

REQUEST FOR PROPOSALS

RFP-MCC-2003

Mechanic Street Park, Springhill

Design /Build Services – Splash Pad, Playground, Park

Closing February 28, 2020 at 2:00 PM



MUNICIPALITY OF THE COUNTY OF CUMBERLAND

UPPER NAPPAN SERVICE CENTRE

1395 BLAIR LAKE ROAD, RR # 6

AMHERST N.S B4H 3Y4

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1. **INSTRUCTIONS TO PROPONENTS** (companies or persons submitting Proposals)

The Municipality of Cumberland will be receiving proposals no later than 2:00 PM on February 28, 2020 for **RFP-MCC-2003-MECHANIC STREET PARK – DESIGN / BUILD SERVICES**. Proposals must be submitted in a sealed envelope clearly marked **RFP-MCC-2003-MECHANIC STREET PARK – DESIGN / BUILD SERVICES** attention Kellie Seaman. Please include one (1) hard copy and one electronic copy of the proposal. Proposals are not to exceed 12 pages excluding appendices. Please send proposals to:

*Municipality of the County of Cumberland
Upper Nappan Service Centre
1395 Blair Lake Road
Upper Nappan, NS B4H 3Y4
Attention: Kellie Seaman, Procurement Officer*

There will not be a public opening of the proposals received.

It is the responsibility of each Proponent to ensure their Proposal arrives on time. Any late Proposals may not be accepted. Proposals may be withdrawn at any time prior to opening.

All materials submitted become the property of the Municipality of the County of Cumberland and will not be returned to the submitting firm. Any restrictions on the use of the data contained within the proposal material must be clearly stated in the submission itself. The Municipality is not liable for any costs incurred by firms prior to issuance of a fully executed contract.

The Municipality of the County of Cumberland reserves the right to waive technicalities or minor (in the sole opinion of the Municipality) non-compliance, to 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, if in the best interests of the Municipality.

The Municipality reserves the right to request clarification of information submitted and to request additional information if required. All costs associated with the preparation of a Proposal and any supplemental information shall be borne solely by the Proponent, and shall not be passed on to the Municipality under any circumstances.

Evaluation of Proposals will not be confined to price alone. The successful Proponent will be the one who's Proposal is judged to best serve the interests of the Municipality.

Any Addendum (corrections, changes, additions, or clarifications) will be posted on the Municipality's website. No other notification of any such Addendum will be provided. Prospective Proponents should check the website prior to submitting their proposal.

2. INVITATION

The Municipality of the County of Cumberland invites qualified service providers to submit proposals to develop a playground at 76 Mechanic Street in Springhill, which would primarily include a splash pad, playground, walking track, and multipurpose court.

The consultant or team of consultants must be able to provide multidisciplinary services associated with park and playground design, as well as supply and installation. This project will require a creative and skilled consultant with experience in design of park spaces.

3. BACKGROUND

The need for a new Mechanic Street park was identified after the playground structure burned down in the summer of 2018. The need for a park in this low-income area of Springhill, NS was previously identified as a high need area, and is why the playground structure was originally placed there. However, the former playground was a simple structure, with poor accessibility and sight lines. It was also designed for young children, and we want to reach people of all ages and get them out and active. We want to provide an area for the entire community, regardless of age and ability.

The Municipality received some insurance money to rebuild after the arson in 2018, and while considering a replacement we decided to investigate whether the former playground was meeting the needs of residents.

In researching whether the current playground was meeting those needs before it was burned down, we discovered that it had been built on top of a hill, so was quite inaccessible for people to reach, but was also difficult for families to supervise their children. It was also a bit on the "edge" of town. It was not getting the use that it should.

We have decided to move the park to another, more visible property on Mechanic street. This will allow us to keep the park in the same area, but it will now be surrounded by more homes, which means we could reach more people and also have more people able to keep an eye on the space.

The end goal of this project is to provide an inter-generational park where all ages and abilities will be able to play.

4. SCOPE OF WORK

Mechanic Street Park is an important addition to Springhill and will require a creative approach to designing and building activity spaces that represent good value for money. The Design/Build Team will work with the Project Committee to keep project costs within the budget provided. Once the detailed design is finalized, the successful proponent shall have met all the requirements as listed in the sections below.

4.1 SPLASH PAD REQUIREMENTS

In general terms, the scope of work for this part of the project includes design, supply, and install of a splash pad. The splash pad components should be colourful and the design should exhibit a smooth play transition from one play component to the next; exhibiting overall continuity, high quality, variety of play for users of varied abilities.

The successful Proponent shall be responsible for providing all caps for winterization and for start-up. All costs for these services must be included in the total project cost.

Specifications Include: The approximate area available for the splash pad is to be no more than 3,000 square feet in size, including the spray zone and spray free zone. We will welcome designs of any shape.

The proposed splash pad design must include the following design criteria:

- a) Surface shall be non-slip finish on a cast in place concrete slab;
- b) There shall be no standing water. All water must be sheet drained to a catch basin, which will discharge into the Municipal sanitary sewer system;
- c) Inclusive and barrier free access to facility - there must be adequate room for wheelchairs between features, sound, texture as part of the interactive experience. In general, 0.9m-1.2m between splash zones is adequate (a feature of several jets would count as one splash zone);
- d) Spray pad controls shall be housed in a vandal resistant, lockable control vault. There must be adequate space around, below, and beside the shut-off valves and connections for winterization. Provide adequate space within the vault to attach hoses;
- e) All features shall possess vandal proof hardware and be constructed to minimize the effects of vandalism with uninterrupted lines of sight;
- f) All features shall be flame retardant;
- g) All water features must be 'low flow' devices to minimize water consumption;
- h) All materials shall be non-corrosive and suitable for long-term outdoor use;
- i) Metal materials shall have an approved corrosion resistant finish;
- j) Plastics must be heavy duty and UV resistant;
- k) All fasteners shall be corrosion resistant;
- l) Design and material selection shall consider reduced daily maintenance requirements;
- m) The activation bollards shall be a stand-alone unit;
- n) The design must allow for some additional splash pad features to be added in the future;
- o) All features must incorporate anti-climbing characteristics;
- p) The splash pad must meet all applicable safety and CSA standards;
- q) Design shall include a "bump out" for suitable seating area for caregivers' immediate supervision;
- r) Design shall facilitate its use by the youngest age groups and their caregivers, while allowing for play opportunities for children of all ages;
- s) The design shall include a minimum of one tall "dumping" type of feature;
- t) Water play features for toddlers and teens shall be incorporated in a manner which does not compromise the play facility use by very young children;
- u) Grading shall be without abrupt changes, trip hazards or unreasonably steep slopes; and
- v) Bidders are required to complete the necessary commissioning and staff training.

4.2 PLAYGROUND REQUIREMENTS

In general terms, the scope of work for this part of the project includes design, supply, and install of a playground. The design and function of the playground should motivate interest, curiosity and exploration. It will also need to appeal to a wide range of interests and abilities. The playground should have a natural focus, but we are also open to the addition of some traditional pieces or interesting signature pieces.

The proposed playground design must include the following design criteria:

- a) The design will be specific to the site and be thoughtful of site conditions and features;
- b) The design will reflect interest and functionality in all four seasons;
- c) The target audience generally is children 18 months to 12 years of age.
- d) The construction detail will include the expected lifespan of installed materials;
- e) The playground design and resulting construction specifications will comply with the play space safety standards of CAN/CSA Z614-14 (Children's Play Spaces and Equipment);
- f) The playground design shall provide for some accessible components and will take into consideration Annex H of the CAN/CSA-Z6-14 regarding accessibility;
- g) The design will address issues related to health and safety, in keeping with the Occupational Health and Safety Act and its regulations.
- h) Foster full development of the child's motor, sensory, and social skills.
- i) Provide for and encourage a full range of play activities that include:
 - o Quiet and passive;
 - o Active and physical: Gross motor;
 - o Fine motor;
 - o Social;
 - o Imaginative;
 - o Solitary to group
- j) Provide for a good "flow" and alternative routes of circulation among the various elements of the play area;
- k) Provide for shelter from sun and wind and places for gathering and conversation which might include elements such as "tree house" or "crow's nest" or similar type of space;
- l) Provide for landscaping and vegetation;
- m) Supply and install 300mm un-compacted Engineered Wood Fibre safety surfacing with filter cloth, drainage tile, and stone as necessary. This should include an appropriate retaining wall, with accessible access.

4.3 MULTIPURPOSE COURT REQUIREMENTS

The design and function of the multipurpose court should include the option of being able to use it in winter, as well as in warmer months. The primary function will be basketball, but it is intended to be used as a skating rink in the winter.

The proposed multipurpose court design must include the following design criteria:

- a) Multipurpose court to be a minimum of 10m x 20m;
- b) Asphalt or concrete surfacing, accompanied by an appropriate subbase;
- c) Court fencing with an entry gate, potentially removable for winter;
- d) Two basketball posts and nets;
- e) construction of a “curb” and/or low boards to allow retention of water for the surface to act as an ice rink in the winter months;

4.4 OTHER PARK ELEMENTS REQUIREMENTS

The park should contain some other distinctive features, as well. This park is intended to reach all age demographics, and so the proposed design should include the following design criteria:

- a) Install fence/ tree protection barrier along neighbouring property lines;
- b) Provide a 6ft wide walking track around the perimeter of the park,
- c) Walking track surface should be crusher dust, or accessible material;
- d) Provide an open-sided picnic / sheltered area;
- e) Installation of several concrete pads for benches, providing at least one space with additional space reserved for a wheelchair/ stroller;
- f) allow space on concrete pads for garbage receptacles;
- g) supply and install a structure to house the splash pad controls, with a separate entrance for public restroom facilities;
- h) Supply, deliver, and install lighting primarily to light the perimeter walking track. Focus on solar or energy efficient options, if possible;
- i) Create a hill that can act as a sledding hill in winter, and a fun play area in warmer months.
- j) Parking spaces need to be provided on both ends of the park (Chapel Street and Mechanic Street);
- k) Create an “entrance” to the park.
- l) Restore any disturbed areas with topsoil and sod;
- m) Provide any required grading and/or excavating;
- n) retain as many mature trees as possible;
- o) The Springhill Beautification Strategy should be used where applicable (signage, garbage cans, benches, etc.)

5. DELIVERABLES

5.1 DESIGN

1. Meeting with Municipal representatives and Consultant to review proposed design and to add detail, along with discussing expectations, schedule, and process;
2. Meet with Municipal representatives to provide and present detailed drawings at 60% ;
3. Provide and present final drawings, including plan and detailed sketches.

5.2 SPLASH PAD DELIVERABLES

1. The design, supply, and install of a splash pad, hardware and all associated equipment and all pumps, controls, valves, timers, and pipes required for the new splash pad that will be compliant with the description include in the scope of work section of this RFP.
2. One (1) scheduled on-site training session shall be included in the total price, to provide Municipal personnel instructions and demonstrations on the operation of the electrical system, controllers, seasonal opening/closing requirements and any site-specific operation procedures. A contractor is free to propose additional training sessions, and consideration of such a proposal will be included in the Owner's review.
3. The installer shall provide a comprehensive operations manual for operation and maintenance of the splash pad including day to day maintenance requirements, the electrical system, controllers, seasonal opening/closing requirements, and any site-specific operation procedures.
4. Detailed warranty information on all aspects of the splash pad equipment, components, labour, and materials.

5.2 PLAYGROUND DELIVERABLES

1. The design, supply, and install of the play structures including all play and landscape elements, hardware, concrete footings, subbase material, excavation, drainage, pathways, protective surfacing, and any other proposed improvements;

5.3 MULTIPURPOSE COURT DELIVERABLES

1. The design, supply, and install of a multipurpose court, integrating fine lines for basketball along with basketball nets;

5.4 OTHER PARK ELEMENTS DELIVERABLES

1. The design, supply, and install of a crusher dust walking track around the perimeter of the park;
2. The design, supply, and install of other park elements as listed in the requirements in section 4.4.

6. SUPPLEMENTAL INFORMATION AVAILABLE

The following reports and information are available for reference.

- a) Springhill Beautification Strategy – find a digital copy on our website at this address:
<https://cumberlandcounty.ns.ca/rfp-and-tenders.html>

7. PROJECT TIMELINE AND WORK LOCATION

The Municipality's proposed start date for the build portion of this project is May 2020. Proposal must include a firm timeline for completing the work.

To meet grant requirements, a minimum of \$150,000 must be spent by March 31, 2020.

Work Location will be on site at 76 Mechanic street.

8. LEVEL OF EFFORT

When designing this project, the Proponent must keep in mind that the overall budget for design/build services is **\$232,000** (excluding HST). That funding is secured.

The Municipality is continuing to look for grants, and the final design should include all aspects of this RFP with expectations of a final project value of \$300,000.

9. SERVICE REQUIREMENTS

The Proponent shall carry out the work in a manner that will ensure completion of the project according to schedule, will consult with Municipal staff with respect to matters related to Mechanic Street Park, and will keep in touch with the Municipality's Project Contact person throughout the design, supply, and installation process to ensure that all will go according to schedule. Further service requirements include:

9.1 REGULATIONS

1. Plumbing must comply with the latest edition of the 2015 National Plumbing Code of Canada (NS Adopted)
2. Water services shall be designed and installed in compliance with the County of Cumberland design standards (if any are documented)
3. Waste water must be drained to the sanitary sewer system.
4. Electrical work shall comply with the latest edition of the 2015 National Electrical Code of Canada (NS Adopted)
5. Command control centres shall comply with confined space entry regulations

9.2 MATERIALS

All products proposed and supplied must be new and free from defects which impair the strength and durability or which are visible. Materials shall be new and first class in every respect. All materials supplied to the Municipality must be appropriately identified as approved by the Canadian Standards Association (CSA) and/or the Underwriters Laboratories (UL), standards for safety. All features must be properly wrapped and secured in place while in transport to the site. Delivery of splash pad equipment shall be FOB destination, 6 Main Street, Springhill, NS. The Municipality of the County of Cumberland reserves the right to reject or refuse and request replacement components if defective in any manner before or after installation.

9.3 ALTERNATIVE SOLUTIONS

Materials and equipment described or named in this RFP are to establish a standard of material and workmanship. The Municipality of the County of Cumberland encourages respondents to submit a proposal, which includes products that they consider to be of equal or superior quality than those listed in this RFP. In the event that a respondent submits an alternative product, examples and specifications must be submitted in order to ensure that it can be readily determined that the product is acceptable or not acceptable. Alternative products will be considered during the evaluation of proposals prior to the award of a contract.

9.4 MAINTENANCE DATA

The Successful Proponent shall submit a set of maintenance and operating instructions to the Municipality. The manuals shall include all equipment literature, parts list, operating instructions, maintenance instructions and all other pertinent data. The data shall provide enough instruction to permit municipal staff to operate and maintain the mechanical and electrical systems.

9.5 ON-SITE WORK

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

- 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
- 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
- Current Clearance Letter from Workers Compensation Board of Nova Scotia
- Current Certificate of Recognition from Construction Safety Association of Nova Scotia

10. PROPOSAL EVALUATION CRITERIA

Proposals shall be evaluated and selected based upon the following criteria:

- a) **Understanding of the Project (15%):** This section of the proposal shall demonstrate the Proponent's understanding of the project objectives and the work to be done.
- b) **Proposed Approach and Schedule (25%):** This section of the proposal shall outline the project approach for each of the project components, in consideration of the "Scope of Work" and "Deliverables" sections of this RFP. The Proponent shall provide a detailed, well-conceived work plan showing the methodology and approach to be used to successfully accomplish the project within the project timeline outlined in this RFP. The proposal shall include a detailed schedule and timeline for the completion/delivery of all tasks and deliverables.
- c) **Proponent Qualifications and Experience (35%):** The Proposal must demonstrate the Proponent's competence to perform the requested work as evidenced by technical education, training, and experience in providing the requested services. Resumes and experience of principal staff to be utilized in this contract shall be submitted, with their role, time commitment, and hourly rate identified. The Proponent shall also indicate whether the services of a specialty consultant(s) or sub contractor(s) will be involved in the project.
- d) **References (15%):** Provide no less than three (3) references of private persons, clients, and officials of government agencies that have retained the services of your firm. The Proponent is encouraged to include reference letters from clients explaining the Proponent's accomplishments, preferably with comparable projects completed in the last three years.
- e) **Value for Money (10%):** The proponent shall provide total costs associated with the work based upon the proposal's tasks, deliverables, and timeline. Deliverables and costs may be negotiable with the selected Proponent, based upon final scope of work, timetable, and needs of the Municipality.

11. CONTACT FOR QUESTIONS

Any questions concerning this RFP are to be directed by email only, and no later than 10:00AM February 21, 2020 to:

Kellie Seaman

Recruitment and Procurement Officer

kseaman@cumberlandcounty.ns.ca

Answers to submitted questions will be posted on the Municipality's website by 2:00PM on February 24, 2020. Any information a Proponent may obtain from any source other than this RFP or the above-named contact will not be binding on the Municipality.