

Cape Breton Highlands Multi-Use Trail Development  
Clearing, Shaping, and Graveling Upgrade 2/Upgrade 3

RFP-MVC-2401

Closing August 21, 2024

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

The Municipality of the County of Victoria will be receiving proposals no later than 2:00 PM local time on August 21, 2024, for **RFP-MVC-2401- Baddeck Multi-Use Trail Development – Clearing, Shaping, Draining and Graveling Upgrade 2/Upgrade 3 of Multi-Use Trail**. Proposals are to be presented in a sealed envelope marked “**RFP-MVC-2401- Baddeck Multi-Use Trail Development - Clearing, Shaping, Draining and Graveling – Upgrade 2/Upgrade 3**”

Please send proposals to:

Municipality of Victoria County Trails Project Team  
495 Chebucto Street, Baddeck Nova Scotia B0E 1B0

Submissions shall include **either** one (1) hard copy **or** one (1) electronic copy of the proposal. If submitting electronically, the proposal shall be in .pdf format and the subject line must contain: “**RFP-MVC-2401**”. Proposals are not to exceed eight (8) pages excluding any appendices.

All materials submitted become the property of the Municipality of Victoria County 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 before a fully executed contract is issued.

### **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 Proposals may be withdrawn at any time prior to opening.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 Victoria County 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 the 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 Victoria County is a progressive municipal government located on the Northeastern tip of Cape Breton Island, Nova Scotia. Bordered by the Cape Breton Regional Municipality and the Municipality of

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Inverness County as well as the Atlantic Ocean, Victoria County provides a gateway to adventure with many trails and outdoor adventure to be found along the Cabot Trail, the Bras d'Or Lake or through the Cape Breton Highlands. Our current staff of more than 40 serves a population of about 7,500 people. During the summer months, our population swells with thousands of people enjoying recreational properties and attractions throughout our county.

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**

For several years, the Municipality of Victoria County, business organizations, and local business leaders requested that the provincial government address the issue of snowmobiles and ATVs being unable to cross the controlled access highway surrounding the Village of Baddeck legally and safely. Without that safe crossing, the growing number of local and visiting snowmobilers and ATVers would have remained cut off from the many businesses and services in Baddeck.

In 2017, the Nova Scotia government recognized that this issue was affecting the area's ability to attract recreational groups to Baddeck for tours and activities and funded the construction of the Baddeck multi-use overpass, which is now in place over the TransCanada Highway, between Exit 8 and Exit 9.



Continued multi-use trail development is critical in achieving a trail system that can be used by all users – hikers, bikers, snowmobilers, ATVers, skiers, etc. – throughout all four seasons. A snowmobile trail, for example, may not be accessible to hikers or ATVers in the spring, summer, and fall seasons, while accessibility to all users is at the forefront of multi-use trail construction.

### **THE VISION**

With the overpass now complete, as well as the 1.45 km section from the overpass to the arena property, there is an active trail connecting Baddeck to the Highway crossing.

Looking to the future, it is our hope to complete a 41.8 km multi-use trail that connects the overpass with the trail network in the Cape Breton Highlands. Given the scope and size of the project, the federation proposes it is carried out in the following phases and upgrades:

- Phase 1 – Highway Overpass to Municipal Transfer Station Property – Section D

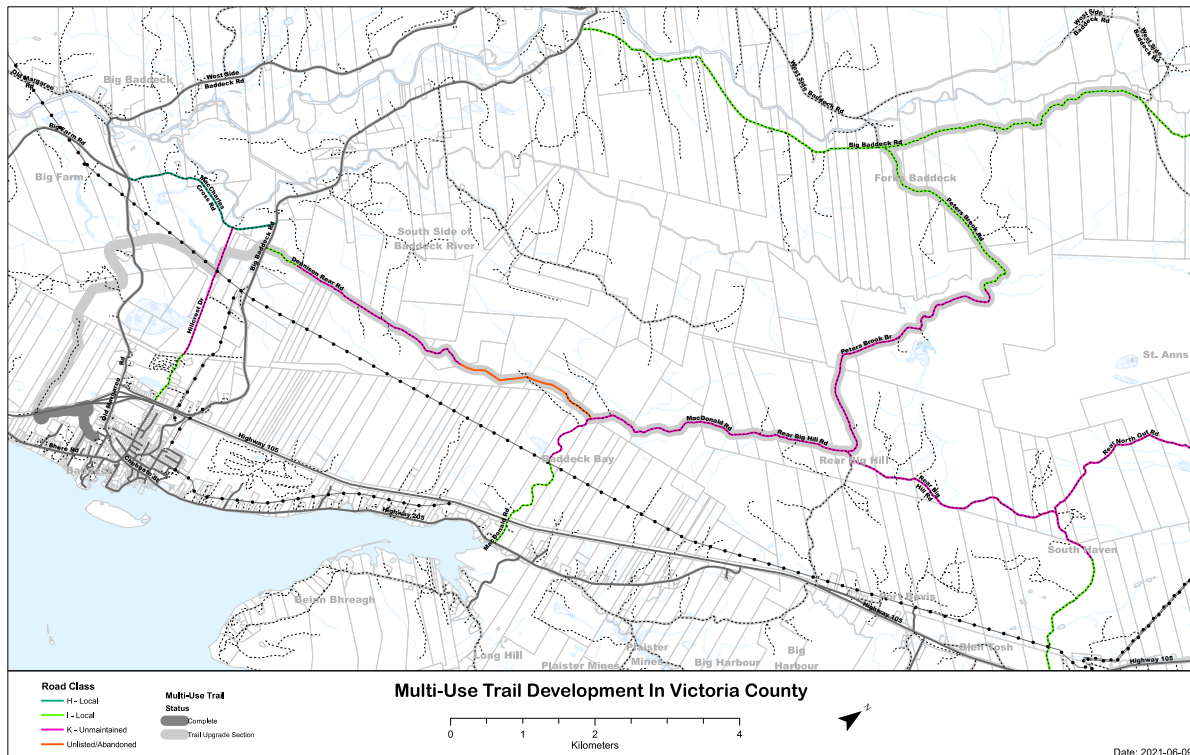
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- Phase 2 – Municipal Transfer Station Property to Dennison Rear Road – Section 2 (A&B)
- Upgrade 1 - Existing Dennison Rear Road
- Phase 3 - MacDonald Cross Road
- Upgrade 2 - MacDonald Cross Road to Rear Big Hill Road
- Upgrade 3 - Rear Big Hill Cross Road to Big Glen (Old Big Baddeck Road)

Phases represent sections where some or all new construction of the trail is required, while upgrades represent mostly existing trails where improvements are required to make them fully functioning multi-use trails. See the attached Trail Routing map for the exact planned route.



#### 4. INVITATION

The Municipality of Victoria County invites qualified service providers to submit proposals to undertake the cutting/clearing, installation of drainage features and graveling of parts of Upgrade 2/Upgrade 3 on the existing k-class MacDonald Cross Road and Rear Big Hill Crossing Road. The road surface is in relatively good condition, but trees and brush need to be cleared from the sides of the road, ditches and culverts need reinstatement/improvement, and much of the road (trail) surface needs to be gravelled. There is an approximately 250m long section of MacDonald Road needing more intensive re-building, including the above actions in addition to clearing/grubbing/shaping/widening.

#### 5. SCOPE OF WORK AND DELIVERABLES

**Upgrade 2/Upgrade 3-MacDonald Cross Road/Rear Big Hill Crossing Road:**

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- Up to 11 km of brush clearing (chipping, mulching or removing) to clear minimum 7 m (maximum 9 m) wide ROW
- Up to 11 km of grubbing and shaping and ditching as required
- Up to 8.2 km of "Type-2" gravelling – 100 mm depth, 4 m top width

There is an approximately 250m long section of the MacDonald Cross Road which requires different effort than the rest of the trail, on this section, and on the trail, the successful Proponent will provide the required clearing (minimum 7 meters wide with maximum 9 meters), grubbing, ditching, shaping, and graveling of the 4-meter-wide trail top of the multi-use trail.

There are several culverts on these sections of trail and many need to be replaced. There are at least six on the 4 km MacDonald/Rear Big Hill section that need to be replaced. They range in size up to 900mm diameter. There are at least 30 on the Big Hill Crossing Road section that need to either be replaced or added. They range in size up to 900mm diameter. Note that MOVC will provide the culverts (plastic) and it will be the proponent's responsibility to install same and to properly dispose of existing culverts as required

Many sections of trail surface are in relatively good shape and there are areas where the trail surface is already hard and dry comprised of a "pit run" surface.

Much of the trail will need to have a "gravel" surface treatment added. On the MacDonald/Rear Big Hill section this is approximately 2.5 km and on the Big Hill Crossing section, there is approximately 5.7 km distance requiring treatment. MOVC suggests a material either the same as or like the "Type 2" (3" minus) material from Gillis's Pit but MOVC will consider other contractor suggested materials. Please note that ALL other materials suggested by contractor MUST be approved by MOVC prior to use on the trail surface. It is expected that trail construction will follow guidelines and trail parameters as outlined by the Nova Scotia Trail Federation's Trails Manual for Trail Development and Construction.

For the purposes of costing your bid, the finished trail is expected to have a smooth and durable gravel surface consisting of in-situ materials or the above mentioned 3" minus type materials. It is the responsibility of the bidder to estimate the quantity of gravel required to complete the trail to the satisfaction of MOVC and being suitable for extended use as a multi-use trail; which includes motorized vehicles. For example, each bid should account for any additional aggregate required for any soft areas or addressing existing eroded surface areas of the trail. Pricing supplied for aggregate materials will be used for purchase of additional materials by MOVC IF required.

At the Peter's Brook Bridge on the Big Hill Cross Road section, the existing bridge needs to have the deck replaced. It will be the contractor's responsibility to replace the bridge deck to the satisfaction of MOVC using materials that will be supplied to the contractor by MOVC. Included in this deliverable is the proper disposal of the existing bridge decking materials.

As this trail is comprised of either I-class or K-class public road, and the road will be in use during the construction activity, it is the responsibility of the contractor to erect suitable signage to inform the public and indicating work is in progress when work is in progress.

Additionally, there is currently a temporary (snowmobile) bridge in place at Marsh Brook on the Big Hill Cross Road. This temporary bridge is to be replaced with a full loading bridge by others sometime this construction

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season, however, MOVC does not have control of that construction schedule and cannot ensure the bridge will be replaced before the successful contractor starts or completes this project.

The successful bidder will be required to provide proof of WCB coverage.

Proponents are invited to submit a proposal on any individual trail section or all the sections for development. Bids will be assessed with a focus on the ability to complete the job within the timelines as stated. The municipality reserves the right to award the sections separately with different bidders or as a single complete project with one bidder.

## 6. PROJECT TIMELINE

The Municipality's proposed start date for this project is September 1, 2024. The proposal must include a timeline for completing the work. It is expected that the project can be completed by December 31, 2024.

## 7. PROJECT MANAGEMENT (MUNICIPALITY)

Day-to-day information and direction will be provided by a Project Manager designated by the Municipality of the County of Victoria. Project scope assistance and on-site communication will also be directed through the Project Manager on behalf of the below-noted trails team.

- Dan Coffin, Tourism & Development Officer
- Colleen Whelan Smith, Tourism and Community Development Coordinator
- Chris Woodford, Recreation Coordinator

## 8. PROPOSAL EVALUATION CRITERIA

Proposals shall be evaluated and selected based on 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 principal 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. This is also an opportunity for the proposal to show the bidders' commitment to Victoria County and any inclusion of Indigenous business or partners through such things as residency of principals or place of business registration for scoring consideration.
- 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.

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e) **Value for Money (10%):** The proponent shall provide total costs associated with the work based on the proposal's tasks, deliverables, and timeline. Deliverables and costs may be negotiable with the selected Proponent, based upon the 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 August 16, 2024, to: Colleen Whelan Smith, Tourism and Community Development Coordinator, [Colleen.whelan-smith@victoriacounty.ca](mailto:Colleen.whelan-smith@victoriacounty.ca)

Answers to submitted questions will be posted on the Municipality's website by 2:00PM, August 19, 2024.

A bidders meeting will be held with our trails team in order to answer questions or provide additional context on August 14, 2024, at 2:00 pm, at the Council Chambers of the Victoria County Municipal Building at 495 Chebucto Road, Baddeck.

Any information a Proponent may obtain from any source other than this RFP or the above-named Municipal Trails Team will not be binding on the Municipality.

### SCHEDULE "A"

Item	Description	Unit	Estimated Quantity	Unit Price	Total Price
1	Clearing	Hectare			
2	Grubbing	Hectare			
3	Ditching/Shaping	Lin Meter			
4	Borrow Fill (loading, hauling, placing)	Tonne			
5	Gravel	Tonne			
6	Type 2 Gravel (loading, hauling, placing)	Tonne			
8	Culverts	Each			
9	Re-Decking Peters Brook Bridge	Lump Sum			
10	Geotextile	Square Meters			
11	Other				
12	Other				
				Total Amount Bid:	

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**SCHEDULE "B"****1. CLEARING****Description:**

Clearing shall consist of the cutting off, within one half-foot above ground, all trees and stumps within the right-of-way, including designated push-off areas. This includes brush such as alders and other typical woody or fibrous growth found along roadways in Victoria County.

**Construction Method**

The contractor is free to use any means or methods capable of clearing the right-of-way to the satisfaction of MOVC, clearing will result in the elimination of trees and brush to an end point such as results from effective mulching/shredding. The Contractor shall keep the center line of the right-of-way clear of trees, brush and debris in order to facilitate survey work.

**2. GRUBBING****Description:**

Grubbing shall consist of the removal of all stumps, roots, organic materials and all other objectionable debris from within the right-of-way and other areas as directed by MOVC.

**Construction Method**

Grubbing operations shall be carried out for a distance of at least 250 meters in advance of the excavation/shaping operations or as directed by MOVC.

The contractor is free to use any means or methods capable of clearing the right-of-way to the satisfaction of MOVC. Generally, the area to be grubbed shall be confined to the right-of-way limits.

Unless otherwise directed by MOVC, waste materials from grubbing operations shall be deposited in areas designated as push-offs. Unless otherwise directed by MOVC, no portion or part of the waste material from the grubbing operations shall be placed in or under the trail bed.

**3. EXCAVATION and TRAIL BED CONSTRUCTION (DITCHING and SHAPING)****Description:**

This work item shall include all excavation necessary to construct the trail bed, side ditches, offtake ditches, catch water ditches and inlet or outlet ditches to drainage structures. The work shall include also all required sloping and shaping necessary to prepare, alter, construct and complete the trail bed, shoulders, ditches and trail.

**Construction Method**

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All suitable material removed during the excavation shall be used as far as practicable in the formation of the trail bed. Ditches and drainage features shall be excavated to typical depth and width of “forest road” construction or as directed by MOVC.

In the event there is not sufficient suitable material within the right-of-way for the formation of the trail bed, the Contractor shall use any suitable material located on land adjacent the right-of-way to a maximum distance of 30 meters from the outside boundary of the right-of-way, without any payment over and above the stated contract price. Note that areas used for such “borrow” activity shall be remediated to the satisfaction of MOVC.

Unsuitable material shall be disposed of as directed by MOVC.

During the construction period, all ditches are to be maintained such that the trail is well drained. Note that Nova Scotia Environment erosion and sedimentation control standards are to be followed at all times. Note that it will be the contractor’s responsibility to ensure any residual materials left from the clearing activities do not negatively impact the functionality of the culverts during and following the initial significant rainfall events and subsequent surface water runoff

Back slopes and shoulder slopes shall be in accordance with typical forest road construction standards and shall be trimmed to the satisfaction of MOVC.

The Contractor must, at their own cost, supply all equipment capable of properly performing all the work.

#### 4. BORROW FILL

Description:

All borrow fill material required will be supplied by the Contractor and the type of borrow fill must be approved by MOVC before being used by the Contractor. All sources of borrow fill to be used on this project must be in accordance with Nova Scotia Environment standards.

The Contractor shall supply all necessary labor, equipment, materials and incidentals such that it is capable of supplying the required quantity of borrow materials.

Borrow fill will only be placed when ordered by MOVC and will be ordered by MOVC on an “as required” basis.

Approved borrow fill will be dumped and placed by the Contractor on the section of trail designated by MOVC and shall include the spreading of the fill to conform with the trail grades as specified by MOVC.

#### 5. GRAVEL

Description:

All gravel material required will be supplied by the Contractor and the type of gravel must be appropriate for this use. All sources of gravel to be used on this project must be in accordance with Nova Scotia Environment standards.

The Contractor shall supply all necessary labor, equipment, materials and incidentals such that it is capable of supplying and placing the required quantity of gravel materials.



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Gravel will be dumped and placed (including the spreading of the gravel to a minimum depth of 4 inches) to conform with the trail grades as specified by MOVC.

#### 6. TYPE "2" GRAVEL

##### Description:

All TYPE "2" gravel material required will be supplied by the Contractor and the gravel must be from an appropriate source and be crushed, screened and sized. All sources of gravel to be used on this project must be in accordance with Nova Scotia Environment standards.

The Contractor shall supply all necessary labor, equipment, materials and incidentals such that it is capable of supplying and placing the required quantity of TYPE "2" gravel materials.

TYPE "2" gravel will be delivered, dumped and placed (including the spreading of the gravel to a minimum depth of 4 inches) to conform with the trail grades as specified by MOVC.

#### 7. CULVERTS

##### Description:

This work shall consist of the proper and complete installation of pre-manufactured culverts and where necessary, pricing for this item shall include the removal and disposal of existing (failed or failing) culverts as directed by MOVC.

##### Construction Method

Excavation for pipe shall conform with the lines and grades required to effectively and efficiently facilitate installation of all required culverts. Bedding for all culverts shall be shaped to fit the bottom of the pipe. Any pipe which is not properly aligned or shows any signs of settlement after it is installed shall be taken up and re-installed by the Contractor and no extra compensation shall be payable to the Contractor. Any pipe extension shall be joined by a coupling made of the same material as the pipe and made to fit the pipe(s) exactly.

Appropriate backfill materials shall be used and shall be placed around culverts by depositing to the same elevation on both sides and it shall be compacted to conform with the adjacent trail bed.

#### 8. RE-DECKING PETER'S BROOK BRIDGE

##### Description:

This work shall consist of the proper and complete installation of MOVC supplied pressure treated wooden bridge decking materials on a 33 ft span 14 ft wide bridge deck. The structure is of steel girders and nailing strips are bolted to the steel. There is also a pressure treated wooden wheel-stop in place. Pricing for this item shall include all necessary labour, fasteners and incidentals as well as the removal and proper disposal of the existing decking materials.

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Construction Method

Installation of the bridge decking shall conform to the requirements of NS Public Works wooden bridge decking.

9. GEOTEXTILE

Description:

Geotextile is to be premanufactured product suitable for the purpose of civil works.

Construction method

This is an allowance to be priced for the purpose of improving the quality of the finished trail where and when directed by MOVC.