REQUEST FOR PROPOSALS

RFP-MCC-2418

Parrsboro Library Options Report

MUNICIPALITY OF THE COUNTY OF CUMBERLAND
UPPER NAPPAN SERVICE CENTRE
1395 BLAIR LAKE ROAD
AMHERST N.S B4H 3Y4

CLOSING: August 15th, 2024
2:00PM

1. Background

The Municipality of the County of Cumberland is the local government responsible for providing services to the citizens in the rural communities of Cumberland County, as well as the former Towns of Springhill and Parrsboro, Nova Scotia. The Municipality has a population of approximately 20,000. The Municipality provides a broad range of municipal services. You can learn more by visiting our website. We work collaboratively with our municipal neighbours in Amherst and Oxford, as well as on regional projects of shared interest.

In 2024, the Municipality passed a resolution to conduct a review of library infrastructure needs in the community of Parrsboro. The objective of the review is to provide a report to staff and Council that will identify the needs of the community and the viability of options, including proposing the scope and location of a new library in Parrsboro.

2. The Opportunity

The Municipality is inviting qualified individuals and/or firms to submit a proposal for the creation of a Parrsboro Library Options Report. The report will articulate the Municipality's mission, vision, values and priorities, and guide future planning and operational activities. The report should link to other priority plans and projects within the Municipality. These include, but are not limited to, climate/energy; economic development; equity, diversity, inclusion, and access; and asset management.

3. Scope of Work

The goal of this work is to ensure the Parrsboro Library Options Report identifies the needs of the Municipality and be reflective of resources available. To this end, the Proponent will:

- Conduct a needs assessment of the community regarding library infrastructure;
- Develop and implement a community engagement process;
- Provide recommendations on multiple locations and specific options;
- Determine basic cost estimates;
- Determine community fundraising capacity;
- Provide a confidential report on real estate options;

- Draft and present the report to the CAO; and
- Present the initial findings and recommendations to Council, if requested by CAO

The planning process and final report will reflect the needs of the community and the Municipality's ability to respond to those needs in an innovative and sustainable manner.

The successful Proponent will demonstrate extensive strategic planning experience, knowledge and understanding of local government, the ability to conduct the required research, and the ability to facilitate community engagement.

4. Roles and responsibilities

The Municipality will work with the successful Proponent to support the day-to-day process to develop the report.

The Municipality will appoint a Point Person who will serve as the day-to-day contact for the Proponent. The Point Person will assist the Proponent to make connections with appropriate staff and will provide them with materials required. The Municipality will assist with the coordination of engagement opportunities, including providing input into the method of engagement, who to engage, advertising, logistics, and co-hosting. We will review drafts of the report and provide timely feedback.

The Proponent will attend project meetings and maintain regular communication with the Municipality, as required. They will lead the engagement sessions and receive input from the Municipality and be responsible for all facilitation materials. Community engagement will consist of at least one in-person session, and one online survey, and integrate input from the Cumberland Public Libraries. The Proponent will write the report and provide opportunities for feedback and incorporate changes in each draft.

The Proponent and the Point Person will work closely to ensure the project schedule and deliverables are adhered to.

5. Project schedule

The schedule provided below is approximate and is provided primarily for guidance.

Project Schedule	
Closing time and date:	August 15, 2024
Successful Proponent chosen:	August 22, 2024
Initial meeting with Municipality:	September 5, 2024
Completion of engagement sessions:	October 10, 2024
Completion of deliverables (infrastructure, cost, location and funding analysis):	October 24, 2024
Second meeting with Municipality:	October 30, 2024
Cost Analysis:	November 15, 2024
Edits and second draft report presented to management:	November 22, 2025
Completion and presentation of final report to Council:	December 18, 2025

6. Terms and Conditions

Submission of Proposals

The following is to be used in the preparation and submission of a proposal:

6.1 Completed vendor proposals and other correspondence must be submitted to:

ATTENTION: Shelby Hum, Procurement
MUNICIPALITY OF CUMBERLAND
UPPER NAPPAN SERVICE CENTRE
1395 BLAIR LAKE ROAD
UPPER NAPPAN, NS B4H 3Y4
Or
procurement@cumberlandcounty.ns.ca

Any proposals submitted by fax or telephone will not be accepted under any circumstances.

6.2 Proposals may be submitted as hard copy in a sealed envelope, or via email to the addresses above. All submissions must be clearly marked **"RFP-MCC-2418 "Parrsboro Library Options Report"**.

6.3 If submitting in hard copy, please provide **four** hard copies of your proposal.

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

6.5 Late proposals may not be accepted at the sole discretion of the Municipality.

6.6 Proposals must be submitted on firm letterhead duly signed by an authorized person.

6.7 There will be no public opening of the Proposals.

6.8 **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**.**

6.9 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.

6.10 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.

6.11 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.

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

6.13 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.

6.14 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 because of, or arising out of data/information collection, the submission of any proposal, or due to the Municipality not accepting or rejecting any Proposal.

6.15 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.

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

shelbyhum@cumberlandcounty.ns.ca

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

6.19 Enquiries and responses given may be recorded and may be posted on the Municipality's website as an Addendum or Information Release.

6.20 It is the responsibility of all respondents to check the Municipality's website (www.cumberlandcounty.ns.ca) and the Nova Scotia provincial procurement website on a regular basis for any addendums or information releases for this RFP.

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

6.22 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.

6.23 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.

6.24 It is mandatory that all submitted proposals comply with Section 7 – PROPOSAL REQUIREMENTS.

7. PROPOSAL REQUIREMENTS

7.1 The Consulting Team and References

7.1.1 Provide a general description of your firm

7.1.2 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 person will spend on the project, and their hourly rate

7.1.3 Detail the extent of the team's relevant experience

7.1.4 List three clients and references that would relate to this project.

7.2 Work Plan and Schedule

7.2.1 Provide a detailed plan for conducting the work including methodology and a schedule that will conform with the project completion deadline of December 18, 2024. Identify any key milestones including approximate meeting dates required

7.3 Project Fees

7.3.1 The budget for the project is $50,000 CAD inclusive of HST. The proposal must provide a breakdown of consulting fees and estimated expenses consistent with the work plan, and within the budget. This includes any costs associated with travel, meals, accommodation and other like expenses.

7.4 Contact

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

8 OTHER

8.1 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
Experience with strategy development, including team qualifications	25%
Familiarity with local government	25%
Response to RFP, including methodology and approach; work plan and schedule	25%
Price	25%

8.2 **Termination**

If the Respondent fails to comply with any of the terms and conditions set forth in this document, the Respondent will be notified in writing and will be given fifteen days to comply with the violated sections. At the expiration of the stated period, if the Respondent has not complied with same, to the satisfaction of the Municipality, the Contract will be terminated. Any termination of the contract by the Municipality as aforesaid shall be without prejudice to any other rights or remedies the Municipality may have.

8.3 **General**

Proponents may provide any other information and/or comments which are believed to be relevant for the Municipality to consider in making its decision.