



REQUEST FOR PROPOSAL
Design Build of Public Washroom/ Bike Shelter
RFP# TOK 2024-13

Issued: June 27, 2024
Submission Deadline: July 11, 2024, at 2:00 PM ADT

TABLE OF CONTENTS

| | | |
|--------|--|----|
| 1. | INTRODUCTION..... | 3 |
| 1.1 | Invitation..... | 3 |
| 2. | BACKGROUND..... | 3 |
| 2.1 | About the Town of Kentville..... | 3 |
| 2.2 | Project Background Overview..... | 3 |
| 3. | RFP OBJECTIVE..... | 5 |
| 4. | SCOPE OF WORK AND DELIVERABLES..... | 5 |
| 4.1 | Scope of work..... | 5 |
| 4.2 | Design Phase Services..... | 5 |
| 4.3 | Construction Phase Services..... | 5 |
| 4.4 | Deliverables & Expectations..... | 7 |
| 4.5 | Construction Services..... | 7 |
| 4.6 | Certificate of Compliance (Include with Proposal)..... | 8 |
| 5. | FORM OF AGREEMENT..... | 8 |
| 6. | PROJECT TIMELINE..... | 8 |
| 7. | INSURANCE & LIABILITY REQUIREMENTS..... | 9 |
| 8. | ADDENDA..... | 9 |
| 9. | SUBMISSION AND EVALUATION..... | 10 |
| 9.1 | Submission of Proposal..... | 10 |
| 9.2 | Proposal Content..... | 11 |
| 9.3 | Evaluation Process..... | 11 |
| 9.4 | Evaluation Criteria..... | 12 |
| 10. | TERMS AND CONDITIONS..... | 13 |
| 10.1 | Services to be Performed..... | 13 |
| 10.1.1 | General..... | 13 |
| 10.1.2 | Qualification..... | 13 |
| 10.2 | Privilege..... | 13 |
| 10.3 | Confidentiality..... | 13 |
| 10.4 | Law..... | 14 |
| 10.5 | Proposal Submission and Evaluation..... | 14 |
| 10.5.1 | Proposal Preparation..... | 14 |
| 10.5.2 | Method of Submission..... | 14 |
| 10.5.3 | Completeness..... | 14 |

| | | |
|--------|-----------------------------|----|
| 10.5.4 | Changes to Submission | 14 |
| 10.5.5 | Data and Documents | 14 |
| 10.5.6 | Conflict of Interest | 15 |
| 10.5.7 | Contact..... | 15 |
| 11. | Level of effort..... | 15 |
| 12. | Appendix A..... | 16 |
| 13. | Appendix B..... | 18 |

1. INTRODUCTION

1.1 Invitation

The Town of Kentville (“the Town”) Engineering and Public Works (“EPW”) is seeking proposals from qualified contractors (“Proponents”) to prepare the design build of a public washroom/ bike shelter. Proponents submitting Proposals shall submit with their proposal:

- a) A price for completing construction ready documents.
- b) A proposed design with adequate detail to determine if project deliverables will be achieved satisfactory to the Town.
- c) A price for completion of the construction work, as detailed in the proposed design submitted by the contractor.

2. BACKGROUND

2.1 About the Town of Kentville

Kentville is a vibrant and active growing Town of just over 6,500 people located in the Annapolis Valley, about an hour drive from the City of Halifax. Catering to the outdoor enthusiast, Kentville offers top quality walking and hiking trails (both groomed and natural) a protected wetland habitat downtown, and national caliber mountain biking experiences for beginners and experts alike. Arts and culture also highly influence life in Kentville. The community hosts a plethora of signature festivals and events year-round bringing in many visitors and delighting residents of all ages. Kentville is known as home to the annual Pumpkin People Festival, the Annapolis Valley Apple Blossom Festival, Mural Fest, and the Holly Days Festival in December. Kentville is poised for continued growth as it looks to expand opportunities for development in the south-west end of Town, employing a secondary planning strategy for the area. Kentville was incorporated in 1886 and is currently governed by 6 Councilors at large and one Mayor. The next municipal election in Nova Scotia will take place in October of 2024.

2.2 Project Background Overview

The Town of Kentville is issuing a Request for Proposals (RFP) for the design build of an outdoor public facility that serves as both a bike shelter/hub and accessible public washroom. A general design concept is provided as Appendix A and may be used as a reference to applicant’s proposal. Proposals are not required to reflect the design concept that has been provided as an example, the committee is interested in reviewing any submission which successfully meets the goals of our intended project.

Project Goals: To provide the traveling public and those utilizing the Harvest Moon Trailway with a high-quality outdoor rest and gathering area that provides overhead shelter, is fully accessible, reflects Kentville’s Brand, and compliments/enhances the existing downtown environment.

Proponents are encouraged to prepare a scope of work that will provide the best possible product given the scale of the project. Amenities or inclusions which the consultant feels will enhance the quality of the product should be listed under “Additional Services”. Things that may be considered attractive include outdoor storage solutions, bike racks, water bottle fill stations or drinking fountains, lockers, seating, fix stations, art, kiosks, other beautification enhancements etc.

Considerations: environmental considerations such as a green roof, solar panels, water collection barrels, EV charging station for bikes and wheelchairs, playful items such as swings, interactive stations, cultural learning opportunities, etc.

Proposed Public Washroom and Bike Shelter, Station Lane, Kentville



Property Lines Proposed Building Location ~~13.5'~~ Approximate Setback



This map is a graphical representation of property boundaries which approximate the size, configuration and location of parcels. Any interpretation of this map must be confirmed with the Municipality in which the property is situated. To receive further clarification about the use of this Planning Document inquires may be made to the Town of Kentville's Planning and Development Department.
Property Source: Nova Scotia Property Records Database (NSPRD), Compliments of the Nova Scotia Geomatics Centre (NSGC), Service Nova Scotia and Municipal Relations, 160 Willow Street, Amherst, Nova Scotia, Canada
Imagery Source: EagleView Technologies, Inc. 2022

Figure 1 Site Location PID 55496673

3. RFP OBJECTIVE

The objective of this RFP is to solicit proposals from qualified proponents to design build public washroom/ bike shelter project on behalf of the Town of Kentville's Engineering and Public Works department.

4. SCOPE OF WORK AND DELIVERABLES

4.1 Scope of work

The work covered under this RFP is for design - build work. The completion of this project will enhance the community's amenities and contribute to the overall well- being of residents and visitors.

4.2 Design Phase Services

The selected proponent shall prepare all drawings and specifications for this project in accordance with the Nova Scotia Building Code (NSBC), National Building Code (NBC) and shall be responsible for topographical surveying as required. The Town will review the design at the 50% and 90% completion stages authorize and confirm design parameters. The selected Proponent shall be responsible for applying for any permits required for this project on behalf of the Town.

- Develop initial design concepts for the washroom and bike shelter, Considering functionality, aesthetics, accessibility, and sustainability.
- Conduct Topographical surveying or other investigations are required for the designated site to assess existing conditions utilities and any key constraints as needed.
- Reviewing all site data and conditions prior to submitting a proposal.
- Refine the selected concept into detailed design drawings and specifications, including architectural, structural, mechanical, and electrical components.
- Obtain all necessary permits and approvals for construction.
- Identify and locate all major components in the design.
- Prepare necessary design documents, and fixture & furnishings specifications, for approval by the Town.

4.3 Construction Phase Services

- Clear the site and prepare the foundation for construction, ensuring compliance with local regulations and environmental standards.
- Build the public washroom according to the approved design, incorporating all necessary plumbing, fixtures, and finishes.
 - Proposed Building Footprint: 25' x 27' with Accessible Washroom & Bike Shelter.
 - Foundation: Slab on Grade, with frost wall (min 28 MPa), insulated as per latest NBC.

- Walls: 2x6 stud wall construction, minimum R24 insulation, exterior steel siding, interior wall finish: Trusscore® (or equivalent) wall panels.
- Floor: Polished concrete floor (min 35 MPa) with anti-slip epoxy finish.
- Doors: 36" Wide insulated steel doors (outswing) with interior panic hardware, programable (timer) door lock on public washroom door. Please note, the general design concept (Appendix A) shows the door swing for the washroom swinging in, which should be outswing.
- Roof & Ceiling: Pre-engineered truss roof with minimum R50 insulation, steel roofing, ceiling finish: Trusscore® (or equivalent) ceiling panels.
- Plumbing: Wall hung toilet to ADA standards, floor drains in both public washroom and mechanical room as per National Building & Plumbing codes.
- Ventilation: Suitable sized HRV system.
- Heat: In-floor electric with control in Mechanical Room, sensor in Public Washroom.
- Water Bottle Filling Station: Frost protected water bottle filling station located on the building exterior.
- Electrical: 100-amp service with panel and disconnect in Mechanical room; underground electrical service preferred.
- Interior Lighting: vandal resistant Flat panel LED lighting with motion sensor in Public Washroom
- Exterior Lighting: vandal resistant LED Security Lighting with photocell controls.
- Washrooms shall be constructed in a manner that minimizes vandalism.
- Washrooms shall be built to meet the accessibility best practices.
- Washrooms shall be built to enable efficient cleaning.
- Washrooms shall be built to have a small Vandal proof metal mirror or Shatter Proof Mirror w/ Anti-Graffiti Plexiglass.
- Washrooms shall include an adequate mechanical room with storage space provided.
- Construct a bike shelter adjacent to the washroom, providing adequate space and security for bicycles.
 - Bike Rack: Dero Decker™ (or equivalent) <https://www.dero.com/product/dero-decker/>
 - Electrical for Rack: Allowance for 4, 20-amp outlets (min) mounted on bike racks.
- Connect the washroom facility to existing water, sewage, and electrical systems, ensuring proper functionality.
 - Municipal services: ¾" 200 PSI water service & 4" DR35 PVC to be terminated 5 feet from the building foundations with connections to water and sewer mains by others.
- Ensure that all construction work is conducted safely, and within the guidelines as prescribed by industry best practices.
- Complete landscaping around the facility and shelter, including pathways, greenery, and signage.
- Implement quality control measures throughout the construction process to ensure compliance with design specifications and industry standards.

- Adhere to strict safety protocols to protect workers, visitors, and adjacent properties during construction activities.
- Project schedule- Gantt chart showing all major components of the project including the design and construction phases. This schedule must be updated at all project milestones.

The successful proponent shall provide design documentation, including plans, specifications, calculations, and cost estimates for each component of the project. Close coordination with relevant stakeholders, regulatory agencies, and utility providers shall be maintained throughout the design process. The design shall prioritize efficiency, sustainability, and long-term reliability.

Proponents shall allow for a meeting at the Town or virtually.

1. Kick off meeting.
2. Meeting at 50% version of design work
3. Meeting at 90% version of design work
4. Bi-weekly Construction meetings

4.4 Deliverables & Expectations

1. Submit an electronic copy of the 50% and 90% completion design work (PDF version).
2. Submit an electronic copy of the Construction Class 'A' Cost Estimate (Excel format) at 90% stage.
3. Submit as well as an electronic copy (one PDF copy, stamped by an engineer and one generated software copy, not stamped).

The Town staff will review the 50% and 90% stage documents to authorize and confirm design parameters.

4.5 Construction Services

The successful proponent shall be responsible for construction administration for this project.

1. Attend and chair kick-off meeting.
2. Shop drawing review.
3. Bi-weekly construction meeting.
4. Preparation of record drawings (as built).
5. Contract administration, including review of insurance, contract security, warranties, and other requirements for compliance with contract documents.
6. Compiling operation and maintenance manuals for the installed mechanical, electrical, and plumbing systems, including warranty information and contact details for service providers.
7. Clearing and removing construction debris, packaging materials, and temporary structures from the site upon completion of construction.

4.6 Certificate of Compliance (Include with Proposal)

Proponents shall provide the Town of Kentville a copy of their current Certificate of Compliance from Engineers Nova Scotia and other applicable licensing boards with their proposal.

Successful Proponents will be expected to supply other information if requested, such as proof of good standing with Workers' Compensation Board, etc.

5. FORM OF AGREEMENT

Before a purchase order is issued for the design build work, the selected proponent and the Town shall sign the Form of Agreement & CCDC 14 at the time of the award. The intention of the agreement will be to protect the Town from any damages incurred as a result of errors, omissions, or negligence by the successful Proponent.

6. PROJECT TIMELINE

This project is expected to be awarded within two weeks of the proposal deadline. Upon receipt of the Notice to Proceed, the following milestones shall be observed:

| Milestones | Anticipated completion Date |
|-----------------------|------------------------------------|
| Start Construction | August 14, 2024 |
| Complete Construction | November 28, 2024 |

7. INSURANCE & LIABILITY REQUIREMENTS

The successful firms shall provide the following insurance coverage:

- General Liability Insurance covering the services and operations of the successful Proponent for bodily injury and/or property damage with policy limits of not less than Five Million Dollars (\$5,000,000) per occurrence. Such policy shall include the following:
 - Contractual Liability;
 - Cross Liability;
 - Pollution Liability, if required;
 - Employers' Liability (if applicable); and
 - Town of Kentville as additional insured.
- Professional Liability Insurance covering the services provided by the successful Proponent with policy limits of not less than Five Million Dollars (\$5,000,000) per claim and in the aggregate.
- Automobile insurance with policy limits of not less than Five Million Dollars (\$5,000,000) per occurrence, providing coverage for all vehicles owned and/or leased by the successful Proponent.
- The policy SIR/deductible shall not exceed \$25,000 per claim and if the policy has an aggregate limit, the amount of the aggregate shall be double the required per claim limit.
- The policy shall be underwritten by an insurer licensed to conduct business in the Province of Nova Scotia and acceptable to the Town.
- A certificate of insurance evidencing renewal is to be provided each and every year. If the policy is to be cancelled or non-renewed for any reason, 90 days' notice of said cancellation or non-renewal must be provided to the Town.

8. ADDENDA

- Please notify the Town in writing not less than five (5) working days before Tender Closing of omissions, errors or ambiguities found in this RFP.
- If the Town considers that correction, explanation or interpretation is necessary, a written addendum will be posted on the Provincial procurement website, no later than seventy-two (72) hours before the Tender Closing time. The Town will not maintain a plan takers' list. Prospective bidders shall be responsible to review the Provincial procurement website for any addenda that have been issued.
- The submission of a proposal shall be deemed to indicate that the Proponents has read, understood, and considered all addenda issued prior to the closing date and time.

9. SUBMISSION AND EVALUATION

9.1 Submission of Proposal

- Proposals will be received **up to 2:00 pm (local time) on July 11, 2024.**
- Proposals must be signed by an authorized signatory of the Consultant firm.
- Proposal submissions shall be emailed as a single pdf document to akadri@kentville.ca . **This shall be the only accepted method of proposal submission.** The RFP name and number must be included in the email subject line. Proposals must be accompanied by scanned copies of all required documentation indicated in the RFP. The Town will require the original proposal documents of the selected Proponents to be delivered at a later date.
- Proposals will be opened the afternoon of the closing date. Opening will not be public. A list of respondents will be available the following business day by request to akadri@kentville.ca
- Late proposals shall be returned unopened.
- All proposals shall be and remain irrevocable unless withdrawn prior to the designated closing time.
- All communications and questions for clarification regarding the contents of this RFP shall be forwarded by e-mail to the individuals noted below:

| <i>Main Point of Contact</i> | <i>Alternate point of Contact</i> |
|--|--|
| <p>Dave Bell, P. Eng. <i>Director of Engineering & Public Works</i> 354 Main Street Kentville, NS B4N 1K6 Email: dbell@kentville.ca</p> | <p>Ahmad Kadri, EIT <i>Project Engineer</i> 354 Main Street Kentville, NS B4N 1K6 Email: akadri@kentville.ca</p> |

All requests for clarification must be received in writing by the above at least five (5) working days prior to the closing date to allow written clarification to be issued to all Proponents. Verbal responses are only binding when confirmed by written addenda.

9.2 Proposal Content

Proposals should be concise, but detailed enough to demonstrate how the Proponent's expertise, staff, and resources best meet the needs of the Town as described in this RFP.

The body of the proposal document shall be structured in ordered sections as follows:

- **Corporate Background and Procedures** — Corporate background and general procedures relating to project execution and quality verification/assurance (*limit of two pages*);
- **Corporate Organization** — Description (relative to the requirements of this RFP) of current total staffing, office locations, and corporate organizational chart;
- **Related Experience** — Related municipal experience, including examples of specific projects with consulting fee value, construction value if applicable, and reference names and contact information (*limit of five pages*);
- **Methodology** — A detailed project methodology should be prepared by the Proponent that describes how the service requirements in Section 4 of this RFP will be implemented, and how projects will generally be managed (*limit of three pages*);
- **Fees and Expenses** — Stipulated price as per Appendix B

The appendices of the proposal document shall contain the following:

- Copy of current Certificate of Compliance from the Engineers Nova Scotia and other applicable licensing boards, Such as NSCSA or CFCSA, WCB.
- Initial design concepts for the washroom and bike shelter for evaluation.

9.3 Evaluation Process

All submissions received prior to closing will be evaluated according to the procedure outlined in this section. A Review Panel consisting of Town of Kentville staff will evaluate all proposals using the criteria set in 9.4.

9.4 Evaluation Criteria

Proposals will be evaluated and ranked according to the following criteria:

PROJECT UNDERSTANDING AND METHODOLOGY – 15%

- The proposal should show an understanding of project objectives.
- Have all project components addressed.
- Enough detail to ensure methodology is well thought out.
- Innovative approaches.

TECHNICAL ABILITY – 25%

- Experience and proven ability with similar projects;
- Description of similar municipal projects with references.

PROJECT TEAM – 25%

- Team experience with similar projects;
- Human resources and qualifications of key personnel, including back up personnel;
- Communications and reporting procedures and availability of key staff.

FEES AND EXPENSES – 25%

- Stipulated price as per Appendix B

QUALITY OF PROPOSAL – 10%

- Level of effort, presentation, and thoroughness.

10. TERMS AND CONDITIONS

10.1 Services to be Performed

10.1.1 General

By submitting a proposal in response to this RFP, the Proponent agrees to abide by the terms and conditions outlined in this RFP. All proposals shall remain irrevocable unless withdrawn in writing prior to the designated closing time.

10.1.2 Qualification

The selection of any Proponent as a qualified firm or individual, and/or the receipt of written notification of selection, shall not constitute a contract between the proponent and the Town,

10.2 Privilege

The Town of Kentville reserves the right to:

- Suspend or cancel the RFP at any time, and for any reason without penalty.
- Reject any and all Proposals or accept any Proposal or part thereof, and may award all or a portion of the work to one or more Proponents.
- Waive any informalities, formalities, technicalities or to reject any or all proposals based on the Proponent's lack of proven experience, performance on similar projects or the suitability of proceeding with the execution of the work.
- If more than one Proponent submit Proposals in substantially the same amount or score, the Town of Kentville may, at its discretion, call upon those Proponents to submit further Proposals, additional documentation, or participate in a formal interview process.
- No term or condition shall be implied, based upon any industry or trade practice or custom, any practice or policy of the Town of Kentville or otherwise, which are inconsistent with the provisions contained herein.

10.3 Confidentiality

- This document may not be used for any purpose other than the submission of a 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 in the Form of Proposal that the Proponent considers to be "personal information" or "confidential information" of a proprietary nature should be marked confidential and will be subject to appropriate consideration of the *Municipal Government Act* as noted above.
- The work described in this RFP is being conducted with public funds, and the fees and expenses proposed in the Proponent's submission will be made public.

10.4 Law

- The law applicable to this RFP and any subsequent agreements shall be the law in force in the Province of Nova Scotia at the time of execution.
- 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 acts 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 Proponent or its employees.

10.5 Proposal Submission and Evaluation

10.5.1 Proposal Preparation

All expenses incurred in the preparation and presentation of a response to this RFP, and future RFPs by invitation to the successful Proponent relating to the scope of this RFP, are entirely the responsibility of the Proponent. This includes, but is not limited to labour, materials, expenses, and the cost of site visits where applicable.

10.5.2 Method of Submission

Submit responses as described in Section 9.1 of this RFP. Submissions by any other method will not be considered.

10.5.3 Completeness

It is the Proponent's responsibility to ensure that their proposal is complete and is delivered to the Town of Kentville by the date and time indicated. Proposals submitted after the above noted time will not be considered.

10.5.4 Changes to Submission

Changes in a submission will only be considered if submitted in writing, and providing such change is received by the Town of Kentville prior to the established closing date and time. Changes to a submission will not be accepted after the established closing date and time.

10.5.5 Data and Documents

All data and information collected and work products either directly for, or in support of the work outlined in this RFP, are and shall remain the property of the Town of Kentville.

10.5.6 Conflict of Interest

The Town of Kentville reserves the right to disqualify Proponents if there is an existing or recent business or personal relationship which can be perceived as causing a conflict of interest. Proposals shall contain a declaration of conflict of interest if applicable.

10.5.7 Contact

Any attempt by the Proponent or any of its employees, agents, contractors, or representatives to contact members of Town Council or Staff not identified in this RFP may lead to disqualification.

11.LEVEL OF EFFORT

Consultants are advised that Town of Kentville staff will try to be available for meeting throughout the proposal call as schedules permit. The proposal should be all-inclusive, and Consultants should not rely on Town of Kentville staff resources for any purpose other than reporting and direction. A site visit is strongly recommended.

12. APPENDIX A

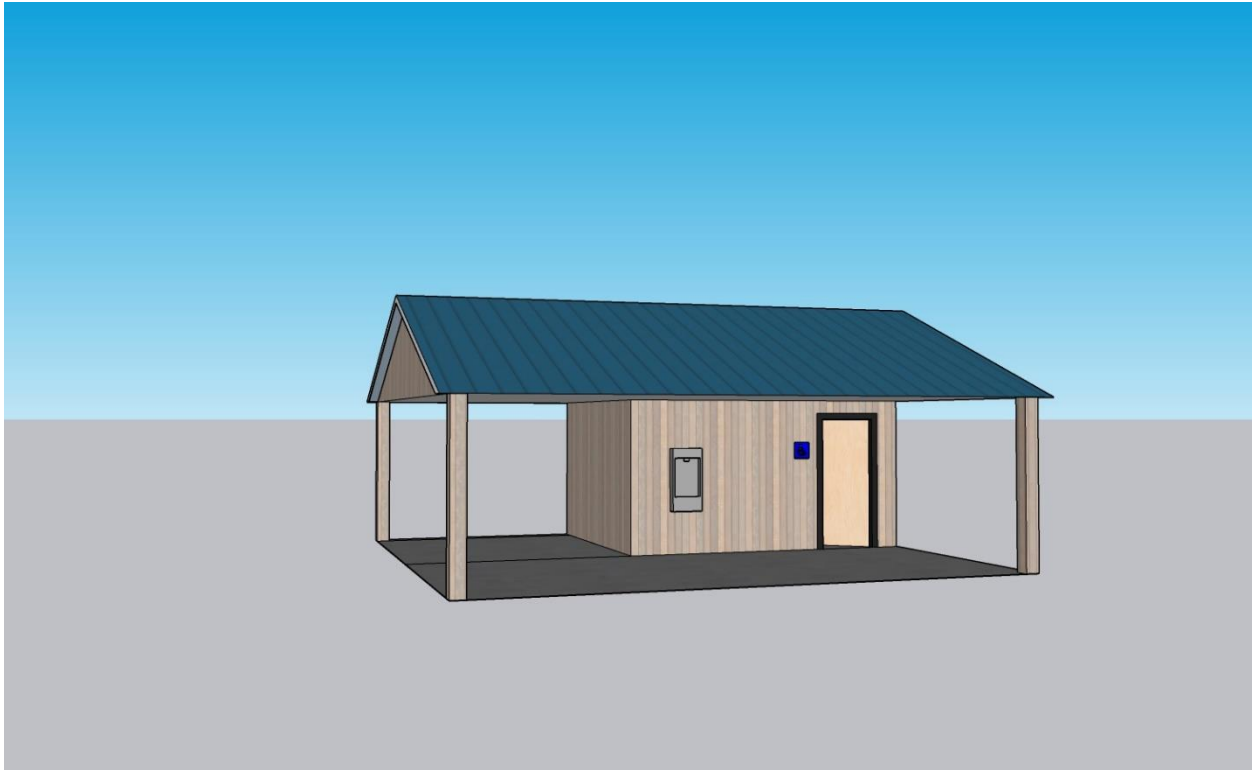


Figure 2 Front Elevation



Figure 3 Top View

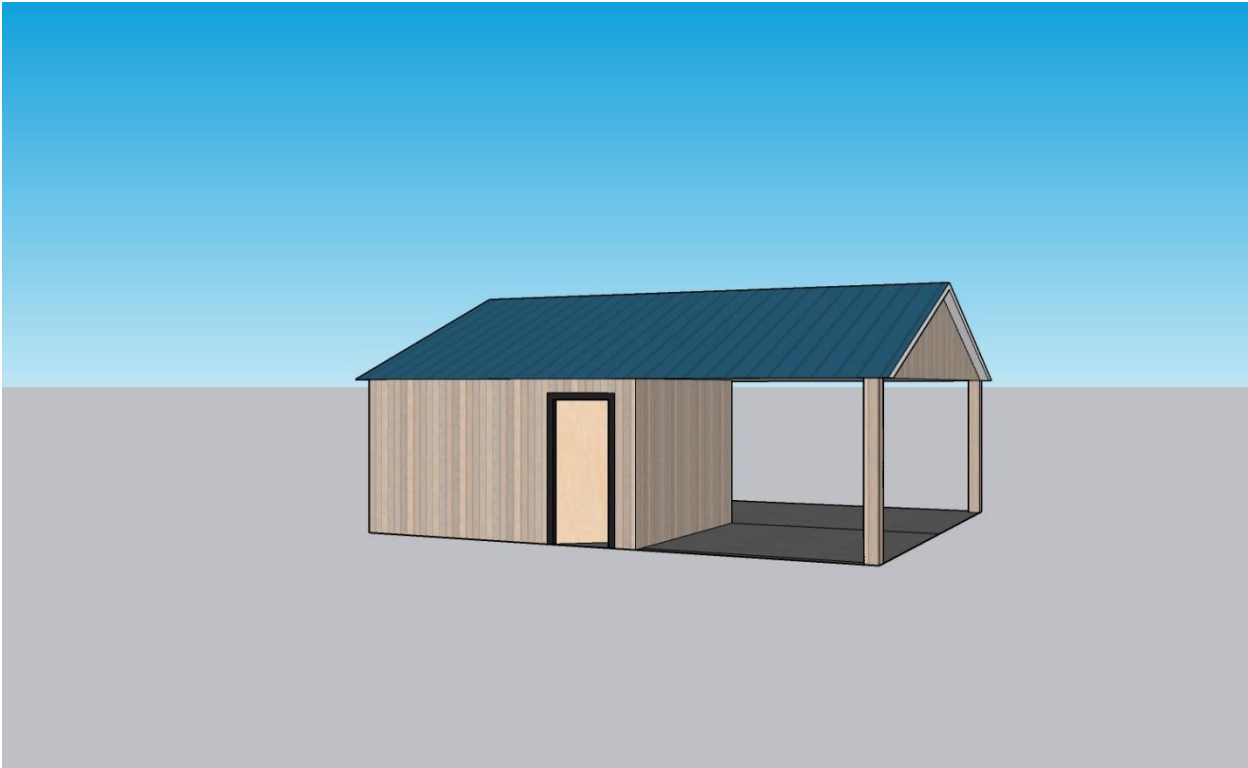


Figure 4 Rear Elevation

13. APPENDIX B

I/ we have read and understood, having carefully examined the Request of Proposal, for the above stated project.

Proponent Business Name: _____

Address: _____

Authorized Signature (S):

| Signature | Name | Title |
|-----------|------|-------|
| | | |
| | | |
| | | |
| | | |

Date: _____

Telephone: _____

Email Address: _____

For the purpose of evaluation, the Proponent submits the following schedule:

| ITEM No | ITEM DESCRIPTION | UNIT OF MEASURE | TOTAL PRICE |
|------------------------------------|---|-----------------|-------------|
| .1 | Design and Provide Construction ready documents (Permits) | LS | |
| .2 | Complete Construction | LS | |
| Subtotal (no HST) | | | |
| Add HST (15%) | | | |
| Total Price | | | |
| Tenderer's HST Registration Number | | | |

Completion Time

Tenderer agrees to complete the work within _____ weeks of written notification of award.

Attach Appendix B to your proposal.