

**MUNICIPALITY OF THE DISTRICT OF BARRINGTON**  
**Administrative Centre Accessibility Upgrades**



**Tender Specifications**  
**Tender No. MODB2102**

**Issued: March 2021**

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### **Part 1 – Information to Tenderer**

The Municipality of the District of Barrington is currently accepting tenders from qualified individuals or companies to upgrade the Administrative Centre’s accessibility ramps, entrances, and washrooms to meet current accessibility standards.

The purpose of this Tender is to solicit bids from various candidate organizations, conduct a fair and extensive evaluation based on criteria listed herein, and select the candidate who best represents the direction the Municipality of Barrington.

### **Part 2 – Submission Guidelines**

Proponents are expected to complete the Tender Submission form (See Schedule A).

We urge you to structure your response in accordance with the terms of this tender. It will be by these criteria that we will determine whether a Tender is complete, appropriate, and competitive. Tenders that do not conform to these terms and conditions may be given lesser weight than others or may be rejected.

This document is not intended to limit the content of your Tender, but rather, to provide a common framework for staff to assess each Tender in a professional manner in a demonstrably fair process. You may provide unsolicited information if you consider it to be relevant.

This Tender represents the requirements for an open and competitive process. Tenders will be received up to 2:00 p.m., local time, Thursday, April 15, 2021 in a sealed opaque envelope plainly marked "Tender No. MOBD2102 –Administrative Centre Accessibility Upgrades."

If delivered by mail, address to: Municipality of the District of Barrington, Attn: Chris Frotten, Chief Administrative Officer, 2447 Highway 3, P.O. Box 100, Barrington, Nova Scotia, B0W 1E0.

If delivered by hand, deliver to Administration front desk, Municipal Administrative Centre at 2447 Highway 3, Barrington, Nova Scotia.

Any tenders received after this date and time will be returned to the sender. All tenders must be signed by an official agent or representative of the company submitting the tender. Tenders will be opened publicly Thursday, April 15, 2021, 2:30 p.m. in the Conference Room at the Municipal Administrative Centre.

If the organization submitting a tender must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the tender. Additionally, all costs included in tenders must be all-inclusive to include any outsourced or contracted work. Any tenders which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

All costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by the Municipality of the District of Barrington and will include scope, budget, schedule, and other necessary items pertaining to the project.

### **Part 3 – Project Scope**

The bidder shall provide the Municipality with a proposal that outlines the following:

- a retrofit of two external concrete ramps at the main entrances to meet current accessibility standards.
- upgrades to the automatic door openers of the three main exterior entrances require.
- a retrofit of two existing washrooms inside the Administrative Centre to meet current accessibility standards.

See Schedule B for diagrams and descriptions of the required accessibility standards for the construction of ramps, accessible washrooms, and accessible doors. The diagrams and descriptions are shown for reference only. They should only be applied as a suggestion to acceptable construction methods to meet the intent of the building code. This project must comply with accessibility guidelines and regulations.

### **Part 4 – Site Assessment**

Before submitting a bid, each Bidder shall carefully examine the drawings, read the specifications and all other contract Documents, and visit the site of work. Each bidder shall fully inform themselves prior to bidding as to all existing site and working conditions and shall include in the bid a sum to cover the cost of all items necessary to perform the work as set forth in the Contract Documents. No plea of ignorance of such conditions as a result of failure to make all necessary examinations will be accepted as a basis for any claims for extra compensation or an extension of time.

In order to maintain social distancing guidelines, it is the Municipality's intent to schedule half hour time slots for interested bidders commencing 9:00am on Monday March 15, 2021 for groups of 2 or less for each meeting. Any bidder wanting to request a time slot must email Cora Scott at [cscott@barringtonmunicipality.com](mailto:cscott@barringtonmunicipality.com) to notify the Municipality of your contact information and the number of people attending (maximum of 2). The Municipality will respond with an appointment time.

Any individual entering a municipal facility to view an area of work will be required to wear appropriate PPE, including but not necessarily limited to, the use of masks/respirators.

The Municipality will bear no responsibility or accept any liability for inadequate PPE being used, or generally accepted best practices not being followed.

### **Part 5 – Project Timeline**

Evaluation of tenders will be conducted from April 19, 2021 until April 23, 2021. If additional information or discussions are needed with any bidders during this period, the bidder(s) will be notified.

The selection decision for the winning bidder will be made no later than April 28, 2021. Upon notification, the contract negotiation with the winning bidder will begin immediately.

Notifications to bidders who were not selected will be completed by April 30, 2021.

Finally, the project must be completed no later than September 30, 2021.

**Part 6 – Tender Price**

The Tender should have a breakdown of the cost of all materials and labour. All expenses need to be included in the quote. In addition, please provide any specific invoicing conditions or requirements that impact the overall costing for the project.

**NOTE: All costs and fees must be clearly described in each tender.**

**Part 7 – Bidder Qualifications**

Tenderers shall submit all supporting information required to satisfy this tender. At a minimum, Tenderers shall submit the following information so the Municipality may evaluate the suitability of the Tender:

- Company/individual profile including number of years company has been in business, similar work being done at present or in the recent past, number of full-time employees, how long each employee has been with the company;
- Information about the on-site supervisor the Tenderer proposes to use to provide quality assurance and supervision (number of years doing supervision of this type of work, number of years with this company, any other pertinent information about this person’s qualifications);
- A minimum of two references from companies or individuals for whom construction services are presently being performed or have been performed in the last three years; and
- Any other relevant information.

**Project Work Plan and Schedule**

- Provide a detailed plan for conducting the work, with a schedule of key dates.
- Identify any key progress meetings or conference calls required during the construction process.

**Part 8 – Tender Evaluation Criteria**

Each response to this Tender will be evaluated by Municipal Staff to determine the degree to which it responds to the requirements as set out. Because this is a Tender, other factors in addition to price will be considered when submissions are evaluated. Factors to be considered are as follows:

Category	Points
Qualifications and References	30
Work Plan and Schedule	20
Cost	50

### **Part 8 – Privilege Clause**

The Municipality does not bind itself to accept any tender but may accept any tender, in whole or in part, or discuss with any proposer different or additional terms to those described in the tender. The Municipality may:

- a) cancel the tender at any time;
- b) reject any or all tenders;
- c) accept any tenders;
- d) if only one tender is received, choose to accept, or reject it;
- e) choose not to accept the lowest bid price;
- f) reject any tenders that, in its sole discretion, are not in its best interest to accept; and
- g) alter the schedule, tender process or any other aspect of the tender as it may determine in its sole and absolute discretion.

If the Municipality elects to reject all tenders it may, in its sole discretion and in addition to any other recourse it may choose, call for additional tenders or re-request all or part of the work, all without incurring any liability and no proponent will have any claim against the Municipality as a consequence.

The Municipality reserves the right to waive any formality, informality, technicality, or non-compliance in any tender.

In evaluating tenders, the Municipality reserves the right to consider, among other things, the greatest value for money based on quality, service, price, experience, and local preference. The Municipality reserves the exclusive right to determine the qualitative aspects of all tenders relative to evaluation criteria and to rely on any evaluation criteria which, in its sole discretion, it considers to be in its best interest.

The Municipality is not liable for any costs associated with responding to the tender.

The proposer, in submitting a tender response, has accepted the privileges and reservations of rights set out herein and agrees to be bound by same.

**Schedule A**

**Tender Submission Form (Please Print Clearly)**

1. SALUTATION:

- a. To: Chris Frotten  
Municipality of the District of Barrington (the "Municipality")  
2447 Highway 3, P.O. Box 100  
Barrington, Nova Scotia B0W 1E0
- b. For Administrative Centre Accessibility Upgrades  
Tender No. MODB2002
- c. From: \_\_\_\_\_ (the "Tenderer")  
\_\_\_\_\_  
\_\_\_\_\_

2. TENDERER DECLARES:

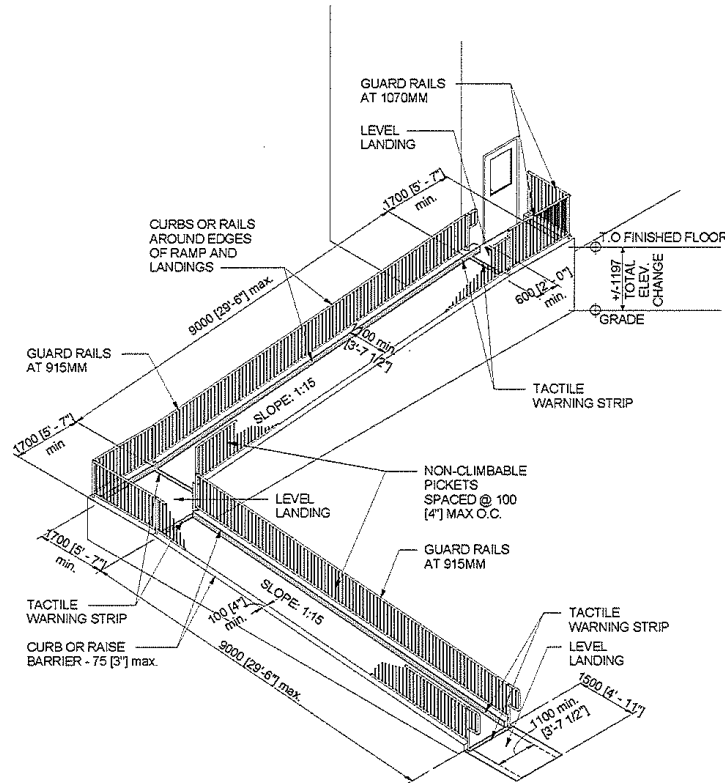
- a. That this tender was made without collusion or fraud.
- b. That the proposed work was carefully examined.
- c. That the Tenderer is familiar with local conditions, including labour conditions.
- d. That Part 1 – Information to Tenderers through Part 6 – Form of Agreement inclusive and Addenda No. \_\_\_ to \_\_\_ inclusive were carefully examined.
- e. That all the above were taken into consideration in preparation of this Tender.
- f. That award of this contract will be influenced by the total evaluation score of the criteria set in 3.1 (i) of the Tender.

3. TENDERER AGREES:

- a. To enter into a contract with the Municipality to perform the services as described and specified herein for the prices stated in Subsection 4 hereunder, Schedule of Quantities.
- b. The Tenderer shall submit a detailed breakdown of tender prices within 24 hours, if requested.
- c. That this Tender is valid for acceptance for 60 days from the time of Tender Closing.
- d. That measurement and payment for items listed in Subsection 4 hereunder shall be in accordance with the conditions specified herein.
- e. Part 1 – Information to Tenderers through Part 6 – Form of Agreement inclusive form part of the Tender.
- f. To execute in duplicate the Agreement and forward same together with the specified insurance documents to the Municipality within 14 days of written notice of award.
- g. That failure to enter into a formal contract and provide specified insurance documents within time required will constitute grounds for forfeiture of Tender Security.
- h. That if Tender Security is forfeited, the Municipality will retain difference in money between amount of Tender and amount for which the Municipality legally contracts with another party to perform the Work and will refund balance, if any, to Tenderer.

**Schedule B**

**Ramps**



Source: Figure 33, CSA-B651-18 Accessible design for the built environment. © 2018 Canadian Standards Association

**Include**

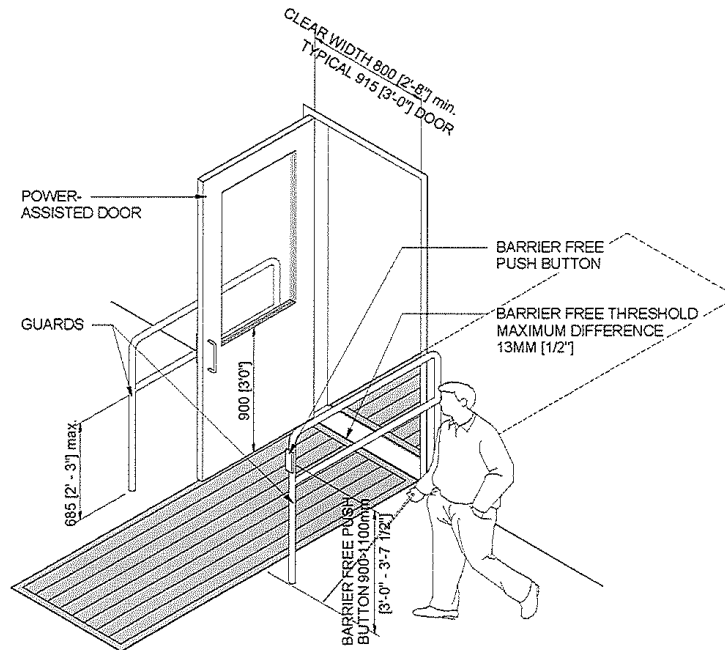
- Ramp and landings
  - (Ramp: width: 1100 mm or 3'-7", slope: 1/15)
  - (Landing size: 5'-0" (1500mm)x 5'-0" (1500mm))
- Curbs, guard rails, handrails and pickets
- Structural framing
- Tactile warning/colour contrasting strips
- Shallow foundation (not deeper than 6' / 1.8m)

**Additional options possible**  
 A weather cover for exterior ramps

Date Modified: 2020-07-23



Accessible doors



Source: Figure 22, CSA-B651-18 Accessible design for the built environment. © 2018 Canadian Standards Association

**Exterior Door Includes**

- Insulated door complete with insulated glass window
  - Dimensions: 3'-0" W x 7'-0"H (900mm W by 2100mm H)
  - Door Construction: Insulated Hollow metal, welded. Uvalde: 2.0 complete with dual pane glass light
- Insulated frame
  - Frame construction: insulated/thermally broken pressed steel, welded
- Door hardware set
- Automatic door operator and controls
- Electrical power
- Barrier-free threshold
- Colour contrasting painting

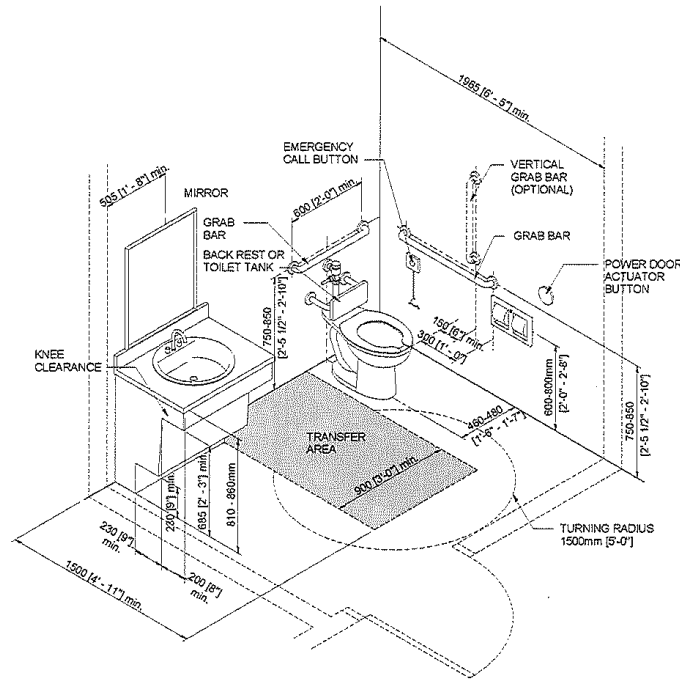
**Interior Door Includes**

- Non-Insulated door with non insulated glass window 3' (900mm) from the floor to increase visibility
  - Dimensions: 3'-0" W x 7'-0"H (900mm W by 2100mm H)
  - Door Construction: Hollow metal, welded
- Non-Insulated frame
  - Frame construction: pressed steel, welded
- Door hardware set
- Automatic door operator and controls
- Electrical power
- Barrier-free threshold
- Colour contrasting painting

**Additional options possible**  
 Cane detectable guardrails

Date Modified: 2020-07-23

Accessible single occupant washroom general floor plan



Source: Figure 47, CSA-B651-18 Accessible design for the built environment. © 2018 Canadian Standards Association

Dimensions: 75 SQFT (6.7 SM)

**Includes**

- Barrier-free toilet
  - Accessible manual flush valve toilet
- Barrier-free sink and vanity
  - Vanity complete with knee protection from plumbing lines
- Two grab bars
- Accessible angled mirror

- Washroom accessories

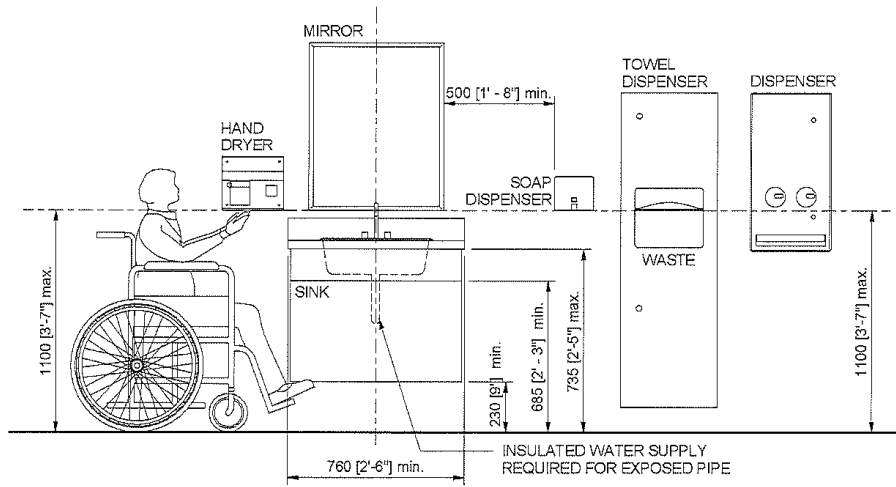
- Soap dispenser
- Toilet paper dispenser
- Paper towel dispenser or hand dryer
- Napkin disposal
- Signage
- Non-slip flooring
- Colour contrasting painting
- Braille signage
- Interior finishes

**Additional options possible**

- Accessible urinal
- Emergency call button
- Power assisted adult change table
- Barrier-free shower

Date Modified: 2020-07-23

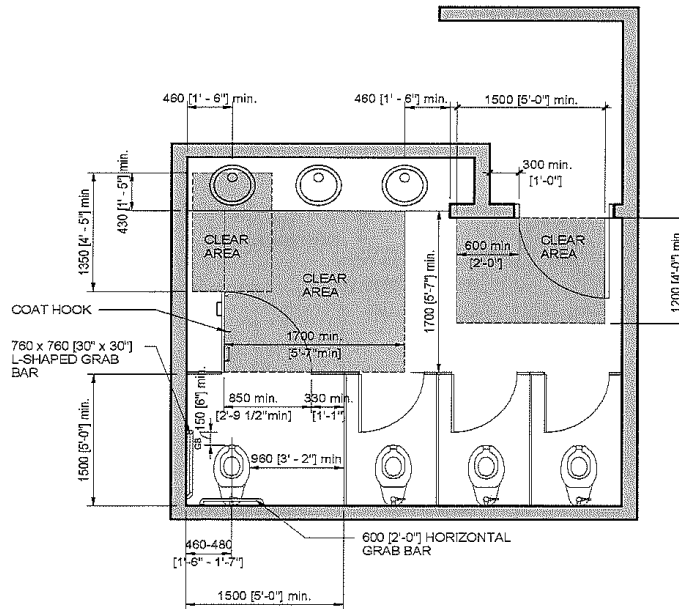
Washroom accessory heights



Source: Figure 42, CSA-B651-18 Accessible design for the built environment. © 2018 Canadian Standards Association

Date Modified: 2020-07-23

Multi-stall washroom with accessible stall general floor plan



Source: Figure 40, CSA-B651-18 Accessible design for the built environment. © 2018 Canadian Standards Association

Dimensions: 90 SQFT (8.4 SM)

**Includes**

- Barrier-free toilet
  - Accessible manual flush valve toilet
- Barrier-free sink and vanity
  - Vanity complete with knee protection from plumbing lines
- Two grab bars
- Accessible angled mirror

- Washroom accessories

- Soap dispenser
- Toilet paper dispenser
- Paper towel dispenser or hand dryer
- Napkin disposal
- Signage

- Metal washroom partitions and door

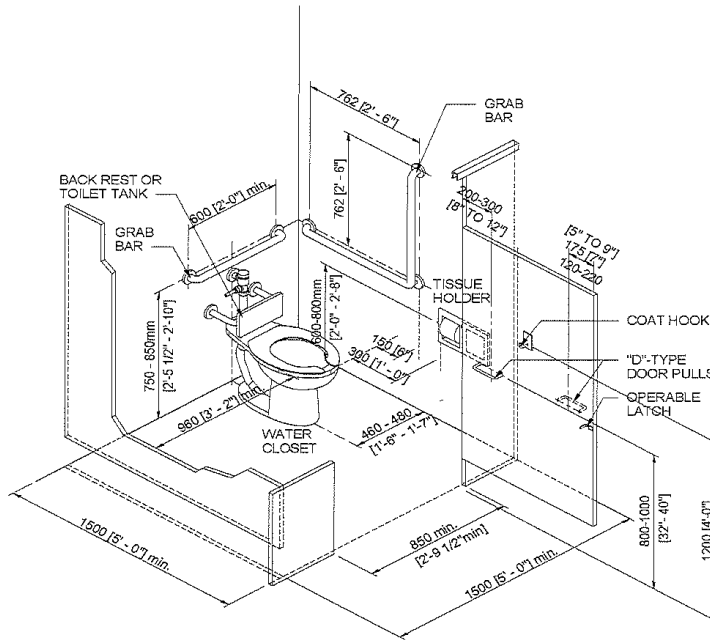
- Non-slip flooring
- Color contrasting painting
- Braille signage
- Interior finishes

**Additional options possible**

- Accessible urinal
- Emergency call button
- Power assisted adult change table
- Barrier-free shower

Date Modified: 2020-07-23

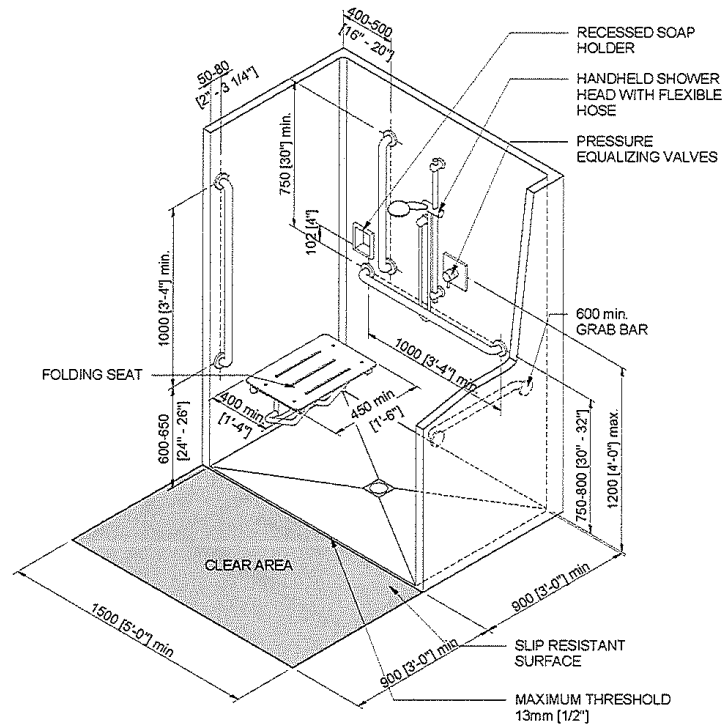
Accessible stall general floor plan



Source: Figure 44, CSA-B651-18 Accessible design for the built environment. © 2018 Canadian Standards Association

Date Modified: 2020-07-23

Barrier-free shower general floor plan



Source: Figure 49, CSA-B651-18 Accessible design for the built environment. © 2018 Canadian Standards Association

**Includes**

- Shower kit
  - Held shower head and accessible controls
- Recessed soap holder
- Folding seat
- Four grab bars
- Non-slip flooring

Date Modified: 2020-07-23

## Glossary

**Accessible door:** Door with a width that ranges from 850mm to 1220mm. The door includes hardware to use with a single fist with limited strength and does not need tight grasping or twisting of the wrist. The door also includes power assisted operator and controls. The door transition is between two spaces. The transition of the finished floor between both areas is less than 13mm. The finishing includes colour contrasting painting.

**Accessible stall washroom:** A larger stall within a washroom with many stalls. It has adequate wheelchair turning radius and adequate transfer space. The accessible toilet, sink, vanity, grab bars, door and washroom accessories are at an accessible height. The finishes include signage, non-slip flooring and colour contrasting painting.

**Barrier:** A physical, architectural or technological obstacle. It makes it difficult for persons with disabilities to access or circulate in community spaces and workplaces. It prevents persons with disabilities to access or use public spaces on an equal basis with others.

**Braille signage:** A sign including braille. Braille is a system where raised dots represent letters and words. Unified English Braille is the braille standard for Canada.

**Cane detectable guardrails:** A rail system that falls within the detection range of a long white cane.

**Colour contrast painting:** Walls painted in a different colour than the door frames, floor, adjacent wall or plumbing fixtures. Color contrast painting helps with depth perception for those with low vision.

**Deep foundation:** Building foundations which are deeper than 6'-0". Deep foundations are sometimes necessary in parts of Canada where the ground material is not stable. This includes locations with high clay or silt in the ground. They require specialized construction equipment for installation.

**Ramp:** A sloping walkway leading from one level to another, which has a slope not more than 1:15.

**Ramp curb:** A sloped surface built into a curb.

**Ramp Rise:** Height between floor or ground surface and top of access ramp landing.

**Retrofit (upgrading an existing space):** Install (new or modified parts or equipment) in something previously constructed. For example, to make upgrades to your existing washroom to include accessible features.

**Renovation:** Create a new space to enhance accessibility, without adding additional square feet. For example, if you make an accessible washroom in what was previously a storage room.

**Single occupant accessible washroom:** A single person washroom (with use of a caregiver). It includes adequate wheelchair turning radius and adequate transfer space. The accessible toilet, sink, vanity, grab bars, door, washroom accessories are at an accessible height. The finishes include signage, non-slip flooring and colour contrasting painting.

Date Modified: 2020-07-23