

REQUEST FOR PROPOSAL

For

Use of a Decommissioned Provincial Park Area

Park Lands Available Are:

Glenwood, NL

Response to the request for proposal must be received at:

Department of Fisheries and Land Resources
Land Management Division
P.O. Box 2006, Fortis Building
Corner Brook, NL
A2H 6J8
Telephone (709) 637 2081

No later than: 4:00 p.m., April 27, 2018

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1. PROPOSAL GUIDELINES

1.1

Submission of Responses

Respondents are required to submit 3 (three) copies of their responses to the Request For Proposal (RFP) in a sealed envelope(s) (package(s)) by no later than 4:00 p.m. on April 27, 2018.

To:
Department of Fisheries and Land Resources
Land Management Division
P.O. Box 2006, Fortis Building
Corner Brook, NL
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Telephone (709) 637-2081

All submissions must be clearly marked **Former Provincial Park Area Proposal** and include the information as outlined in the Proposal Requirements. See section 1.3.

One copy of the response shall bear an original signature of the bidder.

1.2 Proposal Preparation

Respondents must follow the procedures required by the RFP. All conditions and provisions of the RFP are assumed to be accepted by the respondent and incorporated by reference in the response, except such conditions and provisions which are expressly excluded.

1.3 Proposal Format

The RFP shall include the following:

I. Proposal Cover Page

- Legal name of business
- Name of park in which proponent is interested
- Name of document ("Business Opportunity Proposal")
- Date of preparation or modification of the document
- Name, address and telephone number of the proponent
- Name, address and telephone number of the individual or business that prepared the proposal

II. Table of Contents

III. Executive Summary

IV. The Business Plan

A. **The Business**

- Description
- Ownership/Management (expertise, duties, responsibilities)

B. **The Opportunity**

- The Product or Service
- The Market
- Competition
- Promotion/Sales (ie. Marketing Strategy)

C. **The Product**

- Detailed Development Plan must include a description of :
 - how the land shall be used and
 - the on-site services to be provided.
- Development Plan must be a professionally prepared document that includes but is not limited to:
 - a site plan depicting the manner in which the land is to be utilized showing the placement of proposed structures in relation to existing development,
 - the general layout of the site, including access points and any roads to be built or upgraded,
 - costs and expenditures, including capital, operating and maintenance costs, and revenue generation.

D. **Detailed site plan**

- Facilities

E. **Financial Data**

- Required Investment-source

1.4 **Proposal Requirements and Conditions:**

- I. Proposals shall be evaluated by a Parks Review Committee (PRC).
- II. Proposals will not be accepted that involve subdividing or subletting Crown park land.
- III. Other land uses shall be limited to tourism related establishments such as RV parks, resorts, campgrounds, cottage rentals or development of tourist attractions.
- IV. Land required for future development shall require a Development Plan and must be approved by the PRC.

1.5 Park Facilities and Equipment

Glenwood

Respondents should note there are no park facilities remaining in this park. All proposals will be for land use only.

1.6 Acceptance

The Department of Fisheries and Land Resources reserves the right to accept or reject any or all proposals. Only proposals for parks, campgrounds and other tourism related activities will be accepted. The proposals submitted by respondents will be retained by the Department and all costs incurred in the preparation and delivery of the proposals shall be borne by the respondent. Submission of a proposal and its subsequent receipt does not represent a commitment on the part of the Department to proceed further in negotiating with the respondent.

1.7 Proposal Withdrawal

Proposals may be withdrawn by written notice only.

1.8 Evaluation of Proposals

Evaluation criteria will consider such factors as: the completeness and quality of the business/operational plan, including a marketing strategy; suitability of the proposal for the area in question; qualifications of the proponent. The proposals must contain complete information as requested in the RFP. Failure to comply with any part of the RFP may result in the rejection of the submission.

The Department may seek additional information from proponents during the evaluation process.

1.9 Notification

Respondents will be notified in writing when a decision on the allocation has been made. No information will be released between the time of the proposal opening and the time a decision is made.

2. CROWN LANDS INFORMATION

- a) Proponents are advised that proposals for all or a portion of, an existing park will be accepted.
- b) The successful proponent shall apply for a Crown land grant for the park or a portion

thereof. A non-refundable application fee of \$150.00 plus HST is charged for processing the application and a legal fee of \$300.00 is charged for preparation of the grant document.

- c) The approximate total area for the former Glenwood Day Use Park is ninety two (92.0) hectares. Of this total area, approximately sixty decimal eight (60.8) hectares is land and thirty one decimal two (31.2) hectares is water and shoreline reservations. Grant containing an approximate area of sixty decimal eight (60.8) hectares will be made at market value of \$200,000.00
- d) A legal survey is required for a grant.
- e) Grants will be “use specific”. The grant will contain provisions requiring the grant holder to develop and maintain the land & structures in accordance with the business plan contained in the proposal.
- f) All grants will be subject to the condition that a public reservation (minimum 15 metres) be maintained around and adjacent to all water bodies including lakes, ponds, seashores, foreshore and rivers. Section 7 of the *Lands Act* will apply.

3. TOURIST ESTABLISHMENT REGULATIONS (Trailer Establishments)

- a) Tourism Establishments Regulations shall apply to any proposals involving accommodations that would eventually be licensed by the Department of Tourism, Culture, Industry and Innovation or by an agency acting on behalf of that Department.
- b) *The Tourist Establishment Regulations* under the *Tourist Establishments Act* (O.C. 96-238) includes regulations pertaining to Trailer Establishments, defined as:

"tourist establishment" includes a cabin, cottage, hotel, motel, motor hotel, inn, tourist home, tourist information centre, hospitality home, tour company and trailer establishment, and a camp, cabin, tent camp or other premises erected or used for the purpose of catering to hunters and sport fishers, and a boat on which food and overnight accommodation is provided for hunters, sport fishers or travel parties;

"trailer establishment" means a commercial establishment comprising land used or maintained as sites for tents, tent trailers, travel trailers, pick-up campers or other recreational vehicles providing sleeping accommodation whether or not there is a charge made for the use of the ground so used in camping or parking, residential trailer parks are not included; and

"trailer lot" means the portion of a trailer establishment that is to be occupied by a tent or trailer.

- c) Section 11 of the **Tourism Establishment Regulations** states the following:

- (1) *Trailer lots shall be arranged in a form approved by the Minister and shall be:*
 - (a) *so constructed that automobiles and trailers shall not become mired; and*
 - (b) *be clearly marked.*
- (2) *The main entrance to a trailer establishment shall be adequately lighted from sunset to sunrise.*
- (3) *Trailer lots shall be accessible by means of a driveway which shall be*
 - (a) *so constructed that automobiles and trailers shall not become mired; and*
 - (b) *at least 6 metres wide.*
- (4) Each trailer lot shall have an area of at least 120 square metres of land
- (5) A trailer establishment shall have an emergency exit.

OTHER REGULATIONS

For proposals that require approvals/certificates/licenses/permits/inspections, proponents should consult with the Department of Service NL in their area.

4. BUSINESS PLAN INFORMATION

For further information or assistance on the development of a business plan contact the local office of the Department of Tourism, Culture, Industry and Innovation in your area:

Western Region: (709) 637-2628

Central Region: (709) 256-1480

Eastern Region: (709) 466-4170

Labrador Region: (709) 896-2400

5. ADDITIONAL INFORMATION

Should you require more detailed information please contact the following:

Inquires on Land Tenure and Proposal Submissions

Department of Fisheries and Land Resources
Land Management Division
Fortis Building

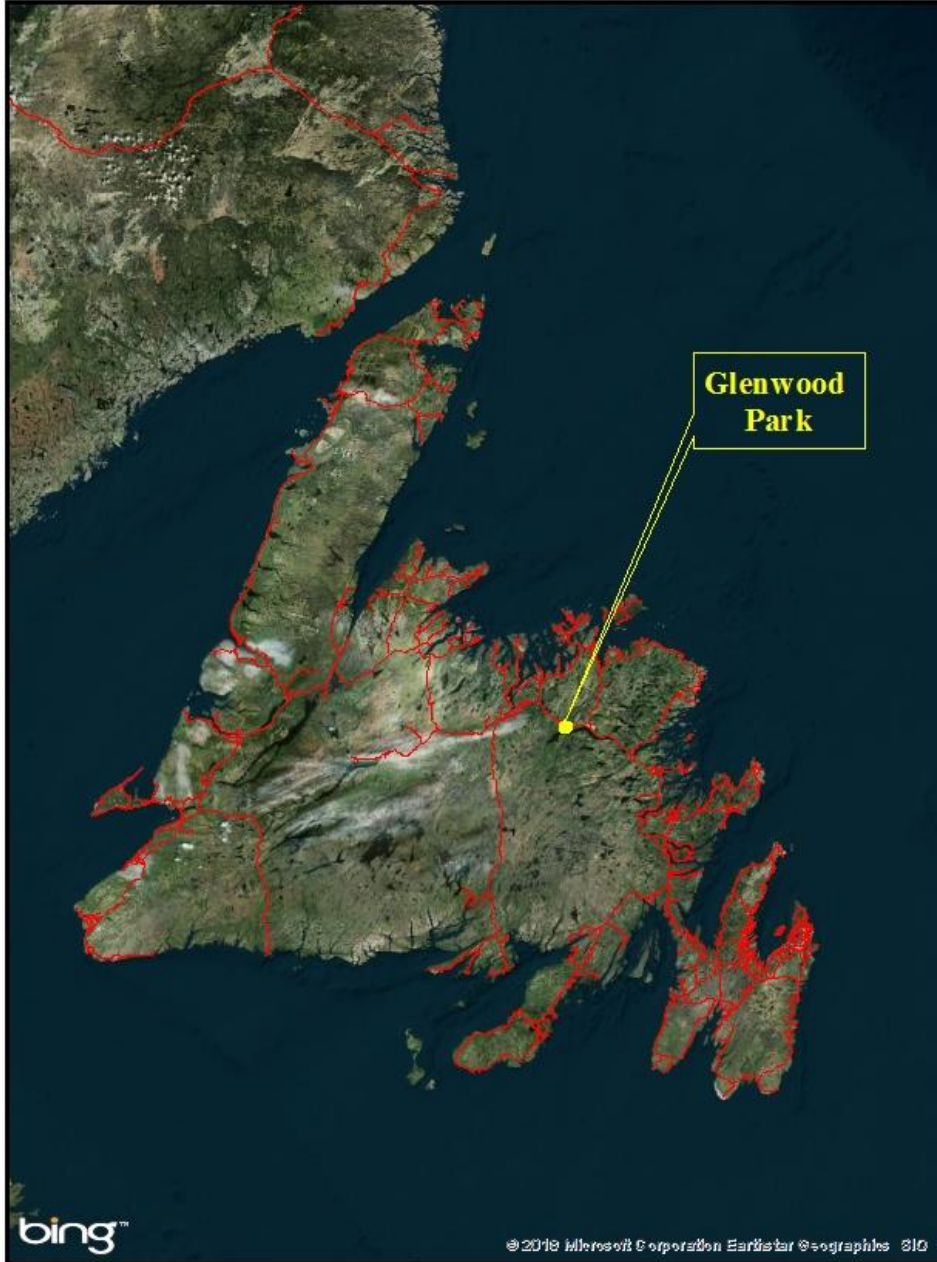
P.O. Box 2006
Corner Brook, NL
A2H 6J8
Telephone (709) 637-2081

Tourism Establishment Regulations

Department of Tourism, Culture, Industry and Innovation
Regional Offices in St. John's, Gander, Corner Brook, Happy
Valley-Goose Bay

ANNEX 1 - Location Map

Government of Newfoundland & Labrador Department of Fisheries & Land Resources Location Map



NOTE TO USERS

The information on this map was compiled from land surveys registered in the Crown Lands Registry.

Since the Registry does not contain information on all land ownership within the Province, the information depicted cannot be considered complete.

The boundary lines shown are intended to be used as an index to land titles issued by the Crown. The accuracy of the plot is not sufficient for measurement purposes and does not guarantee title.

Users finding any errors or omissions on this map sheet are asked to contact the Crown Titles Mapping Section, Howley Building Higgins Line, St. John's Newfoundland.

Users finding error or omissions can contact the Crown Titles Mapping Section by telephone at 729-0061. Some titles may not be plotted due to Crown Lands volumes missing from the Crown Lands registry or not plotted due to insufficient survey information.

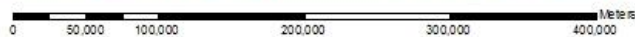
The User hereby indemnifies and saves harmless the Minister, his officers, employees and agents from and against all claims, demands, liabilities, actions or cause of actions alleging any loss, injury, damages and matter (including claims or demands for any violation of copyright or intellectual property) arising out of any missing or incomplete Crown Land titles, and the Minister, his or her officers, employees and agents shall not be liable for any loss of profits or contracts or any other loss of any kind as a result.

For inquiries please contact a Regional Lands Office.
Corner Brook - 637-2390
Gander - 256-1400
Clareville - 466-4074
St. John's - 729-2654
Goose Bay - 896-2488



Crown Lands Administration Division

Scale 1:4,000,000

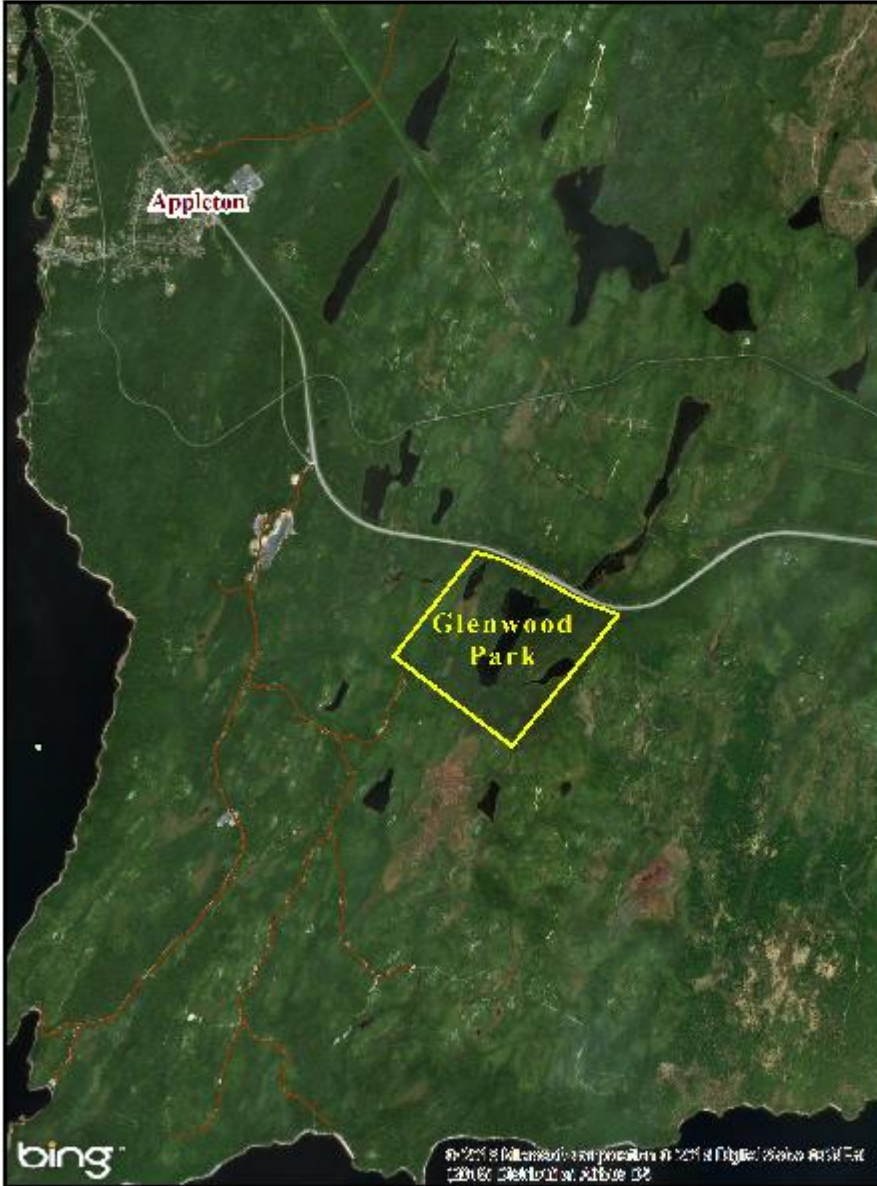


ANNEX 2 – Site Map

**Government of Newfoundland & Labrador
Department of Fisheries & Land Resources**



Site Map



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Users finding error or omissions can contact the Crown Titles Mapping Section by telephone at 739-3261. Some titles may not be plotted due to Crown Lands volumes missing from the Crown Lands registry or not plotted due to insufficient survey information.

The User hereby indemnifies and saves harmless the Minister, his officers, employees and agents from and against all claims, demands, liabilities, actions or cause of actions arising any loss, injury, damages and matter (including claims or demands for any violation of copyright or intellectual property) arising out of any missing or incomplete Crown Land titles, and the Minister, his or her officers, employees and agents shall not be liable for any loss of profits or contracts or any other loss of any kind as a result.

For inquiries please contact
Land Management Division
Corner Brook - 637-2081



Land Management Division

Scale 1:35,000

