



Town of Kentville Department of Parks and Recreation
REQUEST FOR PROPOSALS - DESIGN TO BUILD

Burgher Hill Shelter
May 29, 2023

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Tender Submission

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

Tender for:

“Town of Kentville: Burgher Hill Shelter”

Closing: June 15, 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 requests for proposals for the design build of a shelter at Burgher Hill.

Background of Project

Burgher Hill is located at 34 Main Street, Kentville, NS and it is known for its winter sledding hill and a mountain biking downhill course. The 4X mountain biking course is currently in reconstruction as the goal is to build a bike trail that is safe and rideable for all ages and skills but advanced enough to challenge and engage advanced cyclists. The Town of Kentville is looking to add a shelter to the area to provide shelter to citizens from the winter elements and summer heat.

Goals and project scope

- The Town of Kentville is seeking a built shelter on the top of Burgher Hill, backing onto the parking lot. The goal is to provide a space for shelter from the elements of weather for those utilizing the recreational space at Burgher Hill.
 - The Town of Kentville is seeking a design to build for a shelter that has three enclosed sides and one side opening towards HWY 1. This structure must meet accessibility standards.

- The available space is 40 feet x 6 feet
- Seating is required along with accessible seating space
- The ground will need to be leveled with a concrete slab foundation
- Structure must be anchored as it is located on top of a hill
- A paved path or crusher dust path is needed to allow entry to the shelter and it must meet accessibility standards

Warranty

Provide warranty of product with submission.

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 June 2, 2023 at 9:00am
- 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 – 40%
 - Project Design – 50%
 - Design photo
 - Design specifications
 - Materials list for structure
 - Project Schedule – 10%

RFP Timeline

- Tender Submission Open: June 2, 2023 @ 9:00am
- Tender Submission Deadline: June 15, 2023 @ 4:00pm
- Tender Submission Official Review: June 20, 2023
- Tender Awarded Decision: June 23, 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.

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 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.

Grandstand Site Additional Information

A site visit of Burgher Hill 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

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)
Building Structure Size (Height x Width x Length)	
Building Material List	
Concrete Slab	Yes / No
Type of Seating	
Accessible Path to Shelter	Yes / No
Paved path	Yes / No
Crusher dust path	Yes / No

Project Schedule	
Project start date	
Project end date and open to public	
Additional Information	
Warranty	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

Appendix B: Site Photos

Aerial View of Burgher Hill with Location of Build (Yellow Rectangle):



Ground Level Photo:

