders must list at least one project that is substantially similar to this project as part of their response, including references for each. Examples of work should be provided as well.
3. A technical proposal must be provided that is not more than three pages. This technical proposal must provide an overview of the proposed report process as well as resumes of all key personnel performing the work. In addition, the technical proposal should provide a proposed schedule and milestones, as applicable.
4. A price proposal must be provided that is not more than one page. This price proposal should indicate the overall fixed price for the project as well as hourly rates and an estimated total number of hours, should the Municipality of North Shore decide to award a contract on an hourly rate basis.
5. Proposals must be signed by a representative that is authorized to commit bidder's company.
6. If you have a standard set of terms and conditions, please submit them with your proposal. All terms and conditions will be subject to negotiation.
7. Proposals must be received prior to 2:00 pm February 14, 2018 to be considered. Proposals can be delivered to the Municipal Office located at 2120 Rte 25, West Covehead, PE or sent via email to administrator@northshorepei.ca . All emailed

responses must be in PDF format.

8. Proposals must remain valid for a period of 30 days.



Project Description and Overview

Covehead Bay Sustainability Committee

Since the October 2016 timeframe, there has been a subgroup of the North Shore Environmental Sustainability Committee that have been researching and reviewing the condition of Covehead Bay. The Committee had multiple meetings with DFO, Transport Canada, PEI Provincial officials, Wayne Easter and Wade McLaughlin as well as the Covehead Bay aquaculture fishers to understand the current and future plans for Aquaculture leasing in Covehead Bay and to broadcast the concerns being raised by residents in the Community.

The Committee has also met with other key stakeholders such as recreational boaters, recreational fishers, other commercial fishers, the Friends of Covehead & Brackley Bay group, and individuals that have a knowledge of the current condition and historical knowledge of the Bay.

In July of 2017 a Public meeting was held to share information with the residents and the resounding response from residents was that North Shore should complete a more comprehensive review of the Bay. There is substantial information assembled and available regarding this topic.

Overall Goal: To assist in strengthening and sustaining the Rural Municipality of North Shore from an economic and community capacity building perspective as it relates to Covehead Bay.

Objectives:

1. Examining the strategic importance and impact of Covehead Bay in building and sustaining key tenants such as:
 - a. Environmental sustainability and stewardship
 - b. Access to and promotion of water based recreational activities
 - c. Commercial business development where it fits with the official plan and Council of Rural Municipality of North Shore five year strategic plan
 - d. Tourism development and sustainability
 - e. Community Growth – tax base growth by offering an attractive community to reside and visit

- f. Meet with various Subject Matter Experts and Key Stakeholders to assist in examination of the following issues:
 - i. Define solutions and outline a sustainability plan for each of the key stakeholder groups.
 - ii. Investigate the Environmental health of the Covehead Bay by researching available data.
 - iii. Research and report on short-term recommendations for health of Covehead Bay.
 - iv. Research and report on available Federal and Provincial funding programs to develop a long term action plan for the health of Covehead Bay.
 - v. Research and report on the Carrying Capacity for Aquaculture in Covehead Bay.
 - vi. Research and report on the Social Carrying Capacity for the Community surrounding Covehead Bay and the effect on the Community going forward.
 - vii. Research and report on the water ‘flushing of the Bay’ and impediments to tidal flows (i.e. sandbars at entry to Covehead Harbour)
 - viii. Engage appropriate organizations such as DFO, Parks Canada, Transport Canada, Friends of Covehead & Brackley Bay and others to be identified to gain a knowledge transfer and examine steps to protect and sustain Covehead Bay for residents, stakeholders, visitors and future generations.
 - ix. Consultant to review and shape the Work Plan as it relates to Covehead Bay.
2. Define potential issues and gaps with regard to the upcoming DFO Covehead Bay Review and strategies and information the North Shore Council will need to consider contributing to the Covehead Bay Sustainability Plan.



Project Scope

The successful bidder will be responsible for completing the report within the following outline.

The criteria set forth below should be met to achieve successful completion of the project:

1. Covehead Bay - Aquaculture History
2. Environmental Sustainability and Stewardship
3. Commercial Fishing Overview
4. Recreational Fishing Overview
5. Recreational Boating Overview
6. Tourism Effect (short and long term)
7. Social Carrying Capacity (Upland Use)
8. Parklands
9. Navigation in the Bay
10. Key Stakeholder engagement

Final Report and Presentation to the Council of the Rural Municipality of North Shore.



RFP & Project Timelines

The Request for Proposal timeline is as follows:

Request for Proposal Issuance	02/07/2018
Selection of Top Bidders / Notification to Unsuccessful Bidders	02/14/2018
Contract Award / Notification to Unsuccessful Bidders	02/15/2018
Consultant gathers information, reviews and summaries – completed report delivered to the Rural Municipality of North Shore February 15- March 30, 2018	03/30/2018

The need-date for project completion is April 10, 2018. Report presented to the Rural Municipality of North Shore Council at monthly Council Meeting April 11, 2018.

Bidders may propose a date earlier or later, and will be evaluated accordingly.



Evaluation Factors

Rural Municipality of North Shore will rate proposals based on the following factors, with cost being the most important factor:

1. Responsiveness to the requirements set forth in this Request for Proposal
2. Relevant past performance/experience
3. Samples of work
4. Cost
5. Technical expertise/experience of bidder and bidder's staff

Rural Municipality of North Shore reserves the right to award to the bidder that presents the best value to Rural Municipality of North Shore as determined solely by Rural Municipality of North Shore in its absolute discretion.