



**TOWN OF KENTVILLE**

**INVITATION TO TENDER**

**Tender #2020\_05**

**Kentville Accessibility Plan**

**Issue Date:** July 20, 2020

**Closing Date:** 3pm, August 10, 2020

**Tender Address:**

Attention: Rachel Bedingfield

Director Parks and Recreation

Offices of the Town of Kentville

354 Main, Kentville, NS B4N 1K6

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**Owner's Representative:**

Rachel Bedingfield, Director Parks and Recreation  
rbedingfield@kentville.ca

## 1. COMMUNITY OVERVIEW

### About Kentville

Kentville has much to be proud of. It has the highest per capita ratio of professionals than any other place in Canada; it plays host to national level sporting events in and on first class facilities; it has a delightful downtown core with renowned restaurants, pubs, cafés, a live theatre, museums and historic sites; and is the centre of commerce, medicine and community services. Seen as a desirable place to live and work, Kentville is poised on the brink of much commercial and residential development.

**Vision** - “Kentville is Canada’s most vibrant small town.”

**Mission** - “We create the conditions for fresh, wholesome experiences and a rich quality of life.”

**Brand purpose** - “To build a community where people who prioritize their well-being and quality of life can gather and grow.”

**Brand promise** - “A breath of fresh air.”

### Our Definition of Accessibility

An umbrella term for all aspects which influence a person’s ability to function within an environment. It is a measure of how simply a person can participate in an activity. Barriers to accessibility are usually, but not limited to physical, attitudinal, or economic.

### Accessibility Committee

The Accessibility Committee was created in November 2019 and has developed the following statement of commitment (adopted by Council in April 2020):

*“Our vision is for Kentville to be a healthy vibrant integrated and welcoming community where all citizens and visitors can live work and play in an environment that promotes a fulfilling quality of life. We acknowledge that currently there are barriers to achieving this vision.*

*Through respectful engagement that honors the journeys of people with differing abilities and experiences, and through measurable outcomes that focus on equity, we will hold ourselves accountable to the Nova Scotia Accessibility Act. Kentville’s accessibility plan will guide the town in meeting the needs of all people who face barriers when accessing all that Kentville has to offer.*

*Kentville is a town committed to fairness, kindness, dignity and independence.”*

There are a number of documents used by the Town in its accessibility planning to date. The following resources are available as resources:

1. The Accessibility Planning Toolkit for Municipalities (Nova Scotia Accessibility Directorate)
2. Town of Wolfville Accessibility Plan (Town of Wolfville)
3. Access by Design 2030 (Province of Nova Scotia)
4. Government of Nova Scotia Accessibility Plan 2018-2021
5. Town of Kentville Land Use Bylaw
6. School Travel Planning Document
7. WSP Study
8. Kentville Parking Map
9. Recreation Master Plan
10. Kentville Active Transportation Plan

11. Integrated Community Sustainability Plan
12. Kings 2050
13. Municipal Street Standards
14. Municipal Chance Action Plan
15. Active Living Strategy
16. Municipal Planning Strategy/Land Use Bylaw
17. Kentville Branding DNA Summary

## 2. PROJECT DESCRIPTION

The Town of Kentville wishes to create an 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 staff and Council responsibility, timeline, monitoring and evaluation, and a mechanism to respond to questions and complaints. We are seeking a Plan that reflect this statement of commitment to the Town.

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 Town of Kentville’s Accessibility Plan:

- a. **Awareness** – promoting awareness throughout the Town of Kentville about the importance of accessibility
- b. **Good and Services** – ensuring that people with a disability have equitable access to the goods and services provided by the Town of Kentville
- c. **Information and Communication** – ensuring all people can receive, understand and share the information provided by the Town of Kentville
- d. **Transportation** – making it easier for everyone in the Town of Kentville to get where they need to go
- e. **Employment** – making the Town of Kentville an accessible workplace, and supporting young people with disabilities in finding an maintain meaningful employment
- f. **Built environment** – making buildings, streets, sidewalks, and shared spaces accessible to all.
- g. **Human centered design**/Implicit biased/de-colonization.

The proposal must include a detailed description of how you will produce a 10-15 year Accessibility Plan which addresses the mandatory requirements from the Province.

The **primary deliverables** for this Accessibility Plan include:

- a. A list of achievements to date that the Town of Kentville has had in identifying, removing, and preventing barriers in policies, programs, practices and services.
- b. An identified process on how the Town will identify, remove, and prevent barriers in policies, programs, practices and services moving forward.
- c. A list of capital projects outlining the Town’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.
- d. Design a process to assess the effects of Town policies, programs, practices and services on accessibility.
- e. Detailed schedule that outlines the process. Required completion date of the project is three (3) months after agreed upon start date.
- f. Conduct at least one (1) community consultation sessions to be held using the draft report to receive feedback from the public. This is to be incorporated into the final report.

The successful proponent will be required to work with the Kentville Accessibility Committee that consists of representatives from the town council, town staff and members of the Kentville community.

### 3. INFORMATION TO VENDORS

#### Vendors will be responsible for the following:

- detailed description of all proposed forms of data collection
- detailed timelines for data collection, analysis, and reporting
- 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 \$35,000
- 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
- company profile including relevant past experience citing a minimum of three references
- a statement of interest indicating why this project holds appeal to the consultant and the understanding of the project
- an indication of what specific assets makes the consultant particularly suitable to undertake this work.

#### Closing and Submission

Proposals will be received during regular business hours only (8:30 a.m. to 4:30 p.m.) **via email**, no later than **3:00pm, August 10, 2020**. Bidders are solely responsible for the method of conveyance of their proposal to the receiving point. Faxed submissions will not be accepted. The Town of Kentville reserves the right to accept any proposal submitted or to reject all proposals. Please submit in digital format to [rbedingfield@kentville.ca](mailto:rbedingfield@kentville.ca)

#### Presentations

One or more Proponents may be selected for an interview/presentation session prior to making a final selection.

#### Clarification of Documents

Vendors who find any discrepancies or omissions in this Request for Proposal, or who have any doubt as to the intent or meaning of anything contained therein, shall direct questions by e-mail to [rbedingfield@kentville.ca](mailto:rbedingfield@kentville.ca)

All questions/discrepancies identified must be sent to the Town before the Final Submission date. Copies of all questions and answers and any addenda will be uploaded to the Town Website no later than three (3) business days prior to the Final Submission date.

Only formal written responses to properly submitted questions will be binding on the Town. All responses by the Town (addenda) will form part of the Request for Proposal process.

#### Addenda

Vendors may be advised by addenda, via the website at <http://kentville.ca/town-hall/tenders-rfps/> and the Province of Nova Scotia Procurement (tender) website [www.novascotia.ca/tenders/](http://www.novascotia.ca/tenders/) of required additions, deletions or alterations in the requirements of the Request for Proposal documents. It is the responsibility of the vendor to check the website to ensure all information has been obtained. All such changes shall become an integral part of the Request for Proposal documents and shall be allowed for in arriving at the total submission price.

**Withdrawal**

A submission may be withdrawn at any time prior to the closing date and time at the Vendor’s discretion. Withdrawal notification must be in written letter form, signed and submitted to the Director of Parks and Recreation in .pdf format. Hardcopy, facsimile and telephone calls will NOT be accepted. After the official closing date and time, all submissions received shall be irrevocable.

**HST**

The quoted prices must clearly show the Harmonized Sales Tax as a separate item from the total price submission.

**Selection Criteria**

***Proponents Responsibility:***

Proposals will be evaluated against the criteria outlined in the RFP. It is the responsibility of the Proponent to ensure that their proposal clearly demonstrates how these evaluation criteria will be addressed in their performance of the work.

Proposals will be evaluated on the information provided by the Proponent. Each proposal will be reviewed to determine if the proposal is responsive to the submission requirements outlined in the RFP.

***Evaluation Criteria:***

Failure to comply with these requirements may deem the proposal non-responsive. In recognition of the importance of the procedure by which a Proponent may be selected, the following criteria outline the primary considerations to be used in the evaluation and consequent awarding of this project.

Selection of a proposal will be based on the following criteria and any other relevant information provided by the Proponent in the submission. The evaluation team reserves the right to prioritize and weigh the importance of each sub-criterion within the identified Technical criteria confidentially.

<b>Criteria</b>	<b>Value</b>
Project Understanding	10%
Methodology	50%
Company experience, project team qualifications and references	30%
Financial	10%
<b>Total Score</b>	<b>100%</b>

### **Project Understanding**

This section shall demonstrate the Proponent’s understanding of the deliverables required for the work proposed to meet the project objectives.

### **Methodology:**

This section should describe the Proponent’s methodology to be used to meet the project objectives along with the proposed work plan identifying proposed project duration and key milestones. The Proponent is to provide a schedule they believe is realistic and achievable for the scope of work proposed. The successful proponent will be required to work with the Town of Kentville’s Accessibility Committee throughout all stages. The proponent will be required to lead at least one (1) stakeholder consultation process for the project and meet in person with the project team a minimum of three (3) (times).

### **Company Experience, Project Team Qualifications and References:**

This section is to include curriculum vitae/resumes for the Proponent’s Team and identified project resources indicating the level of effort of each team member. Additionally, this section is to identify specific experience the team has highlighting relevant projects. The Proponent is also to provide 3-4 reference projects for similar undertakings completed in the past. Each reference project should include a contact person with phone number for the owner of the project.

### **Financial:**

- Each Proponent is to provide a complete schedule of service to be provided including the estimated cost and duration of each task.
- Total all-inclusive cost estimate for the project including billable expenses.
- Prices are to be quoted in Canadian dollars; inclusive of duty, where applicable; exclusive of Harmonized Sales Tax (HST).
- Allowable funding for this project is set at \$35,000. Quotes should not exceed this amount.

### **Submission Acceptance**

The Town reserves the right to reject an offer to supply goods and/or services or RFPs presented. Unless otherwise specified in this RFP, this RFP constitutes an irrevocable offer to provide the goods and/or services described herein for a period of sixty (60) calendar days from the closing date of the receipt of RFP.

The Town reserves the right to award by item, or part thereof, groups of items, or parts thereof or all items of the submission, and to award contracts to bidders in whole or in part, or to waive irregularities or omissions. If in so doing, the best interests of the Town will be served. No liability shall accrue to the Town for its decision in this regard. The acceptance of any submission is subject to appropriate funding acceptable to the Town. Lowest, or any RFP, will not necessarily be accepted.

### **Milestone Dates**

August 10, 2020	Final RFP Submissions
August 14, 2020	Contract Award
November 13, 2020	Contract Completed

### **Proposal Layout**

- Appendix A (See below)
- Cover Letter
- Proposal
- Methodology
- Company Experience, Project Team Qualifications and References
- Financial

### **Contract Cancellation**

The Town shall have the right, which may be exercised from time to time, to cancel any uncompleted or unperformed portion of the work or part thereof. In the event of such cancellation, the Town and the Vendor shall negotiate a settlement. The Town shall not be liable to the Vendor for loss of anticipated profit on the cancelled portions of the work.

### **Health & Safety**

The Vendor assumes full responsibility for conforming to all legislation regarding the safety of his/her employees and the public on this Contract and all notices required to comply with the legislation.

### **Responsibility**

The Town shall not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any Vendor prior to, after, or due to the acceptance or the non-acceptance of an RFP save as provided in the Contract. The Town reserves the right to reject any or all RFP's and to waive formalities as the interest of the Town may require without stating reasons, therefore, and the lowest or any RFP will not necessarily be accepted.

### **Optional Contract Extension**

The Town reserves the option to extend the Contract. Any renewal will be based upon quality of service, mutual agreement and annual price negotiations between the Vendor and the Town.

### **Confidentiality and Freedom of Information**

The Town complies with the Personal Information International Disclosure Protection Act (S.N.S 2006, c.3). This Act creates obligations for the Town and its service providers when personal information is collected, used or disclosed. Requirements include limiting storage, access and disclosure of personal information to Canada, except as necessary or otherwise required by law.

All records submitted to the Town become the property of the Town and are governed by the Freedom of Information and Protection of Privacy (FOIPOP) provisions defined in Part XX of the Municipal Government Act. The records will not be returned after the selection process is completed.

The Town will release the following information upon request by any interested party:

Total value of the contract

The list of those who submitted a proposal

This information may also be posted on the website of the Town.

FOIPOP allows persons a right of access to all records in the custody or under the control of the Town, including other information contained in a bidder's submission. The Part prohibits the Town from disclosing information that would significantly harm business interests or would be an unreasonable invasion of personal privacy of a third party.

If the Town receives a request under FOIPOP for access to records in the bidder's submission, the bidder will be given a notice allowing it to consent to disclosure, or to explain why the disclosure would significantly harm the bidder's business interests or would be an unreasonable invasion of personal privacy. The bidder will bear any costs incurred in responding to this notice.

**Conflict of Interest**

By submitting a proposal, the Vendor confirms that:

No person, firm, or corporation, other than the Bidder, has any interest in this Proposal in the proposed contract. The Proposal is made without any connection, comparison of figures or arrangements with or knowledge of any other corporation, firm or person making a proposal for the same work and is in all respects fair and without collusion or fraud. No member of Council and no officer or employee of the Town is or will become interested directly or indirectly as a contracting party, partner, shareholder, surety or otherwise in any portion of the profits thereof, or in any of the monies to be derived there from.



**APPENDIX "A" – Proposal Application Form**

**Town of Kentville – Accessibility Plan RFP**

General Information:

This form must be signed by a person authorized to make proposals and enter into contract negotiations on behalf of your firm. To be considered for this project, the submittals must be completed in accordance with this RFP and this cover sheet attached.

Company Legal Name: \_\_\_\_\_

Authorized Official (Signature): \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Print Name: \_\_\_\_\_

Contact Person for Project: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_