



The Town of Kentville Administration Department
REQUEST FOR PROPOSALS
RFP 202308

Energy and Accessibility Assessment of Town Hall Building Complex
May 17, 2023

Tender Submission

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

Tender for:

“Town of Kentville: Energy and Accessibility Assessment of Town Hall Building Complex”

Closing: 2:00 pm AST ~~June-9~~ June 23, 2023 at the Town of Kentville office.

Town of Kentville

Attn: Jennifer West

Deputy Clerk

354 Main Street, Kentville, NS, B4N 1K6

Ph: 902-679-2503

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.

Invitation

The Town of Kentville is seeking advice on how to make Town Hall and the Kentville Recreation Centre (a) more accessible to guests, staff and Council and (b) more energy efficient to reduce public spending and greenhouse gas emissions. Kentville is requesting proposals for a full cost assessment of energy efficiency upgrades and accessibility upgrades in the Town Hall buildings and the attached Recreation Centre.

Background of Project

Kentville is committed to accessibility, and to making public buildings more accessible to Council, staff and guests. The Town Hall buildings consist of three buildings which have been joined through walkways and doors, however this has resulted in a building with different floor levels making it impossible for access by anyone who has mobility issues. Additionally, when the building was renovated and the three buildings were combined, accessibility accommodation did not meet today’s standards (ex. Rick Hansen Foundation Accessibility Certification, CSA 2023). When considering any upgrades to town hall, energy efficiency upgrades should also be considered. The town has completed an energy assessment audit and model for town hall, and this should be used to provide recommendations for next steps.

Goals and project scope

- The goal is to hire a company or team of companies to calculate the cost to apply appropriate and significant upgrades for accessibility and energy efficiency to town hall, in order to help with long term planning and budgeting.

Proponents must deliver the following:

1. Energy Efficiency:
 - a. **Proponent will provide a review of the energy efficiency Feasibility Study** prepared for the Town of Kentville Town Hall and Recreation Centre (December 2022).
2. Accessibility:
 - a. **Proponent will make a general assessment** of accessibility in the town hall and recreation centre buildings. This will include an in-person walk through of the buildings and may include recommendations based on the Rick Hansen Foundation Accessibility Certification system. Towns staff with building and accessibility expertise may be available to support this assessment.
 - b. Proponent will provide an outline of the **largest and most impactful accessibility upgrades** to these buildings, which would improve access to as many guests, staff and Councillors as possible. This would include a list of specific projects in different parts of the buildings, with photos of the existing space; sketch/map/rendering of the recommended upgrade(s); and details for renovation or construction.
 - c. **Proponent will provide full construction costing** of the accessibility upgrade projects. This could include a table of each upgrade project; a breakdown of general components of each project; costing of each component; and total cost of all the projects.
3. **Full Building Assessment**
 - a. Proponent will provide a complete report on the cost to upgrade town hall and the recreation centre to improve energy efficiency and accessibility.
 - b. Proponent will provide a list of grants available to support this work.

Vendors are encouraged to prepare a scope of work that will provide the best possible recommendations given the scale of the project. Services that do not directly meet the core services requested, but which the consultant feels will enhance the quality of the product should be submitted under “Additional Services”. The services to be provided during the pre-qualification period are summarized as follows:

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.

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.

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 ~~June 9~~ June 23, 2023 at 2:00 pm AST 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 pleas 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.

Clarification and Addenda

- Notify the Deputy Clerk 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

- The successful Proponent shall indemnify the Town, its officers and employees against and damage caused to the Town, as a result of any negligence or unlawful acts of the successful Proponent, its employees or agents. Similarly, the successful Proponent shall agree to indemnify the Town, 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 Proponent, its employees or agents.

- The successful proponent must provide proof of both general and professional liability insurance, including the amounts.

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.

Evaluation and submission criteria

- RFP Evaluation Criteria Matrix
- For example, your RFP criteria may consider questions of technical expertise, capabilities, data security, HR policies and diversity and sustainability. Weighted scoring prioritizes the criteria that are most important to your business by assigning them a point or percentage value. So your weighted scoring criteria may look like this:
 - Accessibility Audit and Reporting Expertise – 30%
 - Energy Efficiency Audit and Reporting Expertise – 20%
 - Familiarity with Grants and Funding Opportunities – 20%
 - Availability – 10%
 - Workforce Diversity – 10%
 - Company Sustainability – 10%

RFP Timeline

- Tender Submission Open: May 17, 2023
- Tender Submission Deadline: ~~June 9~~ June 23, 2023, 2:00pm AST
- Tender Submission Official Review: ~~June 12-16~~ June 26-29, 2023 to June 16, 2023
- Tender Awarded Decision: ~~June 19 2023 to June 23~~ July 3-7, 2023

Project Schedule:

- The project MUST be completed on or before November 30, 2023.

Confidentiality

- This document may not be used for any purpose other than the submission of the proposal. By submitting a proposal, the Proponent 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 Proponent 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 Proponents submission will be made public.

Expenses

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

Law

- In responding to this RFP, Proponents 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 Proponent fails to comply with the above.
- The selected Proponents 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 Proponent or its employees. Similarly, the successful Proponents 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 Proponents or its employees.

Proposal Content

- Proposals should be detailed enough to demonstrate how the Proponent’s expertise, staff, and resources best meets the needs of the Town, as described in the RFP.

Attachments

- Appendix A: Submission Document

Appendix A: Submission Document

Energy and Accessibility Assessment of Town Hall Building Complex

Name of Proponent _____

Address of Proponent _____

Phone number _____ Email address _____

Contact for purposes of this submission _____

Subtotal Price _____ without tax

Total Tax _____

Total Price _____

Tenderer Agrees to provide service by November 30, 2023 _____

Name and Title of Tenderer (Printed)

Signature of Tenderer