REQUEST FOR PROPOSALS

RFP-MCC-2217

PARRSBORO INCLUSIVE PLAYGROUND and PARK

Phase 2

PARK PLANNING and DESIGN

Closing Time and Date: 2:00 pm AST, December 22, 2022

Municipality of the County of Cumberland
Upper Nappan Service Centre
1395 Blair Lake Road
Upper Nappan, NS B4H 3Y4

1. Introduction

The Municipality of the County of Cumberland (the "Municipality") is inviting qualified firms to submit a proposal to provide planning and design services for the development of an inclusive park, located on land totalling approximately 2 acres, at the intersection of Main Street and Eastern Avenue in Parrsboro, Nova Scotia. This will be the second phase of the re-development of the former Parrsboro Town Hall property. The first phase is the construction of an inclusive playground. The contract for the playground design and construction has been awarded, and it is expected construction of the playground will begin in 2022 and be completed by June 2023.

This Request for Proposals (RFP) and any supporting documents supplied with it define both the form and content required of your Proposal. We urge you to structure your response in accordance with the terms of this RFP. It will be by these criteria that we will determine whether a Proposal is complete, appropriate, and competitive. Proposals that do not conform to these terms and conditions may be given lesser weight than others or may be rejected.

This document is not intended to limit the content of your Proposal, but rather, to provide a common framework for the Municipality to assess each Proposal in a professional manner in a demonstrably fair process. You may provide unsolicited information if you consider it to be relevant.

Proposal packages may be subject to disclosure under the Province's "freedom of information" legislation. By submitting a Proposal, the Proponent agrees to the appropriate disclosure of the information supplied, subject to the provisions of the governing law. The Municipality cannot guarantee the confidentiality of the complete content of any Proposal after the procurement has been awarded to the successful Proponent.

The Site

The site is comprised of 3 contiguous parcels of land which are in the process of being consolidated:

- PID 25214503, the site of the former Parrsboro Town Hall, containing approximately 44,700 square feet. A bandstand, benches, a statue depicting Kluskap, (god of Mi'Kmaw legend), and an information kiosk are situated on this property.
- PID 25214511, approximately 21,500 square feet. A playground (phase one of the redevelopment of the site) is to be constructed on the back 2/3 of this property, with construction expected to be completed in the spring of 2023.

- PID 25214560, approximately 21,500 square feet. Tennis courts are located on the back portion of this property and will be retained.

  A boundary survey of the consolidated parcels and a LiDAR topographical sketch of the site and surrounding area (0.2m elevation interval contours) will be available to prospective Proponents.

  Previously owned and maintained by the former Town of Parrsboro, parts of this property have traditionally been used by local organizations and the community-at-large for a variety of purposes. The bandstand is used extensively for outdoor musical performances and other ceremonies. A large statue intended to represent Kluscap was constructed and erected more than 50 years ago by a local minister and high school students, and it remains on the site to this day. The local historical society has traditionally used the property to mount a transportation exhibit during the summer months, consisting of antique and model vehicles. In recent years, the local snowmobile organization has used the property to access gas and food services. And most notably, the Parrsboro Playground Society, with the support of the Municipality, has coordinated a major effort to develop a playground on the property. Considerable planning and collaboration with other organizations has gone into this project, plans are complete, and construction is expected to be completed in June 2023. This playground is viewed as phase one of the redevelopment of the former Parrsboro Town Hall site.

During the planning for the playground phase, several suggestions and/or themes have been suggested for the property as a whole, and some projects have actually been initiated that are expected to be implemented as part of the park development. It is intended the bandstand and tennis courts will remain in place, as well as an existing information kiosk. In addition to the new playground, the redevelopment is expected to include accessible public washrooms, and a fixed roof (full or partial) accessible facility for public gatherings and performances, as well as indigenous art and education (the "Gathering Facility"). The question of what should be done with the Kluscap statue will need to be addressed. There will also be walking paths, parking, and other amenities determined through the planning process. It is also anticipated there will be space(s) available for displays and interpretation sponsored by various community organizations. Existing trees and mature shrubs are to be retained where possible.

The Vision

Based on needs and interests expressed to date, as well as traditional use patterns, the Municipality's vision for the park reflects the following:

- The park must be as inclusive and accessible as possible. It must be welcoming for local residents, indigenous peoples, and visitors alike. Principles of universal design must be a

priority. The Province of Nova Scotia guidelines for fully accessible spaces and facilities must be adhered to.

- The park must serve as an important social and recreational space for local residents as well as an opportunity to introduce visitors to the historical, geological, geographic, and cultural features of the area.
- The park provides an opportunity to inform and educate about the central role the Parrsboro area played in Mi'Kmaw history, culture, and legend. It is anticipated indigenous art, culture and education will be reflected in the park design and building program.
- There is an expectation the park will be developed at a high standard of quality and creativity to reflect the level of interest and excitement for the project within the community, the visibility of the site, and strategic central location within the community and the Cliffs of Fundy Geopark.

2. Scope of Work

General

The work will include:

A. Concept development and design services for the re-development of the total Park property, acknowledging the existing location of the Bandstand and Tennis Courts as well as the selected site of the proposed Playground.

B. The work will also include preliminary design, (architectural drawings) for two specific fully accessible components: Public Washrooms and the Gathering Facility. (The concept development phase may result in a recommendation to combine these two components into one facility.) Architectural drawings showing plan and elevation views , size of structure(s), as well as Class C cost estimates are to be provided. Proponents are asked to provide recommendations regarding components to be included in the final design such mechanical/electrical requirements, materials, etc.

C. Proponents are also expected to provide a report for the park as a whole, outlining the various other amenities determined through the planning process, including a brief description of each component, preliminary cost estimates as well as suggestions/recommendations for each component including such things as dimensions required, interpretive display themes, recommended construction methods/materials, number of parking spaces required, horticulture, maintenance considerations, etc.

D. One additional important aspect of the work, in keeping with the vision to include indigenous culture and history as a theme in the design process, is the role of the existing Kluskap statue. It

is now, approximately 60 years old and is in need of repairs, modifications, or possibly replacement. It may need to be relocated. Proponents are requested to seek advice from representatives of the Mi'Kmaw community (contacts will be provided) and to make recommendations as to the potential to incorporate the statue or a replacement into other indigenous art and education installations, and whether modification and changes and/or relocation are required. The successful Proponent will also need to take into consideration the community's sense of ownership of the statue, it having been a local landmark for so long.

Process

The Municipality will appoint a Project Manager who will serve as the day-to-day contact and be the only person to provide direction to the successful Proponent. The Project Manager will arrange a site visit to acquaint the Proponent with the site and local area. The Project Manager will also assist the Proponent to make contacts in and with the community. The Proponent will make every effort to contact several local organizations (Appendix A) that have expressed an interest in the project to obtain meaningful input to assist with the concept development.

An Advisory Committee will be appointed to provide advice to the Project Manager and to provide information and feedback to the successful Proponent. The successful Proponent will meet with the Advisory Committee three times: 1) before commencing work – to ensure a common understanding of the vision, goals, and scope of work, 2) during the process, to present a preliminary concept/schematic plan, with at least one variation, and related recommendations; as well as preliminary design ideas for the Washrooms and Gathering Facility, and 3) at the conclusion of the project to present the final report, concept plan, and architectural design for the Washrooms and the Gathering Facility, including elevation drawings and Class C estimates.

After presentation of the preliminary plans to the Project Manager and Advisory Committee, the Manager and members of the Advisory Committee will conduct an open house in Parrsboro for the general public and will provide additional feedback to the successful Proponent.

Design Principles and Parameters

The successful Proponent must support in principle the project vision as described in this RFP including themes and elements that reflect the indigenous and natural heritage of the area, the unique geological and geographic features, the current assets and opportunities in the community and area, and the overarching goals of inclusivity and accessibility. The facilities must provide a high-quality experience for residents and visitors as well as promote education and awareness.

Deliverables

The successful Proponent shall be responsible for providing planning and design services, drawings, and presentation materials to the satisfaction of the Project Manager. Deliverables will include the following:

- Prior to the second meeting with the Advisory Committee: Four hard copies and an electronic copy of the preliminary concept/schematic plan, with at least one variation, with recommendations; as well as preliminary design ideas for the Washrooms and Gathering Facility.
- At the conclusion of the project: Eight hard copies and an electronic copy (designed for presentation) of the final report and concept/schematic plan for the overall park area, as well as preliminary design and architectural drawings for the Washrooms and Gathering Facility, together with Class C cost estimates.

Project schedule

The schedule provided below is approximate and is provided primarily for guidance. The Project Manager will consider changes if supported by rationale. However, the Municipality is anxious to have this work completed on schedule to enable the necessary follow-up work to be completed prior to the 2023 building season.

Closing time and date: 2:00 pm, AST, December 22, 2022
Successful Proponent chosen: January 13, 2023
Initial meeting with Project Manager and Advisory Committee: Week of Jan. 23, 2023
Interim meeting with Manager and Committee: Week of February 13, 2023
Public Open House and feedback to the Proponent: Week of February 27, 2023
Completion and final presentation to Manager and Committee: Week of March 6, 2023

3. Terms and Conditions

Submission of Proposals

The following is to be used in the preparation and submission of a Proposal to provide planning and design services for Phase 2 of the Parrsboro Inclusive Playground and Park project – Park Planning and Design:

3.1 Proposals must be submitted to:
procurement@cumberlandcounty.ns.ca

3.2 Proposals must be submitted by email as a PDF attachment, and it is the responsibility of Proponents to ensure their Proposal has been received. The email subject line should include the RFP number and name.

3.4 **Closing Time and Date:** Proposals are due by the closing time and date indicated on the cover page of this document.

3.5 At the sole discretion of the Municipality, late Proposals may be rejected without being considered.

3.6 Proposals must include a cover letter signed by an authorized person.

3.7 There will be no public opening of the Proposals.

3.8 **Terms and Conditions:** The terms and conditions of Proposals submitted are to remain firm and irrevocable from the closing date for a period of 60 days, and will become part of the contract between the successful Proponent and the Municipality**.**

3.9 Submission of a Proposal indicates acceptance by the Proponent of all the conditions contained in this RFP, unless otherwise clearly and specifically noted in the Proposal.

3.10 The Municipality reserves the right, without prejudice to:

- accept any Proposal,
- reject any or all Proposals,
- accept any Proposal that it considers to be in its best interests.
- waive formality, informality, or technicality in any Proposal; and
- to reject any Proposal from a Proponent that it feels may be incapable of providing the necessary resources to perform the work in a satisfactory manner.

3.11 Proponents may be required to demonstrate financial stability, authorization to provide the services being acquired, and/or regulatory agency approval or registration as needed or otherwise clarify the Proponent's capability to satisfy the invitation requirements.

Acceptance may be subject to the approval of the Municipality of the County of Cumberland Council.

3.12 No adjustments will be allowed to any submitted Proposals. Proposals, may however, be withdrawn by email prior to the proposal submission closing time and date.

3.13 The Proponent must be prepared to include in the contract for services any oral or written representations, undertakings or guarantees that are made prior to the final agreement, including the entire response to this RFP, or parts thereof.

3.14 The Municipality shall pay no fee to any firm for the preparation and delivery of its Proposal. The Municipality will not be responsible for any costs, expenses, losses, damages, or liability incurred by the Proponent as a result of, or arising out of data/information collection, the submission of any proposal, or due to the Municipality not accepting or rejecting any Proposal.

3.15 In case of any disputes over the completeness, accuracy and/or interpretation of this RFP, the versions of such documents held by the Municipality will be considered correct.

3.16 All inquiries regarding this request for proposals must be directed to:

Kellie Seaman: kseaman@cumberlandcounty.ns.ca

Information, offers, commitments or instruction obtained by any source other than in writing from: kseaman@cumberlandcounty.ns.ca will not be binding on the Municipality.

3.17 Enquiries and responses given may be recorded and may be posted on the Municipality's website as an Addenda or Information Releases.

3.18 It is the responsibility of all Proponents and prospective Proponents to check the Municipality of Cumberland website (www.cumberlandcounty.ns.ca) and the Nova Scotia provincial procurement website on a regular basis for any addenda or information releases.

3.19 No addenda or other relevant information related to the RFP will be issued within 72 hours of the RFP closing time and date.

3.20 The successful Proponent will be informed of the acceptance of their Proposal by a scanned and emailed letter, duly signed by an authorized officer of the Municipality. This letter shall contain any adjustments to the Proposal that have been negotiated and agreed to by the parties, and together with this RFP and the Proposal shall form a contract between the parties. If either party requires, the letter of acceptance, RFP, and Proposal shall be incorporated into a contract to be executed by both parties in hard copy.

3.21 The Municipality reserves the right to clarify any Proposal after closing by seeking further information from that Proponent, without becoming obligated to clarify or seek further information from any or all other Proponents.

3.22 It is mandatory that all submitted proposals comply with Section 4 - PROPOSAL REQUIREMENTS.

PROPOSAL REQUIREMENTS

4.1 **The Consulting Team and References**

- Provide a general description of your firm.
- Indicate the consulting team to be assigned to the work including the names of any sub-contractors or partners that would be utilized, the proposed amount of time each team member, contractor or partner will spend on the project, and their hourly rate.
- Detail the extent of the team's relevant experience.
- List three municipal clients and references that would relate to this project.

4.2 **Work Plan and Schedule**

Provide a detailed plan for conducting the work including methodology and a schedule that will conform with the project completion by March 6, 2023. Identify any key milestones including approximate meeting dates required.

4.3 **Project Fees**

The budget for this phase of the project (Park Planning and Design) is $30,000 plus HST. The proposal must provide a breakdown of consulting fees and estimated expenses consistent with the work plan, and within the budget. Proposals exceeding the budget will be rejected.

4.4 **Contact**

The proposal must include contact information for the primary contact for the project.

OTHER

5.1 **Evaluation Criteria**

Each response to this Request for Proposals will be evaluated by the Municipality to determine the degree to which it responds to the requirements as set out. Because this is a Request for Proposals, other factors in addition to price will be considered when submissions are evaluated. Factors to be considered are as follows:

Criteria	**Weighting**
Qualifications, References of the Consulting team	20%
Methodology and Approach	20%
Work Plan and Schedule	20%
Understanding of the Municipality's Vision for the Park	20%
Value for Money Spent	20%

APPENDIX "A" - COMMUNITY ORGANIZATIONS

The following organizations have expressed an interest in the Park and the design process. The successful Proponent will be expected to make reasonable efforts to contact these organizations (contact information will be provided) to seek meaningful input to assist with concept development and planning. Other organizations and individuals may also express an interest to provide input, either directly to the proponents or through the Project Manager or the Advisory Committee:

- Parrsborough Shore Historical Society
- Cliffs of Fundy UNESCO Global Geopark
- Fundy Geological Museum
- Parrsboro Band Association/The Hall
- Parrsboro Creative
- Parrsboro Community Playground Society
- Parrsboro Board of Trade