



Cape Breton Regional Municipality

A Community of Communities



REQUEST FOR PROPOSAL

CBRM_P17-2021

MUNICIPAL ACCESSIBILITY PLAN

Closing: THURSDAY, DECEMBER 2, 2021 at 3:00 PM local time

~~Cape Breton Regional Municipality~~

~~Procurement Section~~

~~Suite 102, 1st Floor~~

~~320 Esplanade~~

~~Sydney, NS B1P 7B9~~



Cape Breton Regional Municipality

PROCUREMENT SECTION, FINANCIAL SERVICES

320 ESPLANADE, SUITE 102

SYDNEY, NS B1P 7B9

PHONE: 902-563-5015 EMAIL: purchase@cbm.ns.ca

MANDATORY REQUIREMENT CHECK LIST

PRIOR TO SUBMISSION PLEASE CHECK THAT YOU HAVE SUBMITTED A COPY OF THE FOLLOWING DOCUMENTS

- SCHEDULE "A" – MUNICIPAL BY-LAW COMPLIANCE CERTIFICATE
- SCHEDULE "B" – TRADE AGREEMENTS ACKNOWLEDGEMENT
- DUE TO COVID-19 PRECAUTIONS, SUBMISSIONS FOR THIS TENDER WILL ONLY BE ACCEPTED BY EMAIL TO [PURCHASE@CBRM.NS.CA](mailto:purchase@cbm.ns.ca) & MUST INCLUDE ALL ITEMS LISTED UNDER THIS CHECK LIST
- RECEIVED ADDENDA NO. _____ TO NO. _____ INCLUSIVE WERE CAREFULLY EXAMINED

DATED THIS _____ DAY OF _____, 2021.

COMPANY NAME: _____

ADDRESS: _____

CITY/ PROVINCE: _____ POSTAL CODE: _____

PHONE NO.: _____ FAX NO.: _____

EMAIL ADDRESS: _____

WEBSITE: _____

CONTACT NAME(please print): _____

TITLE (please print): _____ PHONE NO.: _____

**THE FOLLOWING INFORMATION MUST BE COMPLETED TO ENSURE ACCEPTANCE. FAILURE TO COMPLY WITH ABOVE
WILL RESULT IN DISQUALIFICATION OF YOUR BID.**



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INSTRUCTIONS TO BIDDERS

REQUEST FOR PROPOSAL

MUNICIPAL ACCESSIBILITY PLAN

Closing: Submit to the undersigned up to **3:00 P.M., THURSDAY, DECEMBER 2, 2021**, the bid must be returned in a sealed envelope in **DUPLICATE(2) COPIES** and must clearly designate **CBRM_P17-2021** to the Procurement Section, Financial Services Suite 102, 320 Esplanade, Sydney, N. S. B1P 7B9.

NOTE: FAXED / ELECTRONIC submissions are NOT acceptable and will not be considered

Questions & Clarifications: Any clarification required by a proponent must be requested in writing to the responsible Buyer indicated in the Solicitation. Such requests must be provided in due time before the closing date in order to allow proper consideration and a reply. The response to a request for clarifications submitted by any Proponent will be posted on the Nova Scotia Government Website as an Addendum.

Withdrawal or Modification of Bid: Proponents may withdraw, replace or modify their bid up until the specified closing time, provided that this is done in writing. Any modification or replacement of a bid must be done in the same format as defined in the Solicitation. **NOTE: FAXED / ELECTRONIC modifications are acceptable**

Addenda: All addenda must be acknowledged in bid submission; proponents must monitor the Nova Scotia Government Tenders Website for any addenda that may be issued. CBRM staff no longer maintains plan takers lists, and no longer have knowledge of who has downloaded opportunities.

<http://www.novascotia.ca/tenders/tenders/ns-tenders.aspx>

Rectification Period: Procurement opens and reviews the Bids to determine if all mandatory submission requirements have been met in accordance with the Solicitation Document. If the bid fails to meet the mandatory submission requirements, Procurement will notify the Bidders that there is a second opportunity to meet the mandatory submission requirements within the rectification period of two business days. Once the rectification period deadline passes, Bids still failing to meet the mandatory submission requirements are disqualified and will not be evaluated further. All bids satisfying the mandatory submission requirements are then passed along to the evaluation team for further evaluation. Exceptions to this are technical addenda, if a technical addendum is not acknowledged, the Bidder will be disqualified and there is no rectification allowance for incorrect submittal of a two envelope submission (two PDFs due to Covid-19).

Tenders requiring bid deposit: If a tender requires a non-refundable bid deposit only those companies who have complied with this request will be considered for acceptance.

TENDER CONTENTS:

(Section Applies to: Construction Contracts, Services & Sale of Municipal Property ONLY!)

Bid Security: Each tender must be accompanied by a certified cheque payable to the Cape Breton Regional Municipality or a Bid Bond on CCDC Form 220 for ten (10) percent of the tendered sum. *Any withdrawal of the successful tender shall constitute forfeiture of the bid deposit.*

Performance Security: A Performance Bond in the amount of fifty (50) percent contract price and Labour and Material Payment Bond in the amount of fifty (50) percent of the contract price will be required upon notification of award and before the signing date of the contract or issue of the Purchase Order.

Alternate Securities Acceptable: As an alternate to the Security Deposit and the Consent of Surety requirements stated herein, Contractors may submit a ten (10) percent bid security certified cheque, and



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subsequently upon notification of award, an additional ten (10) percent contract security certified cheque, in lieu of contract stated bonding.

Accompanying Documents: *(Please note that only what is listed on the Mandatory Check List is required for this particular solicitation)*

All bids must include the following documents:

- **"Check List"** Completed in full /Signed /Dated(Including acknowledgement of addenda)
- The signed **Schedule "A"** Municipal By-Law Compliance form attached to the tender documents.
- The signed **Schedule "B"** Trade Agreement Acknowledgement form attached to the tender documents.
- A letter of Good Standing/Clearance from the Workers' Compensation Board of Nova Scotia
- Proof of current and valid Workplace Safety Certificate of Recognition (COR) from an authorized institution (East Coast Mobile Medical, HSE Integrated Limited, Nova Scotia Construction Safety Association (NSCSA), Nova Scotia Trucking Safety Association, Occupational Health and Educational; Services 2002 Inc, Safety Services Nova Scotia or equivalent)
- Completed/signed **Appendix "A"** Consultant, Contractor, Supplier Health & Safety Questionnaire.
- General liability insurance.

Prior to Contract Award – In accordance with section nine (9) of the CBRM Procurement Policy, the successful tenderer may be required to provide an approved Commercial Property Zoning Confirmation, issued by CBRM's Development Officer, prior to award of contract.

Following completion of the tendered work, letters of clearance from both organizations, dated no earlier than the final day worked on the project, must be submitted with the final invoice for the project. This will form a condition of the tender in addition to any other conditions within the contract documents and specifications.

POLICY:

- Canadian Free Trade Agreement (CFTA) and The Cape Breton Regional Municipality Procurement Policy are the governing documents used for all tenders. Copies of these documents are available from the Financial Services Department, Procurement Section, Suite 102, 320 Esplanade Sydney, N.S. or by phoning (902) 563-5015.
- Successful bidder will be required to follow CBRM protocol as designated by Purchasing Department for delivery and invoicing.
- Payment: Any supplier having an account due to the Cape Breton Regional Municipality, which is in arrears, will have such arrears deducted from payments being made to the supplier.

The Cape Breton Regional Municipality reserves the right to reject any or all tenders or to accept any tender or part thereof considered to be in its best interest.

Emily Neville

Emily Neville, Procurement Officer - Financial Services

(P) 902-563-5015 (E-Mail) purchase@cbrm.ns.ca



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SCHEDULE "A"

MUNICIPAL BY-LAW COMPLIANCE CERTIFICATE

This document forms part of and is incorporated into the Tender. Bidders convicted of violations of any Cape Breton Regional Municipal By-Laws or found in contravention of the Dangerous and Unsightly Provision of the *Municipal Government Act*, S.N.S. 1998, c. 18 shall be precluded from bidding on the tender. Successful bidders who subsequently are found guilty of violation of any Cape Breton Regional Municipal By-Laws or are found to have contravened the Dangerous and Unsightly Provision of the *Municipal Government Act* S.N.S. 1998, c. 18 shall have the tenders revoked and shall be precluded from bidding on subsequent tenders for a period of thirty-six months.

_____ (hereinafter referred to as "The Bidder") does hereby certify that the Bidder has not been found guilty of violation of any Cape Breton Regional Municipal By-Laws and has not been found to have contravened the Dangerous and Unsightly Provision of the *Municipal Government Act* S.N.S. 1998, c. 18 and furthermore hereby agrees to comply with all Cape Breton Regional Municipal By-Laws and the Dangerous and Unsightly provision of the *Municipal Government Act*, S.N.S. 1998, c. 18. The Bidder understands and agrees that any finding of guilt or contravention of any Cape Breton Regional Municipal By-Laws and provisions will result in the Tender being revoked and the Bidder being precluded from bidding on any subsequent Tender for a period of thirty-six months.

Witness

Bidder

CBRM INTERNAL USE ONLY

Approved by: _____

Title: _____

Date: _____



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SCHEDULE "B"

TRADE AGREEMENTS ACKNOWLEDGEMENT

All Public Sector Entities in Nova Scotia have trade agreement obligations under the Public Procurement Act. Trade agreements play a vital role in our economy. They create market access for our goods and services by reducing barriers to, among other things, labour mobility, investments, energy, agriculture, and government procurement. Agreements can be comprehensive, covering a number of different issues, or more concentrated, covering individual issues. Each agreement has unique language, exemptions, rules, and requirements.

Municipalities, Academic Institutions, School Boards, Health Authorities (MASH) and Crown Corporations that have their own procurement groups and policies must ensure they are consistent with the principles of the Province of Nova Scotia Procurement Policy, and the obligations of the Public Procurement Act.

Trade Agreements that impact government procurement in Nova Scotia include the Canadian Free Trade Agreement (CFTA) and the Comprehensive Economic Trade Agreement with the European Union (CETA). The CFTA and CETA includes all provinces, Northwest Territories, Yukon, and the Federal Government as well as their respective MASH sectors and Crown Corporations.

The key to being compliant with multiple trade agreements is to ensure you are meeting the obligations of the one with the lowest thresholds, which in this case is the CFTA. Table A outlines the thresholds for these two agreements.

TABLE A – Domestic Agreement

Agreement	Coverage	MASH
Canadian Free Trade Agreement	Equal access to Canadian suppliers. Includes all CDN Provinces, NWT, YUK, their respective MASH and Crowns, and the Federal Government	Goods: \$105,700+ Services: \$105,700+ Construction: 264,200+
Comprehensive Economic Trade Agreement with the European Union	Equal access to EU suppliers – includes: Federal Government, Provinces, Territories, MASH, Provincial/Federal Crowns & Public Utilities (many exceptions)	Goods: \$365,700+ Services: \$365,700+ Construction: \$9.1M+

_____ (hereinafter referred to as "The Bidder") does hereby acknowledges the understanding that this tender falls under the Domestic Trade Agreements. As part of these agreements and under the Nova Scotia Public Procurement Act, CBRM is included as part of the MASH Sector. This document forms part of and is incorporated into the Tender.

Witness

Bidder



Cape Breton Regional Municipality

COVID-19 Protocol for Contractors and Suppliers

Date: April 20, 2020

Any contractor or supplier hired by Cape Breton Regional Municipality (CBRM) must adhere to the following protocols while working within and CBRM owned facility, or any CBRM owned property:

- Contractors and Suppliers must have their own COVID-19 Pandemic Plans prior to starting any work for CBRM. It must be available upon request.
- Contractors or suppliers must seek approval prior to visiting and CBRM owned facility or property. Approval will be granted by the Manager/Director responsible for the specific site.
- Contractors and suppliers shall only carry out work in approved areas during approved times. Any changes to work scope, schedule or location of work must be pre-approved by CBRM.
- Anyone who has travelled outside of Canada or Atlantic Canada cannot carry out work at a CBRM facility or property until they have completed 14 days of self-isolation, measured from the date of their return to the Province. Any exemptions will have to be granted by Public Health.
- When carrying out work within a CBRM facility, the Supplier or Contractor may only utilize up to 5 individuals to carry out the work. Outdoor construction sites are exempt from this requirement.
- Supplier and Contractors **must** practice physical distancing of 2 meters(6 feet).
- Number of in person meetings should be limited. If required, they should be 5 people or fewer, while maintaining physical distancing protocol. Use of teleconference and videoconference for meetings is encouraged.
- The Supplier or Contractor must supply all employees with necessary materials to carry out regular disinfections of tools, equipment, and work areas. Where work is being carried out in a facility or area or worksite that does not have a washroom, the contractor or Supplier must provide the necessary equipment to allow for regular handwashing.
- Suppliers and Contractors shall follow all guidance/requirements as issued by the Nova Scotia Medical Officer of Health and Public Health.
- All Contractors and Suppliers must, to the best of their ability, closely self-monitor their health, and if their status changes then they must follow Public Health protocols. (e.g. contact 811)

- Should any contractor or supplier exhibit any symptoms of COVID-19 during the period they are providing services to CBRM, or within the 2 weeks following, they must advise CBRM immediately.



Company Name:

Date:

Work Location:

Name(s) of Employee(s):

2020 novel coronavirus (COVID-19) self-assessment

1. Are feeling unwell with any of the following symptoms:

- Fever, new cough or difficulty breathing (or a combination of these symptoms)?
- Muscle aches, fatigue, headache, sore throat, runny nose or diarrhea?

2. And have experienced any of the following:

- Have you travelled outside of Canada or Nova Scotia in the last 14 days?
- Have you been in close contact (within 2 meters) with someone with a confirmed case of COVID-19?
- Have you been in close contact (within 2 metres) with someone who has returned from another country in the past 14 days and who has a fever higher than 38°C, a new cough or a cough that's getting worse?

If you answered Yes to any of the following, contact 811. CBRM will have to restrict you from entering our buildings to provide service at this time.

If you answered no to all questions above, CBRM requests you to practice the following on our sites:

- Wash your hand with soap and water or hand sanitizer upon entry to our facilities
- Practice social distancing (2m or 6 feet)
- Practice good hygiene practices (coughing into sleeves, etc)

Cape Breton Regional Municipality

Request for Proposals

Municipal Accessibility Plan

Issued: November 9, 2021

Cape Breton Regional Municipality
Suite 200 - 320 Esplanade
Sydney, Nova Scotia
B1P 7B9

Closing: December 2nd, 2021

Information to Proponents

Scope of Proposals

The Cape Breton Regional Municipality (CBRM) is requesting proposals from experienced proponents to complete a Municipal Accessibility Plan that will guide CBRM in meeting the requirements set out in the *Nova Scotia Accessibility Act*.

Municipal Contact Person(s)

Questions with respect to this Request for Proposal should be directed to:

- Kirk Durning, by phone at 902-563-5513 or via email to kadurning@cbrm.ns.ca.
- Cyril MacDonald, by phone at 902-736-2102 or via email to camacdonald@cbrm.ns.ca

Evaluation Criteria

Each Proposal will be evaluated by the Municipality to determine the degree to which it responds to the requirements as set out in this RFP document.

Proposal Evaluation Criteria	
Criteria	Maximum Percentage
Completeness <ul style="list-style-type: none"> • Adherence to the submission requirements provided in Terms of Reference • Completeness and thoroughness of proposal submitted 	10%
Qualifications, References, & Prior Work <ul style="list-style-type: none"> • Team qualifications & composition • Relevant experience • Proven knowledge and understanding of the <i>Nova Scotia Accessibility Act</i> • References 	40%
Methodology & Approach <ul style="list-style-type: none"> • Notable methodologies, tools, & techniques • Innovative solutions • Suitability to project 	30%
Timeframes & Schedule <ul style="list-style-type: none"> • Project timeline with proposed approach • Demonstrates ability to meet schedule requirements of project and milestones 	10%
Cost	10%
TOTAL	100%

Following the evaluation and development of a short list, Proponent interviews may be requested which will be considered in addition to previous scoring.

Pricing

The pricing of the work shall reflect the appropriate magnitude for such a project and shall include the HST.

The proposal must include a breakdown of the costs to include the work identified herein, including all material costs, labour costs (hours to be worked per individual hourly rates), expenses/disbursements, applicable taxes, and any other costs so as to be the final cost to the CBRM for the proposed project.

The budget amount for this study including all expenses is \$50,000.00 inclusive of applicable taxes.

All prices must be in Canadian funds.

Terms of Reference

Project Background

The Cape Breton Regional Municipal Accessibility Advisory Committee is comprised of ten (10) voting members inclusive of two (2) elected officials and eight (8) community members who either live with disabilities, or who work/volunteer with organizations that work with people living with disabilities. The committee is supported by a Supplemental Staff Committee with representatives from each municipal department.

The role of the Accessibility Advisory Committee is to advise the Municipal council on identifying, preventing, and eliminating accessibility barriers to municipal programs, services, and infrastructure.

The Committee will play a pivotal role in helping the Municipality to become accessible and comply with the Nova Scotia's *Accessibility Act*, S.N.S., 2017, c. 2 ("Act"). The Act defines disability as a physical, mental, intellectual, learning, or sensory impairment, including an episodic disability that, in interaction with a barrier, hinders and individual's full and effective participation in society.

The Municipality recognizes accessibility as a human right, and like other Nova Scotia Municipalities have been mandated to prepare and make publicly available, and Accessibility Plan.

CBRM seeks proposals from qualified consultants to complete an Accessibility Plan that identifies opportunities for improving accessibility in the areas of awareness, goods and services, information and communication, transportation, employment and built environment, and assists the municipality in meeting our obligations the provincial Accessibility Act.

The plan must include a guide for implementation including Municipal staff, and Council responsibility, timeline, monitoring and evaluation, and a mechanism to respond to questions and complaints.

The successful proponent will be required to work with the CBRM Accessibility Advisory Committee and staff committee throughout the plan development process. The proposal must include a detailed description of how the Consultant proposes to produce a 10–15-year Accessibility Plan which address the mandatory requirements and accessibility standards from the Province.

Focus Areas to be Included

The Province of Nova Scotia has created “The Accessibility Planning Toolkit for Municipalities” (December 2019) which includes a sample outline for this Plan. The following areas must be considered during the development of the Plan:

- **Awareness:** promoting awareness throughout the Municipality about the importance of accessibility.
- **Goods and Services:** ensuring that people with a disability have equitable access to the goods and services provided by the Municipality.
- **Information and Communication:** ensuring all people can receive, understand, and share the information provided by the Municipality.
- **Transportation:** making it easier for all people throughout the Municipality to get where they need to go.
- **Employment:** making the Municipality a more accessible workplace and supporting people with disabilities in finding and maintaining meaningful employment.
- **Built Environment:** making buildings, streets, sidewalks, and shared spaces accessible to all.

The Consultant will be responsible for reviewing the relevant municipal plans and strategies, leading engagement with the Accessibility Advisory Committee, staff committee, Council, the public, and drafting the Municipal Accessibility Plan. The CBRM is also engaged in a comprehensive review of its Municipal Planning Strategy and Active Transportation Plan. The successful proponent will be expected to coordinate, as necessary, with the teams engaged in this work.

Work related to this RFP is to begin immediately following the award of contract with a kick-off meeting to be scheduled as soon as possible. The Consultants adherence to the following intended project timeline is required (any proposed deviation is to be noted in Proposal document):

Accessibility Plan – Intended Project Timeline

The project is expected to start December 2021 and conclude with final report by April 2022. Proposals must detail how the project can be completed within this timeframe.

Scope of Work

The successful Consultant shall be responsible for all areas of the development of the Municipal Accessibility Plan. The services to be provided are summarized in the following subsections.

Kickoff Meeting

The selected Consultant shall attend a project kick-off meeting with the Municipality within 15 business days of the contract being awarded to confirm: Scope of Work, Project Schedule and Milestones, Project Team, and other existing information.

Background Information

After the project kick-off meeting, the selected Consultant shall review the identified information, resources, and related documents. Additionally, the Consultant will determine if other documentation should be considered.

Meetings with Accessibility Advisory Committee & Staff

The successful firm will be expected to consult with the following during plan development:

- The Accessibility Advisory Committee at its regular meetings to provide updates on progress towards completing the work plan, any issues encountered and suggestions for moving forward. A schedule that details the process to achieve the deliverables and follows the RFP timeline as indicated is to be provided to the Committee at the same time as the presentation of the work plan to the Committee; and
- Municipal Staff Committee and/or others identified who have responsibility for the built environment, open spaces, delivery of goods and services, transportation, information and communications, and employee accommodation to assist the consultant with obtaining relevant background information.

Community Engagement

The selected Consultant shall provide the following services:

- Conduct public consultation within identified communities of the municipality that are inclusive and accommodating for all.
- Direct stakeholder engagement with, but not limited to surrounding First Nation communities, community groups and organizations that provide the first voice perspective or lived experience within CBRM, relevant provincial government departments, Cape Breton Regional Library, and others determined by the municipality and the Accessibility Advisory Committee.
- Following completion of the draft Accessibility Plan, conduct public consultation sessions to obtain feedback on the plan. Findings are to be incorporated into the final report.

Deliverables

The primary deliverables for the Accessibility Plan will include:

- Facilitate and assist the Committee with developing a Statement of Commitment as defined in the “The Accessibility Planning Toolkit for Municipalities” (December 2019).
- A list of achievements to date that the CBRM has had in identifying, removing, and preventing barriers in by-laws, policies, programs, practices, and services.
- Review and recommend new, or changes to, by-laws, policies, programs, practices, and services, and provide a detailed process on how the municipality will identify, remove, and prevent barriers in these areas moving forward.
- A prioritized list of capital projects outlining the required modifications to ensure accessibility standards are met in the built environment that is owned or operated by the municipality. This includes a prioritized timeline for projects based on the degree of impact. Timeline is to be broken into 5-to-10-year markers. (Costing of capital projects is not required.)
- A report to be provided on the community consultations held as part of the compilation of the draft report.
- Recommend an evaluation and process guideline for reviewing the plan every three years, as identified in “The Accessibility Planning Toolkit for Municipalities.”

Proposal Submission Requirements

The proponent(s) proposal submission must include the following information:

- Corporate name and company profile;
- A description of the methodology to be followed by the consultant(s) to meet the study’s objectives;
- A statement of the consultant(s) understanding of the scope of the project;
- A description of the experience and expertise of the consultant(s) and team;
- A schedule of fees and expenses setting out rates of remuneration for consultant(s) team members and an estimate of time each member will devote to the project;
- A project timeline and reporting schedule;
- A statement as to whether other consultants/professionals will be used
- A maximum price for the study including all expenses and HST; and,
- References for the past three projects that your organization has been lead.
- Proof of WCB (or demonstrate this is not required) and insurance

Proposal must demonstrate:

1. **Evidence of Understanding** - Please outline your understanding of what is to be accomplished, including the desired outcome of this contract and in general, the entire project and how it will assist CBRM in meeting its obligations under the Nova Scotia Accessibility Act.
2. **Experience** – Provide up to three examples of similar community planning projects which have been successfully completed, including an overview of scope, process, work, and final product for each example. Outline the experience and qualifications of the firm and/or personnel who will be directly involved with the project.
3. **Methodology & Budget** - Tell us how you plan to go about leading the plan development process, and how you plan to communicate with municipal staff and the Accessibility Advisory Committee. Provide a description of, and rationale for your proposed plan development process including an outline and strategy for communicating and engaging with Municipality staff. Include a comprehensive itemized budget for services that includes the full scope of work.

Acceptable Work-Plan

Proponents shall provide a work plan which clearly outlines milestones and timelines to demonstrate how the work will progress to the desired completion date. Proponents must present a realistic timeline of the proposed project schedule. The schedule shall reflect the tasks in the work plan and will be updated on a monthly basis to reflect project progress with updates submitted to the Municipality.