



REQUEST FOR PROPOSALS

FOR CONSULTANT SERVICES
(LICENSED ARCHITECT)

New Glasgow Library & PARL Headquarters Revitalization

Town of New Glasgow, Nova Scotia
RFP # NG202301-01
Date: January 26, 2023

Closing Date: Thursday, March 2nd, 2023 at 4:00 PM
Closing Location: Town of New Glasgow, 111 Provost Street, New Glasgow, NS

PROJECT MANAGER

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1 INVITATION AND PROJECT DETAILS

1.1 Invitation

In accordance with the rules, regulations, and guidelines of the Province of Nova Scotia and applicable associations, the Town of New Glasgow is soliciting proposals from architectural and engineering firms for **design and project management services** for the New Glasgow Library Revitalization project. Professional design services are sought from consulting firms with a licensed architect(s), registered with the Nova Scotia Association of Architects. It is the prime consultant's responsibility to ensure the appropriate expertise and disciplines are included in the design team.

In 2019, the Town of New Glasgow engaged the services of Archibald and Fraser Architects of Antigonish, NS, to prepare preliminary design documents (concept/schematic design) for improvements to the function and space of the New Glasgow Library facility and adjacent/associated building users (tenants) areas. The initial project scope of work focused on improving the use of space for the users/occupants, connecting interior spaces to exterior spaces, providing a physical and functional space for interface/collaboration amongst stakeholders and tenants, and to provide "meaningful" access for all users. That work forms part of this RFP call.

The successful consultant will be responsible for the preparation of contract documents, pre-award services, construction phase services, project management services and some post construction services (ex. commissioning). Contract administration will be primarily the responsibility of the Town.

The building is owned by the Town of New Glasgow with the primary tenants being the New Glasgow Library, PARL (Pictou-Antigonish Regional Library), and the NSCAD Studio. The New Glasgow Library is located at 182 Dalhousie Street, New Glasgow, NS. It is situated on the corner of Dalhousie St. and Archimedes St.

The term "Library" is meant to include the public library space, NSCAD, Pictou County Roots Society Space, space for future users, PARL Headquarters, exterior approach areas, grounds, and adjacent green spaces.

The proposal must demonstrate a thorough understanding and complete response to the specific requirements of this project as set out in the Request for Proposal.

This Request for Proposal document sets out the project particulars, project requirements and the broad scope of professional services required from the consultant in support of an architectural design to join these various components into one "Community Hub, Library & Cultural Destination Centre".

1.2 Project Goals

The overall project goals under this RFP remain the same as those listed in the RFP issued to obtain the schematic/preliminary design. The project shall focus on three (3) main goals:

- i) to improve functionality/efficient use of space;

- ii) to develop innovative, multi-experienced, community focused and responsive spaces; and
- iii) to provide meaningful accessibility for all users.

Some ideas to achieve the project objectives were (are):

- Create a fresh, refurbished identity for the Library.
- Open up the facility for better connection to the community along Archimedes Street, to Laurie Park and to the Carmichael Stewart House Museum
- Create a community “porch” on the Archimedes/Dalhousie corner.
- Improve flexibility and functionality of both the Library and PARL Headquarters.
- Make the facility fully accessible (using the Rick Hansen Foundation Accessibility Certification Rating System as the model. The Town may wish to have the facility rated and certified in the future. Work under this project should be aligned with that goal. The use of a qualified Assessor is not a strict requirement; however, the design professional must be familiar with the intent of the RHFAC program).
- Update furnishings and finishes.
- Update mechanical and electrical systems.
- Create/update exterior signage.

1.3 Background

Public libraries play a vital role in the life of their community. They are community hubs, meaning that they provide a central access point for a range of cultural and recreational programs and services, along with health and social programs and services to nurture community life. Over the years, public libraries have developed a diversity of programs and services to meet the evolving needs of older adults. Such programs and services often aim to offer lifelong learning opportunities. Public libraries often host events where people can discuss with authors and discover local emerging artists.

The proposed “Community Hub, Library & Cultural Destination Centre” currently hosts the New Glasgow Public Library and the NSCAD Artist in Residence Studio Partnership in a building developed over several decades in various stages. The New Glasgow Library, Pictou County’s largest public library, was designed 30 years ago. At the time, libraries were built to be book depositories and study halls. A recent expansion seven years ago allowed for community use of a programming/community room and added a heritage room which provided for a free long-term home for the Pictou County Roots Society. The Pictou-Antigonish Regional Library has carried out internal modifications/renovations over the last fifteen years including the addition of Newcomer Welcome services. These disparate pieces should be combined into one integrated, flexible, community design.

1.4 Purpose

Schematic Design

The facility is in great need of being updated to create a prominent presence in the Town of New Glasgow, with a renewed functionality and updated “fresh” image. The schematic design completed by Archibald and Fraser Architects aims to pull together the various creative and innovative assets currently in the Dalhousie and Archimedes Street area into one cultural and educational community design.

The components included a redesigned New Glasgow Library, an age friendly programming space specifically dedicated to seniors/older adults, improved linkages to the NSCAD studio, and better access to the street and adjacent park. The purpose of the work was to "join" these various components into one "Community Hub, Library and Cultural Destination Centre", operating seamlessly for (and by) the community.

This Project

The successful design team will review the previous design concept and refine, if required, to ensure that the project goals are current. There will be an opportunity to engage all stakeholders to update the project vision prior to proceeding with final drawings and specifications. The prime purpose of this project is to finalize the architectural and engineering designs and develop contract drawings (Issued for Tender) and construction cost estimates.

The final design must be aligned with the Town of New Glasgow’s “plans/strategies”; i.e. Community Climate Action Plan, Accessibility Action Plans (Library’s and Town), Integrated Community Development Plan and the Library Boards Association of Nova Scotia Strategic Plan. These documents will be shared with the successful design team.

1.5 Accessibility

Meaningful accessibility is key to this public space revitalization project. Providing universal access to safe, inclusive and accessible public spaces ensures that everyone is able to participate, live and work to their full potential. This project must improve accessibility of the built environment for both interior and exterior areas. The design team must understand that the built environment has a close relationship with other areas that may present barriers to achieving meaningful accessibility as described in the 2017 Accessibility Act. While this project is primarily “built-environment” in nature, the project interconnects with all six (6) areas of focus listed under the Act. For example, the design team must ensure that this project meets the intent of providing accessible services to all users. Both the Town and PARL have accessibility plans that are impacted by this project.

1.6 New Glasgow Library requirements

Public libraries today, as exemplified by the Antigonish People’s Place Library, are community gathering places. They motivate the community to learn, create, innovate, and express themselves by offering flexible and imaginative spaces. By clustering like activities public libraries also foster community pride and optimism. This project will create this space and be allied with other components to be found in the ‘Community Hub, Library & Cultural Destination Centre’.

Some of the elements to be included in the New Glasgow Library component are:

- Maker / Creator Space for digital innovation.
- Better integration of the Newcomer Welcome Centre and allow for EAL tutoring room.
- Improved partnership opportunities with YReach Newcomer Services, Multicultural Association of Pictou County, Creative Pictou County and Pictou County Continuous Learning Association.
- Display space for arts and cultural groups and individuals.
- Enhance volunteerism and community engagement by offering free community meeting space for non-profits.
- Allow 100% physical accessibility for all sectors of the community.
- Showcase local artistic talent through the integration of public art into the design, especially celebrating the many cultural identities of the area.
- Allow for expansion of community festivals such as New Glasgow Culture Days and Art at Night by creating outdoor performing and display spaces adjacent to the library.
- Allow for library staff to offer more programs by creating a flexible environment able to handle many uses.
- Establish areas for further partnerships, especially with groups working in social enterprise.

1.7 Project Scope of Services

The required services include, but may not be limited to, the following:

A. Contract between Owner and Consultant

- Prepare contract between owner and design consultant (CCDC format)

B. Review of Conceptual Design/Schematic Design

- Information review/data collection. Collect, review, analyze and interpret existing information to ensure concept work meets the project goals and is current. Recommend changes to Town, if required.
- Facility overview. Review proposed energy efficiency improvement measures developed by the Town. Confirm prior to conducting any detailed design work. Sub-consultants and Town must agree on energy reduction methods and pathways upfront.
- Review Class “C” estimate to ensure estimated costing is still relevant. Update if changes are recommended in the concept plan.
- Prepare design schedule
- Prepare preliminary construction schedule

C. Contract Documents for any new/renovated areas

- Prepare Architectural/Engineering design drawings (Contract Drawings -Issued for Tender and Issued for Construction)
- Prepare Contract documents - Specifications, including front end (GC, etc.) and supplementary specifications. Project – Issued for Tender and Issued for Construction
- Prepare Construction Estimate – Class “A”
- Prepare Contract (CCDC document)

D. Construction Phase Services

- Provide Project Management services, including inspection and testing services.
- Provide technical services during tendering phase.
- Provide technical services during the review and evaluation of bids.
- Provide assistance to Town, when requested, during contract administration activities. The Town will advertise the tender and coordinate tender opening. Progress claims will be paid by the Town.
- Coordinate project meeting. Prepare and distribute minutes.
- Review contractor's construction schedule and provide comments.
- Ensure contractor follows all occupational health and safety requirements.
- Review progress claims and prepare/issue statutory declarations for payments.
- Provide assistance during dispute resolutions. Review CCO's and prepare CO's for approval.
- Be responsible for project close out procedures, including commissioning.

E. Library Operations During Construction Project

The Consultant will assist the Town/Library in determining how best to maintain operations during construction. If operations are to be located to a temporary space, Consultant will coordinate with Library to ensure operational space and storage space is accommodated.

1.8 Current Energy Efficiency Upgrade Project

The successful Consultant will work with the Energy Efficiency Contractor that is currently working on energy efficiency upgrades, electrical main service upgrades, HVAC/HRV upgrades and mechanical (duct work) layouts that are a part of an in-progress project. This work is proposed for the Library and attached Fire Hall.

The work, identified on Annex A, is a part of the Energy Efficiency Project and should not be included in the scope of this proposal (for design and installation). This work will be performed by others. However, the successful proponent must work closely with the Energy Efficiency Contractor to ensure all work is captured. Electrical and Mechanical design, not covered by the Energy Efficiency Contractor, is the responsibility of the successful consultant. It is important to note that the mechanical and electrical design team, under this RFP, must review all work performed by others, and make any necessary recommendations to the Town. If work, performed by others conflicts with the design under this RFP, the prime consultant must inform the Town in writing.

1.9 Licensing Requirements

Consultant Team members and key personnel shall be, or be eligible to be, licensed, certified or otherwise authorized to provide the necessary professional services to the full extent that may be required by provincial law in the Province of Nova Scotia.

By virtue of submitting this proposal, the Proponent certifies that the Proponent has satisfied itself that the proposed Consultant team and key personnel are qualified and competent. The Proponent acknowledges that the Town reserves the right to verify any information in this regard and that false or erroneous certification may result in the proposal being declared non-responsive.

1.10 Timelines

The following are project milestone timelines:

1. RFP invitation – Jan 27th, 2023
2. RFP submission closing – Mar 2nd, 2023.
3. Evaluation of Consultants – Mar 9th, 2023
4. Award of Contract – Mar 22nd, 2023
5. Technical/Administrative Briefing – Apr 3rd, 2023
6. Confirmation/review of conceptual design - Apr 24th, 2023
6. Preliminary Submission (30%) – May 23rd, 2023
7. Submission 90% (with Class B estimate)– July 10th, 2023
8. Final Submission (IFT and Class A estimate)– Aug 21st, 2023

1.11 Technical/Administrative Briefing

The successful consultant will be provided with a Technical/Administrative Briefing document after award. The document will specify submission requirements and general submission format. The Consultant will determine his/her own format to meet the deliverables described in para 1.7 Project Scope of Services. The briefing document is a supplement to this RFP document.

2 TERMS AND CONDITIONS OF COMPETITION

2.1 Glossary of Terms:

Town: The Town of New Glasgow, including the Chief Administrative Officer (CAO), and/or the Director of Engineering and Public Works).

Consultant Team:	The team of consultants, including the Proponent, its sub-consultants, specialists and other firms, proposed by the Proponent to perform the services required
Key Personnel:	Key professional staff of the Consultant Team proposed to be assigned to this project.
Proponent:	The prime consultant entity who submits a proposal.

2.2 Queries During the Competition:

The Proponent shall base the proposal on the RFP document. It is the responsibility of the Proponent to obtain clarification of any terms, conditions or technical requirements contained in this RFP.

Any questions or requests for clarification during the solicitation period must be submitted in writing by the prime contact of the Proponent to the Project Manager identified on the front page of the RFP document. Answers and corresponding questions will only be sent by the Town to the prime contact of the Proponent, who will be responsible for further internal distribution as required.

Inquiries relating to this solicitation are to be directed ONLY to the Town Project Manager referred to above. Non-compliance with this condition during the solicitation period may, for that reason alone, result in the disqualification of the proposal.

The answer to any significant question or request that may impact on the project scope or any contractual issue will be forwarded, by Amendment to this document, to all Proponents. In this regard, Proponents are advised that the only information related to this project that will be contractually binding is the information issued by the Town in writing or in the form of Amendment. Questions and requests for clarifications will be answered until seven (7) calendar days prior to the date stipulated for submission of Proposals.

2.3 Examination of Sites and Local Conditions

The Proponent must satisfy themselves as to the practicability of supplying the Services in accordance with the Contract and shall be held to have satisfied themselves in every particular before submitting a Proposal, by inquiry and by inspection of the Site herein described.

If applicable, the Proponent should examine the Site surroundings and, before submitting a Proposal shall satisfy themselves as to the nature of the Site, the quantities and nature of the Services to be supplied and in general, shall obtain all relevant information as to risks, contingencies and other circumstances which may influence their Proposal. Refer to Site definition.

2.4 Ownership of Proposal and Freedom of Information

All responses to this RFP become the property of the Town of New Glasgow. By submitting a Proposal, the Proponent agrees the Town has the right to copy the Proposal Documents. Proposals will be held in confidence by the Town, subject to the provisions of the *Freedom of Information and Protection of Privacy Act* and any requirement for disclosure of all or a part of a Proposal under that Act. The requirement for confidentiality shall not apply to any Proposal that is incorporated into the Contract for the supply of the Services.

2.5 The Town's Right to Accept or Reject Proposal

The lowest or any Proposal will not necessarily be accepted. The Town reserves the right in its absolute discretion to: accept the Proposal which it deems most advantageous and favorable in the interests of the Town of New Glasgow; and waive informalities in, or reject any or all Proposals, in each case without giving any notice. In no event will the Town be responsible for the costs of preparation or submission of a Proposal.

If there is only one compliant Proposal received by the Closing Time, the Town reserves the right to accept the Proposal or cancel the Proposal process with no further consideration for the sole Proposal. This includes the right to cancel this RFP at any time prior to entering into the Contract with the Contractor. The Town reserves the right to cancel this RFP at any time before execution of the Contract without being obligated to any Proponent regardless of whether there is one or more compliant Proposals.

Proposals that contain qualifying conditions or otherwise fail to conform to these Instructions to Proponents may be disqualified or rejected by the Town in its absolute discretion. The Town may at its sole discretion reject or retain for consideration Proposals which are non-conforming including Proposals that do not conform because they do not contain the content or form required by these Instructions to Proponents or because they have not complied with the process for submission set out herein.

2.6 No Claim for Compensation

Except as expressly and specifically permitted in these Instructions to Proponents, no Proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in the Request for Proposals, and by submitting a Proposal each Proponent shall be deemed to have agreed that it has no claim.

2.7 Conflict of Interest

By submitting a Proposal, the Proponent warrants that neither it nor any of its officers or directors, or any employee with authority to bind the Proponent has any financial or personal relationship or affiliation with any elected official or employee of the Town of New Glasgow or their immediate families which might in any way be seen (in the Town's sole and unfettered discretion) to create a conflict.

2.8 Anti-Collusion, Fraud & Corruption

The Proponent shall not communicate to any person prior to the opening of Proposals (other than to the Town through the delivery of a Proposal in the prescribed manner) the amount of any Proposal, or at any time adjust the amount of any Proposal by arrangement with any other persons, make any arrangement with any other person about whether or not they or that other person should or should not submit a Proposal or otherwise collude with any other person in any manner whatsoever in the Proposal process. Any breach of this provision or non-compliance on the part of a Proponent shall, without affecting the Proponent's liability for such breach or non-compliance, result in the Proposal's disqualification.

2.9 Confidentiality

Confidential information about the Town obtained by Proponents must not be disclosed unless authorized to do so, in writing, by the Town of New Glasgow. The Proponent agrees that their obligation of confidentiality will survive the termination of any Contract awarded under this Proposal process.

2.10 This Request for Proposals is not an Invitation to Tender

There is no obligation for Proponents to enter into a Contract and no Contract is created, intended, or implied by this RFP. This RFP cannot be considered Contract 'A' as defined in Canadian Common Law. Neither the issuance of this RFP nor the receipt of a Proposal in any way binds the Town to proceed with any project, enter into a Contract or obtain any services from any Proponent. No contractual relationship of any kind exists between the Town and any Proponent unless and until a binding agreement has been executed between a Proponent and the Town of New Glasgow. This RFP is not a tender. All Proposals are irrevocable until such time as a Contract is executed by the Town and a Proponent. A Proponent wishing to revoke its Proposal must put a request in writing to the Town Representative. Any such written request must be signed by the same authorized signatory as in the Proponent's original Proposal.

If a Proposal is selected, it is anticipated that the Town will enter into negotiations with the Proponent for the execution of a Contract.

If the Town and a Proponent are unable to successfully negotiate and execute a Contract, the Town of New Glasgow may negotiate and enter into a Contract with any other Proponent.

2.11 Irregularities and Informalities

The Town reserves the right, at its sole discretion to waive irregularities and informalities in any Proposal and to seek clarification or additional information on any area of any Proposal when it is in the best interest of the Town to do so.

2.12 Liability for Errors

While the Town has used considerable efforts to ensure an accurate representation of information in this RFP, the information contained in this RFP is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the Town, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve the Proponents from forming their own opinions and conclusions with respect to the matters addressed in this RFP.

2.13 Basis of Contract Award

Proponents are hereby notified that the Town intends to negotiate and enter into the Contract for the supply of the Services based not only on the Proposal price, but the Proponent's experience and qualifications considered essential by the Town to provide the Services requested and any other criteria the Town considers relevant in its absolute discretion, including the following:

- a) The Evaluation Criteria as spelled out in Figure 1.
- b) The qualifications and experience necessary for the satisfactory performance of the work.
- c) The capacity of the Proponent to supply the Services promptly.
- d) The performance of the Proponent on similar projects, record of compliance with all statutes, regulations, and bylaws affecting the Proponent's previous supply of Services.
- e) A positive reference referral from previous experience.
- f) Lowest price to the Town of having the Services supplied in accordance with the Request for Proposals documents.
- g) Conformity of the Proposal to the requirements set forth in the description of Services; and
- h) Conformance with the timing provided for in the Description of Services.

The Town, when considering the award of the Contract, will take the above prerequisites and the Proposal schedules into consideration.

Proponents shall be competent and capable of supplying the Services. Proponents may be required to provide further evidence of previous experience and financial responsibility. A reference check on past experience may be performed.

The evaluation process will be conducted solely at the discretion of the Town. The Town may decide to utilize other criteria in the review of Proposals other than those set forth above; in particular, the price to supply the Services may not be the only or primary criterion that will be utilized by the Town. The Town reserves the right to make inquiries regarding any or all Proposals and to verify all information submitted by Proponents.

The Town reserves the right, at its discretion, to negotiate with any Proponent that the Town believes has the most advantageous Proposal or with any other Proponent or Proponents concurrently. In no event will the Town be required to offer any modified terms to any other Proponent prior to entering into the Contract with the successful Proponent, and the Town shall incur no liability to any other Proponent as a result of such negotiations or modifications.

Proponents are advised that, after receipt of Proposals and prior to award of Contract, Proponents may be required to provide the Town with additional information concerning the Proponent or their Proposal including, but not limited to, a further breakdown of relevant components of the proposed prices.

The Town reserves the right to reject any Proposals of a company that is, or whose principals are, at the time of submitting a Proposal, engaged in a lawsuit against the Town in relation to the supply of goods or services.

The Town reserves the right to reject any Proposals of a company that owes, or whose principals owe, monies to the Town at the time of submitting a Proposal.

2.14 Order of Precedence of Documents

In the event of a conflict between the documents, the following is the order of precedence:

- a) Associated Amendments, if any;
- b) RFP Document;
- c) the Proponent's technical submission;
- d) the Proponent's Offer of Services.

3 SELECTION PROCESS

The objective of this competitive RFP for selecting a Consultant Team is to obtain optimum value for the Town of New Glasgow and to ensure fair treatment of the consulting industry.

3.1 RFP Scoring of Technical Submission

The evaluation process will involve the scoring of the information provided in the RFP proposal against the submission criteria outlined in this document.

3.2 Price Envelope

Once the evaluation of the technical submission has been completed, the Town of New Glasgow will open the Offer of Services envelopes of the proponents whose technical submissions have obtained a technical score within 10 points of the highest ranked technical submission.

3.3 Results of Evaluation / Contract Award

The RFP and Offer of Services scores are added to determine the relative ranking of Proponents. The Proponent with the highest overall score will (may) be selected to negotiate a contract with the Town of New Glasgow.

3.3.1 In the event that the totals of the technical and Offer of Services scores of the top proponents are tied or are within one (1) point of each other, the Proponent having submitted the highest scoring Offer of Services will be selected to negotiate a contract with the Town of New Glasgow.

3.3.2 In the event that these negotiations fail, the Town will enter into negotiations with the next ranked Proponent. The services offered by the Proponent shall be in accordance with this RFP Document.

3.3.3 The achievement of top ranking by a Proponent does not constitute a commitment by the Town to award the commission to the firm. The award of a commission is contingent on the completion of any required negotiations, to the satisfaction of the Town and the Proponent, and the securing of the necessary final Municipal approvals to award.

4 RFP SUBMISSION CONTENT

4.1 Content Sections

The submission shall include the following:

- Cover Letter
- Appendix A - Administrative Form;
- Appendix B – Achievements of the Proponent on Comparable Projects;
- Appendix C – Consultant Team Technical and Managerial Expertise.
- Appendix D – Understanding and Concept for the Project;
- Appendix E – Approach and Methodology;
- Project Schedule (part of Appendix E above)
- Offer of Services Sealed Envelope;

4.2 Number of Copies

Two (2) complete copies of Appendices A, B, C, D and E to be submitted.

Only ONE (1) copy of the Offer of Services Form must be submitted in a SEPARATE SEALED ENVELOPE.

4.3 Format

Computer generated provided that the order of the items as they appear on the form (appendix A attached) remains unchanged.

Proponents are asked to use the same headings in their proposal as indicated in the evaluation criteria table.

Note: This submission will be evaluated solely on the contents of the material as presented in the Appendices. Technical Submission considered to be excessive may be penalized by down rating.

4.4 Labelling

Town of New Glasgow
PO Box 7
New Glasgow, Nova Scotia
B2H 5E1
Request for Proposals NG202301-01
New Glasgow Library & PARL Headquarters
Revitalization

4.5 Closing date and location

Proposal submissions must be received at the **Town Office, PO Box 7, 111 Provost St., B2H 5E1** on or before **4:00 pm on 02 March 2023**. Late submissions will not be accepted and will be returned unopened to the Proponent.

5 RFP TECHNICAL EVALUATION CRITERIA

Proponents will have their submissions evaluated by qualified evaluators determined by the Town. The submissions will be assessed on the merits of the information contained in the appendices in accordance with the criteria and weight factors indicated in Figure 1. (Each question (criterion) will be scored out of a possible 10 points to ensure fair grading against the standards. The scores of all evaluators are then averaged to determine the average score per criterion and multiplied by the weight factor assigned to each criterion identified in Figure 1. A summary of the averaged scores are then submitted to the Town Engineer.)

5.1 Appendix A – Administrative Form and Confirmation of Consultant Team

Form provided

This administrative form is required for information purposes only and will not be used in scoring the proponent's proposal. The requirements for filling out Appendix A are self-explanatory.

5.2 Appendix B – Achievements of Consultant Team on Comparable Projects

Form provided

- List and briefly describe completed projects, minimum 2 and maximum 3, completed within the past ten (10) years that are relevant and closely comparable to this project (e.g. projects involving municipal waterworks) with similar functional requirements and of similar size and scale [maximum 1 page per project].
- Include the initial and final consultant costs, estimated and actual completion dates to complete the project, and initial construction award value, final construction cost. If slippage, in terms of cost or schedule, occurred, the proponents should explain why.
- Provide names, address and telephone numbers of client contacts for the projects listed.

5.3 Appendix C – Consultant Team Technical and Managerial Expertise

Format to be chosen by the Proponent.

Include an organizational chart identifying the team members and indicating their proposed role in this project. The Proponent should identify the complete team (prime, subs, key personnel, back-up personnel, support staff), showing names of team members, their firm, their role / responsibility in the project, and their technical background.

Provide resumes for each of the key and back-up personnel (**maximum 1 page per person**) from the Consultant's Team to be assigned to this project whether from the Proponent firm or sub-consultant. Resumes shall include education, number years of experience with the firm, degree of involvement and relevant (managerial and/or technical) experience to this commission. Indicate other project-related tasks and key individuals that may have to assume during the course of this project. Back-up personnel should be named for each key individual. Résumés should be tailored to suit the requirements of this project.

Discuss your approach to consultant co-ordination and resource allocation (maximum 1 page).

5.4 Appendix D - Understanding and Concept of the Project

Provide own format

The purpose is to demonstrate a good understanding of the goals of the project, the functional/technical requirements, the constraints, challenges and the issues that will shape the end product.

5.4.1 Within a maximum of four (4) pages, graphics and written text included, provide a description of the project goals and requirements with highlights of those that are particularly significant to the project and the delivery of services, for example;

The functional and technical requirements;

Objectives and broader goals to be reached;

Options to be considered;

Multi-disciplinary co-ordination;

Decision making and recording;

The significant issues, challenges and project constraints

5.5 Appendix E - Approach & Methodology

Provide own format

The purpose is for the Proponent to describe the information collection process, modeling, and design services in relation to their management and design approach and how these approaches will satisfy the needs of the project and the Town of New Glasgow.

5.5.1 Within a maximum of five (5) pages, explain the approach and methodology proposed to ensure that the project's requirements are met. Your management approach should include, but not necessarily be limited to, the following:

Explain how these proposed services will be managed? How will the Consultant Team be organised and managed? What is the Proponent's communication strategies and what is the reporting relationships;

Explain your proposed strategies to ensure: quality, consistent control, efficiency and the availability of proposed resources without omissions, duplication or conflicting responsibilities; Identify the key risk issues associated with this project and how they will be managed;

Discuss your scheduling approach and time control process and your cost control process.

5.6. Project Schedule

Provide own format

Project design must include a schedule showing timelines for start-date, duration, activity, and reporting. A person-hour schedule should also be included.

6 RFP OFFER OF SERVICES EVALUATION

The **Offer of Services quotation**, outlining the **Cost(s) of Services** in legal Canadian Funds, shall be submitted on the Offer of Services Form and placed in a separate sealed envelope clearly marked "Offer of Services Quotation" and identified with the Proponent name and project reference number. It shall be submitted with the technical submission and shall be in accordance with the Basis of Payment stated herein.

6.1 Criteria

The Proponent's score for this criterion will represent 25% of the overall score for the firm's submission. In the Offer of Services, the proponent is to provide:

1. Charge rate quotations;
2. Maximum upset fee;
3. Upset unit travel rate.

6.2 Weight of Criteria

The score for the Offer of Services will be calculated using the Total Classification Score for the charge rate quotations (value 10 marks out of the total score allocated for price), maximum upset fee (10 marks out of total score allocated for price), and the maximum upset unit travel rate (value 5 marks out of the total score allocated for price).

6.3 Calculation of Total Classification Score

The Total Classification Score will be determined as follows:

6.3.1 In the Offer of Services, provide hourly charge rates for each position and/or individual the Proponent proposed to work on this project. The Charge Rates quoted by the Proponent shall be in accordance with Section 7.1. The quoted charge rates will be the only rates payable to the Consultant under this contract, unless subsequent changes are authorized in writing by the Town Engineer;

6.3.2 Multiply the Level of Involvement by the firm's quoted Charge Rate for each of the identified positions to determine the classification score;

6.3.3 Add the classification scores to determine the Total Classification Score.

The Total Classification Score will be used to compare Charge Rates between proponents.

6.4 Scoring of Charge Rate and other Price criteria

6.4.1 The scores for the Charge Rates will be calculated as follows: 10 marks will be awarded to the lowest classification score; 8 marks to the second lowest classification score; 6 marks to the third lowest; 4 marks to the fourth lowest; 2 to the fifth lowest; and 0 marks to the remaining Proponents.

6.4.2 The same approach as 6.4.1 above will be used to score the maximum upset fee, and the upset unit travel rate quotation.

6.4.3 The rating for each price criterion will then be multiplied by the respective weight factor specified in the **Evaluation Criteria Table** to produce a weighted score.

6.4.4 The final score for the Offer of Services is then calculated by dividing the weighted score by 10 and adding the totals of each price criterion.

7 BASIS OF PAYMENT

7.1 Time charges:

7.1.1 Charge Rates include:

7.1.1.1 Payroll cost, which:

a) means salary plus provision for statutory holidays, sick time and vacation with pay, health, group life and disability insurance, pension plans, Worker's Compensation, Unemployment Insurance. Bonuses and profit-sharing payments shall not be included in payroll cost.

b) is calculated by taking the annual salary divided by 1950 hours + the percentage for fringe benefits. The percentage for fringe benefits for normal working time will be calculated annually from actual benefits paid during the calendar year as verified by audit.

c) covers overhead costs and profit. Overhead costs relate to the general operation and maintenance of a business and include the cost of office accommodation, furnishings and equipment and various and sundry operating costs.

7.1.1.2 All computer costs (including word processing, CADD equipment and plotting charges, diskettes, programs, etc.)

7.1.1.3 All travel and disbursement required for prime consultant/sub-consultant team coordination

7.1.1.4 The cost of insurance

7.1.1.5 The cost of licensing and registration.

7.1.2 Charge rates quoted in the Offer of Services are to be used for payment on a time and/or maximum upset, in accordance with the terms of payment.

7.2 Maximum upset fee:

7.2.1 It should be noted that the term "maximum upset fee" means the consultant is bound to complete the prescribed work without additional payment whether or not the costs exceed such a ceiling. The Proponent shall immediately inform the Town Project Manager of any actions perceived to change the prescribed work and thereby having cost implications.

7.2.2 The maximum upset fee will remain unchanged, unless the Statement of Work changes.

7.3 Upset Unit Travel Rate:

7.3.1 Proponents shall quote in the Offer of Services an upset unit travel rate to the Project site. This upset unit rate shall represent the cost of return travel, including both travel time and out-of-pocket expenses, for one individual from the Consultant Team's place of business to the site of the work. The cost of travel will be reimbursed at actual cost (copies of receipts must be submitted) but shall not exceed the upset unit travel rate quoted in the Offer of Services.

7.3.2 The following information is provided to assist Proponents in calculating their upset unit travel rate:

Meal Allowances for this Contract:

<i>Breakfast</i>	<i>\$ 17.15</i>
<i>Lunch</i>	<i>\$18.05</i>
<i>Dinner</i>	<i><u>\$45.95</u></i>
	<i>\$81.15</i>

Accommodation

Must be reasonable and supported by receipts.

Car rental

Compact car and supported by receipts

Travel

\$0.51 per kilometer

7.4 Disbursements:

7.4.1 Disbursements and out-of-pocket expenses, excluding those incurred as a result of prime consultant/sub-consultant team co-ordination, will be reimbursed at actual cost for the following: long distance telephone, long distance telephone charges only for telefax, courier, postage (except for progress claims), photocopying, standard pre-printed drawing sheets.

7.4.2 Copies of all receipts (except for meals) must be submitted with the Progress Claim.

7.5 Specialist Services:

7.5.1 The cost of specialist services that are not specified in the RFP document, but that may be requested by the Town of New Glasgow after contract award will be reimbursed to the prime consultant at invoiced cost (without mark-up). Estimated costs will be negotiated with the Town based on either a fixed or an upset fee.

7.6 Progress payments:

7.6.1 Progress Payments for time charges will be made monthly upon submission of Progress Claims together with supporting invoices to the satisfaction of the Town.

7.6.2 Progress Payments for fixed price will be payable monthly directly proportional to the percentage of work completed as certified by the Town Project Manager.

7.7 Taxes:

7.7.1 Proponents shall remit any required taxes to Revenue Canada in accordance with current legislation.

7.7.2 The Harmonised Sales Tax (HST) will be paid in addition to the amounts payable under the contract agreement. Proponents are NOT to include any amount for HST in any Offer of Services.

7.7.3 Any items which are tax exempt must be clearly identified.

7.8 Additional Services:

7.8.1 Any additional services that may be requested by the Town subsequent to contract award may be reimbursed on either a time basis or as a fixed price. Fees reimbursable on a time basis will be in accordance with Section 7.1 above.

7.8.2 Notwithstanding Section 7.8.1 above the Town will not accept liability for any additional work performed by the Consultant over and above that authorized by the contract, unless the Consultant receives written notification from the Town that the work may proceed.

APPENDIX A – ADMINISTRATION FORM

1. Proponent's Name:	
2. Is this the Head Office? Yes No	Is this the Branch Office? Yes No
3. Street Address:	4. Mailing Address
_____	_____
_____	_____
_____	_____
City: <u>City:</u>	
Province: <u>Province:</u>	
Postal Code:	Postal Code:
5. Telephone Number: ()	6. Fax Number: ()
7. Provide the following information about the firm.	
Year Established	Number of Employees
Type of Organization:	Professionals:
Sole Partnership	Registered Technologists
Partnership	Technical Support
Corporation	Other:
Joint Venture	
<p>I confirm that this submission complies with all rules and regulations and guidelines applicable to the performance of this work, of the Provinces and the Professional Association(s) of the provinces, wherein this project will be carried out. I also confirm my registration, or eligibility to be registered to practice in the Provinces wherein the work will be carried out;</p>	
Signed: <u>Position:</u>	

APPENDIX B – ACHIEVEMENTS OF THE PROPONENT TEAM ON COMPARABLE PROJECTS

Firm Name:		Discipline:
Project Name:		
Was the firm Prime Consultant Sub-Consultant on a Design/Bid/Build project Owner’s representative Design/Builder’s Consultant on a Design/Build project Degree of responsibility: %		
Project Description:		
Consultant's Initial Cost \$ (fees, disbursements, etc.)	Consultant's Final Cost \$	
Estimated Completion Date: Initial Construction Value \$	Actual Completion Date: Final Construction Cost \$	
Reasons for not on budget/schedule if applicable:		
Joint Venture Yes No	If yes, degree of responsibility? %	
Joint Venture Partner:		
Proponent's Responsibility on the Project:		
Relevance of the Project:		
Client's Name and Phone Number:		

**Use one page for each project submitted.
Number pages for example, B1 of 3, B2 of 3, B3 of 3**

EVALUATION CRITERIA TABLE - FIGURE 1

EVALUATION CRITERION		CRITERION WEIGHT FACTOR
Appendix A – Administrative Form and Confirmation of Team		YES/NO
Appendix B – Achievements on Comparable projects: - similar functional requirements - similar size and scale - similar responsibilities - on time and budget		20
Appendix C – Technical and Managerial Expertise: • Team organization • Key Personnel • Consultant co-ordination and resource allocation		15
Appendix D - Understanding and Concept for the Project		15
Appendix E - Approach and Methodology		15
Services and Team Management	(5)	
Risk Management	(5)	
Schedule & Cost Control	(5)	

Offer of Services		35
Charge Rates	(20)	
Maximum Upset Fee	(10)	
Upset Unit Travel Rate	(5)	
TOTAL:		100

Proposed Energy Reduction Work - Library / Fire Dept -(BY OTHERS) To be coordinated with the design firm and integrated into the final design

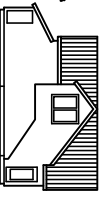
Facility	Tasks/Activities	Notes or Description
Library / Fire Dep't	Elect. Eng. & Design	New Fire Hall Service + Separate the Library
	Fire Hall load spikes	Identify & install VSD to address load spikes
	Domestic hot water heat pump	Replace an electric resistance domestic hot water heater with a heat pump hot water heater
	Duct Fabrication & modifications	All renovated areas to require potential ducting & zoning modifications
	Replace Rooftop Units - Library	Replace 2 original rooftop units with rooftop, packaged heat pumps (Library)
	Replace Rooftop Units- Community Rooms	Replace 2 original rooftop units with rooftop, packaged heat pumps (Community rooms)
	Building Automation	Install a fully integrated BAS throughout the entire facility (existing & new systems)
	VRF Hydrobox (air-water)NOTE: Sch. Based upon Library design completion by July 2023)	Installation of a VRF-Hydrobox to provide low temp. back-up hydronic heating
	Install a VRF system (air-air)	Installation of a VRF system to provide heating & air-conditioning to all <u>non-library</u> spaces in the facility (i.e. Bylaw officer space, current NASCAD space, empty 2nd floor room, fire truck bay (Heating Only) + various other offices and spaces
	Install an HRV(s)	Installation, ducting, power and controls for an HRV(s) to provide heat recovery and fresh air to all areas served by the air-air VRF system (non-library areas)
	Domestic hot water heat pump	Replace a 2nd electric resistance domestic hot water heater with a heat pump hot water heater
	Air Balance the facility	
	Testing, Commissioning & staff training	



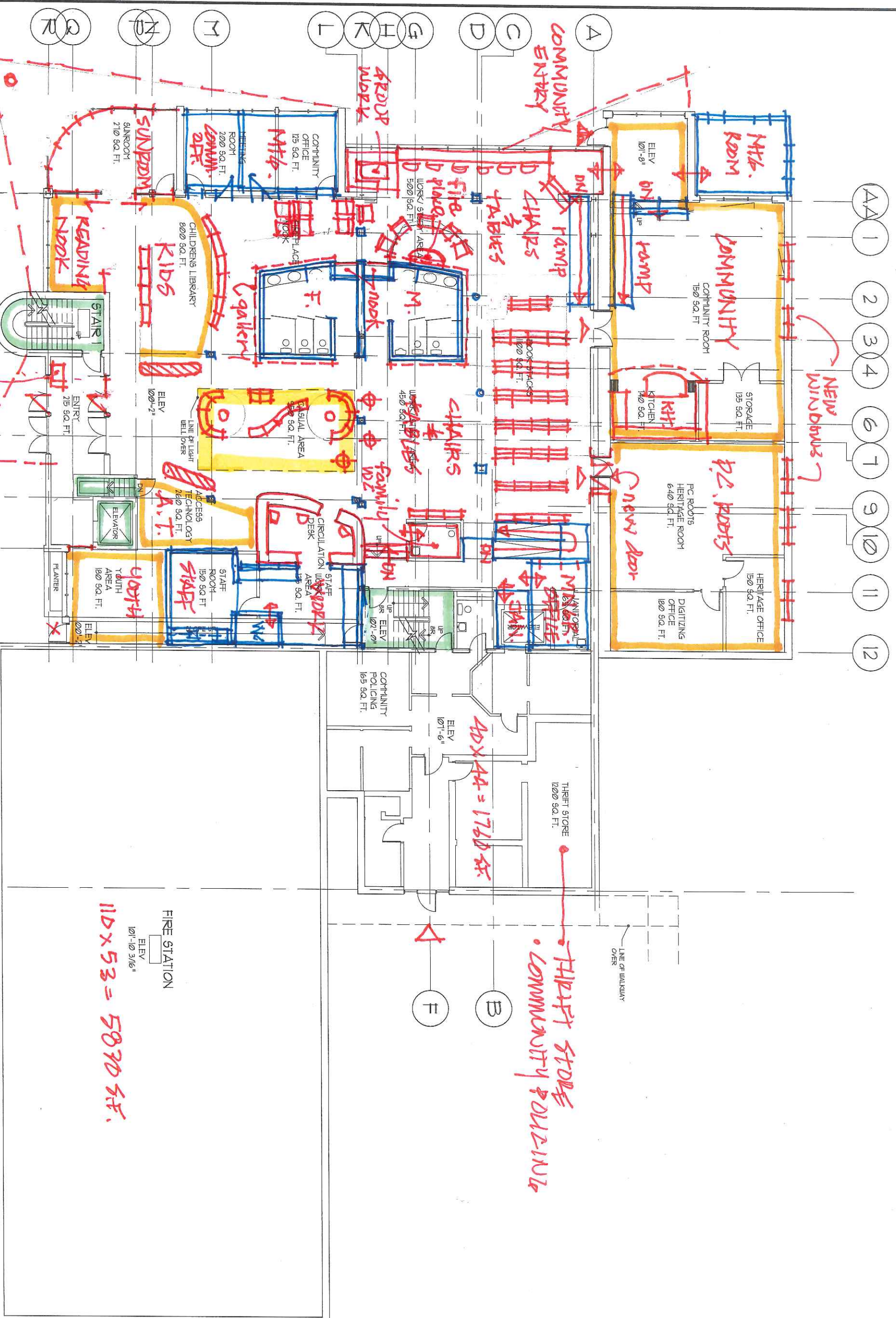
NEW GLASGOW LIBRARY & PARL. HEADQUARTERS

RENOVATION CONCEPT 2019

archibald & fraser
architects ltd.



P.O. BOX 1358 ANTIGNISH NS B3G 2L7 863-0966



NEW GLASS DOOR LIBRARY CONCEPT:

DATE: 8.19 SCALE: 1/16" = 1'-0"

1 MAIN FLOOR PLAN
SCALE: 1/8" = 1'

ALL DIMENSIONS TO FACE OF STUD UNLESS NOTED OTHERWISE

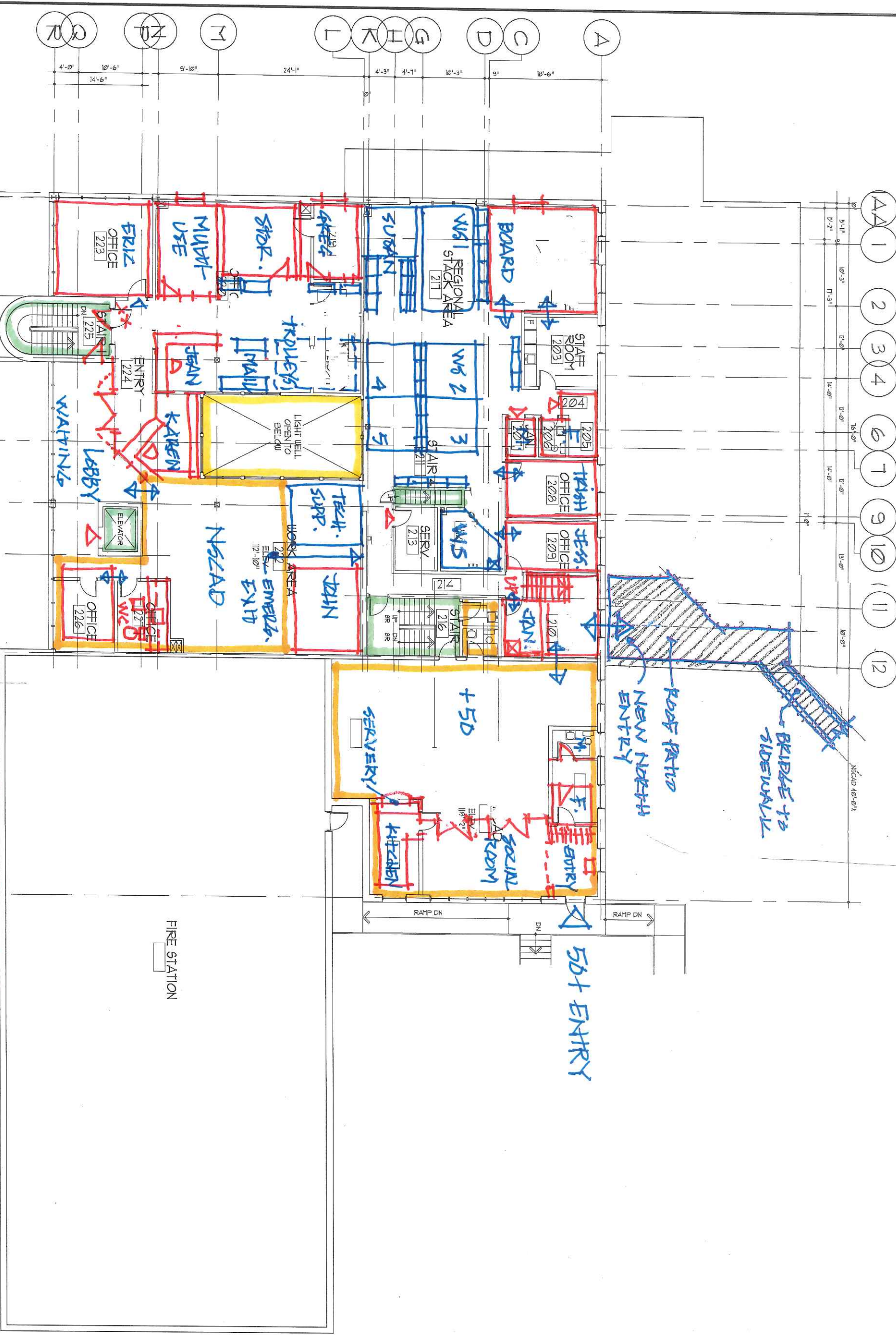
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NO.	REVISION	DATE

archibald + rae
architects ltd.
182 DALHOUSIE STREET
NEW GLASGOW, NOVA SCOTIA

PROJECT
NEW GLASGOW LIBRARY & PARL HQ RENOVATION

SCALE	DATE
1/8" = 1'-0"	AUG 2019
DRAWN KDG/C/LC	REVIEWED
SEAL	

PROJECT NO. 818
DRAWING NO. 301



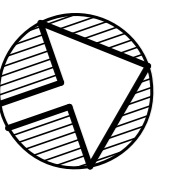
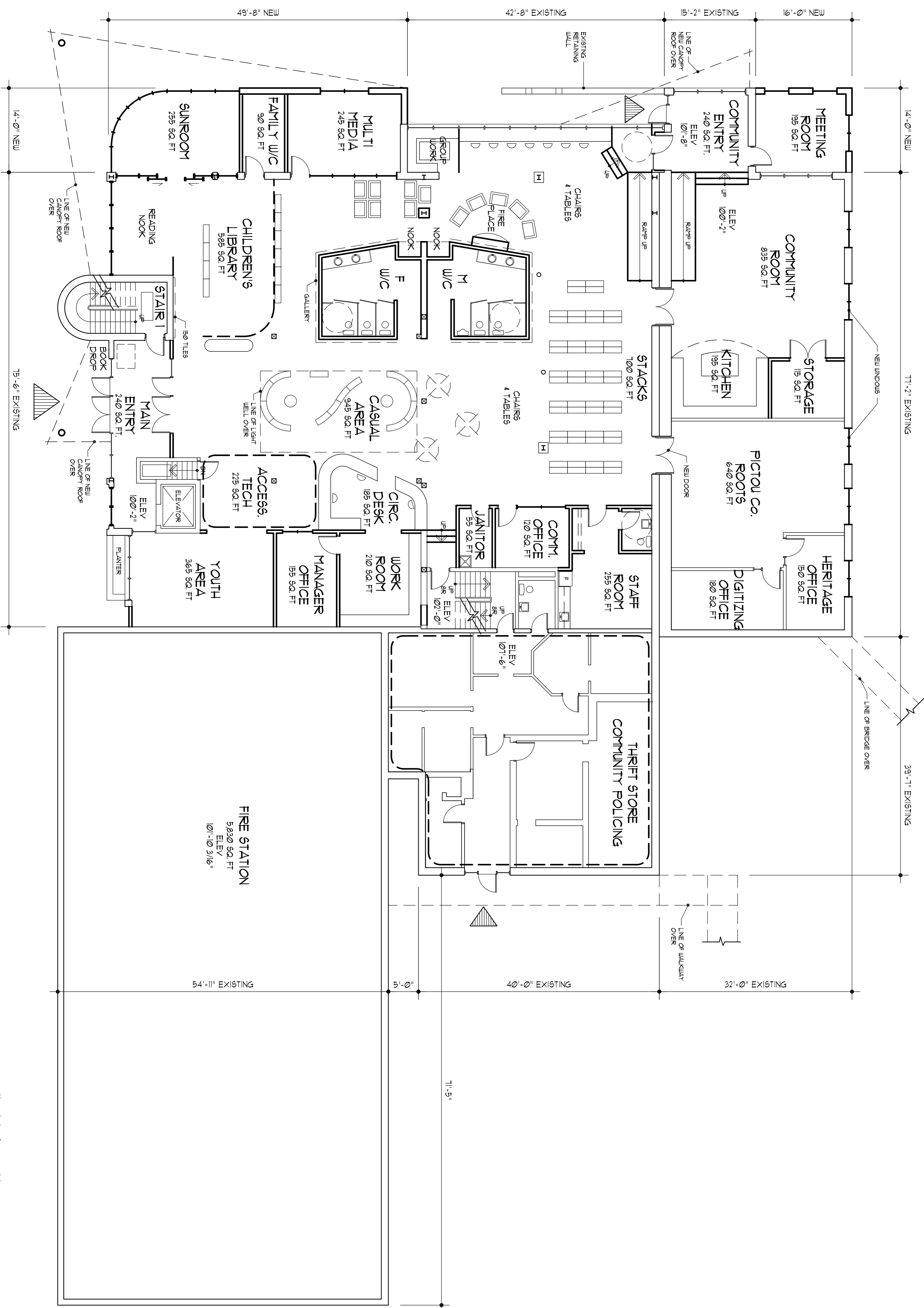
**PARL HEADQUARTERS
CONCEPT:**

DET. 8. 2019 SCALE 1/8" = 1'-0"



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302
SCALE: 1/8" = 1'-0"

PROJECT NO.	818	DRAWING NO.	302
DEMOLITION SECOND FLOOR PLAN			
SCALE	1/8" = 1'-0"	DATE	APR 2019
DRAWN	CLC	REVIEWED	
SEAL			
PROJECT NEW GLASGOW LIBRARY & PARL HQ RENOVATION 182 DALHOUSIE STREET NEW GLASGOW, NOVA SCOTIA			
DRAWING EXISTING/ DEMOLITION FLOOR PLAN			
PROJECT NO. 2019-0001 ARCHITECT: archibald & traeser architects ltd. 1000-1000 AVENUE BOULEVARD, SUITE 300, DARTMOUTH, NS B5A 1K6			
1 ISSUED FOR REVIEW NO. 1 REVISION		OCT 19 DATE	
ALL DIMENSIONS TO FACE OF STUD UNLESS NOTED OTHERWISE			



NEW LAYOUT
 MAIN FLOOR PLAN
 SCALE: 1/8" = 1'

NO.	REVISION	DATE
1	ISSUED FOR REVIEW	NOV 2018
2	ISSUED FOR CONSTRUCTION	OCT 7/18

archibald & fraser
 architects ltd.
 705 BOK BAY ANTIOCH RD. BOX 217 865-0966

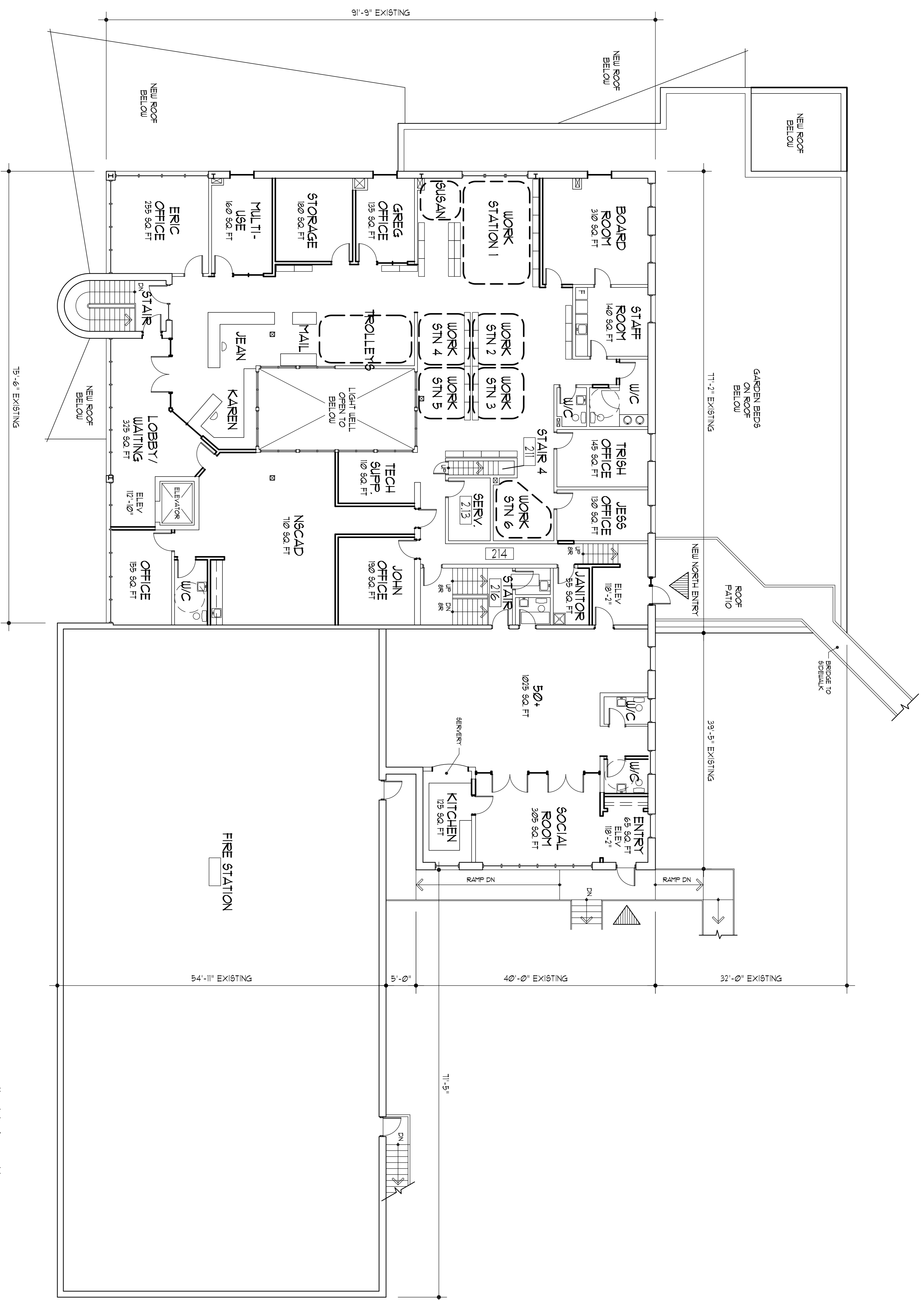
PROJECT
 NEW GLASGOW
 LIBRARY & PARL HQ
 RENOVATION
 182 DALHOUSIE STREET
 NEW GLASGOW, NOVA SCOTIA

NEW LAYOUT
 MAIN FLOOR
 PLAN

SCALE	DATE
1/8" = 1'-0"	AUG 2019
DRAWN KDG/C/LC	REVIEWED
SEAL	

PROJECT NO.	DRAWING NO.
818	301

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NEW LAYOUT
1 SECOND FLOOR PLAN
 SCALE: 1/8" = 1'

NO.	REVISION	DATE
1	ISSUED FOR REVIEW	NOV/2018
2	ISSUED FOR DS	OCT/18

archibald & fraser
 architects ltd.
 705 BOX 938 ANTIOCH, NS B0S 2L7 865-0944

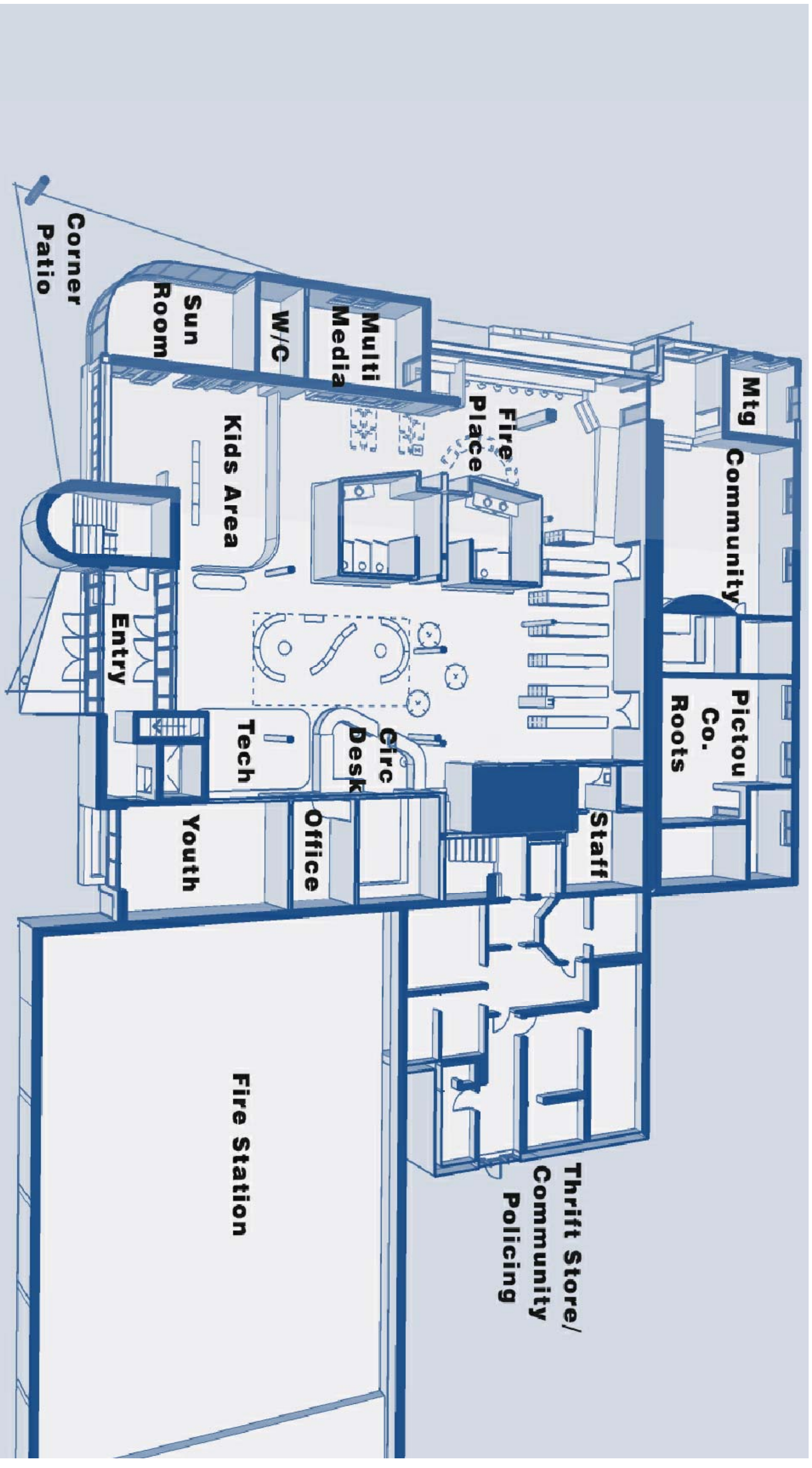
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NEW GLASGOW LIBRARY & PARL HQ RENOVATION
 182 DALHOUSIE STREET
 NEW GLASGOW, NOVA SCOTIA

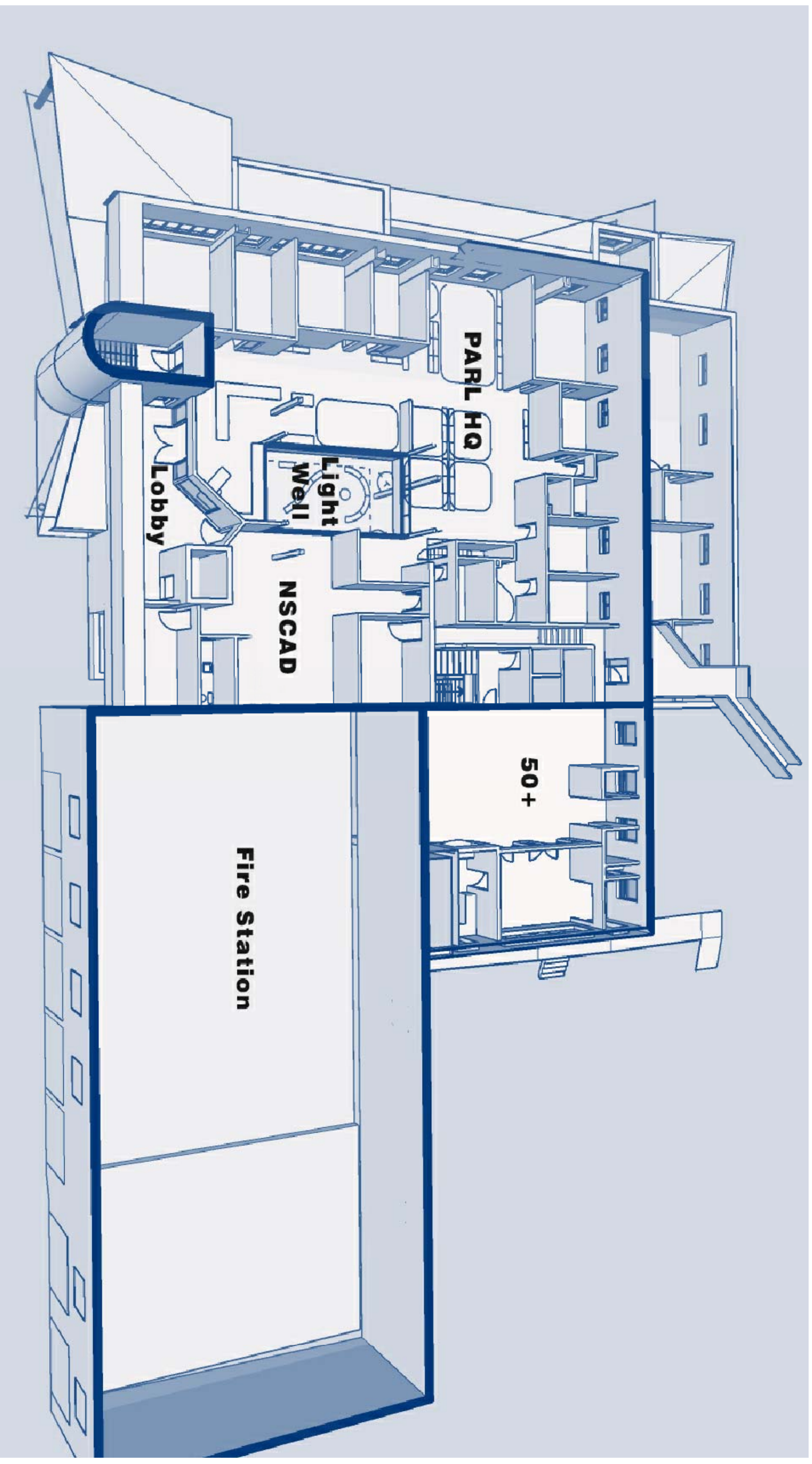
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NEW LAYOUT SECOND FLOOR PLAN

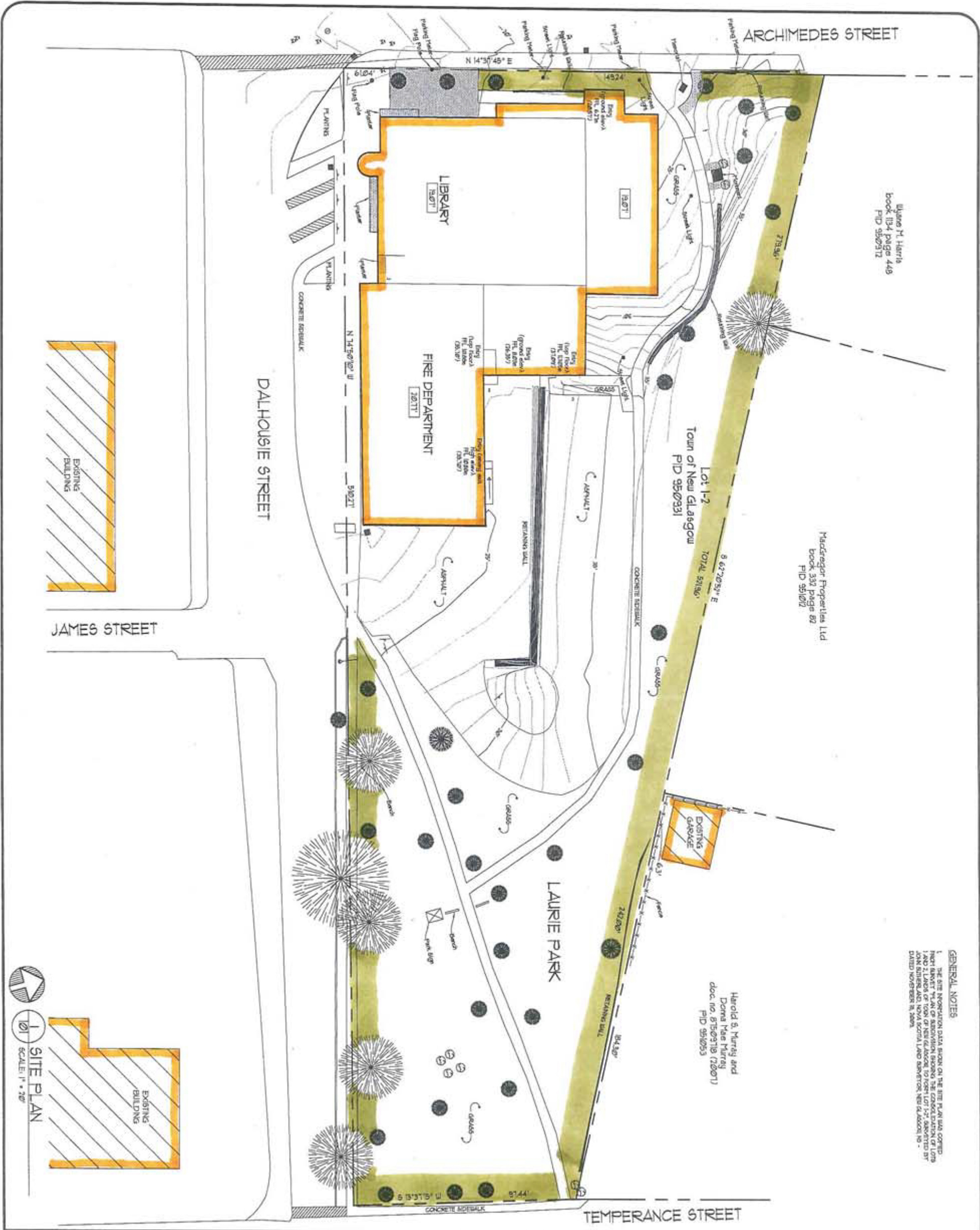
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DRAWN KDG/CLC	REVIEWED
SEAL	

PROJECT NO.	DRAWING NO.
818	302

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Lyane H. Harris
book 1134 page 448
PID 950931Z

Macdonald Properties Ltd
book 332 page 82
PID 951012

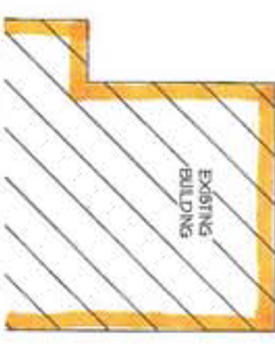
Lot 1-2
Town of New Glasgow
PID 950931

Harold S. Murray and
Dorcas H. Murray
doc. no. 875,09718 (20071)
PID 951053

GENERAL NOTES
1. THE SITE INFORMATION DATA SHOWN ON THE SITE PLAN WAS OBTAINED FROM AERIAL PHOTOGRAPHS AND AERIAL PHOTOGRAPHS OF THE PROJECT AREA AND IS FOR INFORMATION ONLY. THE LOCATION OF THE PROJECT IS SHOWN IN RED ON THE AERIAL PHOTOGRAPHS. THE LOCATION OF THE PROJECT IS SHOWN IN RED ON THE AERIAL PHOTOGRAPHS. THE LOCATION OF THE PROJECT IS SHOWN IN RED ON THE AERIAL PHOTOGRAPHS.

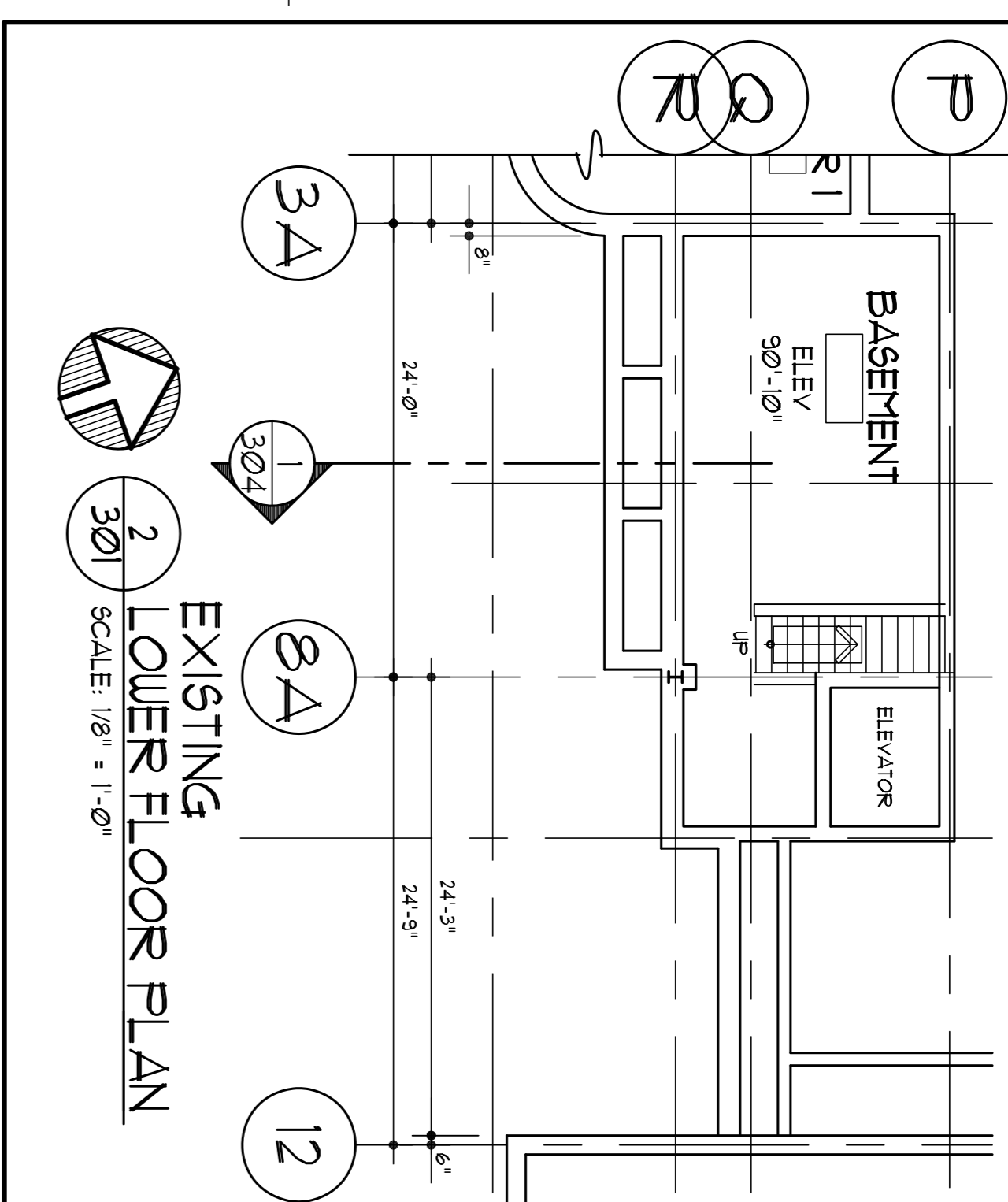
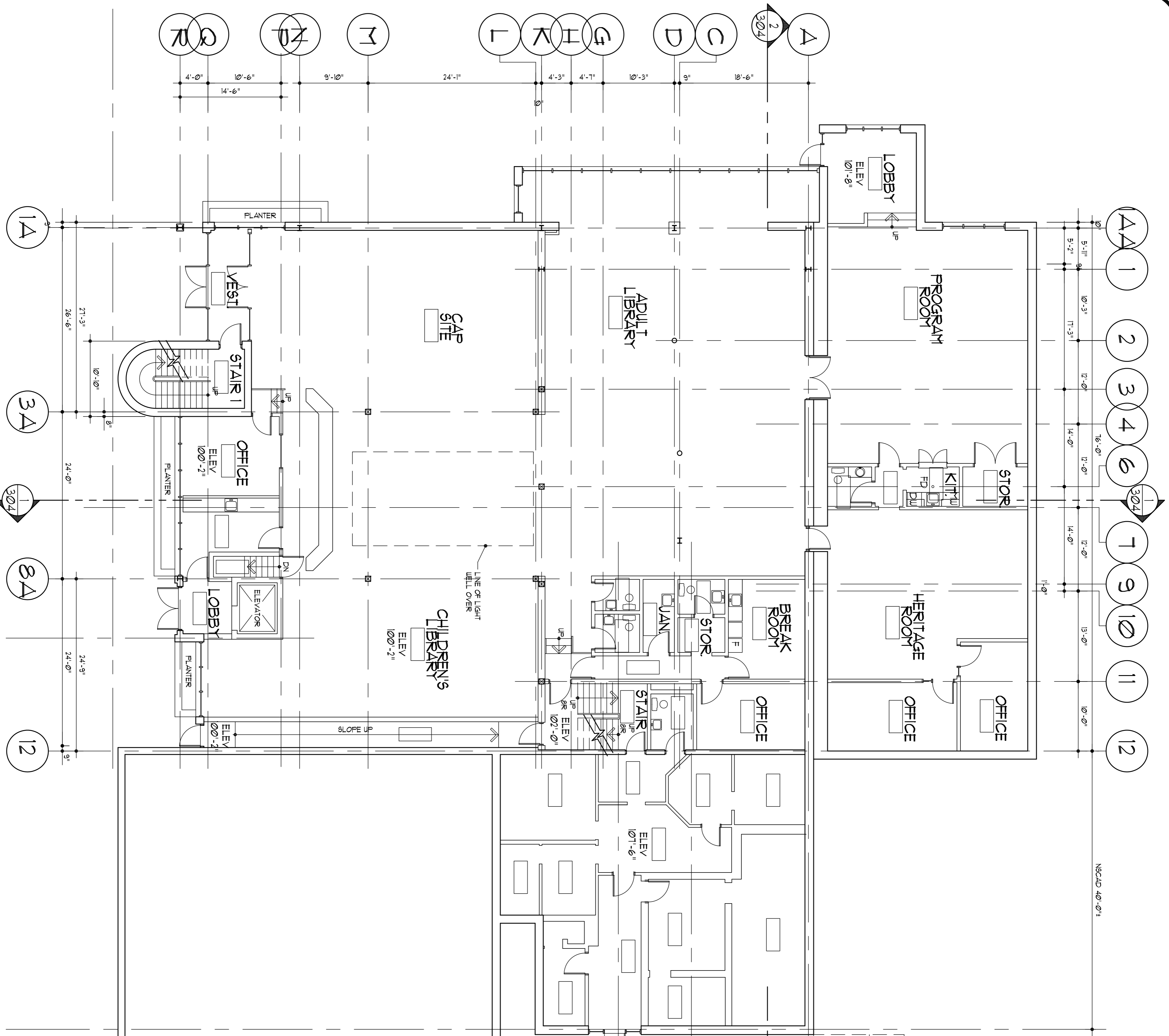


JAMES STREET



1 SITE PLAN
SCALE: 1" = 20'

PROJECT NO.	895	DRAWING NO.	101
SCALE	1" = 20'	DATE	JUL 2018
DESIGN	REVISED	DATE	
REVISION		DATE	
<p>architect & interior architects ltd. 100 DALHOUSIE STREET NEW GLASGOW, NOVA SCOTIA</p>			
<p>PROJECT: NEW GLASGOW LIBRARY & PARL HQ RENOVATION</p>			
<p>NO. 100 DALHOUSIE STREET NEW GLASGOW, NOVA SCOTIA</p>			



EXISTING
MAIN FLOOR PLAN
SCALE: 1/8" = 1'-0"

EXISTING
LOWER FLOOR PLAN
SCALE: 1/8" = 1'-0"

NO.	REVISION	DATE
3	ISSUED FOR REVIEW	OCT 9/19
2	ISSUED FOR REVIEW	SEPT 5/19
1	ISSUED FOR REVIEW	JULY 5/19

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architects ltd.
PO BOX 998 ANTWERP RD B20 ST. 663-0944

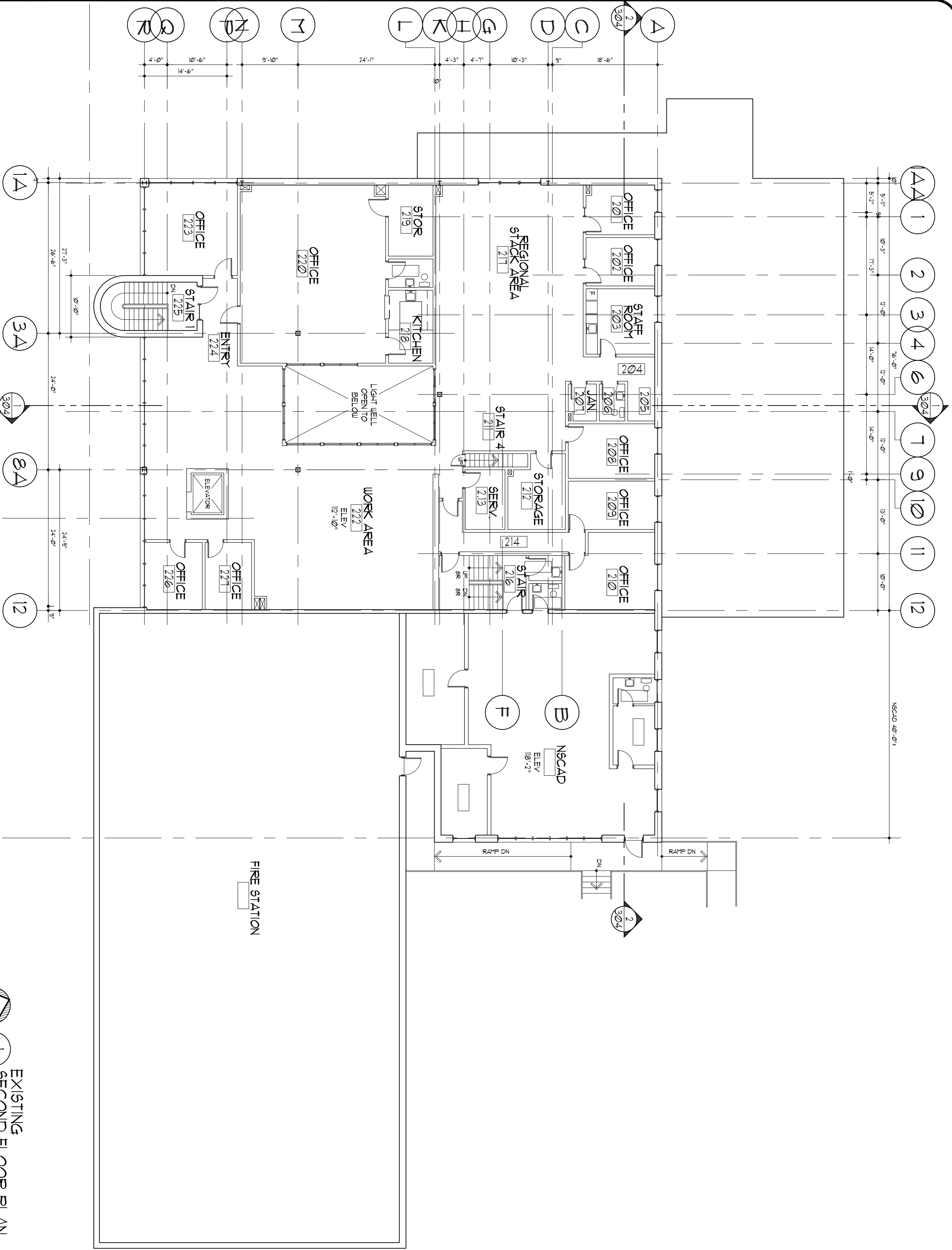
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LIBRARY & PARL HQ
RENOVATION
182 DALHOUSIE STREET
NEW GLASGOW, NOVA SCOTIA

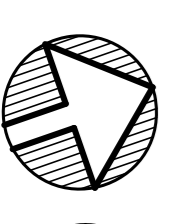
DRAWING
EXISTING/
DEMOLITION
FLOOR PLANS

SCALE	DATE
1/8" = 1'-0"	APR 2019
DRAWN CLC	REVIEWED
SEAL	

PROJECT NO.	DRAWING NO.
818	301

ALL DIMENSIONS TO FACE OF STUD
UNLESS NOTED OTHERWISE





EXISTING
1 SECOND FLOOR PLAN
 SCALE: 1/8" = 1'-0"

NO	REVISION	DATE
3	ISSUED FOR REVIEW	OCT 3/18
2	ISSUED FOR REVIEW	SEPT 5/18
1	ISSUED FOR REVIEW	JULY 8/18

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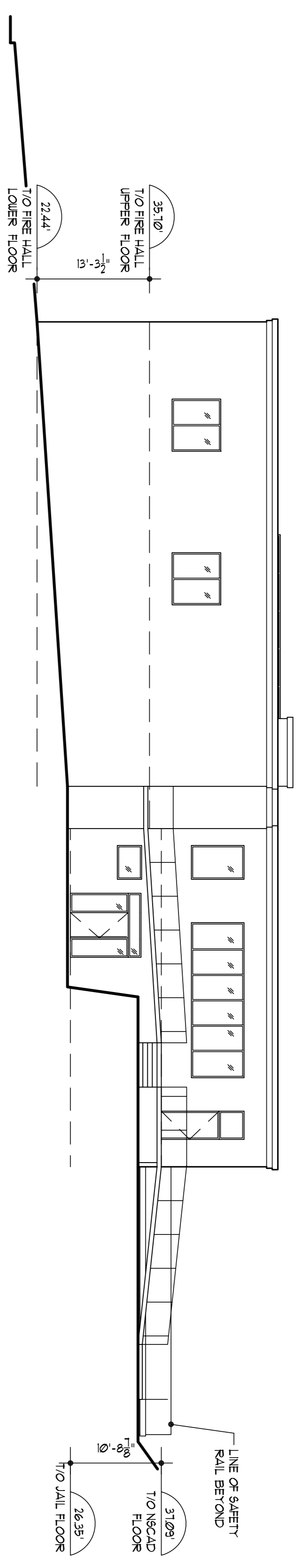
PROJECT
NEU GLASGOW
LIBRARY & PARL HQ
RENOVATION
 182 DALHOUSIE STREET
 NEU GLASGOW, NOVA SCOTIA

DRAWING
EXISTING/
DEMOLITION
FLOOR PLAN

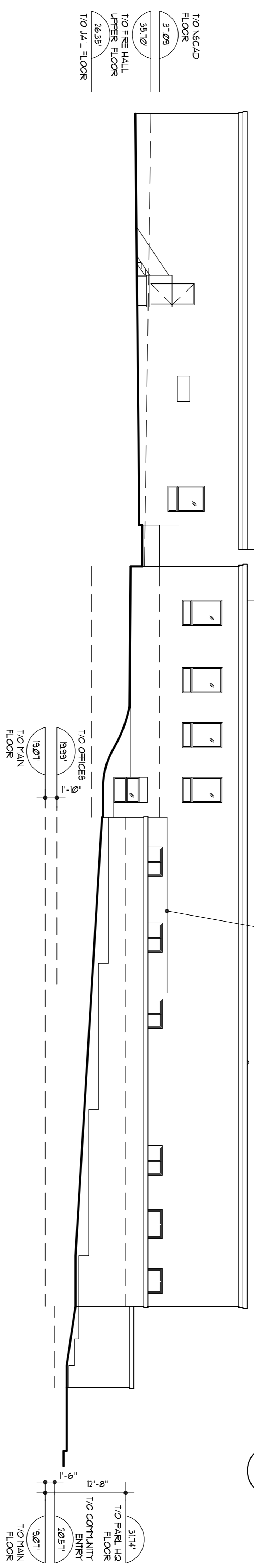
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PROJECT NO.	DRAWING NO.
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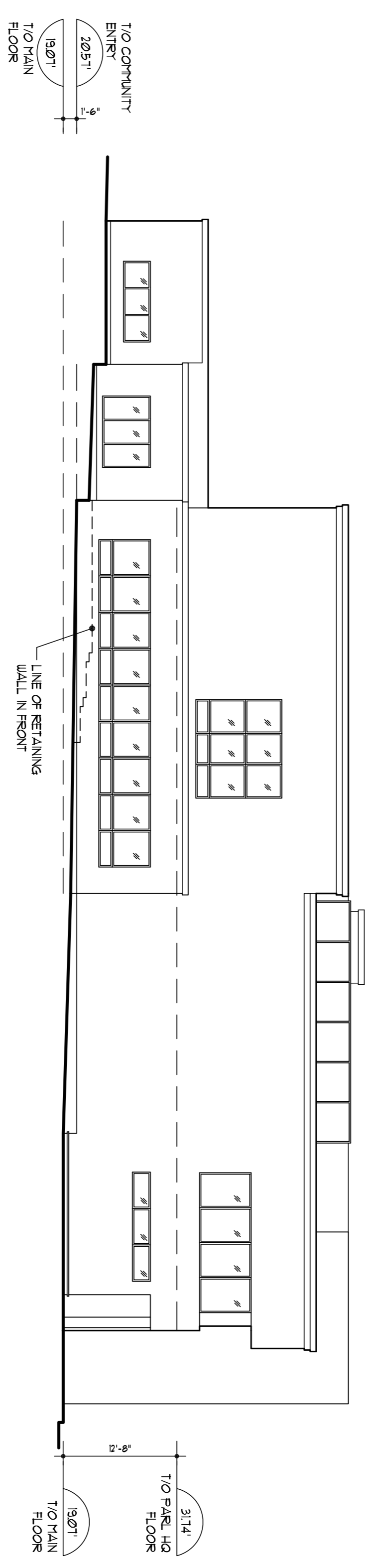
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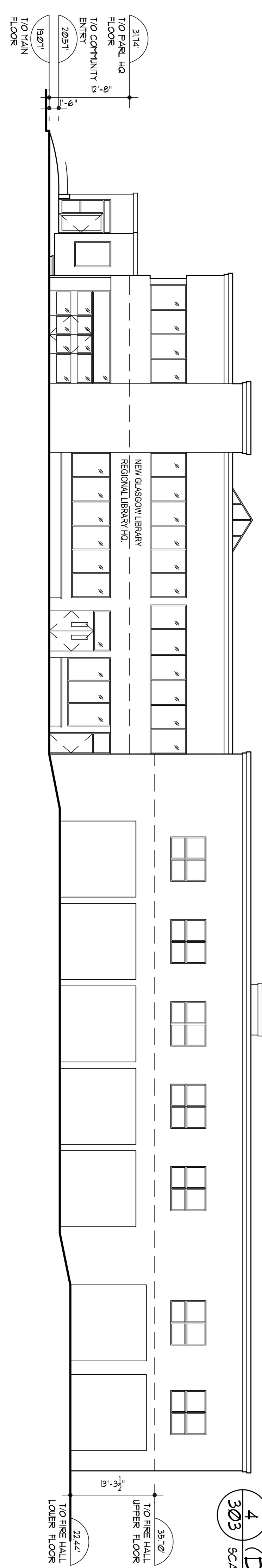
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3 WEST ELEVATION
(ARCHIMEDES STREET)
SCALE: 3/32" = 1'-0"



4 SOUTH ELEVATION
(DALHOUSIE STREET)
SCALE: 3/32" = 1'-0"



3	ISSUED FOR REVIEW	OCT 3/18
2	ISSUED FOR REVIEW	SEPT 5/18
1	ISSUED FOR REVIEW	JULY 8/18
NO	REVISION	DATE

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architects ltd.
705 BOX 998 AIRDRIE, AB T0B 2L7 845-0944

PROJECT
NEW GLASGOW
LIBRARY & PARL HQ
RENOVATION

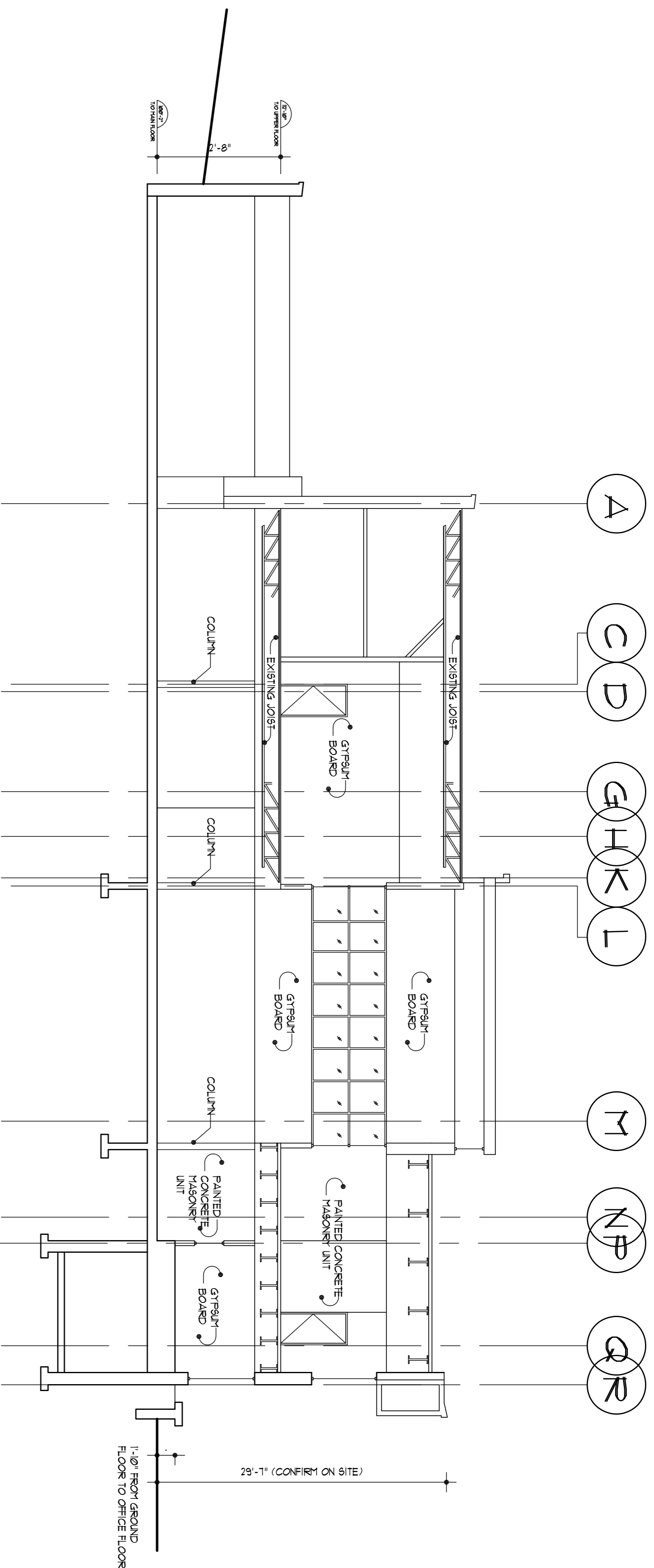
182 DALHOUSIE STREET
NEW GLASGOW NOVA SCOTIA

DRAWING
EXISTING
EXTERIOR
ELEVATIONS

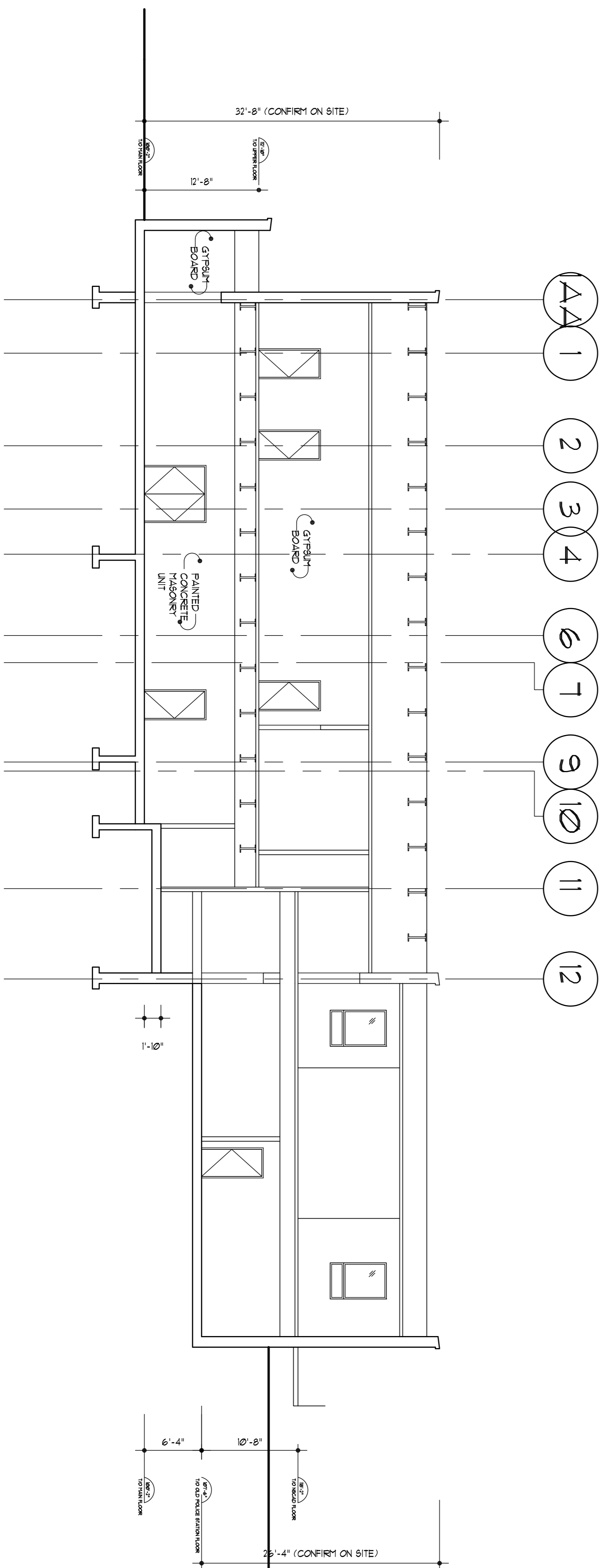
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KDG/CLC	

SEAL

PROJECT NO: 818
DRAWING NO: **303**



1
304
EXISTING
SECTION AA
SCALE: 1/8" = 1'-0"



2
304
EXISTING
SECTION BB
SCALE: 1/8" = 1'-0"

ALL DIMENSIONS TO FACE OF STUD
UNLESS NOTED OTHERWISE

3	ISSUED FOR REVIEW	OCT 3/19
2	ISSUED FOR REVIEW	SEPT 5/19
1	ISSUED FOR REVIEW	JULY 8/19
NO	REVISION	DATE

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PROJECT
NEU GLASGOW
LIBRARY & PARL HQ
RENOVATION

182 DALHOUSIE STREET
NEU GLASGOW, NOVA SCOTIA

DRAWING
EXISTING/
DEMOLITION
SECTIONS

SCALE	DATE
1/8" = 1'-0"	JUN 2019
DRAWN	REVIEWED
KDG	
SEAL	

PROJECT NO. 818
DRAWING NO. 304