



Town of Kentville Department of Parks and Recreation

REQUEST FOR PROPOSALS

Memorial Park Grandstand Replacement

April 12, 2023

Table of Contents	
Tender Submission	3
The Town of Kentville	3
Invitation	3
Background of Project	3
Goals and project scope	4
Design Compliance:	4
Grandstand Specifications	5
Performance and Design Load Requirements	5
Quality Assurance	6
Warranty	6
Supporting Members (Framework)	6
Aluminum Planking System	6
Guardrails and Handrails	7
Foundation System	7
Methods of Anchoring	7
Installation	7
Safety Certification	8
Workers Compensation	8
Tender Opening	8
Tenderers to Investigate	8
Clarification and Addenda	8
Preparation of Tender	8
Insurance	8
Amendment or Withdrawal of Tender	9
Offer, Acceptance, Rejection	9
Safety	9
Evaluation and submission criteria	9
RFP Timeline	9
Project Schedule:	9
Confidentiality	10
Expenses	10
Law	10

Proposal Content..... 10
Grandstand Site Additional Information 11

Tender Submission

Submit completed tender form for above project in a sealed envelope marked as follows:

Tender for:

“Town of Kentville: Memorial Park Grandstand Replacement”

Closing: April 26, 2023 at 4:00pm at the Town of Kentville office.

Town of Kentville

Attn: Craig Langille

Manager, Parks and Recreation

354 Main Street, Kentville, NS, B4N 1K6

Ph: 902-697-3691

The Town of Kentville

Kentville – the # 1 Town in Nova Scotia (as evaluated by Richard Rogers in a book called “Towns of Nova Scotia – Profiles and Ratings”), continues to enjoy this prestigious status.

Known throughout the Annapolis Valley as the “Service and Financial Centre,” Kentville has the best of all worlds with excellent recreation facilities and eateries downtown, along with a state-of-the art elementary to middle school and ongoing residential and commercial development. Shopping, cultural opportunities, secondary educational institutions and a modern and progressive health care facility are immediately beyond its borders, all linked with an efficient public transit system.

The Town of Kentville recently adopted its first Accessibility Action Plan, a testament to our commitment to developing and supporting a more diverse, inclusive, and equitable environment for all staff and community members. We continue to focus on equity, diversity, and inclusion (EDI) as part of this framework and we are committed to continuing our education, organizational awareness, and facility improvements to reflect this commitment.

Invitation

The Town of Kentville is seeking request for proposals for the replacement of the Memorial Park Grandstands. This project is pending approval from Town of Kentville Council.

Background of Project

The Memorial Park Grandstands is located at 256 Park Street, Kentville, NS and it overlooks the Kentville Senior Baseball Park. It serves as the main spectating structure for the Kentville Senior Baseball Field. The Town of Kentville is seeking the replacement of the current concrete grandstands with an angled accessible elevated aluminum bleacher. The

grandstand rests on a hill and it is primarily dirt underneath the structure. The slope of the hill peaks at approximately 19 feet high.

Goals and project scope

- The goal of the project is to remove the current grandstand and replace it with an angled elevated accessible aluminum bleacher that has a seating capacity of approximately 500 people. Supply and install the aluminum bleachers in place of the previous structure and backfill areas where needed. As mentioned in the request for proposal, the Town of Kentville is dedicated to improving its facilities to reflect the need for accessible spaces.
- The project scope are as follows:
 - The removal and disposal of the concrete bleachers, which includes the concrete structure, wood seating planks, existing retaining wall boards, and railings.
 - Removal of sandfill underneath bleacher to create a level space for the installation of the bleachers
 - Supply and install concrete slab foundation for bleachers
 - Supply and installation of the angled elevated accessible aluminum bleacher, which includes accessible seating with companion seating, full front decking, ramp access to bleachers along with stair access from either side of the bleachers. Design, fabrication, engineering and installation of a continuous angle frame bleacher assembly, which includes galvanized steel framing members, aluminum planking system, handrail and guardrail system
 - Supply and installation of a block retaining wall to be placed around the perimeter of the bleachers along with backfill
 - Bleacher seating capacity to be 500 people along with (4) spaces for accessible seating with companion seating
 - The bleachers are to rest against the retaining wall and the site is to be built to fit the bleachers within it
- A site visit of the grandstands is recommended to ensure that the tenderer has investigated the site to ensure all costs are accounted for and the proposed design meets accessibility needs.

Design Compliance:

- Design grandstands in accordance with the requirements of the 2020 National Building Code of Canada (where applicable)
- Design grandstands in accordance with the requirements of the Nova Scotia Building Code (where applicable)
- Design grandstands in accordance with the requirements of the Nova Scotia Accessibility Act (where applicable)

- Design grandstands in accordance with the ICC 300-2012 Standard for Bleachers, Folding and Telescopic Seating, and Grandstands (where applicable)
- Design grandstands in accordance with the 2010 ADA Americans with Disabilities Act (where applicable)

Grandstand Specifications

Provide in tender submission the following information:

Dimensions and Capacities

- Length of bleacher:
- Number of seating rows:
- Height above grade of elevated front walkway (if applicable):
- Rise per row:
- Row spacing (tread depth):
- Typical seat height above deck:
- Number of aisles:
- Number of accessibility ramps (if applicable):
- Number of deck level accessible notched out seating areas:
- Number of exit stairs from elevated front deck (if applicable):
- Net seating capacity:

Performance and Design Load Requirements

Provide a complete grandstand system designed to have sufficient structural capacity to safely resist all loads, effects of loads and influences that may be reasonably expected and at a minimum the following loads including the self-weight:

- Framing Members: Live Load: 4.8 KPa
- Aluminum Decking System: Live Load: 4.8 KPa.
 - Horizontal force equal to not less than 0.3 kN for each metre length of seats acting parallel to each row of seats
 - Horizontal force equal to not less than 0.15 kN for each metre length of seats acting perpendicular to each row of seats
 - Based on the assumption that these forces are acting independently of each
- Aluminum Seat Planks: Live Load: Uniform distributed load of 1.75 kN for each linear metre or for a concentrated load of 2.2 kN distributed over a length of 750 mm whichever produces the most critical effect
- Guardrails: Horizontal load applied at the top of the guard: 3.0 kN/m for means of egress, 0.75 kN.m or a concentrated load of 1.0 kN applied at any point for non-egress.
 - Vertical load applied at the top of the guard: 1.5 kN/m need not be considered to act simultaneously with the horizontal loads
- Pickets or Panels: Horizontal load of 0.5 kN applied over an area of 100 mm by 100 mm so as to produce the most critical effect. This load need not be considered to act simultaneously with the guardrail loads

- Handrails: Concentrated load of 0.9 kN applied at any point and in any direction
 - Uniform load of 0.7 kN/m applied in any direction to the handrail

Quality Assurance

- Codes and Standards: Design, fabrication and installation shall be in accordance with the latest editions of all codes and standards referenced in this specification
- Installer Qualifications: Experienced erectors specialized in installing bleachers of similar size and scope described for this project
- Manufacturer Qualifications: Provide 5 references pertaining to similar bleacher related contracts including owner's name, contact information, scope of work and date completed
- Welders: Certified to CWB requirements of CSA specification 47.1 (Steel) and 47.2 (Aluminum)
- Delivery: All components are not to be damaged during delivery. Package components accordingly and store items in a manner to prevent staining, denting and other visible damage. Mill finished aluminum must be properly stored on site during installation process to ensure that discoloration of material does not occur due to moisture entrapment

Warranty

Provide warranty of product with submission.

Supporting Members (Framework)

- Main supporting members (stringers) shall be welded angle frame design and hot dipped galvanized after fabrication/ Stringer spacing not to exceed 6'-0" (1830 mm) on centre (maximum)
- Frames shall be laterally supported with double angle aluminum cross bracing

Aluminum Planking System

- Planking system to consist of nominal 2" x 10" 6063-T6 aluminum extrusion for seating, footboard, aisle steps, platform decking and ramp decking. All footboard areas to feature double wide nominal 2" x 10" planking
- Riser planking to consist of 1" x 6" 6063-T6 aluminum extrusion mill finish
- Seat planking to be nominal 2" x 10" 6063-T6 aluminum extrusion with clear anodized finish

- All planking to be furnished with heavy-duty end caps fastened to the underside of the plank with rivets. All planking to be secured using hidden clip (6063-T6) aluminum fastening system. All hardware used in plank fastening shall conform to ASTM A307-14
- All walking surfaces to be non-slip
- Aisles: Shall be designed to meet applicable code and egress requirements. All aisles shall have extruded aluminum powder coated nosing specially designed to allow for safe navigation of staircases
- Aisle Handrails: Included in Aisles

Guardrails and Handrails

- Guardrails furnished on sides, back and front of grandstand and on stairs and ramps as required in accordance with applicable code requirements
- All pipe shall be 1-1/4" NPS (1.66" O.D.) anodized aluminum with appropriate joiners and elbows at corners. Secured to angle rail posts with galvanized fasteners
- Guardrails not less than 36" (914 mm) vertically above the centre of adjacent seat board surface and not less than 42" (1067 mm) above the centre of adjacent footboard shall be provided at the back, sides and front of grandstand. Standard guard is pipe rail arrangement with 2" x 2" 9 gauge galvanized chain link fencing fastened in place with aluminum ties, galvanized tension bars and aluminum rail clamps
- Handrails shall be continuous, one piece shop bent 1.66" O.D. aluminum pipe with clear anodized finish
- Guardrail and handrail pipe to feature 10 micron clear anodized finish

Foundation System

Concrete slab on grade is the preferred foundation for bleacher installation

Methods of Anchoring

Bleachers must be anchored to resist the wind loads calculated in accordance with applicable code requirements.

Installation

- All work must be performed by factory trained technicians and installers experienced in bleacher installations
- Carry out installation as per the manufacturer's approved shop drawings and written instructions
- No structural members are to be field cut, altered or drilled without written approval from the manufacturer's professional engineer
- After installation, grandstand shall be inspected for proper alignment and function

Safety Certification

- Submit with tender a copy of tenderer's current and valid safety accreditation issued by Nova Scotia Workers Compensation Board or Certificate of Recognition (COR) issued by Construction Safety Nova Scotia
- Out of province tenderers with a current and valid COR from a Canadian Federation of Construction Safety Associations member shall obtain and submit a current and valid Letter of Good Standing from Construction Safety Nova Scotia.

Workers Compensation

- Submit with tender a copy of tenderer's current and valid clearance letter issued by the Workers Compensation Board of Nova Scotia
- Out-of-province tenderers shall submit a current and valid clearance letter from a government workers compensation board but must register with the Nova Scotia Workers compensation Board prior to being awarded the Contract.

Tender Opening

- Tenders will open on April 13, 2023 at 9:00am at the Kentville Town Office at 354 Main Street.
- Tender amendments will be posted on the Nova Scotia Tenders website under procurement.

Tenderers to Investigate

- Tenderers 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 because of failure to make all necessary examinations will be accepted as a basis for any claims for extra compensation or an extension of time.

Clarification and Addenda

- Notify Manager, Parks and Recreation not less than two (2) working days before tender closing of omissions, errors or ambiguities found in Contract Document. If correction, explanation, or interpretation is necessary, a written addendum will be issued. All addenda will form part of the Contract Documents.
- Confirm in the tender form that all addenda have been received. Tenderers are solely responsible to obtain and acknowledge the receipt of addenda at time of tender closing.

Preparation of Tender

- Legibly complete tender form provided with Project Documents. Tender all items and fill in all blanks. Have corrections initialed by person signing tender.

Insurance

- Tenderers will submit insurance documents

Amendment or Withdrawal of Tender

- Tenders may be amended or withdrawn prior to tender closing.
- Amended or Withdrawn tenders to be headed as follows: “(Amendment or Withdrawal) of tender for (Name of Project/Contract) (Contract number, if applicable).” Sign as required for tender and submit to address given for receipt of tenders. To be considered, submissions shall be received prior to time of tender closing.

Offer, Acceptance, Rejection

- The Town of Kentville reserves the right to accept or reject any tender and to cancel the tendering process and reject all tenders at any time prior to the award of Contract without incurring any liability to affected tenderers.

Safety

- Safety shall be of primary importance at all times and the current safety regulations of the Nova Scotia “Occupational Health and Safety Act” must be adhered to at all times.

Evaluation and submission criteria

- RFP Evaluation Criteria Matrix
 - Price of Project – 50%
 - Project Schedule – 20%
 - Remaining Proposal Content Submitted – 30%

RFP Timeline

- Tender Submission Open: April 13, 2023 @ 9:00am
- Tender Submission Deadline: April 26, 2023 @ 4:00pm
- Tender Submission Official Review: April 28, 2023
- Tender Awarded Decision: May 5, 2023 @ 9:00am

Project Schedule:

- The tenderer shall provide a project schedule with submission. The schedule will include the start and end dates for work to be completed along with contact information for project manager overseeing work.
- The Proponent is required to state a firm date for the excavation and delivery and excavation of the project in the number of calendar days from receipt of Purchase Order. If the bleachers are not delivered within the stated delivery time, the Town of Kentville has the right to cancel the contract and to either negotiate with the next approved submission or re-issue the RFP. If the Town determines to reissue the RFP, the bidder who failed to deliver the bleachers in time will not be deemed qualified to submit a bid.

Confidentiality

- This document may not be used for any purpose other than the submission of the proposal. By submitting a proposal, the Vendor 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 that the Vendor considers personal information or confidential information of a proprietary nature should be marked “confidential” and will be subject to appropriate consideration based on the Municipal Government Act. The work described in this RFP is being conducted with public funds and the fees and expenses proposed in the Vendors submission will be made public.

Expenses

- All expenses incurred in the preparation of the RFP are the responsibility of the Vendor. The RFP should indicate a primary contact person in the Vendors organization and also a person authorized to make commitments on behalf of the Vendor.

Law

- In responding to this RFP, Vendors warrant their compliance with all appropriate municipal, provincial, and federal regulations, laws, and orders. Respondents must agree to indemnify the Town of Kentville and its employees if they fail to comply, and the Town of Kentville reserves the right to cancel any agreement arising from this RFP if the Vendor fails to comply with the above.
- The selected Vendors shall indemnify the Town of Kentville, its officers, and employees against any damage caused to the Town of Kentville as a result of any negligence or unlawful act of the successful Vendor or its employees. Similarly, the successful Vendors shall agree to indemnify the Town of Kentville, its officers, and employees against any claims or costs initiated by third parties as a result of any negligence or wrongful acts of the successful Vendors or its employees.

Proposal Content

- Appendix A: Submission Document
 - Name of vendor
 - Address of vendor
 - Phone number
 - Email address
 - Contact for purposes of this submission
 - Total Price
 - Proposal logistics
 - Site drawing
 - Grandstand design and specifications
 - Length of bleacher:

- Number of seating rows:
- Height above grade of elevated front walkway (if applicable):
- Rise per row:
- Row spacing (tread depth):
- Typical seat height above deck:
- Number of aisles:
- Number of accessibility ramps (if applicable):
- Number of deck level accessible notched out seating areas:
- Number of exit stairs from elevated front deck (if applicable):
- Net seating capacity:
- Retaining wall and specifications
- Schematic plan showing general design and seat locations complete with decking and aisle layout plan
- Manufacturer's approved shop drawings signed and sealed by a licensed professional engineer registered to practice in the province of the project for each of the following grandstand components (if applicable): primary and secondary framing, bracing, decking, supports for seats, aisle steps, aisle handrails, hardware, ramp and stair framing, handrails and guardrails
- Project Schedule
 - Excavation start and end date
 - Bleacher delivery and installation
 - Project end date and open to public use
- Warranty for bleacher product
- Corporate background
- Insurance
- Safety Certification
- Workers Compensation
- Summary of related municipal installations
- Invoicing procedures and timelines
- Other questions
- Name and Title of Tenderer (Printed) & Signature of Tenderer

Grandstand Site Additional Information

A site visit of the Memorial Park Grandstand can be arranged by contacting the Manager, Parks and Recreation:

Town of Kentville Parks and Recreation
 Craig Langille

Manager, Parks and Recreation

Email: clangille@kentville.ca

Ph: 902-679-3691

The grandstand is approximately 200 feet long by 40 feet wide by 20 feet in height. It is the responsibility of the tenderer to ensure that the measurements for the width, length and height are correct through the site visit. The aluminum bleachers shall meet the same dimensions of the previous structure.

Site Photo:



Appendix A:

Request for Proposal Form: Memorial Park Grandstand

Corporate background	
Name of vendor	
Address of vendor	
Phone number	
Email address	
Contact for purposes of this submission	
Total price with taxes	
Proposal Logistics	
Site drawing	Attached in Submission (Yes / No)
Grandstand design and specifications	
Length of bleacher:	
Number of seating rows:	
Height above grade of elevated front walkway (if applicable):	

Rise per row:	
Row spacing (tread depth):	
Typical seat height above deck:	
Number of aisles:	
Number of accessibility ramps:	
Number of deck level accessible notched out seating areas:	
Number of exit stairs from elevated front deck (if applicable):	
Net seating capacity:	
Retaining wall and specifications	Attached in Submission (Yes / No)
Schematic plan showing general design and seat locations complete with decking and aisle layout plan	Attached in Submission (Yes / No)
Manufacture's approved shop drawings signed and sealed by a licensed professional engineer registered to practice in the province of the project for each of the following grandstand components (if applicable): primary and secondary framing, bracing, decking, supports for seats, aisle steps, aisle handrails, hardware, ramp and stair framing, handrails and guardrails	Attached in Submission (Yes / No)
Project Schedule	
Excavation start and end date	
Bleacher delivery and installation date(s)	

Project end date and open to public use	
Additional Information	
Warranty for bleacher product	Attached in Submission (Yes / No)
Insurance	Attached in Submission (Yes / No)
Safety Certification	Attached in Submission (Yes / No)
Workers Compensation	Attached in Submission (Yes / No)
Summary of related municipal installations	Attached in Submission (Yes / No)
Invoicing procedures and timelines	Attached in Submission (Yes / No)

Any questions?

Name and Title of Tenderer (Printed)

Signature of Tenderer