#

REQUEST FOR PROPOSALS
RFP-MCC-1803

TO NON-PROFIT ORGANIZATIONS INTERESTED IN LEASING:

Springhill Miners' Hall Lower Level

Deadline for Proposal Submission: 2:00 pm July 20, 2018

The Municipality of Cumberland is seeking written Proposals from Community Organizations with a desire to lease the lower level of the Miners' Hall in Springhill beginning in August or September 2018 and continuing until a date to be negotiated. This public request for Proposals will be used to determine community interest, intended uses, and the capacity of the interested non-profit organizations. Considering the history of the building and its excellent condition, the Municipality believes it is important to maximize the use of the space for the benefit of the community.

The Miners' Hall is centrally located in Springhill at 85 Main St. The lower level is bright and open, and is equipped with washrooms and a small kitchenette. Storage space is limited. Any additional requirements will be the responsibility of any organization granted a lease.

Interested organizations must submit a detailed plan for their proposed use of the space, including the community group or groups that would benefit from the proposal and a budget for the upcoming year. Any rent the organization is offering to pay must be clearly identified. It is important to demonstrate the community need that the proposal will address and the capacity of the proposing organization to operate effectively.

A complete Proposal will consist of the Proposal Form (attached), the detailed plan for the use of the space, and a budget (operating and, if necessary, capital).

Proposals will be evaluated based in the following criteria:

- Proposal is aimed at serving an underserved or disadvantaged segment of the population of the Municipality (15%)
- The organization (Proponent) is well established and has demonstrated the capacity to manage and run the proposed activity (15%)
- The proposed use of the space will fill a gap in existing offerings in the area (15%)
- Overall benefit to the community (15%)
- Proposed use of the space will be accessible to all or a very large portion of the community (15%)
- Proposed use of the space will draw people from a large area of the Municipality (10%)
- The organization (proponent) demonstrates the financial capacity to implement and sustain the proposed use of the space (10%)
- The compensation (rent) the organization proposes to pay for the use of the space (assume the Municipality will be providing heat, power and water at no extra charge) (5%)

The Municipality of Cumberland reserves the right to:

1) Cancel or withdraw this RFP prior to or after the submission deadline;
2) Modify or issue clarifications to this RFP prior to the submission deadline;
3) Reject any Proposal it deems incomplete or unresponsive to requirements;
4) Reject all Proposals;
5) Change the deadline for Proposals;
6) Enter into negotiations or discussions with one or more Proponents;
7) Accept the Proposal or Proposals that it, in its sole discretion deems to be in the best interest of the Municipality; and to
8) Re-issue the RFP or another form of offering, whether or not any submissions have been received.

Proposals can be submitted to:

Municipality of the County of Cumberland
c/o Scott Munro
1395 Blair Lake Rd
Upper Nappan NS B4H 3Y4

The words "RFP-MCC-1803 Springhill Miners' Hall Lower Level Proposal" must be printed on the envelope.

Proposals should be received by 2:00 pm, July 20, 2018. Late Proposals may not be considered.

Contact

Questions regarding this process should be directed to:

Scott Munro
Manager of Facilities & Parks
Municipality of the County of Cumberland
smunro@cumberlandcounty.ns.ca
(902) 763-3010

SPRINGHILL MINERS' HALL LOWER LEVEL PROPOSAL FORM

Contact Information
Please complete, naming one person to be the organization's contact for the RFP process and for any clarifications or communication that might be necessary.

Full Legal Name of the Organization:	
Any Other Name under which the Organization Carries on Business:	
Street Address:	
City, Province:	
Postal Code:	
Phone Number:	
Website (if any):	
Contact Name and Title:	
Contact Phones (land line and cell):	
Contact Email address:	
Canada Revenue Agency Registered non-profit number (if applicable)	