

**REQUEST FOR PROPOSALS  
RFP-MCC-2218**

*Design /Build Services – Springhill Water Treatment Plant Access Systems*



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

December 12, 2022

**CLOSING: January 5, 2023  
2:00 P.M.**

MUNICIPALITY OF THE COUNTY OF CUMBERLAND  
INFORMATION TO PROPONENTS

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**1. INVITATION AND GENERAL REQUIREMENTS**

The Municipality of the County of Cumberland (Municipality) invites Proposals for the Design/Build, of access systems at the Springhill Water Treatment Plant located at 246 Rodney Road, Leamington, NS.

The project would include design, supply, fabricate, and install access catwalks, platforms, ladders, anchor points and retractable lanyards to provide improved safe access to the flocculation tank, raw water well, and other areas of the water treatment plant.

The general requirements are for the design and construction of systems which comply with all occupational health and safety requirements for working platforms and fall restraint.

**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 Proposals may be withdrawn at any time prior to opening.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.

Site visits will be conducted with interested Proponents by request prior to December 22, 2022.

Engineering plans for the Water Treatment Plant will be supplied to the successful Proponent.

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 January 5, 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: 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.

Proposals may be submitted electronically, in a PDF document, to the below email. It is the responsibility of the vendor to confirm receipt of their proposal by the Municipality. This email address is for document submission only.

[procurement@cumberlandcounty.ns.ca](mailto:procurement@cumberlandcounty.ns.ca)

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.

Proponents must submit the following items in the Proposal:

- a) A concept sketch of proposed catwalk extension structure, ladders and anchor points.
- b) Details of supplied retractable lanyards and fall arrest systems.
- c) How the proposed solutions meet occupational health and safety and Department of Labour requirements for fall restraint and working at heights.
- d) Schedule and work plan.
- 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	Proposed Design/Work Plan	20
2	Price	60
3	Schedule	20

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. PROJECT DELIVERABLES**

The main project deliverable are:

- a) Structural drawings, stamped by a Professional Engineer, detailing the anchor points, ladders, and catwalk extensions. Figure 1 shows areas where anchor points and catwalk extensions are to be located.
- b) Supply and install anchor points and catwalk extensions per submitted design.
- c) Supply and install retractable lanyards.
- d) Provide paperwork detailing anchor point and lanyard limits, and operation and maintenance manuals of any supplied equipment.
- e) Project to be completed by March 31, 2023.

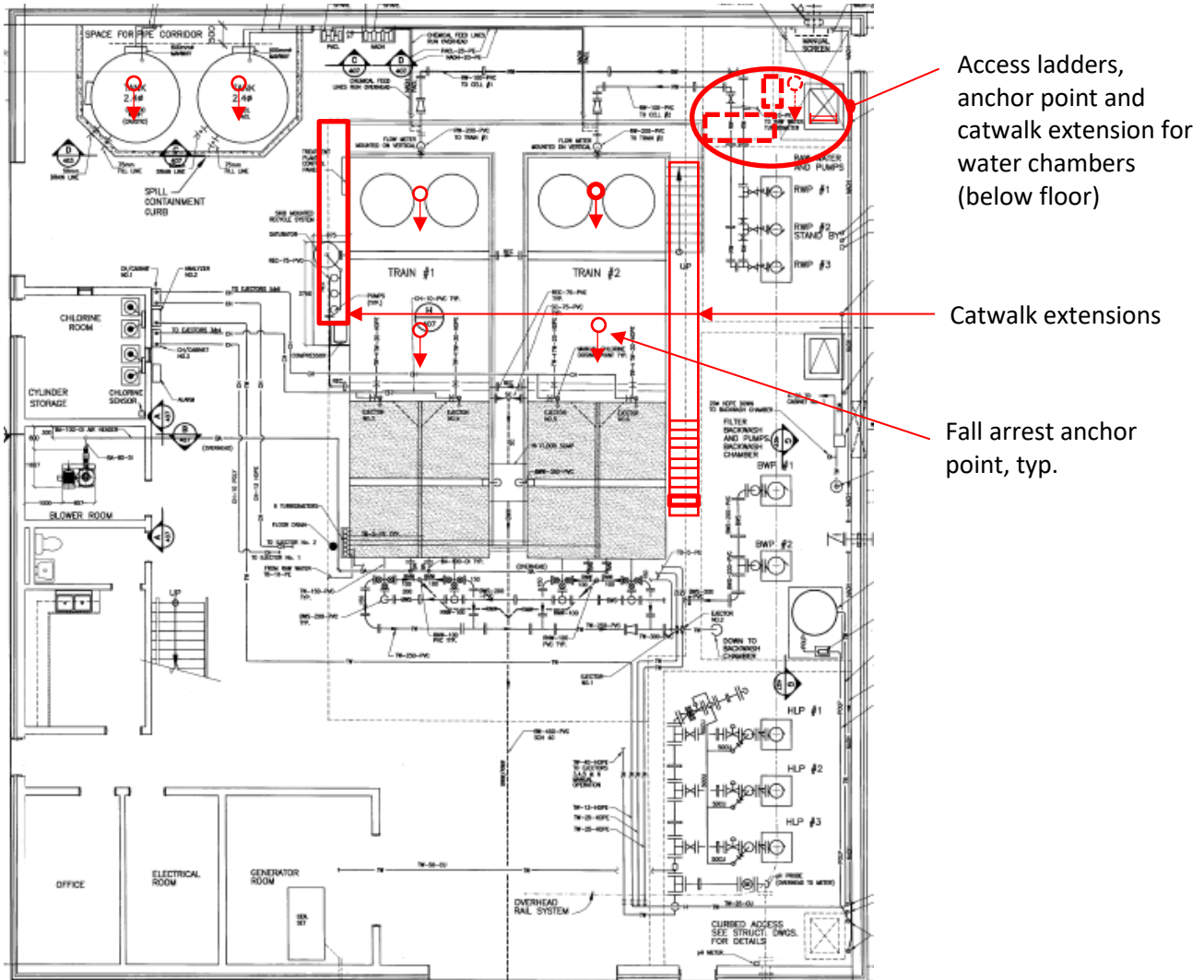


Figure 1 Anchor Point and Catwalk extensions



Figure 2 Approximate anchor point locations

**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

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**PROPOSAL FORM**

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	Item	Pricing
1	Structural Design	
2	Supply, Fabricate, and Install Anchor Points (7)	
3	Supply and Install Retractable lanyards (7)	
4	Supply, Fabricate, and install Ladders and Catwalk extensions	
	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 January, 2023.

[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.*