



REQUEST FOR PROPOSALS: WHRMAD20-08

Consultant Services
Accessibility Plan

Issued: August 27, 2021
Closing: September 23, 2021

WEST HANTS REGIONAL MUNICIPALITY
INFORMATION TO TENDERERS – SECTION 1

Municipality: West Hants Regional Municipality
76 Morison Drive, PO Box 3000
Windsor, Nova Scotia, B0N 2T0

Contact Persons: Shelleena Thornton
Municipal Operations Supervisor
sthornton@westhants.ca
902-798-8391 ext. 207

1. Tender Submission:

1.1 This is a two-part submission process. Each part must be submitted in a separate sealed envelope and each clearly marked as:

- Envelope #1 – Technical Submission (Part 1)
- Envelope #2 – Financial (Commercial) Submission (Part 2).

1.2 Tenderers are invited to register for automatic updates by sending an email request; include the Tender # in the title to sthornton@westhants.ca. Please note, this email address is not to be utilized for bid submissions; only registration and bid clarification inquiries. Bid submissions must be submitted in accordance with Section 1.4.

1.3 Submit completed Tender documents in sealed envelopes as identified in Section 1.1. with the following additional information:

Tender # WHRMAD20-08
Accessibility Plan

Closing at 2:00 p.m. local time, September 23, 2021

TO: Shelleena Thornton
c/o West Hants Regional Municipality
76 Morison Dr, PO Box 3000
Windsor, Nova Scotia, B0N 2T0

1.4 Hard-copy submissions will only be accepted if all the following criteria are met:

- a. One original and four copies (stamped copies) of the entire bid document is presented.
 - b. One additional copy of the entire bid document is provided on a memory-stick (thumb drive) that contains one (1) Adobe PDF format file/document (not multiple documents that need to be combined).
 - c. All envelopes are labeled in accordance with all of Section 1.
 - d. The entire bid package is delivered, and time/date stamped by no later than 2:00pm Atlantic Daylight Time, of the stated closing date.
2. **Fuel Adjustment:** There is NO fuel adjustment for this tender.
3. **Tender Opening:**
 - 3.1 Envelope #1 will be opened on September 23, 2021 starting at 2:15 pm at the Municipal Office Council Chambers, 76 Morison Drive, Windsor, Nova Scotia (due to COVID-19, restricted for in-person attendance). ****NOTE**** Envelope #2 will only be opened AFTER review of the technical submission and upon a 75% technical component scoring or higher. Proposals with 74.9% or lower on the technical component will have Envelope #2 returned to them un-opened.
4. **Document Deposit:** None required.
5. **Clarification of Addenda:**
 - 5.1 Notify the Municipality not less than five (5) working days before Tender closing of omissions, errors, questions, or ambiguities found in the Contract Documents. If the Municipality considers that correction, explanation, or interpretation is necessary; a written addendum will be issued. All addenda will form part of the Contract Documents.
6. **Preparation of Form of Tender:**
 - 6.1 Complete the “Form of Tender” provided with Project Documents in ink or electronic print. Ensure all items are tendered and blanks are filled in by the person signing the Tender bid. Indicate the appropriateness of leaving a blank unfilled by placing “N/A” in the blank.

7. Tender Price

7.1 Price(s) will be in Canadian dollars and include labour, freight, duty, equipment rates and charges in force at the time of award. Clearly identify each item within Tender response. **Prices are not to include HST.**

7.2 The successful Tenderer will be issued a Purchase Order following the Municipality's decision to accept the tender offer per the conditions set in the Tender Document.

8 Notices:

8.1 By submitting a Tender, the Tenderer agrees to public disclosure of its contents subject to the provisions of the Municipal Government Act relating to Freedom of Information and Protection of Privacy. Anything submitted in the bid, the Tenderer considers "personal information" or "confidential information" of a proprietary nature should be marked confidential and will be subject to appropriate consideration under the Municipal Government Act as noted above.

9 Tender Security: None required.

10 Contract Security: None required.

11 Return of Tender Security:

11.1 If Tender Security is required, return of security will occur on two different occasions:

- a) *Successful bidder* - upon receipt of contract security or bonding
- b) *Unsuccessful bidder* - upon award of the contract to the successful bidder.

12 Form of Agreement:

12.1 Form of Agreement is attached for information purposes only and need not be completed until after award of contract.

13. Amendment or Withdrawal of Tender:

- 13.1** Tenders may be amended or withdrawn by letter, email, or facsimile. Amendment or withdrawal by letter, email, or facsimile must be verified by registered letter, postmarked prior to the date and time of closing.
- 13.2** Amendments to individual unit prices is the only acceptable price amendment. Amendments shall not disclose either original or revised total price and should be submitted in a separate, sealed envelope.
- 13.3** Amendments or withdrawal as follows: Place at top header “Amendment/Withdrawal of Tender for (Contract Number - Name of Project)”. Sign and seal as required for Tender and submit at address given for receipt of Tenders prior to time of Tender Closing.

14. Informal or Unbalanced Tenders:

- 14.1** Tenders which, in the opinion of the Municipality, are considered to be informal or unbalanced, may be rejected.

15. Privilege:

- 15.1** This RFP neither expresses nor implies any obligation on the part of the Municipality to enter a contract with any proponent submitting a proposal(s).
- 15.2** The Municipality reserves the right to reject all or any proposals, and to not necessarily accept the lowest proposal. The Municipality may accept any proposal or any portion of any proposal that may be considered in the best interests of the Municipality, in its sole and absolute discretion. The Municipality also reserves the right in its sole and absolute discretion to waive any 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 RFP document.
- 15.3** The Municipality reserves the right to negotiate, after the RFP Closing Date, with any proponent to finalize service arrangements in the best interests of the Municipality.

- 15.4** The Municipality shall not be bound by trade or custom in dealing with and/or evaluating the responses to the RFP. The Municipality reserves the right to interpret any and all aspects of this RFP as may be most favorable to the Municipality.
- 15.5** Proponents will be deemed to have familiarized themselves with existing site and working conditions and all other conditions which may affect performance of the contract. 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.
- 15.6** Without limiting the generality of this section and for certainty, by submission of a proposal in response to this RFP, each proponent represents and shall be deemed to accept and agree to the following conditions:
- a) Proponent will be solely and fully responsible for all costs associated with the development, preparation, transmittal, and submission of any proposal or material in response to this RFP, including without limitation the costs of any in-person presentation of proposals, regardless of the locations which the Municipality may require, and all costs incurred by a proponent during the selection process and any negotiations.
 - b) Each proponent waives any claim against the Municipality for any compensation of any kind whatsoever as a result of its participation in or providing a response to this RFP process, including without limitation any claim for costs of proposal preparation or participation in negotiations, or for loss of anticipated profits, whether based in contract including fundamental breach, tort, equity, breach of any duty, including, but not limited to breach of the duty of fairness, breach of any obligation not to accept non-compliant proposals or any other cause of action whatsoever.
- 15.7** In submitting a proposal, the proponent has accepted the reservation of rights as set out herein and agrees to be bound by same.

16. Late Tenders:

16.1 Late Tenders will be returned, unopened to the Tenderer.

17. General Specifications:

17.1 Any attempt by the Proponent or any of its employees, agents, contractors, or representatives to contact members of Municipal Council or Municipal staff not identified in this clause may lead to disqualification.

17.2 The Municipality reserves the right to accept any section or combination of sections. Tenderer acknowledges and agrees that prices quoted in each section are mutually exclusive, and one price is not dependent on the other. The tenderer is encouraged to bid on all sections, but it is not required.

17.3 Only one (1) company can be listed, per tender, no subcontractors, except as being listed as backup.

17.4 The contractor must carry out operations in accordance with the Motor Vehicle Act, Occupational Health and Safety Act, and any other applicable statute required by law.

17.5 By submitting a Tender, the bidder agrees to public disclosure of its contents subject to the provisions of the Municipal Government Act relating to Freedom of Information and Protection of Privacy. Anything submitted in the Bid the bidder considers “personal information” or “confidential information” of a proprietary nature should be marked confidential and will be subject to appropriate consideration under the Municipal Government Act as noted above.

17.6 Non-compliance with the terms of this tender document, such as lateness, incomplete or unsatisfactory work will be considered sufficient grounds for immediate termination of the contract.

***** End of Section 1 *****

FORM OF TENDER – SECTION 2

18. Salutation:

18.1 West Hants Regional Municipality
76 Morison Drive, PO Box 3000
Windsor, Nova Scotia B0N 2T0

18.2 WHRM Accessibility Plan
West Hants Regional Municipality

18.3 From: _____

19. Tenderer Declares:

19.1 That this Tender is made without collusion or fraud.

19.2 That they have carefully examined the proposed work; familiarized themselves with local conditions; carefully examined the Contract Documents and Addendums and taken all the foregoing into consideration in preparation of the Tender.

20. Tenderer Agrees:

20.1 To enter into a contract to supply all labour, material, services, and equipment to provide the material/supply/equipment desired and/or to complete the work as described and specified herein for the prices stated in the Bid Sheet.

20.2 That this Tender is valid for acceptance for at least 60 days from the time of Tender closing.

20.3 That the Contract Documents include:

- Information to Tenderer
- Form of Tender
- Cost/Price Evaluation: Bid Sheet
- Form of Agreement (for information only)
- Conditions and Requirements
- Specifications
- Addenda (if any)

21 Bid Sheet:

21.1 See bid sheet as an example. Please include a detailed breakdown of all costs associated with this proposed project (labour, materials, subcontracts (if any), taxes, mailing, postage, meeting fees, mileage, printing), etc.

Scope/Description	Quantity	Unit Price	Total Price (less tax)

22 Signatures:

Signed this _____ day of _____, 2021.

Name of Firm Tendering

Address

Telephone/email address

Signature

Name & Title (Printed)

Witness

Name & Title (Printed)

***** End of Section 2 *****

FORM OF AGREEMENT – SECTION 3

This Agreement on the _____ day of _____, 2021.

BY AND BETWEEN:

West Hants Regional Municipality

hereinafter called the “Municipality”

-and-

hereinafter called the “Contractor”

WITNESSES that the parties agree as follows:

23. The Work:

The Bidder shall:

- 23.1** Perform the work required by the Contract Documents
- 23.2** Do and fulfill everything indicated by this Agreement; and
- 23.3** Commence the work as directed by the Municipality.

24. The Municipality:

- 24.1** The Municipality is the West Hants Regional Municipality.

25. Contract Documents:

25.1 The following is an exact list of the Contract Documents referred to in this Agreement. This list is subject to subsequent amendment in accordance with the provision of the Contract Documents.

- Information to Tenders
- Form of Tender
- Cost/Price Evaluation: Bid Sheet as identified to be presented in this RFP
- Form of Agreement (for information only)
- Conditions and Requirements
- Specifications
- Proposal Evaluation
- Addenda (if any)

FORM OF AGREEMENT – SECTION 3

26. Contract Price:

26.1 The Contract Price is: See Form of Tender, Bid Sheet.

27. Payment:

27.1 The Municipality shall pay the Contractor in Canadian Funds for the performance of the Contract.

27.2 The total payment shall be the Contract Price as defined in Contract Price (Form of Tender and Bid Sheet) of this Agreement, plus applicable Harmonized Sales Tax (HST).

28. Right and Remedies:

28.1 The duties and obligations imposed by the Contract Documents and the rights and remedies available there under shall be in addition to and not a limitation of any duties, obligations, rights, and remedies otherwise imposed or available by law.

28.2 No action or failure to act by the Municipality or Contractor shall constitute a waiver of any right or duty afforded any of them under the Contract, nor shall any action or failure to act constitute an approval of any acquiescence in any breach there under, except as may be specifically agreed in writing.

29. Security: None Required.

30. Receipt of and Addresses of Notice:

30.1 Communications in writing between the parties or between them and the Municipality shall be considered to have been received by the addressee on the date of delivery if delivered by hand to the individual, or to a member or the firm, or to an officer of the corporation for whom they are intended, or if sent by post or by registered mail, to have been delivered within five (5) working days of the date of the mailing, dispatch when addressed as follows:

The Municipality at: West Hants Regional Municipality
76 Morison Dr, PO Box 3000
Windsor, Nova Scotia B0N 2T0

The Contractor at: _____

31. Contractor's Indemnification:

The Contractor agrees to indemnify and save the Municipality harmless against all claims, suits, demands, damages, expenses, disbursement and costs on a Solicitor and Client bases which the Municipality may incur because of any act or omission by the Contractor. The Contractor acknowledges that it is not an employee of the Municipality but is an independent Contractor.

The Contractor agrees to defend, indemnify, and save harmless the Municipality from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever arising out of or related to the Contractor's status with WCB. This indemnity shall be in addition to and not in lieu of any proof of WCB status and compliance to be provided by the Contractor in accordance with this Contract and shall survive this Contract.

32. Succession:

The previously mentioned Contract Documents are to be read into and form part of the Agreement and the whole shall constitute the Contract between the parties and subject to law and the provisions of the contract documents shall inure to the benefit of and be binding upon the parties hereto, their respective heirs, legal representative, successors, and assigns.

33. Signatures:

IN WITNESS WHEREOF the parties hereto have executed this Agreement under their respective corporate seals and by the hands of the proper officers thereunto duly authorized.

SIGNED, SEALED AND DELIVERED in the presence of:

MUNICIPALITY

CONTRACTOR

WEST HANTS REGIONAL
MUNICIPALITY

CONTRACTOR NAME

SIGNATURE

SIGNATURE

NAME & TITLE (printed)

NAME & TITLE (printed)

SIGNATURE

SIGNATURE

NAME & TITLE (printed)

NAME & TITLE (printed)

Where either the Municipality or Contractor calls for proof of authority to execute this document, proof of such authority in the form of a certified copy of a resolution naming the person or persons in question as authorized to sign the Agreement for and on behalf of the corporation partnership, parties to this Agreement, should be attached.

*****End of Section 3*****

CONDITIONS AND REQUIREMENTS – SECTION 4

34. All work is to conform to the Occupational Health and Safety Act.
35. All work is to be performed in a workmanlike manner according to standard procedures.
36. All goods and materials provided shall be CSA Group, certified and tested.
37. Recovery of H.S.T.
 - 37.1 Invoices shall indicate H.S.T. with appropriate registration number, indicated as a separate item.
38. The Tenderers agree to comply with all legislation in effect from time to time, including any Federal, Provincial and Municipal legislation, regulations, or By-laws, which are applicable to the operations of the contractor respecting this Contract.
39. Should there be any questions regarding the interpretation of this Contract, the Municipality's interpretation shall govern.
40. The Municipality reserves the right to request that any or all Tenderers clarify and make revisions to their tender. The Municipality may choose to meet with one, several, or all Tenderers to discuss aspects of their bid. The Municipality is not obligated to seek clarification from any Tenderers with regards to any aspect of its bid.
41. The Municipality is not bound to accept any bid. Further, the Municipality reserves the right to accept or reject any bid in whole or in part, waive any irregularities in the tendering process, and to discuss different or additional items to those included in this Tender, at its sole discretion. The Municipality may invalidate this Tender and may issue a second Tender at its sole discretion.

42. The Tenderer shall at his/her expense remedy all deficiencies performed or provided under this contract for a period of one (1) year after date of acceptance by the Municipality, or as specified in Tender.

43. The Tenderer shall warranty all material and equipment installed by him/her, or incurred under this contract, for a period of one (1) year, after date of acceptance by Municipality.

*****End of Section 4*****

SPECIFICATIONS – SECTION 5

44. **Municipal Introduction**

West Hants Regional Municipality is a centrally located, thriving and growing collection of communities. With a travel time of only 35 minutes to the Provincial capital of Halifax, the Stanfield Airport, and the center of the Annapolis Valley. It is an ideal location to live, work and grow.

Its population of 19,016 residents, residing on 1,253.11 square kilometers is dispersed among the former Towns of Windsor and Hantsport, and the former Municipality of the District of West Hants. This includes three Growth Centres and rural expanses resulting in a population density of 15.18 persons per square kilometer. Growth Centres are served by central water and/or sewer.

Whether a resident, business, or visitor, there is something for everyone in every season. Embracing our natural environment, you will find interspersed rolling hills, treescapes, vineyards, and water views, not to mention unique cultures within our diverse communities and the warmth of genuine connections. A region that truly says, “welcome, enjoy your adventures, have fun, and make memories.”

The Regional Municipality will be one of several municipalities whose history and present lifestyle are affected by the highest tides in the Minas Basin, predominately by the Avon River system. With an average of 287 days a year of sunshine, it is the ideal place to enjoy outdoor activities such as hockey, hiking, golfing, biking, skiing, and boating. The climate supports various agricultural activities which in turn supports wineries, craft breweries, giant pumpkins, retail, landscaping and plant operations, sheep farming, and commercially grown land-based Atlantic salmon.

In West Hants Regional Municipality, no matter which community you visit, *something inspiring awaits.*

45. Background

The Regional Municipal Accessibility Advisory Committee was formed shortly following the consolidation of the former Municipal units on April 1, 2020. It is comprised of seven (7) voting members (and five (5) non-voting staff members from various departments):

- ✓ One (1) elected official
- ✓ Six (6) community members who either live with disabilities, or who work/volunteer with organizations that work with people living with disabilities
- ✓ Five (5) staff representing the following Municipal Departments: Public Works, Planning & Development, Community Development, and Administration.

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 Nova Scotia *Accessibility Act*, S.N.S., 2017, c. 2 (the "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 NS Municipalities, been mandated to become accessible to all before 2030 by preventing and removing barriers that restrict people from fully participating in society.

Section 39(2) of the Act requires municipalities to prepare and make publicly available, and Accessibility Plan by April 1, 2022.

46. Reference Material

The following documents should be reviewed as part of the proponent(s) preparation work to respond to this RFP and are available upon request:

- Active Living Strategy 2018-2022

- Community Engagement Final Report, RAD Consulting 2021-02-11
- Shared Strategy for Advancing Recreation in Nova Scotia
- West Hants Vital Signs 2016 Report
- West Hants Recreation Facilities Inventory

47. Intent:

The Municipality is looking to create and establish its Accessibility Plan that identifies opportunities for improving accessibility in the areas of awareness, goods and services, information and communication, transportation, employment, and the built environment. 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 Province of Nova Scotia has created “The Accessibility Planning Toolkit for Municipalities” (Dec. 2019), which includes a sample outline for this Plan. The following areas must be considered during the development of the West Hants Regional Municipality’s Accessibility 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 everyone in the Municipality to get where they need to go.
- ✓ **Employment:** making the Municipality an 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 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

The successful Consultant will be responsible for all areas of the development of the Accessibility Plan.

48. Deliverables:

The primary deliverables for the Accessibility Plan will include:

- ✓ Facilitate and assist the Accessibility Advisory Committee with development a “Statement of Commitment” as defined in the *“Accessibility Planning Toolkit for Municipalities”* (Dec. 2019).
- ✓ A review and assessment of existing Municipally-owned facilities and public spaces as it relates to accessibility.
- ✓ A list of achievements to date that the Municipality has had in identifying, removing, and preventing barriers in policies, programs, practices, and services.
- ✓ An identified process on how the Municipality will identify, remove, and prevent barriers in policies, programs, practices, and services moving forward.
- ✓ A list of capital projects outlining the Municipality’s assets which require modifications to ensure accessibility standards are met. This includes setting a prioritized timeline for projects based on the most impact. Timeline is to be broken into 5-10 year markers. (Costing of capital projects is not required nor requested).
- ✓ Design a process to assess the effects of Municipal policies, programs, practices, and services on accessibility.
- ✓ Provide a detailed schedule of the ‘deliverables’ process. Required completion date of this project is three (3) months after the agreed upon start date.
- ✓ Conduct at least three (3) community consultation and engagement sessions. All information is to be incorporated into the final report.

49. Additional Responsibility of the Proponent

- ✓ Outline the methodology that will be used to perform the work.
- ✓ The Municipality only enters into a contract with one contractor (a sole service provider). If sub-contractors/consultants are required, they must be listed/identified within the proposal (including their credentials), so that the Municipality is aware.
- ✓ An expiration date, if applicable, on price quotes must be clearly identified; however, the tendered proposal shall be valid for a minimum of 60 days.
- ✓ Services performed and or material delivered that are not specifically identified in the original contract but requested and authorized by the Municipality will be deemed “additional services”. Additional services must be billed separately from the contract. Payment due will be under the same terms as the original contract.
- ✓ Work identified in the proposal is to be all-inclusive in the goods and/or services provided by the proponent and not limited to: the supply of all labour, material, equipment, potential sub-contractors, printing, mailing, and other items identified by the tenderer in the Bid Sheet.

50. Confidentiality:

Information provided by the Municipality will be treated as confidential and will not be disclosed to any third party without the written permission of West Hants Regional Municipality except as necessary to perform the contract.

51. Information Collected:

The successful proponent is advised that all information produced in the course of the contract including but not limited to calculations, design notes, criteria, graphs, figures, maps, drawings is to be considered the property of West Hants Regional Municipality and a reproducible copy and electronic copy of the final design criteria, notes, calculations, reports and drawings shall be turned over to the Municipality upon completion.

52. Timeline, Schedule & Delivery Requirements:

The successful proponent will provide a table or Gantt Chart outlining milestones and anticipated completion dates.

The successful proponent will pre-schedule weekly meetings with the WHRM contact person to update on the progress of work. Any circumstances that may result in changes to the agreed schedule will be promptly brought to the attention of the Contact Person.

The final West Hants Regional Municipality Accessibility Plan will be produced no later than Wednesday, February 23, 2022.

***** End of Section 5 *****

PROPOSAL EVALUATION – SECTION 6

51. The following is used as a guide/template when evaluating proposals and may be revised as necessary to accommodate any specific Request for Proposals.

	Criteria	Ranking	Total Available Points	Score	Comments
PART 1	Evidence of the proponent's general ability to fulfill the services required as outlined in this RFP.	15	Significant evidence of ability	15	
		10	Average evidence of ability		
		5	Little evidence of ability		
		0	No evidence/not addressed in proposal		
	Has provided and met the required certifications (if relevant)	5	All certifications are current and provided	5	
		2.5	Some certifications are current and present		
		0	Not addressed in proposal		
	Proposed methodology to initiate and complete the project	15	Extremely detailed and very realistic	15	
		10	Good detail and realistic		

		5	Little detail and somewhat realistic			
		0	Not realistic/not addressed in proposal			
Demonstrated ability to provide a high quality, cost effective project. Proponents are requested to provide examples of similar work. Each example must show the acceptability of the earlier reports to the organization for which it was prepared and show the ability to meet community need and the opportunity for the Regional Municipality to gain the best value for expenditure.		15	Quality examples included and demonstrates clear ability to meet the West Hants needs	15		
		10	Examples provided and demonstrates an understanding of the needs of the anticipated Regional Municipality			
		5	Examples don't align with proposed project and have limited description of ability to meet the needs of the anticipated Regional Municipality			
		0	Not addressed in proposal			
Ability to provide alternatives, options, and flexibility should anticipated additional resources become available.		5	Alternatives provided	5		
		0	Not addressed in proposal			
Qualifications and positive experiences of the proponent's principle staff that will be assigned to this project. Evidence of corporate support and structure and description of associated proponents/companies if applicable.		5	Qualifications and evidence provided	5		
		0	Not addressed in proposal			
Proponents are requested to provide references from similar sized/types of projects completed within the previous five years.		5	Positive references provided	5		
		0	No references or unsatisfactory references provided			
Proposed timelines (including a Gantt Chart or table) with an anticipated completion date. Provide strategies and indication of how timelines will be met.		5	Realistic timeline and strategy	5		
		2.5	Timeline with unrealistic or no strategy			
		0	Not addressed in proposal			
Overall clarity and quality of the proposal.		5	Extremely clear, concise, and thorough	5		

		2.5	Somewhat clear descriptions			
		0	Vague and unclear descriptions			
	Level of effort.			5		
	Locally-based (NS) firms may be given preference if selection criteria values of all proposals are within 5%.					
PART 2	COST/PRICE EVALUATION SHEET					
	$\left(\frac{\text{Lowest Bid}}{\text{Bidder's Price}} \right) \times \text{Price Weighting (\#points)}$			20		
	Total Score			100		

*** End of Section 6 ***