

REQUEST FOR PROPOSALS

RFP-MCC-2207



PARRSBORO INCLUSIVE PLAYGROUND and PARK

Phase 2

PARK PLANNING and DESIGN

Closing Time and Date: 2:00 pm ADT July 15, 2022

Municipality of the County of Cumberland
Upper Nappan Service Centre
1395 Blair Lake Road
Upper Nappan, NS B4H 3Y4

1. Introduction

The Municipality of the County of Cumberland (the “County”) is inviting qualified firms to submit a proposal to provide planning and design services for the development of an inclusive park, located on land totalling approximately 2 acres, at the intersection of Main Street and Eastern Avenue in Parrsboro, Nova Scotia. This will be the second phase of the re-development of the former Parrsboro Town Hall property. The first phase is the construction of an inclusive playground. The contract for the playground design and construction has been awarded, and it is expected construction of the playground will be complete in 2022.

This Request for Proposals (RFP) and any supporting documents supplied with it define both the form and content required of your proposal. We urge you to structure your response in accordance with the terms of this RFP. It will be by these criteria that we will determine whether a Proposal is complete, appropriate and competitive. Proposals that do not conform to these terms and conditions may be given lesser weight than others, or may be rejected.

This document is not intended to limit the content of your Proposal, but rather, to provide a common framework for the Municipality to assess each Proposal in a professional manner in a demonstrably fair process. You may provide unsolicited information if you consider it to be relevant.

Proposal packages may be subject to disclosure under the Province’s “freedom of information” legislation. By submitting a Proposal, the Proponent agrees to the appropriate disclosure of the information supplied, subject to the provisions of the governing law. The Municipality cannot guarantee the confidentiality of the complete content of any Proposal after the procurement has been awarded to the successful Proponent.

The Site

The site is comprised of 3 contiguous parcels of land:

- PID 25214503, the site of the former Parrsboro town hall, containing approximately 44,700 square feet. There is a bandstand; benches; a statue depicting Kluskap, god of Mi’Kmaq legend; an information kiosk; and several art installations situated on this property.
- PID 25214511, approximately 21,500 square feet. A playground (phase one of the redevelopment of the site) is to be constructed on the back 2/3 of this property, with construction expected to be completed in 2022.
- PID 25214560, approximately 21,500 square feet. Tennis courts are located on the back portion of this property and will be retained.

Previously owned and maintained by the former Town of Parrsboro, parts of this property have traditionally been used by local organizations and the community-at-large for a variety of purposes. The bandstand is used extensively for outdoor musical performances and other ceremonies. The local historical society has traditionally used the property to mount a transportation exhibit during the summer months, consisting of antique and model vehicles. In recent years, the local snowmobile organization has used the property to access gas and food services. And most notably, the Parrsboro Playground Society, with the support of the County, has coordinated a major effort to develop a playground on the property. Considerable planning and collaboration with other organizations has gone into this project, plans are complete, and construction is expected to be completed in 2022. This playground is viewed as phase one of the redevelopment of the former Parrsboro Town Hall site.

During the planning for the playground phase, several suggestions and/or themes have been suggested for the property as a whole, and some projects have actually been initiated that are expected to be implemented as part of the park development. It is intended the bandstand and tennis courts will remain in place, as well as an existing information kiosk. In addition to the new playground, the redevelopment is expected to include accessible public washrooms, a fixed roof (full or partial) accessible facility for public gatherings and performances, indigenous art, and education (the "Gathering Facility"). There will also be walking paths, parking, and other amenities determined through the planning process. It is also anticipated there will be space(s) available for displays and interpretation sponsored by various community organizations. Existing trees and mature shrubs are to be retained where possible.

The Vision

Based on needs and interests expressed to date, as well as traditional use patterns, the County's vision for the park reflects the following:

- The park must be as inclusive and accessible as possible. It must be welcoming for local residents, indigenous peoples, and visitors alike. Principles of universal design must be a priority. The Province of Nova Scotia guidelines for fully accessible spaces and facilities must be adhered to.
- The park must serve as an important social and recreational space for local residents as well as an opportunity to introduce visitors to the historical, geological, geographic, and cultural features of the area.
- The park provides an opportunity to inform and educate about the central role the Parrsboro area played in Mi'Kmaq history, culture, and legend. It is anticipated indigenous art, culture and education will be reflected in the park design and building program.
- There is an expectation the park will be developed at a high standard of quality and creativity to reflect the level of interest and excitement for the project within the

community, the visibility of the site, and strategic central location within the community and the Cliffs of Fundy Geopark.

2. Scope of Work

General

The work will include:

- A. Concept development and design services for the re-development of the total Park property, acknowledging the existing location of the Bandstand and Tennis Courts as well as the selected site of the proposed Playground.
- B. The work will also include detailed (tender ready) plans for two specific fully accessible components: public washrooms and the Gathering Facility. Cost estimates and operations and maintenance plans are to be provided for those two components as well.
- C. The proponents are also expected to provide a report outlining the various other amenities determined through the planning process, including a brief description of each component, preliminary cost estimates as well as suggestions/recommendations for each component including such things as dimensions required, interpretive display themes, recommended construction methods/materials, number of parking spaces required, horticulture, maintenance considerations, etc.
- D. One additional important aspect of the work, in keeping with the vision to include indigenous culture and history as a theme in the design process, is the role of the existing Kluskap statue. It is now, approximately 60 years old and is in need of repairs and/or modifications. The proponents are requested to seek advice from representatives of the Mi'Kmaq community (contacts will be provided) and to make recommendations as to the potential to incorporate the statue into other indigenous art and education installations, and whether modification and changes and/or relocation are required.

Process

The County will appoint a Project Manager who will serve as the day-to-day contact and be the only person to provide direction to the successful Proponent. The Project Manager will also assist the Proponent to make contacts in and with the community.

An Advisory Committee will be appointed to provide advice to the Project Manager and to provide information and feedback to the successful Proponent. The successful Proponent will meet with the Advisory Committee before commencing work, during the process to present a preliminary concept plan, and at the conclusion of the project to present the final concept plan and detailed plans for the washrooms and the Gathering Facility.

Concept Development Phase

The successful Proponent will meet with the Advisory Committee and Project Manager at least once prior to commencing work, to ensure a common understanding of the vision, goals, and scope of the project. The Project Manager will arrange a site visit to acquaint the Proponent with the site and local area. The Proponent will make every effort to contact several local organizations (Appendix A) that have expressed an interest in the project to obtain meaningful input to assist with the concept development.

The Proponent will present a preliminary concept plan to the Project Manager and Advisory Committee for input and approval prior to proceeding with the finalization of the concept plan and detailed design for the washrooms and Gathering Facility.

Design Principles and Parameters

The successful Proponent must support in principle the project vision as described in this RFP including themes and elements that reflect the indigenous and natural heritage of the area, the unique geological and geographic features, the current assets and opportunities in the community and area, and the overarching goals of inclusivity and accessibility. The facilities must provide a high-quality experience for residents and visitors as well as promote education and awareness.

Presentation of Final Concept Plan and Detailed Plans

Upon completion of the final concept plan and detailed plans for the public washrooms and the Gathering Facility, the Proponent will present the plans and accompanying report to the Project Manager and Advisory Committee. After subsequent presentation of the plans to Council by the Project Manager and Advisory Committee, the Proponent and members of the Advisory Committee will conduct an open house in Parrsboro for the general public.

Deliverables

The successful Proponent shall be responsible for providing planning and design services, drawings, and presentation materials to the satisfaction of the Steering Committee. Deliverables will include the following:

- Eight hard copies and an electronic copy of the preliminary concept plan prior to the second meeting with the Advisory Committee.
- Eight hard copies and an electronic copy (designed for presentation) of the final concept plan, as well as eight hard copies and electronic copy of the report and recommendations/descriptions/details for the various other amenities identified and included through the planning process, together with Class C cost estimates.

- Two hard copies and an electronic copy of the detailed designs for the washrooms and Gathering Facility, suitable for tender, together with Class A cost estimates.

Project schedule

The schedule provided below is approximate and is provided primarily for guidance. The Project Manager will consider changes if supported by rationale. However, the County is anxious to have this work completed on schedule if possible, to enable the necessary follow-up work to be completed prior to the 2023 building season.

Closing time and date: 2:00 pm, ADT, July 15, 2022

Successful Proponent chosen: July 22, 2022

Initial meeting with Project Manager and Advisory Committee: August 2 - 5

Preliminary concept plans presented to Manager and Committee: September 6 - 9

Completion and final presentation to Manager and Committee: September 26 - 30

Public Open House: October

3. Terms and Conditions

Submission of Proposals

The following is to be used in the preparation and submission of a proposal to provide planning and design services for Phase 2 of the Parrsboro Inclusive Playground and Park project – Park Planning and Design:

- 3.1 Completed vendor proposals and other correspondence must be submitted to:

MUNICIPALITY OF CUMBERLAND
UPPER NAPPAN SERVICE CENTRE
1395 BLAIR LAKE ROAD
UPPER NAPPAN, NS B4H 3Y4

ATTENTION: Ms. Kellie Seaman, Procurement

Proposals may be submitted electronically, in a PDF document, to the below email:

procurement@cumberlandcounty.ns.ca

Any proposals submitted by fax or telephone will not be accepted under any circumstances.

It is the responsibility of the vendor to confirm receipt of their proposal by the Municipality. This email address is for document submission only. The vendor agrees that the electronic signatures of the vendor on this document is intended to have the same force and effective as

manual/original signatures. Delivery of an executed copy of a proposal by electronic means permitted in this request for proposals constitutes valid and effective delivery.

- 3.2 Proposals submitted as hard copy must be in a sealed envelope clearly marked **“Parrsboro Inclusive Playground and Park, Phase 2-Park Planning and Design Services”**.
- 3.3 If submitting a proposal as hard copy, please provide **three** copies of your proposal.
- 3.4 **Closing Time and Date:** Proposals are due and will not be accepted any later than the closing time and date.
- 3.5 Late proposals may not be accepted at the sole discretion of the County. Proposals not accepted due to lateness will be returned unopened.
- 3.6 Proposals must be submitted on firm letterhead duly signed by an authorized person.
- 3.7 There will be no public opening of the Proposals.
- 3.8 **Terms and Conditions:** The terms and conditions of the proposal submitted by you are to remain firm and irrevocable from the closing date for a period of 60 days, and if you receive our letter of acceptance, become part of the contract with the Municipality, expiring at the completion of the project.
- 3.9 Submission of a Proposal indicates acceptance by the submitter of all the conditions contained in this RFP unless otherwise clearly and specifically noted in the Proposal submitted.
- 3.10 The County reserves the right, without prejudice,
 - to accept any Proposal,
 - to reject any or all Proposals,
 - to not be obligated to accept the lowest cost Proposal,
 - to accept any Proposal that it considers to be in its best interests.
 - to waive formality, informality, or technicality in any Proposal.
 - to reject any proposal that it feels incapable of providing the necessary resources to perform the work in a satisfactory manner.

Proponents may be required to demonstrate financial stability, authorization to provide the services being acquired, and/or regulatory agency approval or registration as needed or otherwise clarify the Proponent's capability to satisfy the invitation requirements.

Acceptance may be subject to the approval of the Municipality of the County of Cumberland Council.

- 3.11 No adjustments will be allowed to any submitted Proposals. Proposals, may however, be withdrawn by written request prior to the proposal submission closing date and time.
- 3.12 Late proposals may be rejected at the sole discretion of the County.
- 3.13 The Proponent must be prepared to include in the contract for services any oral or written representations, undertakings or guarantees that are made prior to the final agreement, including the entire response to this RFP, or parts thereof.
- 3.14 Proposals not completed in permanent, unalterable form of print will be rejected.
- 3.15 The County shall pay no fee to any firm for the preparation and delivery of its Proposal in response to this RFP. The County will not be responsible for any costs, expenses, losses, damages, or liability incurred by the Proponent as a result of, or arising out of data/information collection, the submission of any proposal, or due to the County not accepting or rejecting any proposal.
- 3.16 In case of any disputes over the completeness, accuracy and/or interpretation of this RFP, the versions of such documents held by the County will be considered correct.
- 3.17 All inquiries regarding this request for proposals must be directed to:

kseaman@cumberlandcounty.ns.ca

Information, offers, commitments or instruction obtained by any source other than in writing from: kseaman@cumberlandcounty.ns.ca will not be binding on the County.
- 3.18 Enquiries and responses given may be recorded and may be distributed to all other Proponents as an Addendum.
- 3.19 It is the responsibility of all respondents to check the Municipality of Cumberland website (www.cumberlandcounty.ns.ca) and the Nova Scotia provincial procurement website on a regular basis for any addendums or information releases for this RFP.

- 3.20 No addendums or other relevant information related to the RFP will be issued within 72 hours of the RFP closing date.
- 3.21 The successful Proponent will be informed of the acceptance of their Proposal by a scanned and emailed letter, duly signed by an authorized officer of the County. This letter shall contain any adjustments to the Proposal that have been negotiated and agreed to by the parties, and together with this RFP and the Proposal shall form a contract between the parties. If either party requires, the letter of acceptance, RFP, and Proposal shall be incorporated into a contract to be executed by both parties in hard copy.
- 3.22 The County reserves the right to clarify any Proposal after closing by seeking further information from that Proponent, without becoming obligated to clarify or seek further information from any or all other Proponents.
- 3.23 It is mandatory that all submitted proposals comply with Section 4 - PROPOSAL REQUIREMENTS.

4 PROPOSAL REQUIREMENTS

4.1 The Consulting Team and References

- Provide a general description of your firm.
- Indicate the consulting team to be assigned to the work including the names of any sub-contractors or partners that would be utilized, the proposed amount of time each team member, contractor or partner will spend on the project, and the
- Detail the extent of the team's relevant experience.
- List three major municipal clients and references that would relate to this project.

4.2 Work Plan and Schedule

Provide a detailed plan for conducting the work including methodology and a schedule that will conform with the project completion deadline of September 15, 2022. Identify any key milestones including approximate meeting dates required.

4.3 Project Fees

The budget for this phase of the project (Park Planning and Design) is \$25,000 plus HST. The proposal must provide a breakdown of consulting fees and estimated expenses consistent with the work plan, and within the budget. Proposals exceeding the budget will be rejected.

4.4 **Contact**

The proposal must include contact information for the primary contact for the project.

5 OTHER

5.1 **Evaluation Criteria**

Each response to this Request for Proposals will be evaluated by the County to determine the degree to which it responds to the requirements as set out. Because this is a Request for Proposals, other factors in addition to price will be considered when submissions are evaluated. Factors to be considered are as follows:

Criteria	Weighting
Qualifications, References of the Consulting team	20%
Methodology and Approach	20%
Work Plan and Schedule	20%
Understanding of the County’s Vision for the Park	20%
Value for Money Spent	20%

5.2 **Termination**

In the event that the Respondent fails to comply with any of the terms and conditions set forth in this document, the Respondent will be notified in writing and will be given fifteen days to comply with the violated sections. At the expiration of the stated period of time, if the Respondent has not complied with same, to the satisfaction of the County, the Contract will be terminated. Any termination of the contract by the County as aforesaid shall be without prejudice to any other rights or remedies the County may have.

5.3 **General**

Proponents may provide any other information and/or comments which are believed to be relevant for the County to consider in making its decision.

APPENDIX A COMMUNITY ORGANIZATIONS

The following organizations have expressed an interest in the Park and the re-design process. The successful Proponent will be expected to make reasonable efforts to contact these organizations (contact information will be provided) to seek meaningful input to assist with concept development and planning. Other organizations and individuals may also express an interest to provide input, either directly to the proponents or through the Project Manager or the Advisory Committee:

- Parrsborough Shore Historical Society
- Cliffs of Fundy Geopark
- Fundy Geological Museum
- Parrsboro Band Association/The Hall
- Parrsboro Creative
- Parrsboro Community Playground Society
- Parrsboro Board of Trade
- Cumberland County Project Facilitator