



Town of Lockeport

## **Request for Proposals**

Eastern Shelburne County Accessibility Plan

Release Date: **June 21, 2021**

Proposals will be received no later than **2:00 pm on July 16, 2021**

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## OBJECTIVE

On behalf of the Eastern Shelburne County Accessibility Advisory Committee (the “Accessibility Advisory Committee”), the Town of Lockeport is seeking proposals from qualified consultants for the development of an Accessibility Plan for Eastern Shelburne County.

## SPECIFICATIONS

### 1. Background

The Eastern Shelburne County Accessibility Advisory Committee represents three municipal units: Municipality of the District of Shelburne, Town of Shelburne and Town of Lockeport. The committee consists of representatives from the three councils, staff and members of the communities.

The Accessibility Advisory Committee wishes to create a unified Accessibility Plan for all three municipal units that identifies opportunities for improving accessibility in the areas of awareness, goods and services, information and communication, transportation, employment and the built environment.

The Province of Nova Scotia requires that all municipalities have an accessibility plan developed and approved by April 1, 2022.

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

1. **Awareness** – promoting awareness throughout the three municipal units about the importance of accessibility;
2. **Goods and Services** – ensuring that people with a disability have equitable access to the goods and services provided by the three municipal units;
3. **Information and Communication** – ensuring all people can receive, understand and share the information provided by the three municipal units;
4. **Transportation** – making it easier for everyone in the three municipal units to get where they need to go;
5. **Employment** – making the three municipal units accessible workplaces, and supporting young people with disabilities in finding and maintaining meaningful employment;
6. **Built environment** – making buildings, streets, sidewalks, and shared spaces accessible to all.

There are key documents that are available as resources to inform the work of developing an Accessibility Plan. These include:

- The Accessibility Planning Toolkit for Municipalities (Nova Scotia Accessibility Directorate);
- Access by Design 2030 (Province of Nova Scotia);
- Government of Nova Scotia Accessibility Plan 2018-2021;
- Town of Lockeport Accessibility Audit 2021.

## **2. Scope of Work**

- a) A review of all areas of accessibility in each of the three municipal units to identify strengths, weaknesses and opportunities.
- b) A list of achievements to date that each of the three municipal units has had in identifying, removing, and preventing barriers in policies, programs, practices and services.
- c) An identified process on how the three municipal units will identify, remove, and prevent barriers in policies, programs, practices and services moving forward.
- d) Design a process to assess the effects of the three municipal units' policies, programs, practices and services on accessibility.
- e) Conduct a comprehensive public consultation that consists of a survey (online, paper) and stakeholder interviews and engagement sessions to identify barriers to accessibility, areas of concern and priorities for action. The target audience is persons with disabilities or representatives from organizations representing persons with disabilities. This is to be incorporated into the final report.
- f) Develop a draft Accessibility Plan which addresses the mandatory requirements from the Province of Nova Scotia and reflects the information gathered from the municipal units review and public consultation.
- g) Develop operational plans for each municipal unit based on the Accessibility Plan and information gathered specific to each unit.
- h) The draft Accessibility Plan must include a guide for implementation including staff and Council responsibility, timeline, monitoring and evaluation, and a mechanism to respond to questions and complaints.
- i) Final Report that includes all of the above.

The successful proponent will be required to work with the Eastern Shelburne County Accessibility Advisory Committee. It is expected that the committee will be engaged throughout the process for consultation, input and guidance.

## SUBMISSION INSTRUCTIONS

### 1. Proposal Submission Requirements

All proposals shall include the following information:

- a) detailed schedule that outlines the process. Required completion date of the project is two (2) months after agreed upon start date;
- b) detailed description of all proposed forms of data collection
- c) detailed timelines for data collection, analysis, and reporting
- d) detailed description of how you will produce an Accessibility Plan which addresses the mandatory requirements from the Province.
- e) a financial proposal that outlines all professional and related fees and expenses; including a detailed breakdown of costs associated with each Component including all disbursements, and exclusive of HST to a **maximum of \$10,000**
- f) a list of names and profiles of all those who will be involved with the project and the role and time allocation of each team member
- g) company profile including relevant past experience citing a minimum of three references
- h) a statement of interest indicating why this project holds appeal to the consultant and the understanding of the project
- i) an indication of what specific assets makes the consultant particularly suitable to undertake this work.

Responsibility for the submission of a proposal at the proper location within the proper times is that of the proponent submitting the proposal and the Town assumes no responsibility.

The proponent submitting a proposal may amend or withdraw his/her proposal subsequent to its submission and prior to the opening of the proposals by submitting a letter of amendment or withdrawal prior to the close of the proposals.

An amendment of proposal shall not disclose the amended total but shall show:  
The part(s) of the proposal to be amended; or the information missing from the Proposal Submission.

If the Proposal and amendment are found to be a valid submission, then the contract price shall be amended to reflect the original proposal document as amended by the proposal amendment.

## **2. How to submit a proposal**

Proposal can be submitted in one of the following ways:

- a) Email: [lockeportrec@ns.aliantzinc.ca](mailto:lockeportrec@ns.aliantzinc.ca)
- b) Mail: P.O. Box189, Lockeport, NS, B0T 1L0
- c) In-person: Town Hall, 26 North Street, Lockeport, NS

Proposals shall be received no later than **2:00 pm on July 16, 2021**

No proposal or amendment of a proposal shall be considered if received on a date or at a time later than specified in the Request for Proposals. Late proposals will be returned unopened.

The Town reserves the right to issue addendum(s), amend the Request for Proposals document or reissue a revised Request for Proposals document.

## **3. Inquiries**

All requests for additional information or clarifications regarding the Request for Proposals shall be made by letter, email, phone or fax to:

Frances Scott, Community Coordinator, Town of Lockeport

Email: [lockeportrec@ns.aliantzinc.ca](mailto:lockeportrec@ns.aliantzinc.ca)

Telephone: 902-656-2565

Fax: 902-656-2935

Mailing Address: 26 North Street, P.O. Box 189, Lockeport, NS, B0T 1L0

## **OPENING, EVALUATION AND SELECTION PROCESS**

### **1. Opening**

Since price is not the only criterion on which proposals will be evaluated, there will not be a public opening of proposals.

### **2. Rejection of Proposal Submissions**

A proposal submitted in response to this Request for Proposals may be rejected and the proposal not considered if the proposal:

- a) Does not contain any addendum(s) that have been issued by the Town;
- b) Is the second proposal submitted by the same proponent, in which case all proposals submitted by the submitter shall be rejected;
- c) Omits any information required by, or fails to comply with, any provisions of the Request for Proposals document.

### 3. Evaluation Criteria

Each response to this Request for Proposals shall be evaluated by the Town to determine the degree to which it responds to the requirements as set out. All proposals will be evaluated based on the following criteria:

<b>Evaluation Criteria</b>	<b>Score</b>
Project understanding	20
Approach/methodology	45
Experience	25
Cost	10
<b>Total Score</b>	<b>100</b>

### AWARD OF CONTRACT AND RENEWAL SPECIFICATIONS

#### 1. Award of Contract

The Town will notify the successful proponent by **July 26, 2021**

#### 2. Proposal is Binding

A proposal is binding on the proponent submitting the proposal until such time as the proponent receives formal notification the proposal has been rejected, but in no case shall be binding upon the proponent for more than thirty (30) days from the date of the proposal closing.

#### 3. Privilege Clause

This document and Request for Proposals process does not constitute a call for tenders. Proponents undertake any expenditure related to the submission of a proposal at their own risk.

This Request for Proposals neither expresses nor implies any obligation on the part of the Town to enter into a contract with any party submitting a response or responses. The Town has included the evaluation criteria within this Request for Proposals document to be used as a guideline for proposers (see Evaluation Criteria). The Town reserves the right to deviate from the evaluation criteria where it is in the best interests of the Town.

Without limiting the generality of the foregoing, decisions to deviate from the evaluation criteria may be made based on budgetary and/or service delivery considerations having regard to all of the proposals received and the needs of the Town.

The Town reserves the right to reject all or any proposals, and to not accept the lowest proposal. The Town may accept any proposal or any portion of any proposal that may be considered to be in the best interests of the Town. The right is also reserved to waive formality, informality or technicality in any proposal. This includes the right to accept a proposal that is not strictly compliant with the instructions in the Request for Proposals document.

The Town reserves the right to amend this Request for Proposals document at any time before the Request for Proposals closing date and will issue an addendum in the event of a change. The Town reserves the right to negotiate, after the Request for Proposals closing date, with any proposer for services and to finalize service arrangements in the best interests of the Town. In applying this privilege clause, the Town shall not be bound by trade or custom in dealing with and/or evaluating the responses to the Request for Proposals.

The Town reserves the right to interpret any and all aspects of this Request for Proposals as may be most favorable to the Town. In submitting a proposal, the proponent has accepted the reservation of rights (privilege clause) as set out herein and agrees to be bound by same.

#### **4. Commencement of Contract**

The contract is to ideally commence within one (1) week of being awarded but commencement may also depend on the availability of the contractor, which will be taken into consideration.

### **GENERAL INFORMATION, TERMS AND CONDITIONS**

#### **1. Confidentiality**

The proponent and any of the proponent's employees involved in the evaluation, agree all conversations and information shared by the Town and obtained as part of the evaluation process are to be kept strictly confidential.

#### **2. Personnel**

The proponent is advised that the Town expects the personnel listed in the proposal to

perform the work indicated and written permission must be obtained before changing any member of the evaluation team. In the case of personnel being changed, the Town requires that the new personnel have a similar length and breadth of experience relevant to this project as the personnel being replaced and be otherwise acceptable to the Town.

### **3. Resources**

The proponent will be responsible for all costs associated with the evaluation process, unless stated otherwise in the proponent's proposal.

### **4. Responsibility**

Should the proponent fail or neglect to complete the required work within the mutually agreed upon timeframe, the Town reserves the right to terminate the contract and the proponent shall be responsible for all costs associated with same.

### **5. Payment**

Payment will be based on an invoice submitted by the successful proponent and payable following the completion of the scope of work and the receipt of all deliverables.

Invoices are to be forwarded to:

Town of Lockeport  
26 North Street  
P.O. Box 189  
Lockeport, NS  
B0T 1L0  
Email: [townoflockeport@ns.sympatico.ca](mailto:townoflockeport@ns.sympatico.ca)  
Fax: 902-656-2935