

**REQUEST FOR PROPOSALS
RFP-MCC-2216**

Design /Build Services – Cape d'Or Washrooms



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

September 1, 2022

**CLOSING: September 15, 2022
2:00 P.M.**

1. INVITATION AND GENERAL REQUIREMENTS

The Municipality of the County of Cumberland (Municipality) invites Proposals for the Design/Build, of a washroom facility at Cape d'Or Coastal Park, Cumberland County, Nova Scotia.

Cape d'Or is a coastal headland located south of Advocate Harbour, Nova Scotia. Cape d'Or Coastal Park 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. Currently the parking area has no washroom facilities and the construction of such a facility would be advantageous to the many tourists and visitors arriving at the site.

The general requirements are for the design and construction of a building code compliant structure containing two washrooms. The washrooms would be "Pit" or "Vault" style as there is no running water at the parking area.

Attached to this RFP is a sketch showing the approximate proposed location of the washroom building in relation to the parking area and a photograph of a similar washroom from another park nearby. The sketch and photo are for illustration purposes only and are not meant to constrain or limit proposed designs.

A site visit is highly recommended.

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 15, 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 building design with details of dimensions, windows (if any) and doors,
- b) A description of the building materials and method of anchoring the building, and
- c) Details of the collection vault or tank.

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 dimensions of the proposed building including windows (if any) and doors.
- b) Details of building materials and toilet fixtures.
- c) Details of the method of anchoring the building to the ground.
- d) Details of the type and placement of the holding vault or tank.
- 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	Construction of building (including toilets installation)	
3	Excavation and placement of holding vault or tank	
4	Clean up and removal of construction materials	
	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)

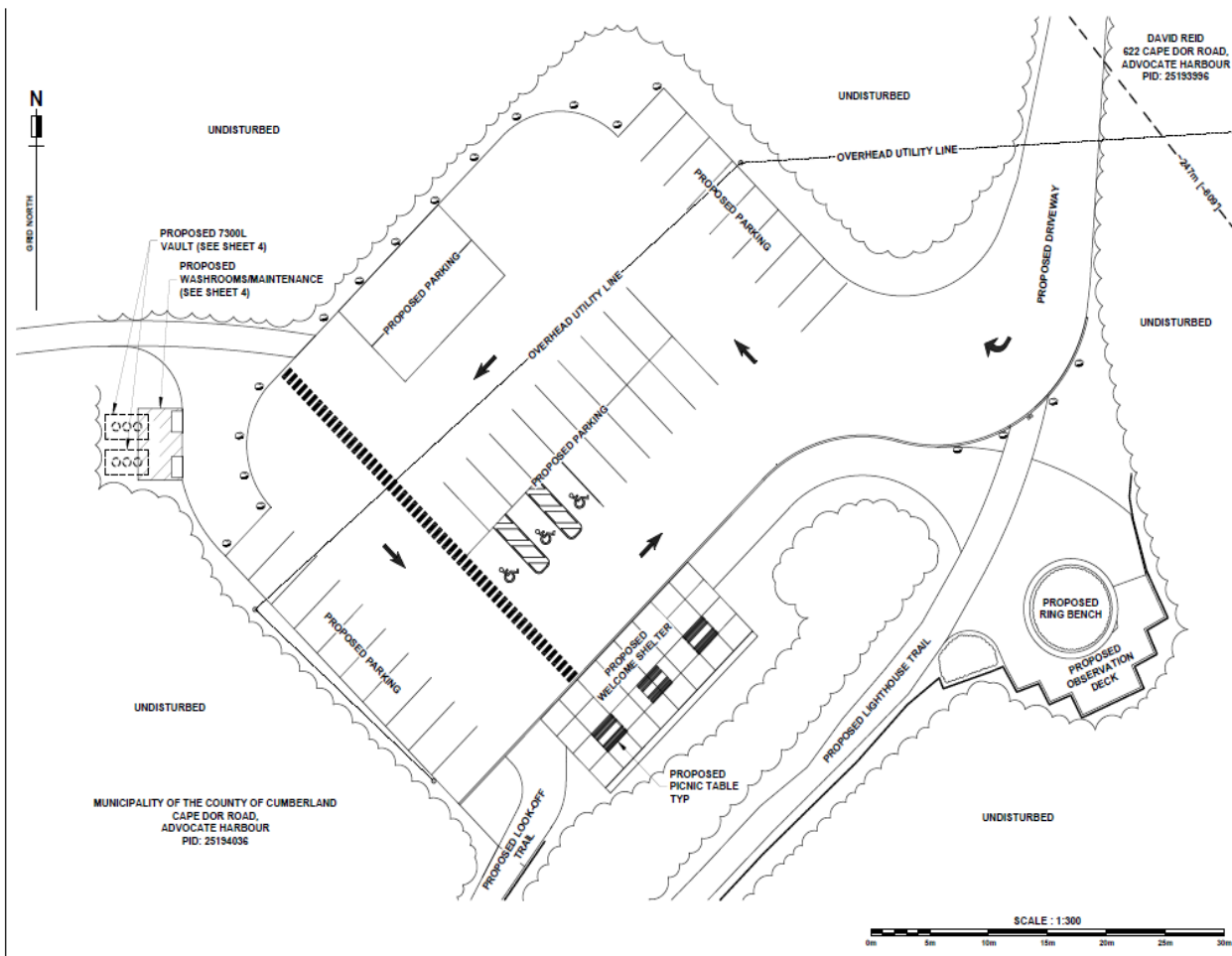
 Company Address

 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: 25193996



ABLE ENGINEERING SERVICES INC.
 4073 HIGHWAY #3
 P.O. BOX 359
 CHESTER, NOVA SCOTIA, B0J 1J0
 TEL: 1-833-756-3433
 FAX: 902-273-3072
 engineering@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 NRSPO 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