REQUEST FOR PROPOSALS (RFP)

RFP-MCC-2106

DESIGN / BUILD SERVICES

PARRSBORO INCLUSIVE PLAYGROUNDS AND PARK PLAN

PHASE 1 – NATURAL AND TRADITIONAL PLAYGROUNDS

August 2021

RFP Contact:

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Upper Nappan Municipal Service Center
1395 Blair Lake Road, Upper Nappan, NS, B4H 3Y4

Submission Date and Time: August 23, 2021 2:00PM ADT

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1. Definitions

1.1 "Municipality" means the Municipality of the County of Cumberland.

1.2 "Design / Build Team" means the entities who have submitted a proposal under this RFP.

1.3 "Project Manager" means the person appointed by the Municipality responsible for coordinating the Project with the Design / Build Team.

1.4 "Project" means Phase 1 of the Parrsboro Playgrounds and Park Plan – Natural and Traditional Playgrounds.

2. Introduction

The Municipality of the County of Cumberland (the "Municipality") is requesting design / build proposals from qualified proponents for the development, design and construction of two playgrounds to be located near the site of the former Town Hall in Parrsboro, NS (4030 and 4008 Eastern Avenue, PID 25214503 and PID 25214511). The successful proponent will complete and be responsible for the final design of, specifications for, and construction of the two new playgrounds; one natural and one traditional.

The Municipality has been working with a community group, the Parrsboro Playground Society, in the development of a concept for the Playgrounds and Park. The current conceptual design is attached as Appendix A, Parrsboro Playground. The natural playground will include 2 bay swings, a climbing structure with nets, and a hill slide with climbing rocks and stumps. The traditional playground will include double birds nest swings and a large play structure, both on a rubber plan surface.

This Project is Phase 1 of a larger plan to redevelop the site of the former Town Hall, as well as the surrounding and adjacent property owned by the Municipality, as an inclusive public park which includes the two playgrounds.

One goal of the Municipality is that the overall redevelopment of the property reflects not only the culture and history of the community of Parrsboro, but also the significance the Parrsboro Shore has for Mi'kmaw culture, history, stories, and traditions. It is the intent of the Municipality that the development of the playgrounds will be respectful of, and consistent with, that goal.

The Municipality is issuing this Request for Proposals with the intention to engage a creative and experienced team who have the capacity to design and build the natural and traditional playgrounds which together are Phase 1 of the Inclusive Playground and Park Project. The issuance of this RFP will begin a selection process and its purpose is intended to:

- provide a "Terms of Reference" for the design and construction of a natural playground and a traditional playground that are consistent with the overall plan while providing amenity space for active, social, and creative play;
- outline a Project context as well as identify the Municipality's interests, principles, and expectations; and
- identify a consistent measure in regard to the content and evaluation of submissions made under this RFP.

3. RFP and Project Timetable

Issue Date of RFP	August 6, 2021
Deadline for Written Questions	August 16, 2021
Submission Deadline Date/Time	August 23, 2021, 2:00 PM ADT
Anticipated Execution of Agreement	September 1, 2021
Approval of Design	September 20, 2021
Completion of Construction	October 30, 2021

The RFP timetable is tentative only and may be changed by the Municipality at any time. In order to meet funding conditions, the Project must be substantially completed before December 31, 2021.

4. Project Objectives and Considerations

4.1 As indicated above, the playgrounds are Phase 1 in a plan to redevelop the Municipality's properties at this location. It is anticipated the detailed design for the playgrounds will closely follow the Conceptual Design developed by the Parrsboro Playground Society (Appendix A), with the exception that the Traditional

Playground may be shifted somewhat to the East (towards or onto the proposed location for the "Facility" building). It is expected that the Design / Build Team will work with the Municipality to achieve the following objectives:

- The designs will be specific to the site and be thoughtful of site conditions and features.
- The design process will explore themes and incorporate elements which represent the culture and heritage of the Taqamiku'jk/Parrsboro area of the Fundy Shore.
- The designs will reflect interest and functionality in all four seasons.
- The Natural Playground will be constructed primarily of weather resistant wood and natural materials that are attractive and durable, with milled or smooth surfaces.
- The Traditional Playground design and all components shall be inclusive and accessible for those with physical and/or mental challenges and will follow Annex H of the CAN/CSA-Z6-14 regarding accessibility. A rubber surface as shown in the Conceptual Design, or equivalent, is required.
- The target audience for the Natural Playground will primarily be children 18 months to 12 years of age.
- The construction detail will include the expected lifespan of installed materials.
- Design and construction will provide for landscaping and vegetation and will maintain and protect any existing trees 4 cm or larger in diameter measured 10 cm above the existing grade, as well as any established shrubs or bushes, unless their removal is specifically authorized in writing by the Project Manager.
- The design of both playgrounds and resulting construction specifications will comply with the play space safety standards of CAN/CSA Z614-14 (Children's Play Spaces and Equipment).
- The designs will address issues related to health and safety, in keeping with the Occupational Health and Safety Act and its regulations.

4.2 The playgrounds will be important components to the Parrsboro Inclusive Playgrounds and Park Plan and must therefore offer both safe and creative amenity space that will appeal to a wide range of interests and abilities. The design process and selection of play space elements and structures are critically important to the overall success of the Plan. As such, it is envisaged the playground designs will address and/or incorporate the following considerations:

• Foster development of motor, sensory, and social skills.

• Provide for and encourage a full range of play that includes:

- quiet and passive activity;
- active and physical activity (gross motor and fine motor);
- social interaction;
- imaginative play; and
- solitary, as well as group activities.

• Provide for a good "flow" and alternative routes of circulation among and between the various elements of the play areas and the rest of the site.

• Provide for shelter from sun and wind and places for gathering and conversation.

5. Project Costs

Project costs and level of effort for the required design / build services, including the supply and installation of all equipment and materials, is to be completed within a budget of $434,800 not including HST ($500,020 with HST included). If the Municipality is able to secure additional funding before Phase 1 is completed, the budget could be increased, however proponents must assume the current budget is a hard limit. Proposals in excess of the budget figure provided above will be rejected.

6. Scope of Services & Deliverables

The Parrsboro Playgrounds and Park will be an important project amenity, requiring a creative approach to designing and building activity spaces that represent good value for money while acknowledging the objectives and considerations. The Design/Build Team will work with the Municipality to keep project costs within the budget provided. Once the detailed design is finalized, the successful Proponent shall supply and install the play structures including all play and landscape elements, hardware, concrete footings, subbase material, excavation, drainage, pathways, protective surfacing and any other proposed improvements.

The proponent should anticipate a minimum of three (3) meetings with the Municipality to develop designs and refine these to produce a final design including details of play structures. The proponent are responsible for familiarizing

themselves with the site and, if necessary, to confirm the measurements of the area available for the playgrounds. The design process shall involve the following components:

• Comprehensive analysis of the existing site, including review and confirmation of the suitability of the site for the proposed playgrounds;

• Physical site characteristics including aspect, shading, drainage, and natural features;

• Evaluation and confirmation of necessary on-site servicing, including property maintenance, operational requirements, and mechanical, and electrical services which may affect the design and construction (relevant information to be provided by the Municipality) and propose solutions/options as needed;

• Identify potential issues related to security, vandalism and loitering, and address these through creative design solutions, in keeping with Crime Prevention Through Environmental Design (CPTED) principles.

The Design / Build team will provide the following deliverables to the Municipality:

• Technical specifications and construction documents for review and approval;

• Construction cost estimates for all aspects of the project;

• Phasing of construction (if applicable);

• Signed shop drawings for review and approval;

• Two electronic copies (one PDF, one AutoCAD) of specifications and drawings;

• Play structures that comply with CAN/CSA-Z614-14; and

• Maintenance manual including listing of each component, manufacturer, supplier and recommended maintenance procedures.

7. Required Proposal Content

To establish the capabilities and qualifications of proponents, specific information is required, including corporate profile, service delivery capability, project management and technical support capacities, relevant experience and references, proven successes in similar undertakings, related management experience and additional background information as outlined elsewhere in this RFP.

Proponents are encouraged to submit a succinct and detailed document in support of their capacity to meet the requirements of this "Request for Proposals". Elaborate brochures or voluminous examples are not required, nor desired.

To assure a uniform review process and to obtain the maximum degree of comparability, each proposal shall contain the following information:

7.1 A brief statement outlining the proponent's understanding of the Project and the requirements of the Municipality is required.

7.2 Required Design / Build Team Information:

i) Mission, vision, and values of the proponent;

ii) Overview of capabilities and services;

iii) Three related customer references including location, customer contact, nature of services, value of contract and key outcomes achieved;

iv) Outline criteria that differentiate the proponent from its competitors;

v) Composition, structure and coordination of team members including both sub-consultants, contractors and other individuals proposed to be assigned to the project;

vi) Background and experience of key personnel and relevant experience in provision of similar services and assignments of similar scope and complexity, in particular with similar project undertakings.

vii) Previous experience, success and knowledge regarding playground design and construction projects.

7.3 Required Project Approach, Methodology and Management information:

i) Scope of Services:

• Outline of approach to completing all aspects of the scope of services, including for each service area a statement as to whether this service would be self-performed or sub-contracted; and

• Outline proponent’s approach to maximizing "value for money".

ii) Project Approach & Management:

• Outline proposed management of the project and approach to client contact, communications and reporting;

• Provide a detailed work plan of all components outlined in the scope of work in accordance with the preferred timelines, including a work breakdown matrix of all personnel, showing anticipated hours of involvement and total percent involvement. The work plan should be broken down by phase of work and identify subtotals for each phase as well as total project hours;

iii) Cost Control Methodology

• Provide a description of the methodology for costing at various stages to control Project costs.

iv) Schedule Control

• Describe methods/personnel to be used to meet project schedules, i.e., tracking of milestone deadlines, sufficient resources, balancing current and future work loads of proponent, etc.

v) Other:

• Overview of information systems and technology applications that would be utilized to document and share relevant project information and concepts;

• Identify and estimate costs of optional specialized consulting or contracting that may be needed as the process proceeds;

• Identify of any perceived gaps or omissions in the Scope of Services described above that would be beneficial to the desired project outcomes, and;

• Any other relevant information.

7.4 Required Financial and Contract Terms Information:

i) A statement of acceptance of terms and conditions of the Request for Proposals, including agreement to enter into a design / build contract;

ii) Description of proponent's approach to adjusting contract terms for a decrease or increase in scope of services;

iii) Percentage fees for individual project components as well as any additional work fee information;

iv) Description of costs for additional services and expenses not forming part of the percentage fee of (iii) above.

8. Evaluation Criteria

Submissions to the "Request for Proposals" will be reviewed by the Municipality and other resource specialists as appropriate. All proposals must comply with all requirements outlined in this RFP and all submissions will be evaluated and ranked against the following criteria and associated weights.

It will be understood that the degree to which a proposal meets the Project requirements by means of the proposed point score system will be the sole judgment of the Selection Committee.

Evaluation Components

***40% Design / Build Team Information**:*

• team composition and representation by all necessary disciplines, including landscaping, design, and construction;

• relevant experience in completing assignments of similar scope and complexity, and;

• experience of the proponent and key team members with similar projects and the range of specified services;

• completeness of consulting team and demonstrated experience / expertise of all individual members;

• proposed organizational structure and coordination of the individual team members including reporting relationships, identification of lead members, and communications;

• availability of back-up personnel and/or provision to access specialized skills; and

• results of reference checks for previous projects.

30% Project Approach, Methodology & Management:

• approach to the scope of the creative, technical and services required;

• understanding of project requirements;

• management of project and suitability of the proposed work plan, including work program components, Gantt chart of time schedule and contribution matrix of all personnel showing anticipated hours of involvement;

• compliance with the Municipality's Scope of Services

• provisions for involvement, input and evaluation of the Municipality; and

• ability to meet the project timelines.

30% Proposed costs, value for money and acceptance of terms and conditions:

• Fees for services required and any contingencies if applicable;

• Value for money represented by the proposed level of effort, the balance between “soft” (design, management, etc.) and “hard” (structures, landscaping, etc.) costs and other considerations in regard to cost effective design and contracting solutions.

To assist in the review and evaluation process of submissions received under this RFP, the Municipality may wish to conduct interviews of the Design / Build Team as a means of developing a better understanding of the proponent's experience and approach to the scope of services required. Mutually convenient times will be arranged shortly after the Municipality has had an opportunity to review the submissions to this RFP.

9. Acceptance of Proposals:

Proposals that are unsigned, incomplete, conditional, illegible, unbalanced, obscure, or that contain additions or deletions not called for, reservations, erasures, alterations, or irregularities of any kind, may be rejected as informal.

The Municipality reserves the right to waive any irregularity or insufficiency and to accept the proposal which it deems most advantageous. The lowest or any submission will not necessarily be accepted.

The Municipality will not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by a proponent prior to, or subsequent to, or by reason of the acceptance or the non-acceptance by the Municipality of any submission, or by reason of any delay in the allowable period of acceptance of a submission.

It is important to note the Municipality is not bound to accept any Proposals submitted in response to this RFP, and no contractual relationship with the Municipality shall come into existence through this process until such a time as the Municipality formally deems appropriate.

10. Discrepancies and Omissions:

If any potential proponent is contemplating submitting a proposal for the work and is in doubt as to the meaning of any part of this RFP *or* finds discrepancies in or omissions from any part of thi*s* RFP*,* the proponent may deliver to the Municipality a written request for an interpretation or correction thereof not later than the Deadline for Questions. Inquiries received after that time may not be answered prior to the closing time of the RFP. All inquiries and other communication regarding the RFP are to be directed **ONLY** to the RFP Contact. Non-compliance with this condition during the proposal phase may result in a disqualification of the proponent. The proponent may not rely on any interpretation or correction except those which are provided in writing by the RFP Contact. The inquiry must be made to the Municipality c/o of the RFP Contact at the address identified in Section 13 below.

To ensure consistency and quality of information provided to proponents, Municipality will provide, simultaneously to all Proponents, any information with respect to inquiries received and replies to such inquiries without revealing the sources of the inquiries.

11. Formal Contract:

The successful proponent will be required to execute a formal contract, in a form acceptable to the Municipality, to give effect to the services required. This RFP, together with any Appendices, the successful proponent's proposal, and any additional terms agreed to between the Municipality and the proponent will form part of that contract.

12. General Terms and Conditions

12.1 Licensing Requirements:

The Key Personnel, where appropriate, shall be licensed, certified or otherwise authorized to provide the necessary professional services to the full extent that may be required by law in the Province of Nova Scotia.

12.2 Location of Proponent's Registration:

The successful Proponent must comply with the Nova Scotia *Corporations Registration Act* or *Partnerships and Business Name Registration Act* before a contract is awarded.

12.3 Integrity of Consulting Team Maintained:

Proponents are advised that the Key Personnel named in the RFP submission shall remain in their designated roles throughout the RFP period and for the duration of the Agreement unless a change of personnel is authorized in writing by the Municipality. Failure to honour this requirement may result in rejection of the proposal and/or termination of the Contract.

12.4 References:

References identified in the proposal may be contacted by the Municipality or its representatives to substantiate the consultant team's capabilities, reliability, performance and overall service. Proponents are expected to cooperate fully in helping the Municipality and its representatives to verify the Proponent's claims.

12.5 Ownership of Proposals and Access to Information:

All documents, including proposals, submitted to the Municipality become the property of the Municipality and are potentially subject to disclosure under the Nova Scotia *Freedom of Information and Protection of Privacy Act* or the *Personal Information Protection and Electronic Documents Act*, the *Municipal Government Act* or otherwise. By submitting a proposal, the proponent thereby agrees to public disclosure of its content. Any information the proponent considers 'personal information' because of its proprietary nature should be marked as "confidential" and will be subject to appropriate consideration but cannot be guaranteed protection from disclosure.

The Municipality maintains the right to make copies of all proposals for its internal evaluation process and provide copies to the Selection Committee.

12.6 News Releases/Public Announcements

Proponents shall not make news releases or public announcements concerning the RFP or the awarding of the Contract without the written consent of the Municipality, and then only in coordination with the Municipality.

12.7 Proposals Open for Acceptance

Proposals shall remain open for consideration and acceptance by the Municipality and be irrevocable for thirty (30) days after the RFP closing date.

12.8 Liability for Errors:

While the Municipality has made efforts to ensure an accurate representation of information in this RFP, the information contained in it, including materials incorporated by reference or made available in connection with this RFP, is supplied solely as a guideline for proponents. The information is not guaranteed or warranted to be accurate by the Municipality, nor is it necessarily comprehensive or exhaustive.

Each proponent is solely responsible for conducting its own thorough and complete review of this RFP and ensuring that it has a full and complete understanding thereof.

This RFP must be read in its entirety to understand the project and the RFP process.

Each proponent shall promptly report, or request clarification of, any discrepancy,

deficiency, ambiguity, error or inconsistency, which it discovers during the course of its review.

12.9 Liability Insurance

Prior to entering into a contract with the Municipality for the purposes of this RFP, the successful proponent will be required to provide Proof of Comprehensive Commercial General Liability Insurance, in a form acceptable to the Municipality, in an amount of not less than $2,000,000 per occurrence.

13. Submission Information and RFP Contact

13.1 Proposal Submission

Three hard copies, plus one copy in digital format on USB flash drive, must be delivered on or before the Submission Deadline Date and Time to:

Kellie Seaman
Human Resources Generalist & Safety Advisor
Municipality of Cumberland
Upper Nappan Municipal Service Center
1395 Blair Lake Road, Upper Nappan, NS, B4H 3Y4

Submitted proposals must be clearly marked "RFP-MCC-2106 PARRSBORO INCLUSIVE PLAYGROUNDS AND PARK PLAN".

The Municipality will not accept proposals submitted by any other method, including by facsimile or email.

13.2 RFP Contact

For the purposes of this procurement process, the “RFP Contact” shall be:

Kellie Seaman
Human Resources Generalist & Safety Advisor
Municipality of Cumberland
Upper Nappan Municipal Service Centre
1395 Blair Lake Road, Upper Nappan, NS, B4H 3Y4
Email: kseaman@cumberlandcounty.ns.ca

14. Addenda to RFP

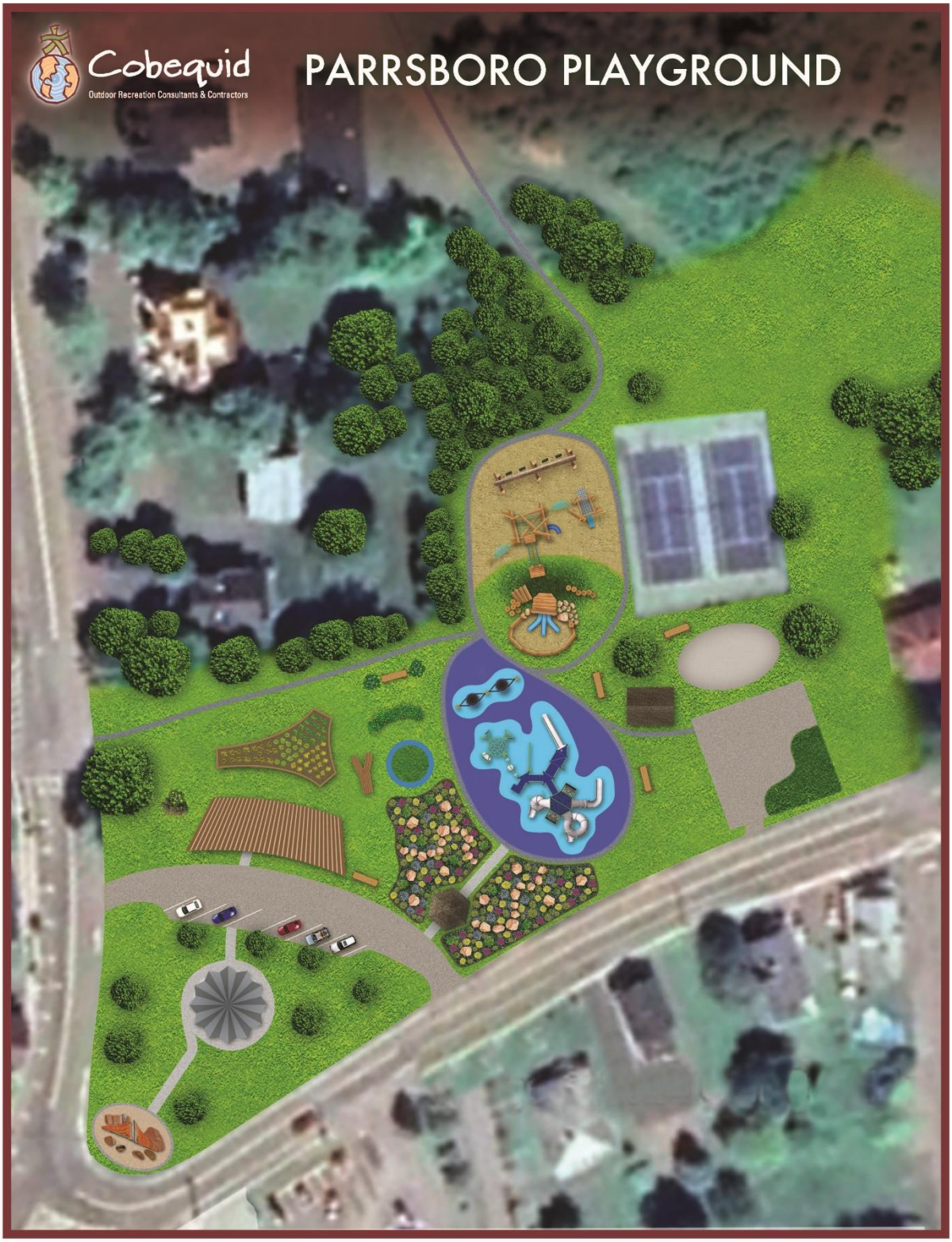
All New Information to Bidders by Way of Addendum

This RFP may be amended only by addendum in accordance with this section. If the Municipality for any reason, determines that it is necessary to provide additional information relating to this RFP, such information will be communicated by addendum on the Municipality's website (www.cumberlandcounty.ns.ca) and on the Nova Scotia Procurement Web Portal. Each addendum forms an integral part of this RFP and may contain important information, including significant changes to this RFP. Proponents are responsible for obtaining all addenda issued. Proponents shall confirm their acknowledgement of all addenda in their proposal. The Municipality may, in its sole discretion, disqualify a proposal or require a proponent to acknowledge all addenda in writing prior to contract award if it fails to do so in its proposal.

~End of RFP text. Appendix A attached ~

Appendix A


Cobequid
Outdoor Recreation Consultants & Contractors
PARRSBORO PLAYGROUND
ASPHALT WALKING TRAIL
2 BAY SWINGS
CLIMBING STRUCTURE WITH NETS
HILL SLIDE WITH CLIMBING ROCKS AND STUMPS
EXISTING COURTS
INDIGENOUS ART / INTERPRETATIVE AREA
DOUBLE BIRDS NEST SWINGS
SPLASH PAD
FACILITIES
ASPHALT WALKING TRAIL
COMMUNITY GARDENS
PARKING
BENCHES
STORY TABLES
PAVILION
PLAY STRUCTURE
RUBBER PLAN SURFACE
PARRSBORO SHORE HISTORICAL SOCIETY DISPLAY
PARKING
SHRUB AND ROCK GARDEN
BANDSTAND
EXISTING STRUCTURE WITH FUNDY GEO PARK PANELS
COMMUNITY WELCOME ART INSTALLATION
PAVILION
WELCOME ART INSTALLATION
Design - Brad Hall
Sketch - Michael Fuller
PLAY STRUCTURE
STORY TABLES
TRIPLE HILL SLIDE WITH LOG AND ROCK STEPS
SWINGS WITH BIRDS NEST


Cobequid
Outdoor Recreation Consultants & Contractors
PARRSBORO PLAYGROUND