

REQUEST FOR PROPOSALS

RFP-MCC-2010

Tree Sculptures

Closing October 30, 2020 at 2:00 PM



MUNICIPALITY OF THE COUNTY OF CUMBERLAND

UPPER NAPPAN SERVICE CENTRE

1395 BLAIR LAKE ROAD, RR # 6

AMHERST N.S B4H 3Y4

1. **INSTRUCTIONS TO PROPONENTS** (companies or persons submitting Proposals)

The Municipality of Cumberland will be receiving proposals no later than 2:00 PM October 30, 2020, for **RFP-MCC-2010-TREE SCULPTURES**. Proposals are to be in a sealed envelope marked "**RFP-MCC-2010-TREE SCULPTURES**." Please send proposals to:

*Upper Nappan Service Centre
1395 Blair Lake Road
Upper Nappan, NS B4H 3Y4
Attention: Taylor Redmond, Project Facilitator*

Submissions shall include one (1) hard copy and one (1) electronic copy of the proposal. Proposals are not to exceed eight (8) pages excluding any appendices. Expected format for Proposals is outlined in Section 9 of this document.

All materials submitted become the property of the Municipality of the County of Cumberland and will not be returned to the submitting firm. Any restrictions on the use of the data contained within the proposal materials must be clearly stated in the submission itself. The Municipality is not liable for any costs incurred by firms prior to issuance of a fully executed contract.

There will not be a public opening of the proposals received.

It is the responsibility of each Proponent to ensure their Proposal arrives on time. Any late Proposals may not be accepted. Proposals may be withdrawn at any time prior to opening.

The Municipality of the County of Cumberland reserves the right to waive technicalities or minor (in the sole opinion of the Municipality) non-compliance, to 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 interests of the Municipality.

The Municipality reserves the right to request clarification of information submitted and to request additional information if required. All costs associated with the preparation of a Proposal and any supplemental information shall be borne solely by the Proponent and shall not be passed on to the Municipality under any circumstances.

The Municipality of Cumberland follows the Atlantic Standard Terms & Conditions for Goods and Services. Any discrepancy between this document and the Atlantic Standard Terms and Conditions; the Atlantic Standard Terms and Conditions shall prevail. Failure to comply with these Terms and Conditions could cause the Bidder's Bid to be disqualified.

2. **BACKGROUND**

The Municipality of the County of Cumberland is a progressive municipal government located in northwestern Nova Scotia. Bordered by the province of New Brunswick to the northwest, Cumberland County contains the only land entry points to the province of Nova Scotia. Our current staff of more than 90 serves a population of about 30 000 people residing in a

geographic area slightly smaller than the province of Prince Edward Island. During the summer months our population swells with thousands of people enjoying recreational properties and attractions on our Northumberland Strait and Bay of Fundy shorelines.

The Municipality's mission is to develop and maintain strong, vibrant communities through support and leadership. We offer services through three departments: finance, community development, and engineering and operations.

In 2016 the former Town of Parrsboro dissolved and became part of the Municipality. Prior to dissolution, the Town of Parrsboro focused on enhancing their Main Street in a creative way with the goal of encouraging people to stop and explore Main Street. Maple trees were planted in 2015 on Main Street but were unable to survive the harsh conditions of winter and sidewalk salting. The community remains interested in having a traditional tree-lined Main Street, as it offers many benefits. As such, we have started investigating alternatives to traditional trees that may have some of the benefits of a main street tree canopy and survive better on Main Street in Parrsboro.

3. INVITATION

The Municipality of Cumberland invites sculptors, artists, artisans, and craftspeople with proven track records to submit proposals to create unique and engaging tree sculptures to be installed on Main Street in Parrsboro. Proponents can submit a proposal for one or for two tree sculptures. The Municipality may award both sculptures to the same proponent or may award one sculpture each to two different proponents.

4. PROJECT DESCRIPTION

The proposed sculptures should have elements that represent a tree but do not have to follow the true structure of a tree. Moving parts may be included as part of the design.

The artistic structure could be an expanded abstract view of what a tree is or what a tree could mean. Examples:

- The tree can represent physical and spiritual nourishment
- The Reconciliation Tree
- Home to a bird, and other animals
- Where maple syrup seeps
- The life that gives lumber

These trees will be positioned on the sidewalk where public foot traffic and public works machinery will be present. Any overhanging obstruction or sharp pointed pieces are required to be at least 7 feet above the sidewalk. A clearance of 12.5' in height needs to be incorporated on the street side if anything overhangs on the street. Safety is of the utmost importance.

Engagement and visual pleasure are vital in the finished project.

Materials have not been specified, but durable materials are required, and recycled materials are encouraged. The tree sculptures will remain outside all year round. Strong wind should be

accounted for in the structural design. All designs and resulting sculptures will be reviewed for structural integrity by an engineer.

The installation base must fit in a 40”X40” square. This area is dirt and crusher dust surrounded by a curb on one side and sidewalk on the other three sides. Footings will be constructed by the Municipality based on the design submitted. The image below illustrates the area available for the sculptures.



The images below show the locations available for the tree sculptures.

Location 1: In front of Art Lab.
121 Main Street Parrsboro



Location 2: In front of Garden Apartments
(where the flowers are now sitting)
269 Main Street, Parrsboro



5. SCOPE OF WORK AND DELIVERABLES

The scope of work for this project includes the successful Proponent creating the tree sculpture(s) as described and illustrated in their proposal and as agreed to by the successful Proponent and the Municipality.

The deliverable for this project includes the tree sculpture(s) being completed and delivered to the community of Parrsboro.

Installation of the sculpture(s) is *not* included in the scope of work and deliverables for the project. The Municipality will install the sculpture(s).

6. PROJECT TIMELINE

The Municipality's proposed start date for this project is November 5, 2020. The Municipality intends to install the tree sculptures in Spring 2021.

7. BUDGET

The Municipality has a total budget of \$10 000 for two tree sculptures. It is not necessary that each tree sculpture is equal in value. This budget includes HST and is in Canadian dollars. All submitted proposals must be in Canadian dollars as well.

8. PROJECT MANAGEMENT (MUNICIPALITY)

Day to day information and direction will be provided by Taylor Redmond, Project Facilitator for the Municipality of Cumberland.

9. PROPOSAL STRUCTURE AND EVALUATION CRITERIA

Proposals shall be evaluated and selected based upon the following criteria. Proponents are encouraged to format their proposals to match these criteria.

- a) Understanding of the Project (15%):** This section of the proposal shall demonstrate the Proponent's understanding of the project objectives and the work to be done.
- b) Proposed Draft Design, Approach, and Schedule (30%):** This section of the proposal shall outline the project approach for each of the project components, in consideration of this RFP. The Proponent shall provide a detailed, well-conceived work plan showing the methodology and approach to be used to successfully accomplish the project within the project timeline outlined in this RFP. The proposal shall include a detailed schedule and timeline for the completion/delivery of all tasks and deliverables. Proposals shall include a draft sketch/design for the sculpture(s).
- c) Proponent Qualifications and Experience (30%):** The proposal must demonstrate the Proponent's competence to perform the requested work as evidenced by technical education, training, and experience in creating comparable outdoor works. Resumes and experience of principle staff to be utilized in this contract shall be submitted, with their role, time commitment, and hourly rate identified. The Proponent shall also indicate whether the services of a specialty consultant(s) or subcontractor(s) will be involved in the project.
- d) References (15%):** Provide no less than three (3) references of private persons, clients, and officials of government agencies that have retained the services of you or your firm. The Proponent is encouraged to include reference letters from clients explaining the Proponent's accomplishments, preferably with comparable projects completed in the last three years.
- e) Value for Money (10%):** The Proponent shall provide total costs associated with the work based upon the proposal's tasks, deliverables, and timeline. Deliverables and costs may be negotiable with the selected Proponent, based upon final scope of work, timetable, and needs of the Municipality. The Proponent shall also provide a per diem rate table identifying names of persons who will contribute to the project and their per diem rate based on a seven-hour workday before taxes. Estimate the travel and living expenses associated with

any proposed personnel who will need to travel to and from the primary work location to perform the required work during the contract.

10. CONTACT FOR QUESTIONS

Any questions concerning this RFP are to be directed by email only no later than 8:30AM October 19, 2020 to:

Kellie Seaman
Recruitment and Procurement Officer
kseaman@cumberlandcounty.ns.ca

Answers to submitted questions will be posted on the Municipality's website by 2:00PM October 21, 2020. Any information a Proponent may obtain from any source other than this RFP or the above-named contact will not be binding on the Municipality.