



REQUEST FOR PROPOSALS

Municipality of the District of Clare

Civil Engineering Services – Meteghan Sidewalks

September 30, 2020

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1. MUNICIPAL PROFILE

Settled in 1768 and incorporated in 1879, the Municipality of the District of Clare (“the Municipality”) remains Nova Scotia’s only municipal unit to conduct its business and offer its services in both official languages. With a land area of roughly 852.55 km² and boasting a population of approximately 8,018 residents, the Municipality is governed by an eight-member council, with Ronnie LeBlanc as its Warden and Stéphane Cyr as its Chief Administrative Officer.

Historically, the Municipality’s economy has been driven by both the fisheries and forestry sectors. While still solidly anchored in the fishery (lobster, scallops, ground fish), the region’s economy has grown to include other resource-based industries (i.e. agriculture), manufacturing, retail trade, healthcare and social services, and education.

The Municipality is home to some 150 small and medium-sized business, with its largest employers being Riverside Lobster International Inc., Comeau’s Sea Foods Ltd., A.F. Thériault & Son Ltd., Université Sainte-Anne and Villa Acadienne. Key economic attributes include a bilingual labour pool, competitive labour costs, local access to specialized training, proximity to deep-sea ports and the US marketplace, and low-cost housing.

In terms of its financial position, the Municipality’s audited financial statements for the year ending March 31, 2020 show a liquid and financially stable organization with \$8,257,012 in revenue, an annual surplus of \$857,181 and net financial assets of \$3,316,947.

2. PROJECT DESCRIPTION

The Municipality of the District of Clare is seeking to repair and widen an existing section of sidewalk in the Meteghan Centre / Meteghan area. More specifically:

Sidewalk 1: Widen and resurface 2 km of sidewalk along Highway 1, from civic #8438 to #8070.

Sidewalk 2: Widen and resurface 0.8 km of sidewalk along the Peter Dugas Road, from Highway 1 to the Stella Maris School, as well as replacing the existing asphalt curb with a concrete curb.

Both these sections of sidewalk are currently 4 feet in width and constructed using asphalt. In an effort to enhance the accessibility, functionality and safety of these sidewalks, the Municipality is looking to complete all necessary repairs, expand their current width to 5 feet and resurface the aforementioned sections with either asphalt or cement. Furthermore, in response to the anticipated construction of the new 96-bed long term care facility in the Meteghan area, the Municipality is also proposing to extend Sidewalk 1 by an additional 1 km, from civic #8070 towards the Highway 101 Connector, up to the Meteghan Firehall.

3. SCOPE OF WORK

The Municipality wishes to contract the services of a qualified engineer or firm to carry out the following:

1. **Topographical Survey / Data Collection:**

- Collect existing information on the site including record drawings, mapping, design plans, etc.
- Complete onsite topographical survey of the site using GPS, for use to develop a base plan for design.
- Prepare a base plan of existing conditions (roads, ditches, utility poles, driveways, drainage infrastructure, landscaping, etc.).

2. **Design Plans**

- Prepare detailed design plans/profiles for the proposed sidewalks (complete with detail sheets).
- Complete specifications and tender forms in accordance with the latest version of the Standard Specifications for Municipal Services by the NSRBA, CENS and the Joint Committee on Contract Documents (“Blue Book”).
- Prepare a construction cost estimate.

3. **Tender Phase Services**

- Provide services during the tender phase, including responding to inquiries and possibly issuing addenda.
- Hold an onsite bidders brief.
- Review the tenders and make a recommendation for award to the Municipality.
- Collate the addenda (if any) and re-issue the plans for construction.

4. **Construction Phase Services**

- Hold a construction kick-off meeting at the Municipal Office including agenda and minutes.
- Provide full-time inspection services for the duration of construction including construction oversight, quantity measurements, review of contractor progress claims, answering of contractor questions and troubleshooting.
- Collect record information (“as-built” information) and produce record drawings.
- Respond to requests for information and issue site instructions and contemplated change orders.
- Prior to Substantial Completion, carry out a deficiency inspection.
- Carry out a follow-up site review for Total Completion, once all the deficiencies are addressed, at the end of the warranty period for the construction works.

4. **REPORTING**

The Municipality will be the contracting agency for this project and expects to be kept apprised of its progress. To that end, the independent engineer or firm will liaise regularly with both the Municipality’s Chief Administrative Officer and Public Works Supervisor throughout the completion of this engagement.

5. **PROPOSAL SUBMISSIONS**

All proposals submitted in response to this Request for Proposals must contain the following:

- The name and coordinates of the firm, including those of the contact person for this project.
- A biography of the lead civil engineer and all other team members (if applicable) including name, qualifications and relevant experience.
- A detailed description of the methodology to be employed in completing the proposed engagement.
- A schedule of fees and expenses, including the rates of remuneration for individual team members and the estimated amount of time each member will devote to the project.
- A proposed timeline for completion of the project.
- A signed statement by the proponent acknowledging their understanding of the scope of this assignment.

Proposals must be easy to read and void of irrelevant information, complicated language, abbreviations, and uncommon terms.

6. EVALUATION PROCESS

The evaluation process will be carried out by the Municipality and will take into consideration the following:

- Proponent qualifications
- Experience with similar engagements
- Ability to adhere to stated project timelines
- Proposed budget

Proponents may be contacted during the evaluation stage for clarification and/or further inquiries. Please note, the proposal with the lowest bid will not necessarily be accepted.

The Municipality may, at its sole discretion, take into account other considerations deemed to be in the best interest of this exercise.

7. INQUIRIES AND ADDENDA

Clarification of terms and conditions regarding the RFP document, the RFP process and all other inquiries shall be directed by email to:

Stéphane Cyr
Chief Administrative Officer
Municipality of the District of Clare
E-mail: cao@munclare.ca

It is the sole responsibility of potential proponents to check the following website to ensure that all available information, including any addenda issued, has been received prior to submitting a proposal: <http://novascotia.ca/tenders/home.aspx>

The decision to issue or not issue an addendum is entirely at the sole discretion of the Municipality. Any addendum will be incorporated into and become part of the RFP document. No amendment of any kind to the RFP is effective unless it is contained in a written addendum issued by the Municipality.

The deadline for inquiries concerning this RFP is 12:00 p.m. (AST) on October 23, 2020. The Municipality reserves the right not to respond to inquiries received after this deadline.

8. SUBMISSION DETAILS

Proposals must be received by October 23, 2020 at 3:00 p.m.

Proposals can be sent electronically (PDF Format) to the attention of:

Stéphane Cyr
Chief Administrative Officer
Municipality of the District of Clare
E-mail: cao@munclare.ca

The Municipality reserves the right, at its sole discretion, to accept or reject any or all proposals.

A confirmation email of receipt must be obtained from the Municipality by the respondent otherwise, the proposal has not been received.

Amendments to a proposal may be submitted electronically prior to the closing time, marked with the proponent's name and the RFP title and number. Proposals already delivered may be withdrawn by written notice only, provided such notice is received at the office prior to closing time.

All costs associated with the preparation and submission of the proposal, including any costs incurred by the proponent after closing time, will be borne solely by the proponent.

By submitting a proposal, the proponent acknowledges and agrees that the Municipality will not be responsible for any costs, expenses, losses, damaged (including damages for loss of anticipated profit) or liabilities incurred by the proponent as a result of submitting a proposal.