



REQUEST FOR PROPOSALS

**DESIGN CONSULTANT & CONSTRUCTION MANAGEMENT
SERVICES**

RENOVATIONS TO TOWN HALL BUILDING

PROPOSALS WILL BE RECEIVED NO LATER THAN:

10:30 AM, WEDNESDAY, JANUARY 21ST , 2026

1. PROCUREMENT OVERVIEW

1.1 Owner

The Owner is the Town of Kentville (the “Municipality”).

1.2 Project Description

The Municipality intends to undertake renovations to the existing Kentville Town Hall building to address operational deficiencies, specifically:

- 1) Accessible entrances at the front and rear of the building
- 2) Relocating Council Chambers functions to the Main Floor
- 3) Upgrading select washrooms to be Barrier Free
- 4) Addressing specific Barrier free path of travel issues
- 5) Optimizing office layouts
- 6) Upgrades to exterior facade
- 7) M&E upgrades (new RTUs and new wet pipe sprinkler system throughout)

Reference Appendix A for Concept Sketches detailing location and extent of renos

1.3 Delivery Model

This Project will be delivered using a Construction Management delivery model. Be advised that the Town of Kentville wishes to engage the professional services of a qualified **Prime Architectural Consultant team** with subconsultant team and **Construction Management Firm** for the design and renovations to the existing Town Hall in Kentville, NS

- The Prime Architectural Consultant will be retained under a RAIC Client–Architect Agreement.
- The Construction Manager will be retained under CCDC 5B – Construction Management Contract.
- Two separate contracts will be executed, both reporting directly to the Municipality.

1.4 Joint Proposal Requirement

Proponents shall submit one (1) coordinated proposal consisting of: one Prime Architectural Consultant (lead proponent) and one Construction Management firm

2. PROJECT OBJECTIVES

The Project objectives include:

- Barrier-free access and code compliance
- Functional relocation of Council Chambers to the main floor
- Improved operational efficiency of staff spaces
- Upgraded building envelope and façade elements on front of building
- Modernized mechanical and electrical systems in select areas
- Maintaining uninterrupted municipal operations during phased construction

3. PROJECT INFORMATION

3.1 Location

Kentville Town Hall, Kentville, Nova Scotia

3.2 Budget

Indicative Construction Budget: \$2.0 million (excluding HST) **This INCLUDES all hard costs for the works and Division 1 costs, consultant design / CA costs as well as design development contingencies.**

It does NOT include the \$450K Cash Allowance being carried for FF&E, AV Equipment and Owner's Project Manager costs.

3.3 Schedule

Proponents shall submit a detailed design and construction schedule based on:

- Anticipated contract award: February 1, 2026
- Council meeting recess during July and August
- Summer relocation of Council Chambers

4. SCOPE OF SERVICES – DESIGN CONSULTANT

Unless specifically modified herein, services shall be performed in accordance with standard professional practice for similar municipal projects in Nova Scotia.

4.1 Pre-Design / Feasibility

- Site review and document review
- Options analysis
- Class C cost estimate (by CM)
- Implementation strategy, Phasing Plan and Master Schedule

4.2 Schematic Design

- Development of viable design options
- Code and by-law review
- Class C cost estimate update (by CM)
- Design review presentation

4.3 Design Development

- Coordinated architectural and engineering drawings
- Class B cost estimate (by CM)
- Updated schedule
- Commissioning planning

4.4 Construction Documents

- 66%, 99%, and Final construction documents
- Permit-ready drawings and specifications
- Class A cost estimate (by CM)

4.5 Tender Support

- Assistance with CM trade tendering
- Addenda preparation
- Bid evaluation support

4.6 Construction Administration

- Site reviews, RFI responses
- Attend site meetings
- Assistance with systems commissioning
- Shop drawing review
- Change management
- Progress claim certification

4.7 Post-Construction & Warranty

- Deficiency reviews
- Record drawings – digital
- Warranty inspections

5. SCOPE OF SERVICES – CONSTRUCTION MANAGEMENT

5.1 Pre-Construction

- Budget development and cost control
- Constructability reviews
- Value management
- Trade packaging and phasing strategy

5.2 Construction Phase

- All typical Prime Contractor responsibilities
- Schedule control
- Quality management
- Safety management
- Trade coordination

5.3 Commissioning & Closeout

- Systems commissioning
- Training coordination
- Turnover documentation
- Substantial and total performance support

6. PROJECT ADMINISTRATION

6.1 Owner's Representative

The Municipality's Project Manager is the sole point of contact.

6.2 Communication

All communications shall flow through the Project Manager.

6.3 Deliverables

All deliverables shall be provided electronically:

- Reports: Word and PDF
- Drawings: AutoCAD and PDF
- Specifications: NMS or Word
- Schedules/Budgets: Excel and PDF

7. SUBMISSION REQUIREMENTS

7.1 Mandatory

- Licensed Architect in Nova Scotia (or eligible), Mechanical Engineer, Electrical Engineer, Structural Engineer and Civil Engineer
- Identified Construction Manager

7.2 Important Dates

RFP Issuance Date: Wednesday, January 7th, 2026

Non-mandatory Site visit: 1:00 pm. Wednesday, January 14th, 2026

Submission Deadline: 10:30 am, January 21st, 2026

Project Commencement: Immediately upon award (dependent upon approval from Council). Allow for a 30 day tender validity period

7.2 Technical Submission

- Relevant project experience
- Key personnel CVs
- Project schedule
- Management approach

7.3 Financial Submission (reference Appendix B)

- Fixed fees by phase
- CM fee
- Site supervision costs

7.4 Submission Specifics

Proponents are required to submit one (1) digital copy via email at the address noted below, clearly marked “**DESIGN CONSULTANT & CONSTRUCTION MANAGEMENT SERVICES - RENOVATIONS TO TOWN HALL BUILDING**” to the contact noted below prior to **10:30 am, Wednesday, January 21st, 2026**

Proponents shall submit their proposals electronically to the Municipality at the following email address: akadri@kentville.ca

Any questions regarding this RFP should also be directed to Andrew Amos andrewamos@eastlink.ca or 902-802-0306.

8. EVALUATION CRITERIA

8.1 Scoring Weightings

• Proponent Experience	20.0 %
• Sub-consultant Experience	12.5 %
• Key Personnel	12.5 %
• Project Schedule	20.0 %
• Management of Services	10.0 %
• Cost of Services	<u>25.0 %</u>

Total: 100.0 %

8.2 Opening

Since price is not the only criterion on which proposals will be evaluated, there will not be a public opening of proposals.

8.3 Rejection of Proposal Submissions

A proposal submitted in response to this Request for Proposals may be rejected and the proposal not considered if the proposal:

- a) Does not contain any addendum(s) that have been issued by the Municipality.
- b) Is the second proposal submitted by the same proponent, in which case all proposals submitted by the submitter shall be rejected;
- c) Omits any information required by, or fails to comply with, any provisions of the Request for Proposals document.

Note: The Municipality reserves the right to reject any or all proposals and to negotiate separately with any source whatsoever in any manner necessary to serve the best interests of the organization.

9. COMMERCIAL TERMS

9.1 Agreement

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.

9.2 Privilege

The Municipality reserves the right to:

- a) Modify the terms of this RFP at any time at its sole discretion.
- b) Suspend or cancel the RFP at any time for any reason without penalty.
- c) Reject any or all proposals, not necessarily accept the lowest proposal, or to accept any which it may consider being in the best interest of the Municipality.
- d) The Municipality also reserves the right to waive formality, informality or technicality in any proposal.
- e) In the event that a number of submissions are substantially the same amount or score, the Municipality may, at its discretion, call upon those Bidders to submit further bids or to make a presentation to the Municipality.
- f) Award a contract on the basis of the initial offers received, without discussions or requests for best or final offers.
- g) Disqualify bidder(s) 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.
- h) Reject any bidder if after an investigation of the evidence submitted by the bidder fails to satisfy the Municipality that the Proponent is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.
- i) No term or condition shall be implied, based upon any industry or trade practice or custom, any practice or policy of the Municipality or otherwise, which are inconsistent with the provisions contained herein.

9.3 Confidentiality

- a) This RFP document (including all attachments and appendices) may not be used for any purpose other than the submission of an offer. Proponents shall not use information obtained through the RFP process without written permission of the Municipality.
- b) The successful Proponent will be permitted access to files and reports that relate to this RFP. Information pertaining to the Municipality obtained by the successful Proponent as a result of this project is confidential and must not be disclosed without written permission of Municipality.
- c) By submitting an Offer, 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 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.
- d) The work described in this RFP is being conducted with public funds, and the total costs proposed in the Bidder's submission will be made public.

9.4 Law

- a) The law applicable to this RFP and any subsequent agreements shall be the law in force in the Province of Nova Scotia.
- b) 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 Municipality and its employees if they fail to comply, and the Municipality reserves the right to cancel any agreement arising from this RFP if the proponent fails to comply with the above.
- c) The selected firm shall indemnify the Municipality, its officers and employees against any damage caused to the Municipality 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 Municipality, 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.

9.5 Terms of Payment

- a) Payment will be as per the CCDC form of contract and shall be based on an invoice submitted by the successful Proponent and payable following the completion of the scope of work and the receipt of all deliverables.
- b) The Municipality shall have the right to withhold, from any sum otherwise payable to the Proponent, such amount as may be sufficient to remedy any defect or deficiency in the work, pending correction of the same.
- c) Invoices are to be forwarded to:

Andrew Amos, P.Eng.
Project Manager
Catalyst Consulting Engineers Inc.

E-mail: Catalyst@eastlink.ca

9.6 Subcontractors

- a) Proponents are responsible for obtaining Municipality's permission prior to hiring a subcontractor. The Municipality may, for reasonable cause object to the use of a proposed subcontractor and require the Proponent to employ another subcontractor.
- b) All subcontractors employed by the proponent will be subject to the same terms and conditions of the Contract, and will be under the supervision and control of the Proponent. Nothing contained in the Contract shall create a contractual relationship between the Municipality and subcontractor.

9.7 Contract

- a) The successful Proponent shall enter into a CCDC Design Build form of contract within 30 days of award. Except as expressly and specifically permitted in these instructions to proponents, no proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in this RFP and by submitting a proposal, each proponent shall be deemed to have agreed that it has no claim.
- b) Unless otherwise noted in previous sections, the contract can be terminated for convenience by the Municipality at their sole and unfettered discretion.

9.8 Notice to Perspective Proponents

- a) The information contained in this RFP is supplied solely as a guideline for proponents. While every reasonable attempt has been made to ensure its accuracy, the Municipality does not guarantee or warrant its accuracy, nor is it necessarily comprehensive.
- b) By submitting a response to the RFP, the Proponent represents and warrants that such bid is genuine and not false and collusive or made in the interest or in behalf of any person therein named, and that the bidder has not, directly or indirectly, induced or solicited any other bidder put in a false bid, or any other person, firm or corporation to refrain from bidding, and that the bidder has not in any manner sought by collusion to secure to the bidder an advantage over any other bidder.
- c) If at any time it shall be found that the person, firm or corporation to whom a contract has been awarded has in presenting any bid or bids, colluded with any other party or parties, then the contract so awarded shall be liable to the Municipality for all loss or damage which the Municipality may suffer thereby; and the Municipality may advertise or a new contract and for said labour, supplies, materials, equipment or service. Unauthorized conditions, limitations or provisions attached to a proposal may cause its rejection.
- d) The Proponent, by submitting a bid, shall represent and warrant that he / she has sufficiently informed themselves in all matters affecting the performance of the work or the furnishing of the labour, supplies, materials, equipment, or service called for in the quotation documents; that he/she has checked their bid for errors and omissions; that the amounts stated in his/her bid are correct.
- e) If a written agreement cannot be negotiated within 30 days of notification to the proponent(s) initially selected, the Municipality may, at its discretion, terminate negotiations with the proponent(s) and either negotiate a contract with the next highest qualified proponent or cancel the RFP process and not enter into a contract with anyone regarding the RFP.

9.9 Procurement of Additional Services

The Municipality may procure services from additional Proponents / service providers at their sole and unfettered discretion.

9.10 Proponent Responsibilities

- a) The offer must be signed by the person(s) authorized to sign on behalf of the company and binds the company to the statements made in the proposal.
- b) The Proponent shall confirm in their submission that the Proponent agrees to abide by the terms and conditions outlined in the RFP. Submissions which do not have this confirmation will not be considered.
- c) Proposed subcontractors and or consultants must be listed with attached resumes. A joint proposal submission must indicate which Proponent has overall responsibility for the offer. If a Proponent wishes to submit alternative options, each option is to be submitted as a separate proposal.
- d) The Proponent is entitled to amend its proposal at any time before the closing time. After the closing time, the consultant will not change the wording or content of its proposal and no words will be added to or deleted from the proposal, including changing the intent or content of the presentation of the proposal, unless requested by the Municipality.
- e) The Proponent shall not transfer responsibility to meet the obligations of the contract to a third party without the written consent of the Municipality.
- f) Proponents are solely responsible for their own expenses in preparing the proposal, presentation of the proposal, and any travel costs incurred in presentation and/or interviews and negotiating a contract.
- g) It is the Proponent's responsibility to ensure that their submission is complete and is delivered to the Municipality by the date and time indicated. Proposals submitted after the above noted time shall be returned unopened.
- h) Except as expressly and specifically permitted in these instructions to proponents, no proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in this RFP and by submitting a proposal, each proponent shall be deemed to have agreed that it has no claim.

9.11 Quotations & Payment

Prices must be in Canadian funds, and shall include all handling, freight, duty, and any other charges, which are applicable at time quotation is awarded. It is the responsibility of the Proponent to find out from the appropriate authorities what rates and charges are applicable to this quotation.

9.12 HST

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

9.13 Insurance and WCB

The Proponent acknowledges that he/she is an independent Contractor and shall, indemnify, protect and save harmless the Municipality, its agents and employees from all damages, liabilities and claims of whatsoever nature arising out of the furnishing by the Proponent, its agents or employees of the materials and/or performing of the services covered by this RFP. The Vendor remains responsible for maintaining the required insurance even if the certificates are never exchanged and/or requested.

It is also expected that bidders shall be in good standing with the Workers' Compensation Board of Nova Scotia at all times when providing the service outlined herein or, if exempt, provide written proof thereof.

9.14 Inquiries / Contact / Addenda

- a) All inquiries about the RFP must be directed to the PM at least five (5) business days prior to the submission date, (through e-mail, which receipt shall be confirmed) to:

Andrew Amos, Project Manager
Catalyst@eastlink.ca

- b) Copies of all questions and answers and any addenda will be uploaded to the Provincial Procurement Website no later than three (3) business days prior to the Final Submission date.
- c) Only formal written responses to properly submitted questions will be binding on the Municipality.
- d) All responses by the Municipality (addenda) will form part of the Request for Proposal process.
- e) Vendors may be advised by addenda, via the website at <https://novascotia.ca/tenders/tenders/ns-tenders.aspx>, 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.

9.15 Notification

Submissions will be assessed and proponents may be contacted to answer questions or to present their proposal. The unsuccessful respondents will be informed in writing.

9.16 Contract Award

The award of this RFP is conditional upon the successful respondent entering into an agreement to perform the services and other obligations as required by this RFP.

9.17 Fees

Fees shall be all-inclusive for the stated scope. Additional compensation requires written approval.

9.18 Cash Allowance

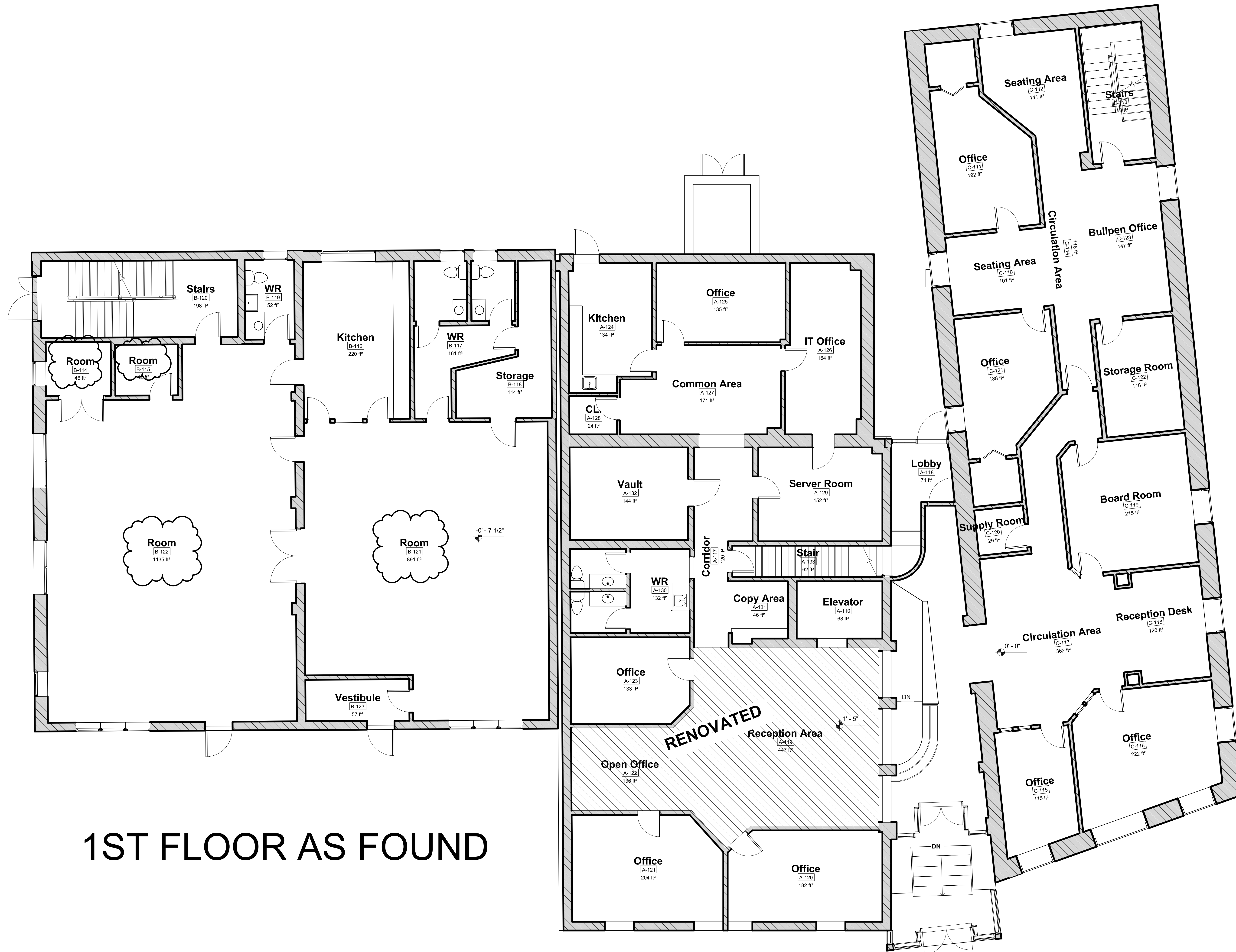
The \$450,000 cash allowance will be administered by the Municipality.

9.19 Insurance

Insurance shall align with RAIC and CCDC 5A requirements.

END OF REQUEST FOR PROPOSALS

APPENDIX A – SCOPE OF WORK



1ST FLOOR AS FOUND



1 NEW FLOOR PLAN – LEVEL 01
A-1 SCALE 3/16"=1'-0"

STAMP:		
NO.	REVISION	DATE

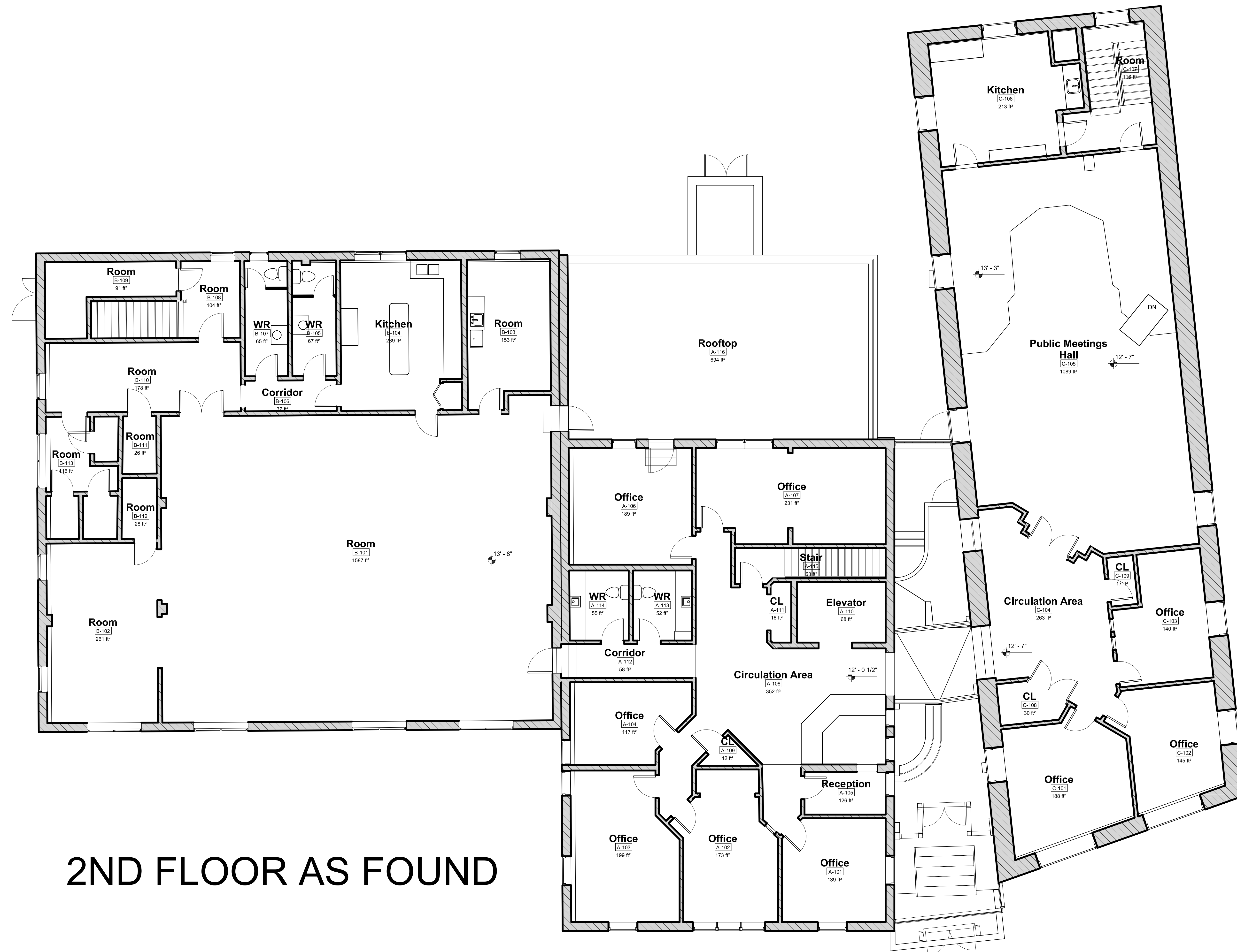
PROJECT:

KENTVILLE TOWN HALL - RENOVATIONS
354 Main Street,
Kentville, NS

TITLE:

NEW RENOVATIONS:
FLOOR PLAN - LEVEL 01

DRAWN BY:	DATE:
LRM	DECEMBER 3, 2025
AA	SCALE: AS SHOWN
PROJECT NO:	CAD REF:
2025-009	
REV. NO:	DWG. NO:
0	A-1



2ND FLOOR AS FOUND



DRAWN BY: LRM		DATE: DECEMBER 3, 2025	
AA		SCALE: AS SHOWN	
PROJECT NO: 2025-009		CAD REF:	
REV. NO: 0	DWG. NO: A-2		

A-2

APPENDIX B

FINANCIAL SUBMISSION FORM

COST OF SERVICES

**Project Title: DESIGN CONSULTANT & CONSTRUCTION MANAGEMENT SERVICES
RENOVATIONS TO TOWN HALL BUILDING**

Name of Proponent _____

REQUIRED SERVICES

Fixed Fee

<u>SERVICES</u>	<u>FIXED FEE</u>
CONSULTANT – PRE DESIGN	\$.....
CONSULTANT – SCHEMATIC DESIGN	\$.....
CONSULTANT – DESIGN DEVELOPMENT	\$.....
CONSULTANT – 66% WORKING DRAWINGS	\$.....
CONSULTANT – 99% WORKING DRAWINGS	\$.....
CONSULTANT – 100% WORKING DRAWINGS	\$.....
CONSULTANT – TENDER PHASE	\$.....
CONSULTANT – CONTRACT ADMIN	\$.....
 CONSTRUCTION MANAGEMENT – PRE CON	 \$.....
CONSTRUCTION MANAGEMENT – CONSTRUCTION PHASE	\$.....
CONSTRUCTION MANAGEMENT – SITE SUPERINTENDENT	\$.....

Cash Allowance \$..450,000...

TOTAL FIXED FEES (Fixed Fees + Cash Allowance) **\$.....**

All other Division 1 / General Requirement costs will be charged on a pass through basis. In the event that the CM provides General labour, these costs will be reimbursed as to actual costs plus burdens for benefits, typical employment costs, etc... but not any OH&P – this must be included in the Construction Management Fee

The Cash Allowance will be used by the Municipality for the purchase of some limited FF&E, AV Equipment and the services of their contracted Project Manager.