New Bay Pond

Cottage Development

Terms of Reference

for

Stage 1

Historic Resources Impact Assessment

Contract No. 001-18-C
Call for Proposal

New Bay Pond Cottage Development

Stage 1 Historic Resources Impact Assessment

1.0 Invitation to Bid

1.1 Government of Newfoundland and Labrador, Department of Fisheries and Land Resources, Agriculture and Lands Branch - Land Management Division, invites proposals on the following:

Stage 1 Historic Resources Impact Assessment at New Bay Pond

Contract No. 001-18-C

1.2 Proposal Closing Time: 4:30 p.m., Friday, October 19, 2018.

1.3 Proposal Opening Time: 10:30 a.m., Tuesday, October 23, 2018.
   Land Management Division
   First Floor
   Fortis Building, 4 Herald Avenue
   Corner Brook, NL

1.4 Proposals may be e-mailed, mailed, hand delivered or faxed to:

   Department of Fisheries and Land Resources
   Agriculture & Lands Branch
   Land Management Division
   Fortis Building, 4 Herald Avenue
   P. O. Box 2006
   Corner Brook, NL A2H 6J8
   Fax: 709-637-2586
   Email: Lmdproposals@gov.nl.ca

Enquiries to: Mr. David Delaney, Planner IIIA
   Telephone: 709-637-2081
   ddelaney@gov.nl.ca

Proposals must be submitted on the attached form and received no later than the proposal closing time. The outside of the proposal package must clearly display the words “Stage 1 Historic Resources Impact Assessment at New Bay Pond, Contract No. 001-18-C.”
2.0 Proposal Offer

i) Proposal to: Department of Fisheries and Land Resources

We hereby offer:

To complete work as specified and described in the Contract Specifications and to enter into a formal agreement to complete said work.

ii) Contract No.: 001-18-C

iii) General Description: Stage 1 Historic Resources Impact Assessment at New Bay Pond

iv) Completion Time: Four weeks from the date the contract is awarded by Department.

Note: If both parties agree, this date may be extended to allow for weather related delays.

v) This is a Firm Price Proposal.

vi) Full payment shall be made upon presentation of the final report by the completion date noted in Section 2.4. Failure to submit a final report by the completion date will result in a 20% contract price penalty.

vii) The contract will be awarded on the Contract Bid amount only. Failure to indicate the Contract Bid amount (i), HST (ii) and Total Cost amount (iii) shall result in cancellation of the bid.

   i) Contract Bid: ______________________

   ii) HST: ______________________

   iii) Total Cost (Contract Bid + HST): ______________________

2.8 Name of Company

or Authorized Bidder: ______________________

Signature: ______________________

Date: ______________________
3.0 Introduction

The Department of Fisheries and Land Resources, Agriculture and Lands Branch is proposing to develop up to 88, 0.4ha recreational cottage lots with associated road construction on New Bay Pond in Central Newfoundland. New Bay Pond is located approximately 17 km north of Grand Falls-Windsor, and accessed via the New Bay Pond Road. As illustrated on the project overview map (see Map 1), the proposed cottage lots are situated at a number of locations around the pond. Due to the topography in the area, the proposed lots are grouped in five phases. For the purpose of this assessment, all phases will be included in the undertaking.

4.0 Project Phases and Locations

As illustrated on the project overview map (see Map 1), the New Bay Pond Cottage Development is geographically divided into five separate areas. For the purpose of this document they will be referred to as Phases 1-5:

Phase 1 (9 Lots): The survey area for Phase 1 includes lands located at the southwest end of New Bay Pond and consists of approximately 1.2 km of access road, 9 cabin lots and approximately 0.70 km of shoreline to assess (see Map 2).

Phase 2 (24 Lots): The survey area for Phase 2 includes lands located on the western shoreline of New Bay Pond and consists of approximately 2.1 km of access road and 24 lots divided into two segments, and approximately 2.8 km of shoreline to assess (see Map 3).

Phase 3 (27 Lots): The survey area for Phase 3 includes lands located in the northwest corner of New Bay Pond just south of the narrows separating the upper northern segment of the pond from the larger southern segment. This phase includes approximately 0.9 km of road, 27 lots, and 0.85 km of shoreline to assess (see Map 4).

Phase 4 (17 Lots): The survey area for Phase 4 includes lands located at the northeast corner of the pond and south of the narrows separating the upper northern segment of New Bay Pond from the larger southern portion. This phase includes approximately 1.8 km of access road, 17 proposed cabin lots and approximately 2.4 km of shoreline to assess (see Map 4).

Phase 5 (11 Lots): The survey area for Phase 5 is located on the north shoreline of the pond and includes approximately 0.9 km of access road, 11 lots and approximately 1.1 km of shoreline (see Map 5).
5.0 **Contract Specifications**

5.1 **Objective**

To undertake a Stage 1 Historic Resources Impact Assessment in order to verify the presence or absence of historic resources in the proposed New Bay Pond cottage development area prior to cottage construction.

5.2 **Reporting Procedure**

A preliminary report outlining the results of the field investigation will be submitted to the Provincial Archaeology Office (PAO) at the completion of the survey. A final report will be submitted to the PAO and to the Department of Fisheries and Land Resources, Land Management Division.

5.3 **Proposal Details**

Proposals should clearly identify the following:

a) Personnel assigned to scheduled tasks.

b) The proposed methodology to be employed in the contract.

c) 

5.4 **Fees**

Proposals should set out details of fee structure, staff costs, overheads etc. Tenders should clearly indicate the maximum prices for:

a) Professional services

b) Expenses (accommodations, food, mileage, boat/ATV rental etc.)

5.5 **Scheduling**

The background research, field survey, and preliminary report are to be completed by (Day, Month), 2018.

6.0 **Methodology and Required Archaeological Undertakings**

Archaeological Survey is to include walk-overs, visual survey, and test-pitting for:

1. The entire length of the proposed access roads
2. All areas of the proposed cabin lots
3. The entire length of shoreline adjacent the proposed cabin lots and areas in between the proposed cabin lots (which are not already developed)
Test-pitting is to be conducted in areas of archaeological potential. The necessary number and the exact locations of the test pits will be determined by the archaeologist.

More specifically, this investigation will employ standard practices such as test-pitting of dry, level ground and visual examination of eroding banks and surfaces. **No surveying or test-pitting is to take place on private property without permission of the land owner.**

- Evidence of recent and historic disturbance, such as lumbering activities, trails etc., is to be recorded and discussed in the final report.
- A GPS track log/trail of the walk-overs is to be kept and submitted to the PAO with the final report.
- GPS coordinates (using NAD83 or WGS84 datum) are to be recorded for any sites discovered and for all test-pit locations. The GPS error is to be recorded for any sites discovered.
- If surface features are discovered their dimensions will be recorded, photographed and mapped.
- A photographic record will be made of the survey activities and any site that may be found.

7.0 **Qualifications of Consultants**

Bidders will have proven experience in the area of archaeological surveying and be qualified to hold an Archaeological Investigation Permit in the Province pursuant to the **Historic Resources Act, c. H-4 and Regulations.**

8.0 **Completion of Field Work**

As per an agreement between the Land Management Division and the Consultant.

9.0 **Project Proposal Requirements**

- Demonstrate that the consultant has adequate qualifications, resources and a proven competence in similar projects.
- Demonstrate that the consultant has a full understanding of the project requirements, tasks and deliverables.
- Include the estimated number of hours to complete the project, and clearly indicate the maximum cost for Professional Fees and Services, Transportation, Meals, Artifact Conservation and Cataloguing; Materials; and any other associated costs.
- State the total cost of the project, including HST.
10.0 Deliverables

- Site Record Forms and an Interim Report are required to be submitted to the PAO within one week of the completion of fieldwork.
- A final report submitted to the PAO as per the Regulations of the Historic Resources Act.
- The track log, GPS data and photographic record are to be submitted to the PAO when the final report is submitted.
- The return of artifacts and requisite cataloguing as per the Regulations of the Historic Resources Act.

11.0 Payment Schedule

As per an agreement between the Land Management Division and the Consultant.

Proposal Due Date: October 19, 2018.

Project Completion Date: Four weeks from the date the contract is awarded by Department.

Bid is to include HST. The lowest or any bid may not necessarily be accepted. The successful proponent will be required to sign a contract in a form suitable to the Department.