
MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

MCA – CH2020

Antigonish County Court House – RFP 2020



Tender Document; includes scope of work, conditions and tender application

Name of Public Tender:	Antigonish County Court House RFP 2020
Location of Work:	Antigonish County Court House, 172 Main Street Antigonish NS
Tender Closing Date:	May 29, 2020
Closing Time:	2pm
Opening Time:	2pm on closing date; closed opening immediately following closing
Opening Location:	Board Room, Municipality of the County of Antigonish Administration Building at 285 Beech Hill Road, Antigonish, NS

Built in 1855, the Antigonish County Court House was designated as a National Historic Site in 1981. It is considered to be one of the best examples of the typical mid-19th century maritime courthouse in Nova Scotia. Although it has undergone some modifications, and survived a major fire, the building retains the layout and room functions, as well as the classicized ornamental details on a simple frame, typical of court houses of the period in the province. It continues to serve its original use.

Sealed Bids from contractors will be accepted until **2:00 p.m., AST, Friday, May 29, 2020**, by **Beth Schumacher, Deputy Clerk, of the Municipality of the County of Antigonish**, and are to be submitted with the bid form provided, and saved in .pdf format, with the file name “[vendor name] bid - Antigonish County Court House – RFP 2020”. Bidders are solely responsible for the delivery of their bids in the manner and time prescribed. Bids received after the time and date stated will be rejected. Bids may only be accepted electronically to beth.schumacher@antigonishcounty.ns.ca with **Antigonish County Court House Tender 2020** in the subject title.

Following the Municipality’s **Policy 16 – Procurement and Sustainable Purchasing**, evaluation of all bids will be based on best value and the principles outlined in Section 5 of the Policy. Other factors that will be considered include RFP compliance, calendar / timeline of work, qualifications, price, safety record, references, and when applicable, warranty.

The Municipality of the County of Antigonish reserves the right to accept any bid that is, in its discretion, is deemed to provide the best value; **or**, to reject any or all bids for any reason.

Contractors must take into consideration and adjust their work practices to ensure ALL construction activities are following the on-going (and changing) provincial COVID-19 restrictions issued by the Government of Nova Scotia and federal restrictions issued by the Government of Canada.

Section 1.0 Project Timelines

1. The timing for the work being bid upon should be specified in the bid document. The proposed work has been broken down and is outlined in several sub-sections. Staging of the work will be handled by the Municipality’s construction consultant in order to minimize the disruption to the building’s tenant and to coordinate any elements that are inter-dependent. Work may also be staged in order to prioritize the completion of the front (Main Street) and side (Court Street) facades of the building. Well-defined timelines for the completion of work will a strong factor in choosing the contractor(s) for this project.
2. Exposed surfaces and/or openings shall be protected from inclement weather, to protect the integrity of the building as well as the standard of work. Building security must also be addressed for work involving the removal/replacement of windows and/or doors.

3. Construction schedules may be required to consider noise and access restrictions imposed due to the function of the building as an active courthouse. Further scheduling considerations are noted in the project scope descriptions.
4. Prior to final payment there will be an inspection of the work to ensure that it is complete and satisfactory. The contractor is responsible to notify the Municipality in writing when work is complete, and the Municipality will have up to one (1) week to conduct their inspection and respond in writing to the contractor. All major and minor deficiencies identified in this inspection will be listed for correction or completion and work will be corrected / completed in a timely manner. All deficiencies must be addressed before the project is closed and payment is made.

Section 2.0 Building and Project Background

1. The Building:

Antigonish County Court House is located on the main commercial street in the heart of the Town of Antigonish. Designed and built in 1855 by local carpenter Alexander McDonald, it is a simple, vernacular building with strong Greek Revival influences, consisting of a two-storey wood frame construction fronted by a temple-like pedimented portico. Although it has undergone some modifications, and survived a major fire, the building retains the general layout and room functions, as well as the classicized ornamental details on a simple frame, typical of court houses of the period in the province. It continues to serve its original use.

Key character-defining elements that relate to these values include the following:

- The two-and-a-half storey, rectangular massing under a front-sloping gable roof;
- The wood-frame construction with clapboard siding;
- The symmetrical principal elevation with pedimented portico supported by four large volute columns of the Greek Ionic order;
- The five-bay façade with central principal entrance and regularly placed double-height, multi-pane windows;
- The wooden exterior detailing that includes a prominent pediment, a wide frieze under the eaves, a series of fluted pilasters marking the bays of the façade;
- The double doors of the main entrance with a semi-circular fanlight above;

2. Scope of Project(s)

The Municipality is looking at undertaking extensive exterior renovations to the building, to improve the appearance and energy efficiency of the building, as well as improve general accessibility, reduce maintenance costs, and to support the building's ongoing use as a Provincial courthouse. The colour palette of the exterior of the building is being returned to its historical all-white appearance.

The proposed work has been broken down and is outlined in several sub-sections. Staging of the work will be handled by the Municipality's construction consultant in order to minimize the disruption to the building's tenant and to coordinate any elements that are inter-dependent. Work may also be staged in order to prioritize the completion of the front (Main Street) and side (Court Street) facades of the building. Well-defined timelines for the completion of work will be a strong factor in choosing the contractor(s) for this project.

Bid/Proposal submissions may include one or a combination of all the items noted below, as more than one contract may be awarded at the discretion of the Municipality based on the submissions received. Work to be completed under this contract includes, but is not limited to, the following:

A. Concrete Portico, Steps, and Ramp into Building’s Front Entrance

The front portico of the Courthouse appears to be a hollow poured concrete structure with steps at the front of the building leading to a sidewalk that travels to the town sidewalk on Main Street. A wooden ramp was constructed from the portico to Church Street several years ago. At the front door, wear in the concrete was covered with tiles, which were subsequently covered with wooden decking that also travels down the front steps.

The existing portico would need to be removed in order to allow work to be done on the front sill plate, and the installation of the new portico would be coordinated with the installation of the new door to ensure a level jamb. As the front entry is the only public entrance to the building, and the accessible entrance as well, this work will need to work with the scheduling of the use of the building by the Department of Justice. Temporary access may need to be provided to the building depending on the work schedule for the installation of the ramp. Please include details on the expected number of working days that the proposed work will take.

Quotes are requested for the following with respect to the concrete portico and ramp into the main entrance of the building:

1. To remove the existing concrete portico and steps, ramps and other floor coverings (wood decking, tile) and replace with new poured concrete portico and concrete ramp with railings extending to the front of the building to the town sidewalk on Main Street, as per the drawing prepared for and supplied by the Municipality;
2. To consider the engineering of the building and ensure safe and proper support of the building before, during and after construction.
3. To supply all labour, materials, equipment and tools required to complete the project.

B. South Elevation Sill Plate Repair/Replacement

The sill plate at the front elevation of the building has rotted in areas where the wood has been exposed to moisture. Please include details on any safety requirements of the work proposed, including vacancy of the building during certain stages of the proposed work, a hazard assessment and a safety plan.

Quotes are requested for the following with respect to the sill plate:

1. Repair or replacement of the front elevation sill plate.
2. Restoration of any elements of the foundation or siding damaged or removed as part of the repair; and,
3. To supply all labour, materials, equipment and tools required to complete the project.

C. Main Entry Door and Panel

The main front entry doors of the building are a set of wooden doors with glass divided light panels at the top of each door. A wooden panel piece is located directly above the doorway, with a fan light above. While the fan light has plexiglass on the interior of the window for additional insulation, the doorway and wooden panel are not weather-tight and allow for a significant amount of heat loss. Replacement of the doors and panel are sought, of a similar appearance to what is there now, but providing greater security, reducing heat loss, and allowing for the eventual installation of an automatic door opener to meet provincial accessibility requirements.

Quotes are requested for the following with respect to replacement of the wooden doors and the wooden panel above the door detailing:

1. To replace the front (Main Street Façade) exterior building doors with fibreglass doors of a similar appearance and design, offering suitable security for the nature of the use of the building, and being compatible with automatic door opening equipment for accessibility obligations.
2. To include and install necessary hardware for the opening/closing of the door, meeting Building Code requirements for a public building (e.g. push-bar egress); and,
3. Removing the wooden panel above the door (to be preserved as intact as possible and surrendered to the Municipality) and replacing it with an insulated panel of similar appearance and design and matching the door.
4. To supply all labour, materials, equipment and tools required to complete the project.

D. Columns

At the front of the building are four large columns of the Greek Ionic order, which are one of the listed character-defining elements of the building. These wooden columns have been repaired but are showing signs of age. Please include details on any safety requirements of the work proposed, including vacancy of the building during certain stages of the proposed work, a hazard assessment and a safety plan.

Quotes are requested for the following with respect to the columns:

1. To replace the columns with columns that are identical in appearance and are a suitable load-bearing strength and material (e.g. fibreglass).
2. To supply all labour, materials, equipment and tools required to complete the project.

E. Windows

The building has fifteen single-hung six-over-six divided light windows on its east and west facades. Several of these windows need repair to their sills, locking mechanisms, and glazing. Windows on the ground floor on the west façade also have security screens installed. The building also has four large windows on its front façade, and two at its rear.

Quotes are requested for the following with respect to windows:

1. To replace all of the existing windows on the building, with a vinyl double-glazed window with grills that mimic or create the appearance of divided lights;
 - a. Windows on the ground floor along Court Street will need to meet Department of Justice security needs, such as a security grill over the window (like what is there now).
 - b. Windows on the east and west facades should be operable, with locking mechanisms and hardware that limits the extent that they can open on upper levels in compliance with the Building Code.
 - c. Windows on the north and south facades (the six big windows) do not have to be operable, given their size and design.
2. To supply all labour, materials, equipment and tools required to complete the project.

Approximate window dimensions and façade drawings can be found in Appendix “A”

F. Clapboard Siding and Wooden Exterior Detailing

The exterior of the building is clad in wood clapboard, which is pitted, warped, and in need of new paint. The building was last fully repainted over a decade ago, using a taupe colour that is not consistent with the historic all-white colour of the building. The paint is now failing extensively, with widespread surface peeling. In 2016 the rear and Court Street facades of the building were repainted quickly in order to minimize damage to the most exposed clapboard. Areas of rot remain visible on the exterior siding and trim, including skirt boards, projecting corners and windowsills.

The Municipality would consider the replacement of the exterior clapboard siding with a material with a comparable visual appearance to wooden clapboard, including a high-quality vinyl siding and trim, to minimize future maintenance expenses. It is the Municipality's wish to return the building to its original all-white colour scheme. Please include manufacturer name, product line details, and colour information when submitting your bid.

Quotes are requested for the following with respect to the clapboard siding and wooden exterior detailing:

1. To refinish the exterior of the building by replacing the clapboard and exterior wooden detailing.
2. To install 1 ½" insulation under the new exterior finish; and,
3. Caulk joints where appropriate to prevent water entry.
4. To supply all labour, materials, equipment and tools required to complete the project.

Section 3.0 General Standard Terms and Conditions

1. The contractor(s) are responsible to ensure all materials, supplies, etc., provided are new and of the highest quality. Materials and methods are to be approved in writing by Antigonish County Municipal Clerk/Treasurer or Deputy Clerk.
2. The contractor(s) is responsible for all work to confirm to professional standards of care and practice, to be of the highest quality and be free from all faults, defects and errors.
3. All work to be performed shall be in accordance with all applicable municipal, provincial, and federal regulations and codes. The contractor(s) accept 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 of requirement shall apply.
4. The contractor / successful bidder will be responsible for securing any permits necessary, including Building Permits that may be required from the Town of Antigonish, to ensure compliance with all codes, regulations, and by-laws.
 - a. 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>

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- b. Up-to-date fall protection training is necessary dependent on the equipment used for this Tender Project. Certified copies of training certificates must be submitted to the Municipality prior to contract start.
 - c. Contractors must take into consideration and adjust their work practices to ensure ALL construction activities are following the on-going (and changing) provincial COVID-19 restrictions issued by the Government of Nova Scotia and federal restrictions issued by the Government of Canada.
 5. The contractor(s) are responsible for maintaining a clean, safe work site and are responsible for clean-up and disposal of waste at project end.
 6. In the event that a contractor 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 original contractor is liable for the cost incurred by the Municipality, and this amount will be deducted from the price of the job or the payment for the job completed.
 7. In addition to these general Terms and Conditions, this RFP 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-good-and-services/#2>.

Section 4.0 Indemnification and Warranty

1. The selected bidder / contractor shall indemnify the Municipality of the County of Antigonish, its officers, and its 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.
2. 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 (\$2,000,000.00) 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/bidder.
 - a. Certificates of Insurance that show the Municipality of the County of Antigonish as an additional named insured shall be filed with the County at the time of the execution of contract.
3. The contractor / bidder shall warranty all work completed for a period of at least five (5) years from the date of project completion and project closure acceptance. Any defects, failures or deficiencies shall be address within seven (7) business days of written notification from the Municipality, at the expense of the contractor / bidder. Latent defects, failures and deficiencies that are directly attributed to the work done by the contractor / bidder, even after final approval and contract closure, are the responsibility of the contractor.

Section 5.0 Bid Submission Directions

1. **Eligible Respondents:** Respondents shall be qualified individuals, legally incorporated entities, or groups formed by such as joint ventures.

Respondents are not entitled to participate in this RFP if:

- They are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities or are in any analogous situation arising from a similar procedure provided for in Provincial or Federal legislation or regulations;
- they are subject of proceedings for a declaration of bankruptcy, for winding-up for administration by the courts, for an arrangement with creditors or for any other similar procedure provided for in Provincial or Federal legislation or regulations;
- they have been convicted of an offence concerning professional conduct;
- they are guilty of grave professional misconduct proven by any means that the County of Antigonish can justify;
- they have not fulfilled the obligations relating to the payment of taxes, Workers Compensation Insurance, Canada Pension Plan or any payments in accordance with laws or by-laws of the Government of Canada, Province of Nova Scotia, or Municipality of the County of Antigonish;
- they are guilty of serious misrepresentation in supply the information required by the Municipality of the County of Antigonish as a condition of participation in any Request for Qualifications, RFP, Tender, or Request for Quotation;
- they have been declared to be in serious breach of contract for failure to comply with obligations in connection with another contract with the Municipality of the County of Antigonish.

2. **Cost of Submission:** The Respondent shall bear all costs associated with the preparation and submission of their bid, and the Municipality of the County of Antigonish will in no case be responsible or liable for those costs.
3. **Closing:** The Municipality of the County of Antigonish may, at its discretion, extend this deadline for the submission of the RFP by amending the RFP Documents, in which case all rights and obligations of the Municipality of the County of Antigonish and Respondents previously subject to the deadline will thereafter be subject to the new deadline.

Any Bids received by the Municipality of the County of Antigonish after the Deadline for Submission will be rejected and returned unopened to the Respondent.

4. **Modification and Withdrawal of the RFP:** The Respondent may withdraw its RFP after submission, provided that written notice of withdrawal is received by the Deputy Municipal Clerk prior to the deadline for submission. No bid may be modified after passing of the Deadline for Submission.
5. **Clarification of Bid:** To assist in the examination, evaluation and comparison of bids, the Municipality may, at its discretion, ask the Respondent for clarification. The request for clarification and its response shall be in writing and no change in substance of the bid shall be sought, offered, or permitted.
6. **Contract:** Neither the submission of a Tender nor the acceptance of the Respondent's bid shall be construed as a contract.

7. **Mandatory Requirements:** Proponents are asked complete the attached Bid Form for inclusion in their submission and provide any documentation noted on the Bid Form. Failure to provide any supplementary documentation will render an application “incomplete” and ineligible for consideration.
8. **Evaluation Criteria:** The following is a general outline of the weighting provided to the applications received:

Item	General Percentage	Notes / Examples
Company	25% - 30%	Experience, stability, qualifications
Quality of Bid	20% - 25%	Effort, Completeness, Detail, Timelines
Price	30% - 35%	Total cost, warranty details
Safety and Safety Qualifications	15% - 20%	Safety Plan, NSCSA Standing and Workers Compensation letter of good standing, demonstrated safety training associated with the position and project

Note: Omission of regulatory information (e.g. proof of insurance, NS Safety certification, Workers Compensation paperwork) may disqualify a proposal from consideration.

Photographs of the Courthouse:



Above: Photograph of the Antigonish County Court House, taken in 2016. Below: The Courthouse prior to the 1949 fire that destroyed the adjacent building (Antigonish Heritage Museum)



Bid Form

1. Company Details:

Legal Company Name (all payments will be made to this party)			
Description of Business (including number of employees and years in business in Nova Scotia):			
Company Address	Mailing:		
	Physical Location (Office):		
Telephone Numbers	Cell:	Landline:	
HST Number (if applicable):		GST Number (if applicable):	

2. Project Team Details:

Name and title of Project Lead:		
Direct Phone Number:		
Direct Email Address:		
Qualifications and Experience:		
Additional Project Staff Names	Positions	Qualifications/Training/Experience
1.		
2.		

3.		
4.		

3. Company Experience / References:

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

Contact Name, Position, and Telephone Number	Project Description	Date of Completion and Length of Project	Project Contract Value
1.			
2.			
3.			

4. Scope of Work Being Bid On:

Please indicate which of the following parts of this tender your bid applies to (highlight all that apply):

- A. Concrete Portico, Steps, and Ramp into Building's Front Entrance**
- B. South Elevation Sill Plate Repair/Replacement**
- C. Main Entry Door**
- D. Columns**
- E. Windows**
- F. Clapboard Siding and Wooden Exterior Detailing**

5. Pricing and Materials:

Provide a project cost outline to the RFP application, including a detailed list of all materials to be used, including brands and colour codes. Quote in Canadian dollars. All costs expected to be covered in payment should be outlined and included and disclosed here in this tender document. If a contract is

awarded, no funds or sums will be paid by the Municipality for any reason except those disclosed and agree upon in the RFP Contract.

Total Project Cost (before HST) \$ _____

6. Timeline for Project:

- a. Once project is awarded, how many workdays before this project will be started? _____ days.
- b. Number of workdays for this project to be completed: _____ work days, over _____ weeks.
- c. As this is an outdoor project, how many days are built into this schedule for weather complications / interferences? _____ days.

7. Additional Information to be Submitted:

- Proof of insurance (a copy of the policy is required)
- Letter confirming status with the Workers Compensation Board of Nova Scotia, including proof of an issued or interim Certificate of Recognition from Nova Scotia Occupational Health and Safety.
- Hazard Assessment and Safety Plan for project being bid on.

8. Number of Bids Submitted:

- a. Electronic submissions must be compiled into one (1) document in .pdf format.

9. Submission Instructions: Sealed Bid documents will be received until the closing date and time, to be delivered by email to:

**The Municipality of the County of Antigonish
Attn: Beth Schumacher, Deputy Clerk
285 Beech Hill Road
Antigonish, NS B2G 0B4
beth.schumacher@antigonishcounty.ns.ca**

Bid submissions arriving after the closing time and date will not be considered and will be returned to the vendor unopened. Faxed and/or verbal responses shall not be considered. Incomplete submissions will not be considered. The vendor will be solely responsible for ensuring that its response is delivered to the correct address in a timely fashion.

10. Bid Submission Understanding:

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

Name of Representative (printed or typed): _____

Signature of same Representative: _____

Date: _____

Witness Name and Role (printed or typed): _____

Signature of same Witness:

Date:

Approximate Window Dimensions

These are approximations – Proponents should undertake their own measurements to ensure accuracy

- Front and rear large windows (6 of these windows on the building)
 - Width 63.5"
 - Height 113.5"

- Side façade windows (15 of these on the building)
 - Width 32"
 - Height 61"

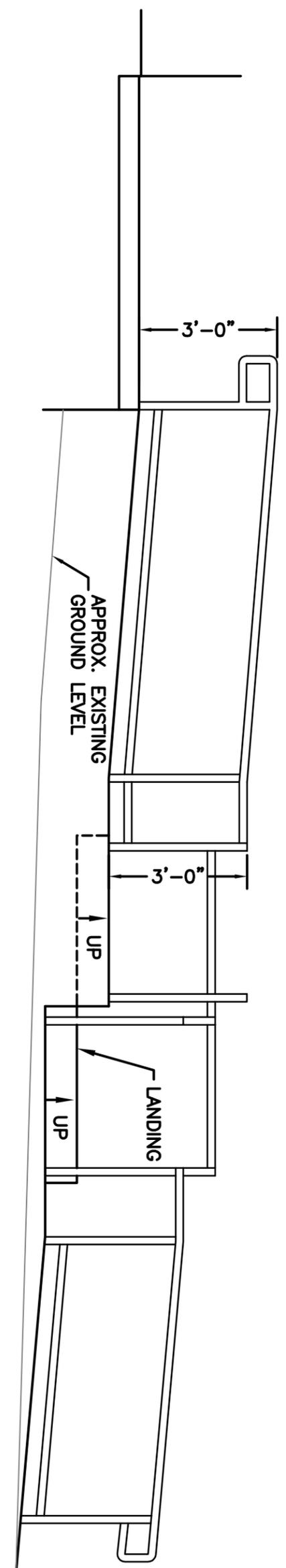
Approximate Front Door Dimensions

This is an approximation – Proponents should undertake their own measurements to ensure accuracy

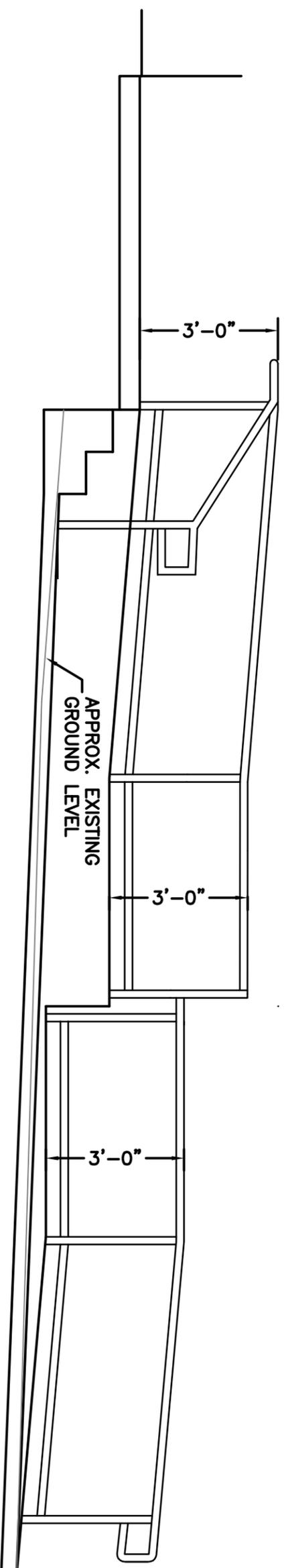
- Frame size: 66 1/16" W x 85" H
- Recommended Rough Opening: 67 1/16"W x 85 3/8" H

Front and side elevation drawings, excerpted from the Building Assessment Study done in 2018, are attached for further reference.

For General Information Only - not for Pricing or Construction. Full drawings will be posted in an Addendum



SECTION ALONG RAMP



SECTION ALONG WALKWAY

