



RETURN PROPOSALS TO:

**Parks Canada Agency
Suite AH 201
1869 Upper Water Street
Halifax, NS B3J 1S9**

AMENDMENT

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Request for Proposals remain the same

Issuing Office

Parks Canada Agency
Suite AH201
1869 Upper Water St.
Halifax, Nova Scotia B3J 1S9

Title Request for Proposals - Development of Fixed Roof Accommodation & Management, Operation and Maintenance of Fundy National Park Golf Course		Date June 17, 2013
Request for Proposals No. PCA-2013-03-FNP	Amendment No. 001	
Solicitation Closes at 02:00 PM on Wednesday, July 24, 2013	Time Zone Atlantic Daylight Savings Time (ADST)	
Address Inquiries to: Pamela Hayhurst		
Telephone No. (902) 426-6260	Fax No. (902) 426-0755	

This Request for Proposals amendment number one (001) is issued to provide changes and answer questions from potential proponents as follows:

Under the Request for Proposals

1. To amend the closing date and time for submission of proposals as follows:

Delete the following date and time:

Wednesday, June 26, 2013 by 2:00 p.m. Atlantic Daylight Savings Time

Insert the following date and time:

Wednesday, July 24, 2013 by 2:00 p.m. Atlantic Daylight Savings Time

2. Section 7.2.4 to amend the date for the deadline by which to complete a site visit as follows:

Delete the following paragraph:

The last day to complete a site visit will be Thursday, June 13, 2013. Additional information related to the existing site conditions is available during normal office hours throughout the RFP period, up to Thursday, June 13, 2013.

Insert the following paragraph:

The last day to complete a site visit will be Tuesday, July 16, 2013. Additional information related to the existing site conditions is available during normal office hours throughout the RFP period, up to Tuesday, July 16, 2013.

3. Section 8.1 to correct cross reference numbering as follows:

Delete Section 8.1 in its entirety.

Insert the following in its entirety:

8.1 Proponents to Obtain Request for Proposal Only Through GETS

Proponents considering themselves qualified for this opportunity and intending to submit a Proposal should obtain this RFP only from the Government Electronic Tendering Service through the GETS service provider. For further information about GETS, call 1-855-886-3030 or visit the GETS website at www.buyandsell.gc.ca.

4. Section 8.2 to correct cross reference numbering as follows:

Delete Section 8.2 in its entirety.

Insert the following in its entirety:

8.2 All New Information to Proponents by Way of Addenda on GETS

If for any reason Parks Canada determines it is necessary to provide additional information relating to this RFP, such information will be communicated to Proponents by addenda through the GETS service provider. Each addendum shall form an integral part of this RFP. Such addenda may contain important information including significant changes to this RFP. Proponents are solely responsible for obtaining all addenda issued by Parks Canada through the GETS service provider. Proponents intending to respond to this RFP are requested to not cancel the receipt of addenda or amendments option provided by GETS.

5. Section 9.1 to correct submission of Proposals as follows:

Delete Section 9.1 in its entirety.

Insert the following in its entirety:

9.1 Submission of Proposals

Proposal must be submitted in the following method:

In the discussion that follows, an 'unbound' deliverable may be placed in a file folder and secured with an elastic band or 'alligator clip' to facilitate handling, if desired. The intent is to ensure that it remains as 'loose sheets' to ease making any photocopies that may be needed.

The Rated Requirements - Non Financial component of the Proponents' Proposal will include a table of contents complete with page numbers. It may also include an optional executive summary not exceeding three pages.

The response to the Rated Requirements - Non Financial is to contain information under the following tabbed headings:

Tab 1: Covering Letter, Table of Contents and Executive Summary.

Tab 2: Response to Rated Requirements- Non Financial, Sections 7.4.1 - 7.4.5.

For each Non Financial Rated Requirement in Sections **7.4.1 - 7.4.5** the Proponent must:

- Identify the Rated Requirement - Non Financial by number and title;
- Provide the text of the instructions being responded to (excluding any explanatory preamble);

- Provide a response to the instructions; and
- Address specific topics identified in the subsections of the instructions.

The Proponent's response to the Rated Requirement - Non Financial under Tab 2 must be no more than 75 pages in length and must be printed in no less than 12-point type for body text, 10 point for tables and instructions replicated from the RFP. 8½ inch x 14 inch or 11 inch x 17 inch folded pages are permissible for graphics, tables or Gantt charts. Any pages in excess of the maximum will not be evaluated.

Proponents must submit one (1) original Proposal paper copy in a marked envelope as follows:

1. The items identified under the **Mandatory Requirements** must be submitted unbound in a separate sealed envelope labelled "Mandatory Requirements";
2. The Rated Requirements - Non Financial items must be submitted unbound in a separate sealed envelope labelled "Non Financial Proposal "; and,
3. The Rated Requirement - Financial items must be submitted unbound in a separate sealed envelope labelled "Financial Proposal ".

The three marked packages must be placed in one single large envelope clearly marked as **Solicitation Number: PCA-2013-03-FNP** and submitted to the address stated in Section 9.4.

Questions and Answers:

Question 1:

Do any additional recreational services to be proposed require the vetting and approval of Parks Canada prior to their inclusion and submission of a Proposal, in order to be considered?

Answer:

Any additional recreational services that are beyond the RFP can be included in the Proposal prior to vetting and approval by Parks Canada. Any additional services included in a Proponent's Proposal will be considered during the review of the Proposal services. Additional services will be subject to the final review of the Superintendent, at his discretion, whose decision will be final.

Question 2:

What is the source and accuracy of this information?

Answer:

The total attendance figure provided for total visitation is derived through the use of induction loop counters installed at each of the two entrances to the Park. These counters provide raw data (total vehicle counts). From visitor surveys, the raw data is converted to number of visits by estimating the vehicle party size and the visitor vehicle proportion (i.e. factoring out non-visitor traffic). This method doesn't provide an exact number but rather a reasonable estimation of visitors.

The visitor origins and satisfaction levels are obtained from visitor surveys that are taken on average every 3-5 years. For the most recent survey in 2010, Overall, 768 visitors were approached, 725 questionnaires were distributed, and 326 questionnaires were returned, indicating an acceptance rate of 94%, a return rate of 45%, and an **overall response rate of 42%**. Using the desired confidence interval of 95%, these numbers represent a margin of error of +/- 5.42%.

Question 3:

When is this development initiative slated for completion?

Answer:

On May 16, 2013 the federal and provincial governments announced \$7.9 M in funding for construction of the next phase of the Fundy Trail. These funds will be spent during the 2013 and 2014 construction periods. At that time the provincial Premier announced having a 5 year plan to complete the trail. Subject to continued funding, the Fundy Trail is anticipated to be completed by 2018.

Question 4:

Please clarify the requirement for a minimum of 30 beds, rooms or units? [i.e. bunk beds in a room count as 1 or 2 units? Does a 2 bedroom (cabin) count as 1, 2, or 3 units if it has a queen and bunk bed arrangement?

Answer:

Bunk beds in a room would count as 1 unit. A 2 bedroom cabin would count as two units.

Question 5:

Who currently owns the trade name "Seawinds"? Is there any historical data on the restaurant (business, financial, etc.) Are there any specific details Parks Canada is looking for in the development of new restaurant facility? [i.e. seating capacity, menu, etc.] Can a liquor license be applied to the restaurant, patio and/or Golf Course?

Answer:

The name "Seawinds" was given to the former restaurant by the previous lessee when the facility was expanded in 1993. The name "Seawinds" is not registered to Parks Canada. Those Proponents who have an interest in this name will be required to completed independent research as to the ownership of this name and its availability.

The only available data from the restaurant are the gross revenue figures already provided in the Confidential Information document.

Parks Canada is not stipulating seating capacity or a menu.

A liquor license can be applied to the restaurant, patio and golf course.

Question 6:

Should consideration be given to Year Round operation of the Fixed Roof Accommodation and/or Restaurant? Or is this a seasonal opportunity only?

Answer:

Parks Canada will consider proposals which envision a year round operation.

Question 7:

Can the 2007 listing and the details therein be provided for consideration?

Answer:

The 2007 real estate listing is not available.

Question 8:

- a) Are there any Fees associate with access to the current amenities [i.e. tennis court and swimming pool access fees, etc.], that the Successful Proponent would be responsible for?
- b) Will the Successful Proponent have any management or operational requirements regarding any current amenities [i.e. provision of towels, laundry, cleaning, maintenance, etc., for swimming pool, tennis courts, etc.]
- c) Is the Successful Proponent able to access Park amenities to conduct special events? Would there be a cost for this access? i.e. using the soccer field space for event tents, wedding functions, etc.?

Answer:

- a) The Successful Proponent will not be responsible for the collection of fees related to public access to the tennis courts or the swimming pool.
- b) The Successful Proponent will not have any operational requirements regarding the amenities outside the scope of this RFP. If the Successful Proponent would like to provide rental equipment for the tennis courts or the lawnbowling greens, Parks Canada would be open to discussing these services as part of the Lease Agreement.
- c) The Successful Proponent can access Park amenities for Special Events. Any costs would be determined on a case by case basis.

Question 9:

Could this building be moved and/or renovated / re-utilized instead of demolition? Would there be a cost for the use of this building for the 1st operation season?

Answer:

The former Fundy Park Chalet office/gift shop building is considered to be past its serviceable life and will be removed, by Parks Canada, after the first operating season. Parks Canada will be responsible for the costs associated with its removal. There will be no cost to the Successful Proponent for use of the building during the first operating season.

Question 10:

- a) What is the current operational state of the equipment, chemicals, and fertilizers?

b) Would fuel storage be allowed or prohibited on site [as the drawings in Appendix E appear to illustrate the existence of fuel storage]?

Answer :

- a) All equipment listed in the equipment list is operational. The golf course is currently operated chemical free
Fertilizers: Fairways 24-6-12 Envirosol
Greens/tees 25-4-10 Spring Valley Professional
Fertilizer alternating with 18-2-18 MTS
Professional Fertilizer

Being tested this year is the following:

- Greens May to July 19-2-15 Proturf
Contec
Aug - Sept 13-2-26 Proturf Contec
- b) The existing on-site fuel storage does not meet current regulations and is scheduled for removal. Fuel storage would be allowable within the Leasehold area as long as the Successful Proponent installed fuel storage that meets current regulations.

Question 11:

- a) Will Parks Canada be billing directly for Water, Sewer, and Electrical charges? If so, what are the rates, and other relevant details?
- b) Who is responsible for the ongoing management, operation, and maintenance of the Water, Sewer and Electrical infrastructure?

Answer :

- a) Parks Canada will invoice the Lessee directly for Water, Sewer and Electrical charges
- Electricity - metered and billed at the applicable provincial rates. Parks Canada does not charge a premium for this.
 - Water - pursuant to the *National Parks of Canada Water and Sewer Regulations*

<u>Annual charge for water</u>	
Dwelling unit	
1.	(a) four rooms or fewer \$5.18
	(b) each additional room
\$0.86	
2.	Rooms used for housekeeping purposes in a business block
	(a) four rooms or fewer \$5.18
	(b) each additional room
\$0.86	
3.	Commercial property, other than a commercial establishment referred to in item 4
	(a) ground floor, per 0.8361 m2
\$0.07	
	(b) upper floor, per 0.8361 m2
\$0.04	
4.	Catering establishment, hotel, restaurant, boarding house or

	rooming house
\$0.10	(a) ground floor, per 0.8361 m2
\$0.07	(b) upper floor, per 0.8361 m2
5.	Automobile bungalow camp
\$2.88	(a) each cabin with inside water connection
\$2.30	(b) each cabin without plumbing fixtures
•	Sewer - billed at the same rates as comparable establishments pay in Alma. By-Law 88 Schedule "A" as follows: Per unit rate is set at \$413.00 per year Chalets and motel rooms: 1 unit per 3 accommodations units or fraction thereof Office: 1 unit per 10 employees or fraction thereof

The criteria listed above result in an annual cost as per the example below
and paid in two instalments during the season
example: 20 chalets: $20/3 = 6.66$ units x \$413 per unit = \$2750.58

b) Parks Canada is responsible for the management, operation and maintenance of the Water, Sewer, and Electrical infrastructure

Question 12:

Is there a recent/existing environmental analysis being adhered to?

Answer:

An environmental screening will be completed that will take into consideration the Successful Proponent's proposed development plans.

Question 13:

Is this contribution payable to Parks Canada? What are the conditions? Are there any minimum/maximum amounts to be set? Does the amount roll over if not used in a given year?

Answer:

The Successful Proponent will not be required to submit the capital maintenance funds to Parks Canada directly. Instead they will demonstrate that these funds are being directed to maintaining the condition of the assets.

Question 14:

Regarding Appendix "B" - Lease Agreement :

- a) Article 11.00: Are there any additional specific details regarding appropriate insurance coverage?
- b) Article 16.02" What specifically is the "Quota" for bookings by residents in Canada?

Answer:

- a) No. The Successful Proponent will be required to obtain insurance in accordance with Section 11 of the Lease Agreement.
- b) Article 1.01 (1) of the Lease Agreement attached to the RFP as Appendix "B" defines "Quota" as follows: "Quota" means 30 percent (30%) of the occupancy capacity of a hotel, motel, bungalow camp or other fixed bed accommodation.

Question 15:

What is the current state of Telecommunications infrastructure in FNP [Internet, Telephone, Satellite service, etc.]? If not, sufficient, does there exist the opportunity to jointly implement telecommunication infrastructure solution, that could tie in with the EcoCentre?

Answer:

There is phone service to the property. The phone system is approximately 25 years old. Parks Canada has a contract with Telus for its telecommunications infrastructure and work is accomplished through that contract. There is no satellite service.

If upgrading of service should be necessary to meet new demands, the Park will arrange for service to be provided up to the Lease property.

Question 16:

Are there any public funding sources available?

Answer:

There are no funds available from Parks Canada with respect to this opportunity.

Question 17:

Is there any staff housing currently onsite? Appendix E appears to suggest there exists a Bunkhouse?

Answer:

The bunkhouse shown in Appendix "E" is now used as a storage facility. Parks Canada has limited staff housing at Fundy National Park.

Question 18:

What is the current ownership/management structure of the Fundy Highlands Inn & Chalets? Is there any current historical (business, financial, bookings, etc) data that can be provided on

that location, to better gauge the demand that facility has had for Roofed Accommodations from Park visitors?

Answer:

The Fundy Highlands Inn & Chalets are crown owned facilities located in Fundy National Park that are operated under a long term lease.
Parks Canada may not disclose financial information with respect to this Lease.

Question 19:

Who currently owns the trade name to the "Fundy Park Chalets" as they are referenced to in the RFP document? And is this name available to be considered for use?

Answer:

The name "Fundy Park Chalets" is not registered to Parks Canada. Those Proponents who have an interest in this name will be required to completed independent research as to the ownership of this name and its availability.

All other Terms and Conditions remain unchanged