



Medway Community Forest Cooperative Ltd. Request for Proposals

Medway Community Forest Campground Construction Plan

Non-mandatory site visit: March 9, 2021 at 1:00PM (weather date March 11 at 10:00AM) – Please RSVP by March 5, 2021

Proposals due: March 17, 2021 by 4:30 PM AST

Submission details: Submit proposal to MCFC Executive Director, Mary Jane Rodger via email (maryjane@medwaycommunityforest.com)

Background:

The MCFC offers a license area that can be used to test ecotourism revenue streams on Crown land in Nova Scotia. The proposed campground development can accommodate overflow from Kejimikujik National Park and Historic Site, and provide accessible camping to families who may not be able to afford the additional costs of camping in a National Park. The MCFC is located in a region that is well suited to recreation, sharing property boundaries with the Tobeatic Wilderness Area, the Medway Lakes Wilderness Area (MLWA) and Kejimikujik. We are in a position to offer services that may not be permitted in protected areas and facilitate access for these neighbouring lands.

The MCFC is seeking to procure a detailed construction plan for the development of a 10-site campground nearby Highway 8, in the Stave Lake region of the MCFC license area. The campground will aim to deliver a backcountry camping experience with front country access. The business will run entirely on a web-based platform and self-serve basis, from reservations to obtaining firewood, however will have staff onsite on a regular basis. The MCFC signed a Letter of Authority with the Department of Lands and Forestry in 2020 and we hope to begin construction in summer 2021.

Objectives:

The proponent will develop a construction plan for the MCFC campground based on the project proposal in Schedule A and will include detailed plans on:

- Campsite construction
- Outhouse construction and design (structural and ground work)
- Hiking trail construction
- Access trail construction
- Parking lot construction and pad design for wood shed placement
- Wildlife and fire management recommendations including:
 - Bear conflict mitigation
 - Fire safety plan (including fire extinguishing)

Details provided should also outline separately:

- Material and machinery requirements
- Labour requirements (both volunteer and skilled)
- Recommendations for waste management

Campsite Details:

- Development of 8-10 'backcountry' style tent campsites that are walk-in only, roughly 20-100m apart (furthest campsite no longer than 600 m from parking area) - each campsite will include:
 - Signage
 - Firepit
 - Adequate room for 1-2 tents on a natural, level surface
 - Picnic table
- 1 wheelchair accessible campsite
- 2-3 campsites dispersed through campground and set-up for future use as glamping-style accommodations, such as prospector tents or yurts.

Trail Details:

- An accessible main hiking trail to access campsites with constructed tread surface (approx. width 1.2m)
- An accessible main hiking trail to access wheelchair accessible site
- Footpath style-trail(s) to local lakes and other features for campers to use - see map in Schedule B.
- Recommend alternative parking location for day-use of trails

Parking Lot Details:

- Restricted access parking adjacent to woods access road with sufficient parking for 20 vehicles.

Outhouse Details:

- 4 centrally located outhouses with 1 and 2 toilets and 1 outhouse at accessible campsite
- Develop high-level construction/site preparation cost analysis, determine minimum maintenance schedule based on 50% occupancy and provide recommendation for best alternative between:
 - Pit privies constructed as per Nova Scotia Environment (NSE) *On-Site Sewage Disposal System Standard* regulations (see Schedule A) or;
 - Outhouses equipped with composting or incinerating toilets

Qualifications

At minimum, the successful proponent will possess the following:

- Extensive experience constructing a variety of trails
- Experience with trail construction and road upgrading machinery

- Knowledge of Acts and Regulations pertaining to recreational use of Nova Scotia Crown lands
- Some knowledge of outhouse/pit privy construction

Additional Assets:

- Ability to execute construction plan as the primary contractor in summer/fall 2021
- Experience developing construction plans for campgrounds
- Experience in carpentry, sawmilling and/or tree felling.

Proposal Submission

In order to be considered, the submission should include the following:

1. Statement of Intent

The proponent should clearly outline their approach and understanding of the various elements of the aforementioned objectives and how they meet the minimum qualifications.

2. Work Outline

The proponent should include an outline their proposed plan to execute the construction plan.

3. Budget

The proponent should include a detailed list of fees and expenses needed to complete the construction plan.

4. References

The proponent will provide 3 references that can attest to experience related to trail development.

Estimated Timeline and Deliverables

Release Request for Proposals	Feb. 23, 2021
Non-mandatory site visit	March 9 or 11, 2021
Request for Proposals due	March 17, 2021
Award Contract	March 19, 2021
Draft Report due	April 15, 2021
Final Report due	May 1, 2021

All proponents must include their CRA business registration # and proof of good standing with relevant provincial joint stocks association.

SCHEDULE A – PROJECT PROPOSAL



Medway Community Forest Cooperative
Stave Lake Campground Project Proposal Summary

Unique Value Proposition

The MCFC offers a license area that can be used by the Province to test ecotourism revenue streams. The proposed campground development can accommodate overflow from Kejimikujik National Park and Historic Site, and provide accessible camping to families who may not be able to afford the additional costs of camping in a National Park. The MCFC is located in a region that is well suited to recreation, sharing property boundaries with the Tobeatic Wilderness Area, the Medway Lakes Wilderness Area (MLWA) and Kejimikujik. We are in a position to offer services that may not be permitted in protected areas and facilitate access for these neighbouring lands.

Medway Community Forest Cooperative Campground

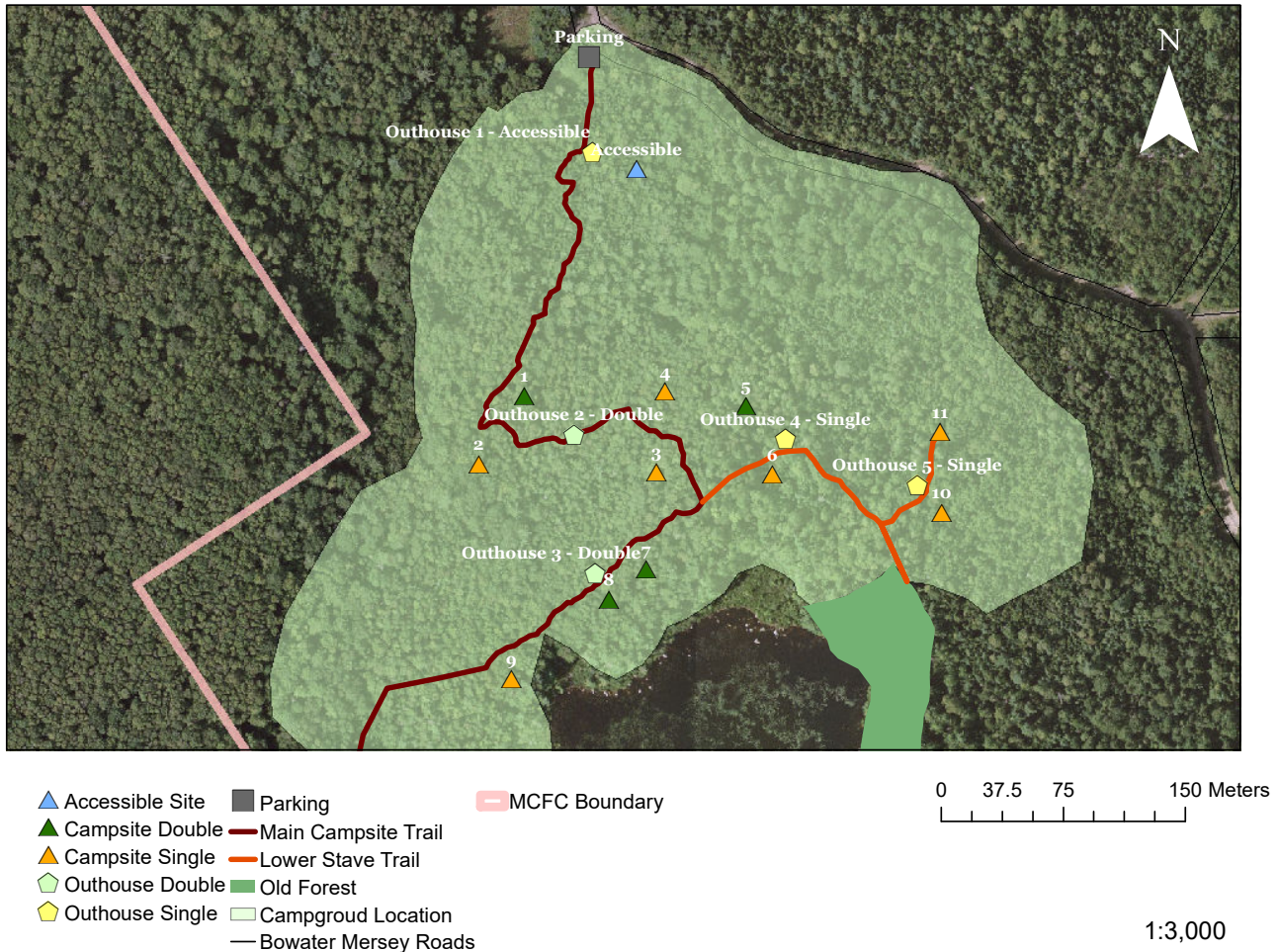


Figure 1: MCFC campground location

Our potential customers include community members who have accessed the license area for generations as well as newcomers seeking experiences outside of the Halifax Regional Municipality (HRM). There will likely be spin-off customers who are travelling tourists from outside the Maritimes or HRM, but in our inaugural years, the main target will be regional visitors. In 2020, our target customers are those who are dedicated visitors of Keji and Jeremy's Bay campground, who may be looking for an alternative campground during the closure.

Beyond 2020, the MCFC will be targeting customers that are seeking an experience outside of the crowds of a National Park, but might not have the confidence to try backcountry camping. Our customers may also be returning from a trip in more rugged backcountry, such as the nearby Tobeatic Wilderness Area or the MLWA and seeking easy, inexpensive accommodations.

The MCFC does not foresee the development of a campground offering an accessible backcountry experience to be in competition with any existing businesses in the area. The nearest accommodations in the area are Mersey River Chalets and Milford House, both roofed accommodations, and the nearest campground is Raven Haven Beachside Family Park, which offers front-country, beachside camping and is managed by the County of Annapolis.

Channels

We foresee the ability to achieve success in recreation projects to be tied to the effective use of technology in marketing strategies. To capture the millennial generation interested in low-cost alternatives to camping in a National Park, we are aiming to build on our existing brand and create an app platform to take reservations. We will also aim to promote the site through Keji, as an alternative if sites are overbooked, or for those seeking local alternatives for the 2020 season.

The focus of our marketing strategy will be Halifax users, using targeted advertising to promote the campsite with potential customers. We will also promote the sites within the community as a way to get away, without going away and to explore local beauty.

We will be partnering with local outfitters, Whynot Adventure, to promote the campground with their existing customer base. In exchange, we will offer rental packages specifically, camping equipment from Whynot, along with our campsites.

Facilities Development

Campground Infrastructure

The proposed campground will have the following amenities:

- 12 'backcountry' style campsites, each campsite will include:
 - Sign, indicating campsite number

- Firepit made from re-purposed stainless steel pipe, with cooking grates and min. 2m clearance in all directions
 - Adequate room for 1-2 tents on a natural surface
 - Picnic table
- Campsites are walk-in only, roughly 20-100m apart - furthest campsite no longer than 600 m from parking area.
- An accessible main hiking trail (approx. 1.2m wide)
- Footpath trail(s) to local lakes and other features for campers to use - see map.
 - Signage to indicate swimming and other lake use is at own risk
 - No formal freshwater access planned (ie. wharf or dock)
- Safe parking adjacent to woods access road with sufficient parking for 20 vehicles
- Woodshed with firewood for purchase at parking area
- 4 outhouses/composting toilet buildings located throughout main campground
- Outhouse/composting toilet at accessible campsite
- Central signage including:
 - emergency numbers;
 - safety in the woods;
 - safety fire evacuation plan;
 - campground map and;
 - local amenities.

Campsite Design

- The majority of vegetation will be retained, unless specifically marked for removal.
 - All danger trees will be removed and used on site for seating, cut to suitable lengths and left to rot, or chipped and used to level camping pads (respecting fire allowances)
- Campsites will allow users to access approx. 1200 square feet of area, however this area will not be cleared of vegetation or delineated in any way
- Campsites will be a minimum of 20m apart, and staggered on opposite sides of the trail where possible.
- Campsites will have a maximum capacity of two natural tent pads, sites with more difficult terrain or mature trees may only allow one natural tent pad.
- Regular occupancy is 4 adults, additional adults may be added (additional \$10/person charge will apply) to a maximum of 7 users per site or 4 users for sites with only one tent pad.
- One campsite will be designed to be accessible by wheelchair.
 - Trail to accessible campsite will have a level surface and will be no more than 2.5m wide.
 - Accessible outhouse will be constructed central to this site
- Trail to all other campsites will be a footpath with some tread surface leveling
- Each campsite will be clearly signed with an identifying number

Outhouse Design

- 4 outhouses building constructed as per Nova Scotia Environment (NSE) *On-Site Sewage Disposal System Standard* regulations:
 1. The bottom of the pit must be at least 1m above whichever of the following is closest to the surface of the ground surrounding the pit:

- a. The maximum ground water table;
 - b. The bedrock;
 - c. Soil with hydraulic conductivity greater than 500×10^{-6} per second.
- 2. The pit must maintain the horizontal clearance distances outlined by NSE;
- 3. The sides of the pit must be reinforced to prevent collapse;
- 4. The surface of the ground surrounding the pit must be graded so that surface drainage is diverted away from the pit.
- Will be located 30.5m from any water source, picnic table, or campsite, 3m from all lot boundaries, and 9m from any downslope lot boundary.
- Have self-closing doors
- Equipped with locking device on each stall
- Be painted inside
- Be ventilated and screened
- Have a wastebasket with a lid
- Have a toilet tissue dispensing device with sufficient tissue

Rules and Regulations

Fire Regulations¹

- 5-gallon water bucket will be provided at campsites to extinguish fires, additional water buckets provided at parking area for longer stays.
- Fire extinguisher at outhouse and woodshed
- Evacuation plan in case of fire posted at entry and on outhouse
- Posting regular updates from the NS Burning Restrictions and require campers to respect burn restrictions.
- Campfires must not be left unattended
- Avoid fires on days with excess wind gusts
- Movement of firewood from elsewhere is prohibited. All campers are required to purchase firewood from the MCFC on site. Firewood will be kept in a code-locked shed and accessed through a code provided when the user reserves their campsite.

Reservations

- Campground is self-serve, reservations can only be made online through MCFC website
- Information collected through reservation system will include:
 - The name of the guest
 - The usual residence of the guest including mailing address
 - The vehicle license plate of the guest's vehicle
 - The number of people in the guest's party
 - The arrival and departure date of the guest
 - The rate charged for the campsite
 - The campsite occupied by the guest

¹ The MCFC has not yet spoken to the Annapolis Co. fire marshal, although have left a message at their office. The final fire mitigation strategy will be developed in collaboration with the fire marshal.

- Information provided to the guest will include:
 - Fire safety protocol
 - Emergency numbers and protocol
 - Waste disposal protocol and nearby dump location
 - Noise and disturbance protocol
 - Liability waiver
 - Firewood access code
 - If applicable, parking lot gate access code

General Rules and Regulations

- Video surveillance in parking area, possible gate with code to protect parked vehicles/limit illegal access.
- Daily supervision by MCFC seasonal staff, with fewer visits depending on number of reservations
- Garbage disposal is strictly pack-in, pack-out (\$50 deposit required)
- Users required to bring their own supply of potable water
- Dogs will be allowed, but must be tied or leashed at all times.
- ATVs or other recreational motorized vehicles will not be allowed in the campground area
- There must be an adult (over 18) at each campsite.
- Quiet time designated after 11:00 pm
- Check-in is after 1:00 pm and check-out is before 11:00 am.
- Complaints will be handled by MCFC summer staff and if necessary, relevant government bodies.

Construction Plan Outline

The MCFC campground will be built in phases, addressing larger infrastructure projects first including road building, and wrapping up construction by installing signage. Full construction plan to be developed with relevant consultants following Lands and Forestry approval of the general concept and location. Construction phases 1 & 2 will be taking place in 2020-2021.

Phase 1:

- Road Upgrades
 - Ditching
 - Grade and fill surface to accommodate low clearance vehicles
- Parking Area Construction
 - Clearing area for parking lot (<0.1 ha or 20m x 40m)
 - Parking surface will be constructed using gravel
 - Appropriate drainage and slope to maintain surface, reduce erosion and runoff during heavy rainfalls
 - Installation of access control gate at parking lot entrance

Phase 2:

- Main Trail Construction
 - Use of smallest machinery possible to develop trail (eg. mini excavator, small compactor if necessary)
 - Use of material from existing gravel pits along main road for trail surface, no digging (ie. burrow pits or similar) in forest/campground area
 - Trail designed to minimize soil and site disturbance
 - Trail will be designed to be wheelchair accessible to first campsite, and a footpath to access the remainder of the sites.
 - Tread to accessible campsite will be constructed using crushed rock or other low-maintenance surface material.
 - Max. trail width 2.5 m and height clearance of 2.4 m
 - Use of stepping stones for areas of water flow, seepage or standing water.
 - Complete seepage tests where necessary
 - Prepare hole and grading for privy building
 - Constructed according to NSE regulations

- Outbuilding Construction²
 - Outhouses
 - 3-4 outhouses placed in a location central to all campsites.
 - One outhouse adjacent to accessible camping site
 - Located 30.5m from any water source, picnic table, or campsite, 3m from all lot boundaries, and 9m from any downslope lot boundary.
 - Modern design constructed with local or recycled (non-toxic) materials
 - Follow design measures as outlined in Nova Scotia Environment *On-Site Sewage Disposal System Standard*
 - Approximate building dimensions - 6' x 6' x 10'

 - Woodshed (pre-existing – no specifications required for construction plan)
 - Modern design constructed with local or recycled (non-toxic) materials
 - Vented building with airflow
 - Approximate dimensions - 14' x 6' x 10'
 - Adhere to the Nova Scotia Building Code

Phase 3:

- Campsite Construction
 - Clear danger trees from camping area, dispose of away from campsite and in a way that is aesthetically natural-looking.
 - Use natural terrain to designate areas for firepit, picnic table and tent pad(s)
 - Where necessary use natural fill (mulch) to level ground
 - Campsites will be placed 20m or more from fresh water
 - Prune or clear existing vegetation to allow 2m clearances surrounding firepit
 - Prune vegetation in a manner that does not adversely impact growth

² Outbuildings will be pre-fabricated and assembled on-site.

- Recreational Trail Construction
 - Development of footpath to Lower Stave and Stave Lake, and adjacent to old growth in area
 - Trails will follow routes that are a combination of existing historic forwarding trails and new trails.
 - Trails will be footpaths and will not use tread material unless necessary.
 - Paths will be cleared primarily by removing organics and some surface leveling including benching.
 - Trail development will follow parameters or Nova Scotia Environment's *Hiking Trail Standards for Wilderness Areas (Draft – April 2018)* including:
 - Designed to minimize need for tread construction and structures
 - Max. width right of way = 1m
 - Height right of way = 2.4m
 - Use of stepping stones where ever possible in areas wet, poorly drained areas. If necessary, construct a simple boardwalk using local lumber.

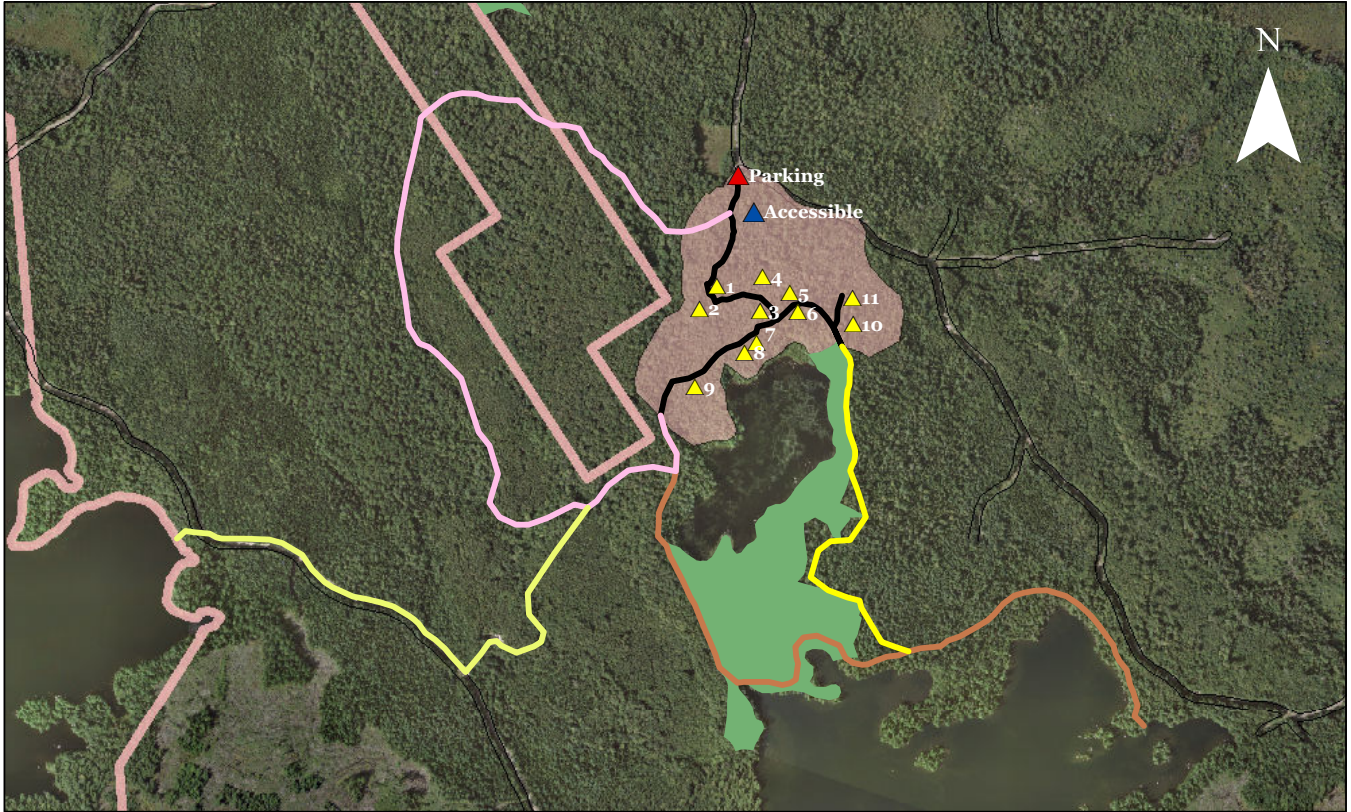
- Signage Strategy
 - Installation of trailhead sign kiosk (campground map, emergency protocol & numbers, fire safety, and local destinations)
 - Installation of individual campsite signs

- Other
 - Installation of motion-detect solar lights in parking area
 - Installation of surveillance cameras in parking area

SCHEDULE B – OVERVIEW TRAIL MAP

*Trail Option 3 (pink) is no longer included in the proposal

Medway Community Forest Cooperative Campground



- ▲ Accessible Site
- ▲ Parking Area
- ▲ Campsites
- Lower Stave Trail
- Main Campsite Trail
- Trail Option 1
- Trail Option 2
- Trail Option 3
- Trail to Torment/Tobeatic
- MCFC Boundary
- Old Forest
- Campground Location
- Bowwater Mersey Roads



1:10,000