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**MUNICIPALITY OF THE COUNTY OF**  
**ANTIGONISH**

# Request for Proposals

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**MCARFP0717-2 Request for Proposals –  
Accessibility- Entrance and Audit.**

Tammy Feltmate

8/1/2017

MUNICIPALITY OF THE COUNTY OF  
**ANTIGONISH**

Name of Request for Proposals: **MCARFP0717-2 Request for Proposals –Accessibility- Entrance and Audit.**

Location of Work: Municipality of the County of Antigonish Administration Building at 285 Beech Hill Rd, Antigonish.

Tender Closing Date: Friday Aug 18th at 12 noon

Closing Time: 12:00 pm (noon)

Opening Time: 12:00 pm on closing date; immediately following closing, **not** a public opening.

Date: August 1, 2017

All proposals will be accepted until 12:00pm, noon, local time, AST, Friday August 18, 2017 by **Tammy Feltmate, Director of Sustainable Communities, of the Municipality of the County of Antigonish**, and are to be submitted with the completed application form found within this document. Once a proposal is accepted for the build component of the project a 10% deposit will be required to secure the job.

Proponents are solely responsible for the delivery of their proposals in the manner and time prescribed. Proposals received after the time and date stated will be rejected. Proposals may be accepted in person, at 285 Beech Hill Rd or electronically to [tammy.feltmate@antigonishcounty.ns.ca](mailto:tammy.feltmate@antigonishcounty.ns.ca) with **MCARFP0717-2 Request for Proposals – Accessibility- Entrance and Audit** in the subject title. Electronically submitted applications should still include the application form found in this document.

Following the Municipality's **Policy 16- Procurement and Sustainable Purchasing**, evaluation of all proposals will be based on best value and the principles outlined in section 5 of the Policy. Other factors that will be a considered include proposal compliance, calendar/ timeline of work, qualifications, price, references and when applicable warranty.

The Municipality of the County of Antigonish reserves the right to accept any proposal or component of any proposal which in its discretion deems to provide best value; **or** to reject any or all proposals for any reason.

### **Organizational and Community Profile**

The Municipality of the County of Antigonish is a rural municipality located in northeastern Nova Scotia. It is bordered by the Northumberland Strait and St. George's Bay to the north and Guysborough County to the south. The Town of Antigonish – a separate political jurisdiction – is located in the centre of the County. The Municipality and Town have intertwined infrastructure and share and cooperate on a significant number of services.

The Municipality has a population of approximately 15,500, including peoples and communities of First Nations, Acadian, Dutch, Scottish, and African Nova Scotian decent, in addition to a growing immigrant population. Approximately 25% of the population are under the age of 20, and 17% are 65 or older. This make-up contributes to a rich cultural history and a strong sense of community.

The Municipality has a strong reliance on its' natural resources; agriculture, fisheries and forestry feature prominently in the local economy. These sectors combined with St FX University, St. Martha's Hospital and a strong retail service industry are the main means of employment. Antigonish County is also home to a vibrant artisan community, resulting in a multitude of festivals and celebrations.

Local governance and administration is provided by a warden and council (ten elected officials in total; one per district; ten districts) with management of municipal staff led by the Municipal Clerk Treasurer. The Municipality is responsible for the provision of the following services:

- Property taxation and collection, including the collection of levies for water, sewer and fire services.
- Operations of two water utilities serving multiple communities.
- Sewer services in the communities of Lower South River, Heatherton, St. Andrews, Pomquet, Havre Boucher and the Fringe area.
- Solid waste collection and management including the operation of the Beech Hill Transfer Station.
- Construction and maintenance of all municipal roadways and sidewalks.
- Recreation, cultural and community programming.
- Land use planning and development through the Eastern District Planning Commission.

In 2016/17, the Municipality has approved an operating budget of \$13,770,000.

**Scope of Work** includes but is not limited to the following. You may respond to any or all of the work required in your proposal. Please indicate in any submission the components you are responding to and equipped to complete.

1. Design a plan for an accessible pedway running parallel to the municipal administration building from the current upper parking lot to the main entrance that meets and exceeds Canadian Building Code, and Bill No. 59, **Accessibility Act\***, An Act Respecting Accessibility in Nova Scotia; Nova Scotia Building Code Regulations (NS Reg 26/2017). Pedway should be at or around 2.13m or 7ft wide, have a railing and be aesthetically pleasing,
2. Build the pedway including entrance point from upper parking lot.
3. Removal and disposal of existing ramp in front of building, once pedway is complete,
4. Evaluation and Audit of accessibility of the Municipal Administration Centre at 285 Beech Hill Rd.
5. The contractor is responsible for maintaining a clean, safe work site and responsible for clean- up and disposal of waste throughout project and at project completion.

**Entrance:**

We require a proposal that will meet and exceed the needs of all community members to safely, and easily access our building and therefore our services. We are seeking a simple, easy to maintain, design and build of a level pad that will run parallel to the building from the upper parking lot (currently staff parking) to the main entrance. We are open to materials.

**Evaluation and Audit:**

Accessibility is important to the County and we are working to ensure we are open to all community members. One step in this process is undergoing an evaluation and audit of our Administration Building at 285 Beech Hill Rd, Antigonish. A baseline is required for a plan to be developed. We are seeking an evaluation to help set this baseline and an audit to provide a full picture of the work and time required to improve accessibility in our building. Please detail how you would conduct an evaluation and an audit the timelines with each as well as how the final report/ feedback would be delivered.

**General Standard Terms and Conditions**

1. The contractor is responsible to ensure all materials, supplies etc provided are new and of the highest quality. The contractor is responsible for all work to conform to professional standards of care and practice during the work. As well as be of the highest quality and be free from all faults, defects and errors.
2. The work shall be performed in accordance with all applicable municipal, provincial and national regulations and codes. The contractor accepts liability for any work required to complete the job or rectify deficiencies in accordance with such codes and indemnifies the Municipality of the County of Antigonish in the event of injury, damage, claim or action, arising from the contractor's failure to comply with all regulations and codes. In any case of conflict or discrepancy, the most stringent requirements shall apply.
3. The contractor/ successful proponent is responsible to obtain all permits, if applicable to ensure compliance with all codes and regulations, and bylaws. Included in this responsibility are regulations under the Nova Scotia Occupational Health and Safety Act and Regulations.  
<http://nslegislature.ca/legc/statutes/occupational%20health%20and%20safety.pdf>  
The contractor/ successful proponent must provide (where applicable to firm or contractor) proof of good standing status with the Workers Compensation Board (WCB) for the duration of the contract, and provide proof of an issued or interim Certificate of Recognition from Nova Scotia Occupational Health and Safety. Up to date fall protection training is necessary dependent on equipment used for this Tender Project. Certified copies of all certificates must be submitted to the Municipality prior to contract start.
4. In the event the contractor/ successful proponent fails to perform any work in accordance with specifications or leaves work unfinished, the Municipality of the County of Antigonish may enlist another, whom they deem fit, to complete the work. The

contractor/ successful proponent is liable for the cost this incurs the Municipality and the amount will be deducted from the price of the job or payment for the job completed.

5. In addition to these general Terms and Conditions this Tender is subject to Atlantic Provinces Standard Terms and Conditions for Goods and Services, <http://www.atlanticsuppliers.ca/acts-regulations/atlantic-provinces-standard-terms-and-conditions-goods-and-services/#2>.

**Project Close-** Prior to final payment there will be an inspection of the work to ensure that it is complete and satisfactory. All major and minor defects or deficiencies will be listed for correction or completion and work will be corrected or completed before project is closed and payment made.

### **Indemnification**

The selected proponent/ contractor shall indemnify the Municipality of the County of Antigonish, its officers and employees from and against all claims, damages, losses, costs, suits, proceedings or actions arising from, out of or in relation to improper acts in execution of the work. It is the responsibility of the contractor to maintain and pay for liability insurance for the duration of the contract/ agreement in an amount that is not less than two million dollars (\$2 000 000) in respect to any one accident or occurrence against claims for property damage, damage to person, death or loss arising from any fault and/ or omission and/or act of the contractor/ proponent. Certificates of Insurance which show the Municipality of the County of Antigonish as an additional named insured shall be filed with the County with the Contract.

### **Warranty**

Contractor / proponent shall warranty all work completed for a period of at least 12 months from date of completion and project closure acceptance, to be free of defects. Any defects or deficiencies shall be addressed within seven business days from notification, at the expense of the contractor/ proponent. Latent defects and deficiencies are the responsibility of the contractor even after final approval and project closure.

### **Project Completion Date**

The project is to be completed by October 30<sup>th</sup>, 2017.

### **Liability for Costs**

Contractors / Proponents are responsible for their own expenses in preparing, delivering or presenting a proposal and for subsequent negotiations with the Municipality, if any. The Municipality will not be responsible for any costs, expenses, losses, damages or liability incurred by any proponent as a result of, or arising out of, the submission or any proposal, or due to the Municipality accepting or rejecting any proposal.



Municipal Building for reference- Circle 1 shows location of upper parking lot for pedway to start; #2 is location of main entrance #3 is the bottom of the current ramp to be removed. Note: this photo is for reference only.

**Response to Proposal Information Form**

1. **Project :MCARFP0717-2 Request for Proposals –Accessibility- Entrance and Audit, Municipal Administration Building at 285 Beech Hill Rd., Antigonish County.**

**Location: 285 Beech Hill Rd, Antigonish County, Nova Scotia, B2G 0B4.**

**Submitted to: Tammy Feltmate, Director of Sustainable Communities**

2. **Proponent:**

<b>Legal Name</b>		
<b>Address</b>	<b>Mailing:</b>	<b>Physical:</b>
<b>Telephone Number</b>	1.	2.
<b>HST Number(if applicable):</b>		<b>GST Number (if applicable):</b>
<b>Project Lead</b>	<b>Name and Title:</b>	<b>Best contact information:</b>
<b>Project Personnel Names:</b> 1.  2.  3.  4.	<b>Position</b>	<b>Qualifications/ Experience</b>

**3. Project Experience/ References :**

Provide references that can provide support to your suitability to this project and or similar projects that were successfully completed. If / when possible provide references that reflect a project of similar or greater in value and size.

<b>Name, Position and Telephone Number</b>	<b>Project Description</b>	<b>Date of completion and length of project.</b>	<b>Project Contract Value</b>
1.			\$
2.			\$
3.			\$



**Pricing & Material-** Describe all materials. Quote in Canadian dollars. All costs expected to be covered in payment should be outlined and included and disclosed here in this proposal document and in any project proposal document you prepare and submit. If a contract is awarded, no funds, no sums will be paid by the Municipality for any reason except those disclosed and agreed upon in the proposal and contract. When and where appropriate attach a project cost outline to the Proposal Application, including a detailed list of all materials, including brands, to be used.

**Total Project Cost (before HST) \$** \_\_\_\_\_

**Material List & Comments:**

**Please indicate if you have attached additional information regarding materials, pricing and project costs.**

**Attachments included:** Yes  No

**Time line for project:**

Once project is awarded, how many work days before this project will be started?

Number of work days: \_\_\_\_\_ before project will be started.

Number of work days for this project to be completed: \_\_\_\_\_ work days, over \_\_\_\_\_ weeks.

As a component of (the build and demolition/ removal of old ramp) this is an outdoor project how many days are built into this schedule for weather complications/ interferences:

\_\_\_\_\_.

Warranty length and description including labor and equipment:

\_\_\_\_\_.

Warranty info:

**Tender submission understanding,**

I submit this tender having read and understood all terms, conditions, and specifications stated in this document and agree to these terms, conditions and specifications for this tender.

Name of Contractor/ Proponent representative (printed or typed):

\_\_\_\_\_

Signature of same Representative:

\_\_\_\_\_

Date: \_\_\_\_\_

Witness Name and Role (print or type):

\_\_\_\_\_

Signature or Witness:

\_\_\_\_\_

Date: \_\_\_\_\_

**Summary of quote:**

Company legal name: \_\_\_\_\_

Address:

\_\_\_\_\_

Contact info:

\_\_\_\_\_

Price quoted for work: \$\_\_\_\_\_ Time proposed to complete work: \_\_\_\_\_ work days over \_\_\_\_\_ weeks.