

**REQUEST FOR PROPOSALS
RFP-MCC-2613**

**ACCESSIBLE PATHWAYS, SOLAR LIGHTS and DECORATIVE FIRE HYDRANT
INSTALL**



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

June 17th, 2026

CLOSING: July 6th, 2026 2:00 PM AST

Table of Contents

1.0 INTRODUCTION

- 1.1 General Requirements
- 1.2 Instructions to Proponents
- 1.3 Clarification and Addenda
- 1.4 Local Preference

2.0 SCOPE OF WORK

- 2.1 Accessible 1.6 m wide Concrete Pathway Construction x 2
- 2.2 Add concrete border around existing concrete kiosk pad to meet 1.6 m accessibility benchmark
- 2.3 Install of provided solar lighting
- 2.4 Install of decorative fire hydrant (provided, pick up location in Springhill)
- 2.5 Optional Site Visit
- 2.6 Solar Light Pole Diagram
- 2.7 Site Map

3.0 PROPOSAL

- 3.1 Proposal Closing
- 3.2 Proposal Opening
- 3.3 Proposal Submission
- 3.4 Evaluation of Proposal
- 3.5 Proposal Acceptance
- 3.6 Proposal Form

1.0 INTRODUCTION

1.1 GENERAL REQUIREMENTS

Construction of an accessible pathway from the existing parking area to the dog park gate at Gateway Park (21481 Highway 2, Fort Lawrence, NS) and constructing a connecting path from the driveway to the front edge of the kiosk pad along with an additional border area around pad to meet 1.6 m accessibility benchmark to improve wheelchair accessibility.

Construction of four, light posts to support provided solar lights and install on bump outs along pathways.

In addition, the Municipality seeks pricing to install a decorative “fire hydrant” feature within the dog park area. This feature is not connected to a water line and will serve as a thematic park element only. The “fire hydrant” will be provided by the Municipality with pick up location in Springhill.

1.2 INSTRUCTION TO PROPONENTS

This request for proposals (RFP) is not a tender call, and the submission of any response to this RFP does not create a tender process. This RFP is not an invitation for an offer to contract, and it is not an offer to contract made by the Municipality.

Though the Municipality fully intends at this time to proceed through the RFP, in order to select the service, the Municipality is under no obligation to proceed with the service, or any other stage. The receipt by the Municipality of any information (including any submissions, ideas, plans, drawings, models or other materials communicated or exhibited by any intended Proponent, or on its behalf) shall not impose any obligations on the Municipality.

There is no guarantee by the Municipality, its officers, employees or Managers, that the process initiated by the issuance of this RFP will continue, or that this RFP process or any RFP process will result in a contract with the Municipality for the purchase of the equipment, service, or Work.

It is the responsibility of each Proponent to ensure their Proposal arrives on time. Any late Proposals will not be accepted. Proposals may be withdrawn at any time prior to opening. Proposals received after the Closing Time or in locations other than the address indicated, will not be accepted and will be returned unopened.

Any Proposals submitted by facsimile, or telephone will not be accepted under any circumstances.

Any corrections or additions to any submitted Proposal will not be accepted unless it is initialed by the person signing the Proposal.

All Proposals must be firm for 30 calendar days after the closing date. Proposals that do not meet these criteria may be rejected. The Municipality reserves the right to waive

Accessible Pathways, Solar Lights and Decorative Fire Hydrant Install

RFP-MCC-2613

Closing Date & Time: July 6th, 2026 at 2 p.m.

technicalities, 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 interest of the Municipality.

1.3 CLARIFICATION AND ADDENDA

Notify the Municipality not less than three (3) working days before Proposal closing of omissions, errors or ambiguities found in this document. If it is considered that correction, explanation or interpretation is necessary; a written addendum will be issued. All Addenda become part of the Proposal documents.

Additional information, clarifications or instructions provided to a Proponent that may, in the opinion of the Municipality, be of general interest and any other information or instructions that the Municipality may deem to be appropriate in the circumstances may be incorporated in an Addendum to the Proposal that will be distributed to all Proponents.

Direct all Proposal questions and queries to:

Contact: Shelby Hum
 Email: shelbyhum@cumberlandcounty.ns.ca

It is the responsibility of the Proponent to ensure all addenda have been received. Addenda will be posted on the Municipality website at www.cumberlandcounty.ns.ca. The Municipality will not bear any responsibility for the failure of potential Proponents to obtain all documents before submitting a proposal.

1.4 LOCAL PREFERENCE

In accordance with paragraph 26 of the Municipality's Procurement Policy, local preference of 5% MAY apply to this procurement.

2.0 SCOPE OF WORK

2.1 Two, accessible 1.6 m wide concrete pathway construction

The successful contractor will:

- Add a connecting path from the driveway to the front edge of the existing kiosk concrete pad and add a connecting path from the edge of the circular driveway to the entrance gate of the off-leash dog park.
- Add two 18" x 18" bump outs to support addition of light posts (per map)
- Ensure grading provides smooth transition between surfaces for wheelchair users.
- Provide detailed specs for concrete mix and installation method
- Provide detailed work plan and timelines for completion
- Final area of work is approximately 43.4 square metres.
- Locates for hydro and gas are mandatory

Accessible Pathways, Solar Lights and Decorative Fire Hydrant Install

RFP-MCC-2613

Closing Date & Time: July 6th, 2026 at 2 p.m.

2.2 Add concrete border around three sides of the existing concrete kiosk pad to meet 1.6 m accessibility benchmark

The successful contractor will:

- Add a concrete border to the existing concrete pad on three sides to allow 1.6 m from kiosk structure to improve wheelchair accessibility (the side facing the roadway is excluded due to space limitations)
- The border must have a smooth transition between existing concrete pad, new surface, and connecting path for wheelchair users
- Add two 18" x 18" bump outs to support addition of light posts (per map)
- Provide details specs for concrete mix and installation method
- Provide detailed work plan and timelines for completion
- Locates for hydro and gas are mandatory

2.3 Install of provided Solar Lights

The successful contractor will:

- Manufacture four light posts with base to match existing, see photos in section 2.6, to support provided solar lights, in four locations as indicated on map
 - Existing post made from 3" steel pole with 12" base, painted black, and mounted into concrete base

2.4 Install of Decorative Fire Hydrant

The successful contractor will:

- Install one decorative fire hydrant (non-functional) securely mounted in a visible location within the dog park area.
- The feature will not be connected to any active water source.
- Hydrant will be supplied by the Municipality, with approximately 3' deep base, with pick up location in Springhill. The Municipality will assistance with loading.
- Locates for hydro and gas are mandatory

2.5 Optional Site Visit

A non-mandatory site visit will take place on 25 June 2026 at 2 p.m. For inquiries regarding the site visit, please contact Eileen Davage, edavage@cumberlandcounty.ns.ca

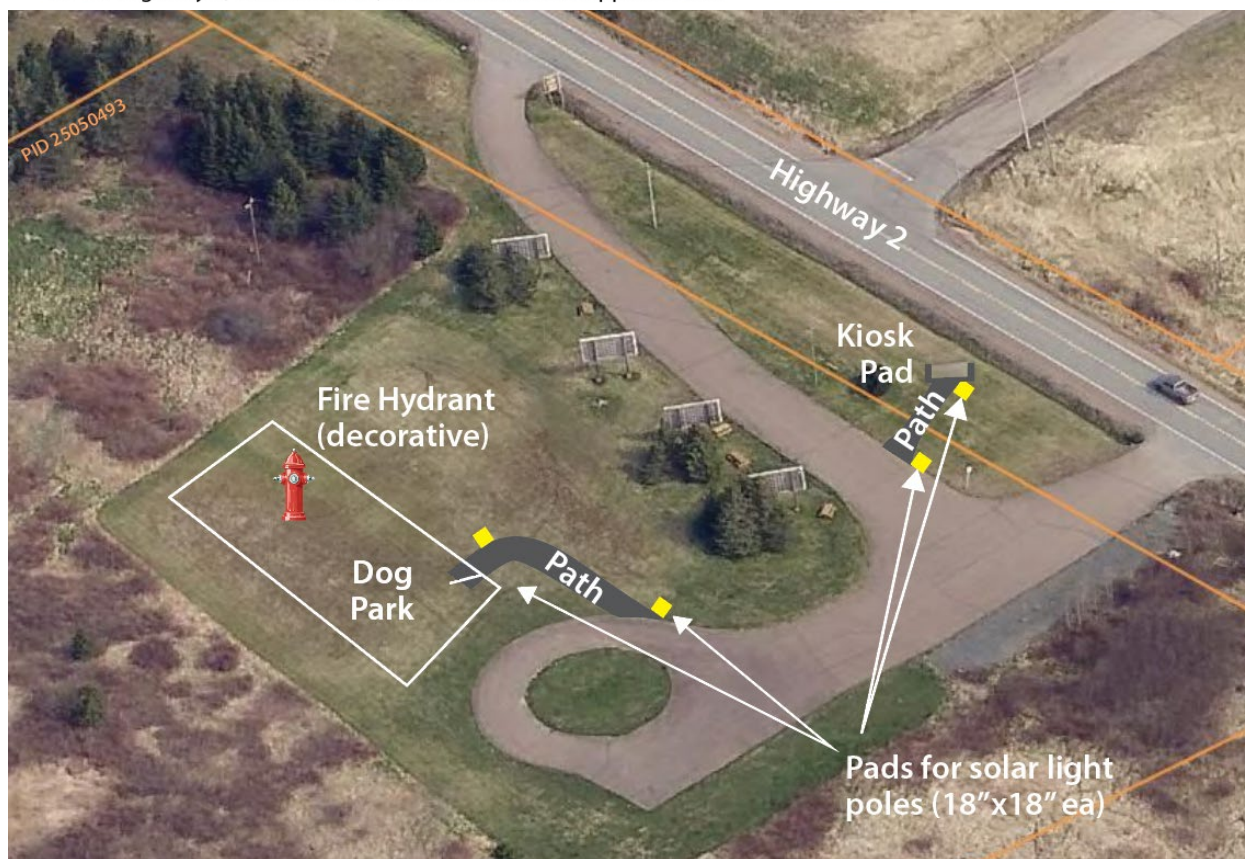
2.6 Solar Light Pole Diagram



2.7 Site Map

Map

21481 Highway 2, Fort Lawrence, NS. Dimensions are approximate.



3.0 PROPOSALS

3.1 PROPOSAL CLOSING

Proposals must be received at the Upper Nappan Service Centre no later than **JULY 6TH at 2:00 P.M. ATLANTIC TIME.**

Late proposals will not be accepted and will be returned unopened.

3.2 PROPOSAL OPENING

Proposals will not be opened to the public. The successful Proponent will be advised following acceptance.

3.3 PROPOSAL SUBMISSION

The following is to be used in the preparation and submission of a proposal for **“ACCESSIBLE PATHWAYS, SOLAR LIGHTS AND DECORATIVE FIRE HYDRANT INSTALL”**

1. Completed vendor proposals and other correspondence should be submitted to:

Accessible Pathways, Solar Lights and Decorative Fire Hydrant Install

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Closing Date & Time: July 6th, 2026 at 2 p.m.

**MUNICIPALITY OF CUMBERLAND
UPPER NAPPAN SERVICE CENTRE
1395 BLAIR LAKE ROAD
UPPER NAPPAN, NS
B4H 3Y4**

**ATTENTION:
DIRECTOR, DEVELOPMENT AND PLANNING**

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

- 2. Proposals may be submitted in a sealed envelope clearly marked “ACCESSIBLE PATHWAYS, SOLAR LIGHTS AND DECORATIVE FIRE HYDRANT INSTALL”**
- 3. Please provide two (2) hard copies or one (1) PDF electronic copy of your proposal.**
- 4. Proposals may be submitted electronically, in a PDF document, to the below email. It is the responsibility of the vendor to confirm receipt of their proposal by the Municipality. This email address is for document submission only.**

procurement@cumberlandcounty.ns.ca

The vendor agrees that the electronic signatures of the vendor on this document is intended to have the same force and effective as manual/original signatures. Delivery of an executed copy of a proposal by electronic means permitted in this request for proposals constitutes valid and effective delivery.

3.4 PROPOSAL ACCEPTANCE

The Municipality reserves the right to reject any or all proposals. The Municipality reserves the right to accept a proposal that is not the lowest price or to accept any proposal which it may consider to be in its best interests. The Municipality reserves the right to waive formality, informality, or technicality with the acceptance of proposals for this work. Any proposal not supported by the information requested in this RFP may be rejected. The Municipality reserves the right to negotiate with any Proponent who has submitted a proposal as deemed in the best interest of the Municipality. The Consultant whose proposal is accepted by the Municipality is hereafter referred to as the “Successful Consultant”.

3.5 EVALUATION OF PROPOSAL

Selection of the successful Proponent will be based on the following point system. Each Proposal received will be evaluated and scored using the scoring system below. The highest score will be the preferred Proposal.

Criteria	Score	Weighting	Weighted Score
Qualifications, Reference of the Consulting Team	___/10	30%	
Methodology & Approach	___/10	20%	
Work Plan & Schedule	___/10	30%	
Cost	___/10	20%	
TOTAL			

3.6 PROPOSAL FORM

See attached.

Proponent agrees to deliver within _____ weeks of written notification of award.

Addenda No. ___ to ___ inclusive were carefully examined.

SIGNATURES

DATED THIS ___ DAY OF _____, 2026.

[Seal]

Name of Firm Proposing

Signature of Signing Officer

Name and Title of Signing Officer (Printed)

Witness

Name and Title (Printed)

Witness

Name and Title (Printed)

Company Address

Telephone No.

E-mail

****NOTE:** *Proposals submitted by or on behalf of any Corporation must be signed and sealed in the name of such Corporation by a duly authorized officer or agent.*