

**REQUEST FOR PROPOSALS  
RFP-MCC-2211**

*Design /Build Services – Springhill Outdoor Basketball Court Renovations*



MUNICIPALITY OF THE COUNTY OF CUMBERLAND  
UPPER NAPPAN SERVICE CENTRE  
1395 BLAIR LAKE ROAD, RR # 6  
UPPER NAPPAN, NS B4H 3Y4

July 22, 2022

**CLOSING: August 8, 2022  
2:00 P.M.**

MUNICIPALITY OF THE COUNTY OF CUMBERLAND  
INFORMATION TO PROPONENTS

RFP-MCC-2211

Page 1 of 4

**1. INVITATION AND GENERAL REQUIREMENTS**

The Municipality of the County of Cumberland (Municipality) invites Proposals for the Design/Build, renovation of the Outdoor Basketball Court in Springhill, Nova Scotia.

The existing outdoor basketball court is in disrepair and requires significant renovations to address the uneven playing surface and the aging equipment.

The renovations will include, subject to budgetary constraints, a basketball court, asphalt surfacing, fencing, posts, nets, lighting and benches. (See "Specifications" below for further details)

**2. INSTRUCTIONS TO PROPONENTS**

This request for proposals (RFP) is not a tender call, and the submission of any response to this RFP does not create a tender process. This RFP is not an invitation for an offer to contract, and it is not an offer to contract made by the Municipality.

Though the Municipality fully intends at this time to proceed through the RFP, the Municipality is under no obligation to proceed with the purchase, or any other stage. The receipt by the Municipality of any information (including any submissions, ideas, plans, drawings, models or other materials communicated or exhibited by any intended Proponent, or on its behalf) shall not impose any obligations on the Municipality. There is no guarantee by the Municipality, its officers, employees or Managers, that the process initiated by the issuance of this RFP will continue, or that this RFP process or any RFP process will result in a contract with the Municipality for the purchase of the equipment, service, or Work.

It is the responsibility of each Proponent to ensure their Proposal arrives on time. Any late Proposals will not be accepted. Proposals may be withdrawn at any time prior to opening. Proposals received after the Closing Time or in locations other than the address indicated, will not be accepted and will be returned unopened.

Any Proposals submitted by facsimile, or telephone will **not** be accepted under any circumstances.

Any corrections or additions to any submitted Proposal will not be accepted unless it is initialed by the person signing the Proposal.

All Proposals must be firm for 30 calendar days after the closing date. Price to include any/all delivery charges to Springhill, Nova Scotia.

Any Proposals that do not meet these criteria may be rejected.

The Municipality reserves the right to waive technicalities, reject any or all proposals, or any portion thereof, to advertise for new Proposals, to proceed to do the work otherwise, or to abandon the work.

This Proposal is not intended to exclude standard equipment or materials except where specified.

**3. CLARIFICATION AND ADDENDA**

Notify the Municipality not less than three (3) working days before Proposal closing of omissions, errors or ambiguities found in this document. If it is considered that correction, explanation or interpretation is necessary; a written addendum will be issued. All Addenda become part of the Proposal documents.

Additional information, clarifications or instructions provided to a Proponent that may, in the opinion of the Municipality, be of general interest and any other information or instructions that the Municipality may deem to be appropriate in the circumstances may be incorporated in an Addendum to the Proposal that will be distributed to all Proponents.

Direct all Proposal questions and queries to:

Kellie Seaman  
Phone: 902-664-9243  
kseaman@cumberlandcounty.ns.ca

It is the responsibility of the Proponent to ensure all addenda have been received. Addenda will be posted on the Municipality website at [www.cumberlandcounty.ns.ca](http://www.cumberlandcounty.ns.ca) and the Nova Scotia Public Tenders website at [www.gov.ns.ca/tenders](http://www.gov.ns.ca/tenders). The Municipality will not bear any responsibility for the failure of potential Proponents to obtain all documents before submitting a proposal.

**4. PROPOSAL CLOSING**

Proposals must be received at the Upper Nappan Service Centre no later than August 8, 2022 at 2:00 P.M. - ATLANTIC TIME.

**5. PROPOSAL OPENING**

Proposals will not be opened publicly.

**6. PROPOSAL SUBMISSION**

The Proposal shall be submitted by the following method:

- a) in a sealed envelope, clearly labelled with the proposal number, title, and date/time of closing. Proposals shall be delivered to the address on the cover of this Request For Proposals, no later than the Proposal Closing.

Proponents must submit the following items in the Proposal:

- a) Complete drawing of the court design showing dimensions, locations of fences, poles, lights and benches,
- b) Details of the proposed depth of excavation of the underlying material.
- c) Details of the proposed thickness and type of base material, as well as the level of compaction for the base material.
- d) Details of the asphalt lift depth, type of mix and level of compaction and proposed density of the asphalt.
- e) Completed Proposal Form, and
- f) Any other relevant information that would be helpful in the evaluation process.

7. **EVALUATION OF PROPOSAL**

Selection of the successful Proponent will be based on the following evaluation weighting system.

	<b>Category</b>	<b>Points</b>
1	Qualifications and experience	35
2	Price	35
3	Approach and schedule	20
4	Environmental considerations	10

The Municipality reserves the right to negotiate with a preferred Proponent, or any Proponent, on any details, including changes to specifications and price. If specifications require significant modification, all Proponents shall have the opportunity to adjust their Proposals or re-submit altogether, as determined by the Municipality.

8. **PROPOSAL FORM**

See attached.

9. **SPECIFICATIONS**

- a) removal of the existing asphalt court surface.
- b) excavation of the court area and placement of appropriate base material.
- c) grade and compact base material.
- d) mix, place and compact asphalt in court area (approximately 850m<sup>2</sup>).
- e) remove existing backboards, poles and nets and replace with gooseneck poles, backboards and heavy duty rims.
- f) Paint court lines.
- g) removal of existing fence and supply and install new chain link fence.
- h) provide and Install new lighting.
- i) provide and install players benches.

10. **INSURANCE AND WORKER'S COMPENSATION**

Prior to mobilizing to the site, the Proponent shall present to the Municipality or its designated representative the following:

- a) Certificate of Insurance confirming coverage of Commercial General Liability Insurance in the amount not less than \$1,000,000. The policy shall add the Municipality of the County as an Additional Insured

- b) Certificate of Insurance confirming coverage of Public Liability and Damage Automobile insurance in an amount not less than \$2,000,000 with an endorsement for coverage of all owned and non-owned vehicles
- c) Current Clearance Letter from Workers Compensation Board of Nova Scotia

MUNICIPALITY OF THE COUNTY OF CUMBERLAND  
**PROPOSAL FORM**

RFP-MCC-2211

Page 1 of 1

	Item	Pricing
1	Removal of existing asphalt surface and excavation to _____ mm	
2	Delivery, placement and compaction of base material	
3	Delivery, mix, placement and compaction of new asphalt surface	
4	Fencing - removal of old and delivery and installation of new	
5	Lighting - removal of old and delivery and installation of new	
6	Painting court lines	
7	Benches - delivery and installation	
8	Poles, backboards and nets - removal of old and delivery and installation of new	
	Subtotal	
	15% HST	
	Total	

The Proponent agrees to commence work within 15 days of written notification of award.

Addenda No. \_\_\_\_\_ to \_\_\_\_\_, inclusive were carefully examined.

**SIGNATURES**

DATED THIS \_\_\_\_\_ DAY OF AUGUST 2022.

[Seal]

\_\_\_\_\_  
 Name of Firm Proposing

\_\_\_\_\_  
 Signature of Signing Officer

\_\_\_\_\_  
 Name and Title of Signing Officer (Printed)

\_\_\_\_\_  
 Witness

\_\_\_\_\_  
 Name and Title (Printed)

\_\_\_\_\_  
 Witness

\_\_\_\_\_  
 Name and Title (Printed)

\_\_\_\_\_  
 Company Address

\_\_\_\_\_  
 Telephone No.

\_\_\_\_\_  
 E-mail

**\*\*NOTE:** *Proposals submitted by or on behalf of any Corporation must be signed and sealed in the name of such Corporation by a duly authorized officer or agent of the Corporation.*