

**REQUEST FOR PROPOSALS
RFP-MCC-2212**

***Design /Build Services – Mechanic Street Splash Pad Park
Washroom Facility***



MUNICIPALITY OF THE COUNTY OF CUMBERLAND
UPPER NAPPAN SERVICE CENTRE
1395 BLAIR LAKE ROAD, RR # 6
UPPER NAPPAN, NS B4H 3Y4

August 5, 2022

**CLOSING: August 23, 2022
2:00 P.M.**

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1. INVITATION AND GENERAL REQUIREMENTS

The Municipality of the County of Cumberland (Municipality) invites Proposals for the Design/Build, of a washroom facility at the Mechanic Street Splash Pad Park in Springhill, Nova Scotia.

A newly constructed Splash and Play Park was completed in Springhill, N.S. in the spring of 2021. The Park is equipped with traditional play equipment and a small splash pad. The original design of the Park included provision for a washroom facility and space was reserved for the placement of a washroom in the park.

The majority of the Park users are children. Users of the Park will benefit greatly from the availability of a washroom and changing facility in the Park.

The general requirements are for the design and construction of a building code compliant building containing two washrooms.

2. INSTRUCTIONS TO PROPONENTS

This request for proposals (RFP) is not a tender call, and the submission of any response to this RFP does not create a tender process. This RFP is not an invitation for an offer to contract, and it is not an offer to contract made by the Municipality.

Though the Municipality fully intends at this time to proceed through the RFP, the Municipality is under no obligation to proceed with the purchase, or any other stage. The receipt by the Municipality of any information (including any submissions, ideas, plans, drawings, models or other materials communicated or exhibited by any intended Proponent, or on its behalf) shall not impose any obligations on the Municipality. There is no guarantee by the Municipality, its officers, employees or Managers, that the process initiated by the issuance of this RFP will continue, or that this RFP process or any RFP process will result in a contract with the Municipality for the purchase of the equipment, service, or Work.

It is the responsibility of each Proponent to ensure their Proposal arrives on time. Any late Proposals will not be accepted. Proposals may be withdrawn at any time prior to opening. Proposals received after the Closing Time or in locations other than the address indicated, will not be accepted and will be returned unopened.

Any Proposals submitted by facsimile, or telephone will ***not*** be accepted under any circumstances.

Any corrections or additions to any submitted Proposal will not be accepted unless it is initialed by the person signing the Proposal.

All Proposals must be firm for 30 calendar days after the closing date. Price to include any/all delivery charges to Springhill, Nova Scotia.

Any Proposals that do not meet these criteria may be rejected.

The Municipality reserves the right to waive technicalities, reject any or all proposals, or any portion thereof, to advertise for new Proposals, to proceed to do the work otherwise, or to abandon the work.

This Proposal is not intended to exclude standard equipment or materials except where specified.

3. CLARIFICATION AND ADDENDA

Notify the Municipality not less than three (3) working days before Proposal closing of omissions, errors or ambiguities found in this document. If it is considered that correction, explanation or interpretation is necessary; a written addendum will be issued. All Addenda become part of the Proposal documents.

Additional information, clarifications or instructions provided to a Proponent that may, in the opinion of the Municipality, be of general interest and any other information or instructions that the Municipality may deem to be appropriate in the circumstances may be incorporated in an Addendum to the Proposal that will be distributed to all Proponents.

Direct all Proposal questions and queries to:

Kellie Seaman
Phone: 902-664-9243
kseaman@cumberlandcounty.ns.ca

It is the responsibility of the Proponent to ensure all addenda have been received. Addenda will be posted on the Municipality website at www.cumberlandcounty.ns.ca and the Nova Scotia Public Tenders website at www.gov.ns.ca/tenders. The Municipality will not bear any responsibility for the failure of potential Proponents to obtain all documents before submitting a proposal.

4. PROPOSAL CLOSING

Proposals must be received at the Upper Nappan Service Centre no later than August 23, 2022 at 2:00 P.M. - ATLANTIC TIME.

5. PROPOSAL OPENING

Proposals will not be opened publicly.

6. PROPOSAL SUBMISSION

The Proposal shall be submitted by the following method: in a sealed envelope, clearly labelled with the proposal number, title, and date/time of closing. Proposals shall be delivered to the address on the cover of this Request For Proposals, no later than the Proposal Closing.

Proponents must submit the following items in the Proposal:

- a) A drawing of the washroom building showing the location of each of the required components of the washrooms as well as the location of light fixtures, switches and electrical outlets.
- b) Details of the proposed foundation (screw piles, bigfoot footings or concrete slab, etc)
- c) Whether the facility will be built off site and delivered or built in situ.
- d) Completed Proposal Form, and
- e) Any other relevant information that would be helpful in the evaluation process.

7. EVALUATION OF PROPOSAL

Selection of the successful Proponent will be based on the following evaluation weighting system.

	Category	Points
1	Design	35
2	Price	50
3	Schedule	15

The Municipality reserves the right to negotiate with a preferred Proponent, or any Proponent, on any details, including changes to specifications and price. If specifications require significant modification, all Proponents shall have the opportunity to adjust their Proposals or re-submit altogether, as determined by the Municipality.

8. PROPOSAL FORM

See attached.

9. MAIN PROPOSAL COMPONENTS

The main components are as follows:

- a) Design and construction of a building code compliant structure containing two washrooms with separate entrances.
- b) One washroom is to be fully accessible.
- c) The accessible washroom will have an infant change table, and adult change table, an accessible toilet and stall, a sink, a seating bench and a 2' x 3' window.
- d) The second washroom will contain a typical stall and toilet, sink, seating bench and a 2' x 3' window.
- e) The second washroom will also contain two 3' x 5' lockable storage rooms. One storage room will be the mechanical room and the other for janitorial supplies.
- f) The building must have an accessible ramp and entrance.
- g) The proponent must specify whether the building will sit on a concrete foundation, or screw piles, bigfoot footings etc.
- h) The proponent must specify whether the building will be built on site or built off-site and delivered to site.
- i) The building will not be used in winter and so does not have to be insulated.
- j) The proponent must specify the roof, floor and siding materials and the method of construction.
- k) The connection to the Municipal water and sewer will be done by others.

10. INSURANCE AND WORKER'S COMPENSATION

Prior to mobilizing to the site, the Proponent shall present to the Municipality or its designated representative the following:

- a) Certificate of Insurance confirming coverage of Commercial General Liability Insurance in the amount not less than \$2,000,000. The policy shall add the Municipality of the County as an Additional Insured
- b) Certificate of Insurance confirming coverage of Public Liability and Damage Automobile insurance in an amount not less than \$2,000,000 with an endorsement for coverage of all owned and non-owned vehicles
- c) Current Clearance Letter from Workers Compensation Board of Nova Scotia

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PROPOSAL FORM

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	Item	Pricing
1	Building design	
2	Building construction (weather tight)	
3	Fixtures (supply and install)	
4	Plumbing (materials and labour)	
5	Electrical (materials and labour)	
6	Foundation (labour, materials and delivery)	
7	Delivery of building or materials to site	
	Subtotal	
	15% HST	
	Total	

The Proponent agrees to commence work within 15 days of written notification of award.

Addenda No. _____ to _____, inclusive were carefully examined.

SIGNATURES

DATED THIS _____ DAY OF August, 2022.

[Seal]

 Name of Firm Proposing

 Signature of Signing Officer

 Name and Title of Signing Officer (Printed)

 Witness

 Name and Title (Printed)

 Witness

 Name and Title (Printed)

 Company Address

 Telephone No.

 E-mail

****NOTE:** *Proposals submitted by or on behalf of any Corporation must be signed and sealed in the name of such Corporation by a duly authorized officer or agent of the Corporation.*