

**REQUEST FOR PROPOSALS
RFP-MCC-2215**

Design /Build Services – Cape d'Or Parking Area Renovation and Expansion



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

August 19, 2022

**CLOSING: September 6, 2022
2:00 P.M.**

1. INVITATION AND GENERAL REQUIREMENTS

This is a Request for Proposals (RFP) issued by the Municipality of the County of Cumberland (Municipality) for the Design/Build, of an expanded Parking Area (the "Project") at Cape d'Or Coastal Park, Cumberland County, Nova Scotia.

Cape d'Or is a coastal headland located south of Advocate Harbour. Cape d'Or consists of a small property owned by the Municipality of the County of Cumberland (The "Municipality") and has a working lighthouse operated by the Coast Guard and two light keeper's dwellings that have been converted into a Guest House and a working Restaurant. Access to Cape d'Or is by way of a winding, sometimes very steep, gravel road owned and maintained by the Province of Nova Scotia which is connected to a short un-graveled section of road owned by the Municipality. The road ends at a parking area at the top of the headland. The existing parking area consists of an unkempt gravel surface approximately 930 m² in size that can accommodate an estimated 20 - 25 parked vehicles. The Municipality is seeking an expansion of the parking area to accommodate up to 40 vehicles.

The general requirements are for proposals to redesign and expand the parking area, place and compact new gravel material and seal with liquid asphalt (or other appropriate sealant). The proponent will then delineate parking stalls with line markings.

A conceptual sketch of the proposed parking area is attached to this RFP for guidance only. The Municipality expects proponents to conduct a site visit to determine actual measurements and the most efficient design/layout for the parking area expansion. The area is open to the public and may be accessed at any time for the purposes of this RFP.

Pricing must include all labour, trucking and materials unless clearly stated.

2. INSTRUCTIONS TO PROPONENTS

This 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 to contract and is not an offer to contract made by the Municipality.

Though the Municipality fully intends at this time to proceed with the Project, the Municipality is under no obligation to proceed in whole or in part. 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 the Project site.

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

Prospective Proponents must 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 RFP.

Direct all RFP questions and queries to:

Kellie Seaman
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's website at www.cumberlandcounty.ns.ca and the Nova Scotia Public Tenders website at 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 September 6, 2022 at 2:00 P.M. - ATLANTIC TIME.

5. PROPOSAL OPENING

Proposals will not be opened publicly.

6. PROPOSAL SUBMISSION

The Proposal must be submitted in a sealed envelope, clearly labelled with the proposal number, title, and date/time of closing. Proposals must be delivered to the address on the cover of this RFP, no later than the Proposal Closing Time and Date.

Proponents must submit the following items in the Proposal:

- a) A drawing of the proposed parking area layout with parking stalls, details of the proposed base material (type and thickness), and sealant material, whether asphalt or other.

- b) Completed Proposal Form, and
- c) 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.

	Category	Points
1	Qualifications and experience	25
2	Price	25
3	Proposal Components	25
4	Approach and schedule	15
5	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. MAIN PROPOSAL COMPONENTS

- a) Design and layout of a new parking area.
- b) Details of the amount of existing surface material to be removed (if any).
- c) Details of the amount of new base material (if any) to be placed.
- d) Details of the sealant material, including type, thickness and compaction.
- e) Any other details the Proponent deems appropriate to aid in evaluation.

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 \$2,000,000. 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

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	Item	Pricing
1	Preparation of design drawings	
2	Preparation of existing parking area surface and surrounding area	
3	Delivery, placement and compaction of new base material (if any)	
4	Delivery, mix, placement and compaction of new sealant material (asphalt or other)	
5	Removal and disposal of any existing material from the parking area	
6	Painting of parking stall lines	
	Subtotal	
	15% HST	
	Total	

*Pricing includes all labour, materials and delivery to site unless otherwise stated.

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 _____, 2022.

[Seal]

Name of Firm Proposing

Signature of Signing Officer

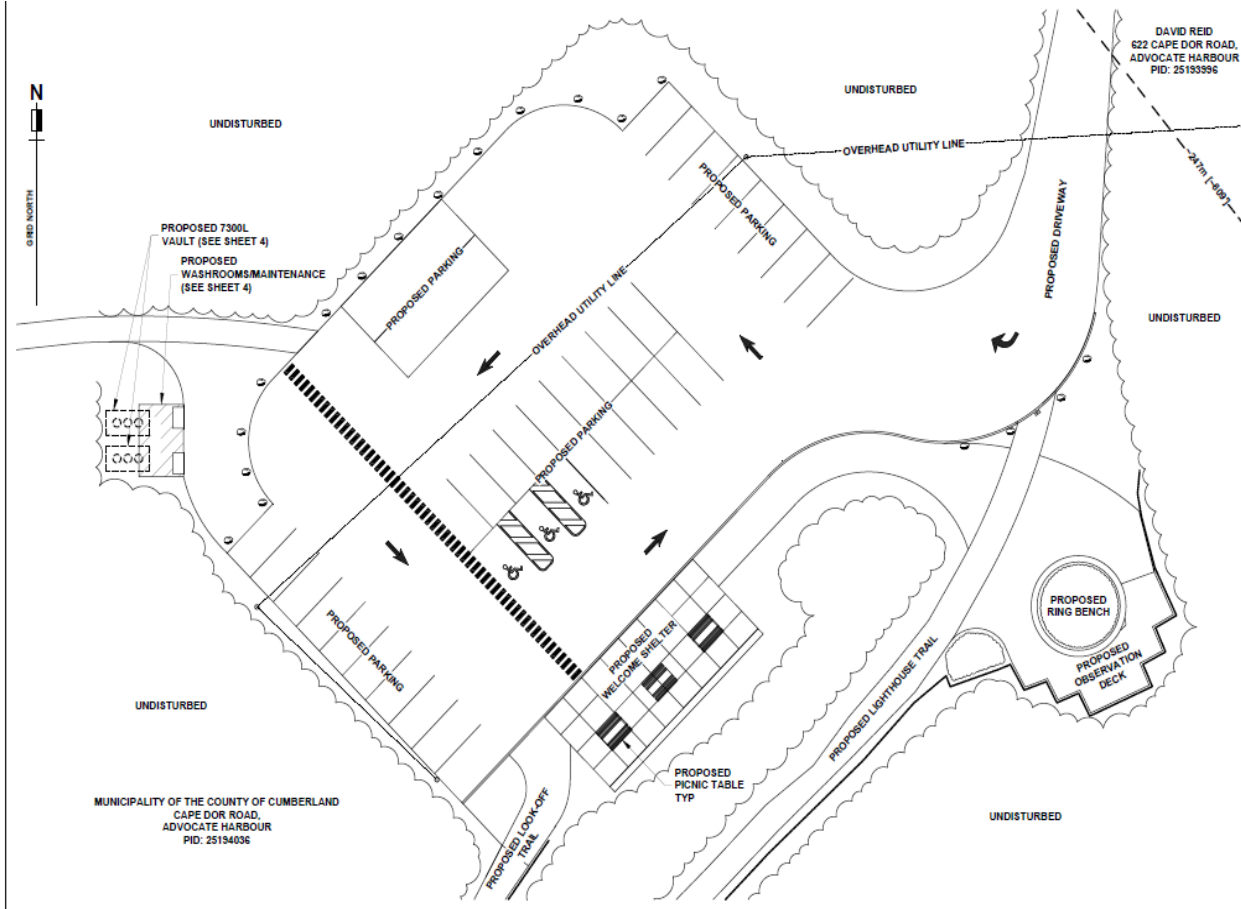
Name and Title of Signing Officer (Printed)

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.*



MUNICIPALITY OF THE COUNTY OF CUMBERLAND
 CAPE DOR ROAD,
 ADVOCATE HARBOUR
 PID: 25194036

DAVID REID
 622 CAPE DOR ROAD,
 ADVOCATE HARBOUR
 PID: 25193596



ABLE ENGINEERING SERVICES INC.
 4073 HIGHWAY 43
 P.O. BOX 559
 CHESTER, NOVA SCOTIA, B0J 1J0
 TEL: 1-833-756-8433
 FAX: 902-273-3072
 engr@ableinc.ca

- LEGEND**
- TREE
 - ⊗ 5M FOUND SURVEY MARKER SET (IRON BAR WITH CAP)
 - ⊙ POLE POWER POLE
 - IRON PIPE (OR BAR)
 - BOUNDARY LINE
 - - - - - DITCH LINE, CENTER LINE OF DITCH
 - OHWM.....ORDINARY HIGH WATER MARK
 - OWM.....ORDINARY WATER MARK
 - ROW.....RIGHT OF WAY BOUNDARY

GENERAL NOTES:
 - DRAWING UNITS ARE IN METERS.
 - PROPERTY BOUNDARIES SHOWN HAVE BEEN DERIVED FROM NSIPD INFORMATION, SURVEY PLAN BY DAVID T ROBERTS DATED 20 JANUARY 1988 AND AERIAL IMAGERY.
 - THIS DRAWING PACKAGE IS NOT A PLAN OF SURVEY OR LOCATION CERTIFICATE.
 - THE BOUNDARIES AND BUILDINGS SHOWN ON THIS PLAN ARE REPRESENTATION ONLY AND ARE SUBJECT TO A FIELD SURVEY.

PROJECT
 MUNICIPALITY OF THE COUNTY OF CUMBERLAND
 CAPE DOR ROAD,
 ADVOCATE HARBOUR
 PID: 25194036

DRAWING
 NEW ON-SITE SEWAGE DISPOSAL SYSTEM
 PROPOSED PLAN

DESIGNED A. VEINOTTE
 DATE 30 JULY 2019
 DRAWN J. LANGILLE
 DATE 30 JULY 2019
 CHECKED A. VEINOTTE
 DATE 30 JULY 2019
 APPROVED CUMBERLAND COUNTY
 DATE 01 AUGUST 2019



PROJECT NO. 190730-08	REVISION
DRAWING NO. 190730-08	SHEET NO. 2 of 5

