



**TOWN OF LUNENBURG  
RFP #TOL2022012**

**REQUEST FOR PROPOSALS**  
Arena Ice Resurfacer Room Renovations

Proposals will be received no later than:  
2:00 p.m. LOCAL TIME  
May 31, 2022

Addressed to:  
Katie MacMillan, BBA  
Business Coordinator  
Town of Lunenburg  
119 Cumberland Street  
Lunenburg, NS B0J 2C0

**TABLE OF CONTENTS**

<b>1.0 GENERAL TERMS AND CONDITIONS.....</b>	<b>3</b>
1.1 Purpose.....	3
1.2 Proposal Submissions.....	3
1.3 Irrevocable Offer.....	3
1.4 Proposal Costs.....	3
1.5 Municipal Contact for RFP.....	4
1.6 Opening.....	4
1.7 Selection Process.....	4
1.8 Modification and Withdrawal of Proposals.....	5
1.9 Acceptance and/or Rejection of Proposals and Reservation of Rights.....	5
1.10 Governing Law and Jurisdiction.....	6
1.11 Proposal Form.....	6
1.12 Freedom of Information and Protection of Privacy Act.....	6
1.13 Insurance Requirements.....	6
1.14 Conflict of Interest.....	7
1.15 Nova Scotia Worker’s Compensation.....	7
1.16 Human Rights Act.....	7
1.17 Ownership of Data and Information.....	7
<b>2.0 SPECIFICATIONS AND REQUIREMENTS.....</b>	<b>7</b>
2.1 Background and Overview.....	7
2.2 Scope of Work.....	7
2.3 Site Visit.....	8
2.4 Proposal Deliverables.....	8
<b>3.0 PROPOSAL FORM.....</b>	<b>9</b>

## **1.0 GENERAL TERMS AND CONDITIONS**

Section 1 of this proposal document sets out a summary of requirements and outlines the general terms and conditions. The Town of Lunenburg shall be referred to as the “Town” throughout this document.

### **1.1 Purpose**

The Town is seeking proposals with regard to the Arena Ice Resurfacer Room Renovations as further specified within this Request for Proposal (RFP).

This RFP sets out the instructions for submitting proposals and procedures and criteria by which the successful Proponent may be evaluated, subject to the Town’s overriding discretion to determine what is in its best overall interests.

### **1.2 Proposal Submissions**

Any change notices, appendices and addenda issued for this RFP shall be considered part of this proposal document. The proposal is to be submitted, clearly marked with **“Arena Ice Resurfacer Renovations RFP”** and proposal document number **TOL2022012**, to Katie MacMillan, Business Coordinator at 119 Cumberland Street, Lunenburg, NS, B0J 2C0 before the closing time on the closing date (Closing Time). Proponents must submit two (2) color and bound hard copies of their proposal and/or one (1) PDF copy via email to [purchasing@townoflunenburg.ca](mailto:purchasing@townoflunenburg.ca) or on a USB drive. Erasure, overwriting or strike-outs must be initialed by the person signing on behalf of the Proponent. Proposals will not be accepted after the Closing Time. The Town shall have the right in its absolute and unfettered discretion to determine whether a proposal has been received prior to the Closing Time. Proposal prices must remain open and available for acceptance by the Town for 90 days after the Closing Time. All proposals shall become the property of the Town of Lunenburg. It is the responsibility of each Proponent to submit all required documents as outlined in this RFP. Failure to quote on all options set out may disqualify your proposal.

### **1.3 Irrevocable Offer**

The Proponent hereby acknowledges that offers contained within your response to this RFP shall remain open for acceptance by the Town of Lunenburg for a period of not less than ninety (90) days from the Closing Time specified in Section 1.6. Proponents may not make modifications to their Proposals after the Closing Time.

### **1.4 Proposal Costs**

The Proponent shall be solely and fully responsible for all costs associated with the development, preparation, transmittal, submission of proposal, and any work performed prior to official appointment by the Town of Lunenburg.

### **1.5 Municipal Contact for RFP**

It shall be the Proponent's responsibility to clarify any points in question with the Town of Lunenburg prior to submitting the proposal. Deadline for all inquiries is May 24, 2022. Inquiries regarding the specifications of the RFP and the RFP process should be directed to:

Name: Katie MacMillan  
Title: Business Coordinator  
Email Address: [purchasing@townoflunenburg.ca](mailto:purchasing@townoflunenburg.ca)

If a Proponent discovers any inconsistency, discrepancy, ambiguity, error, or omission in this Request for Proposal, they must notify the Town of Lunenburg immediately in writing.

Any revision to this Request for Proposal will be issued as an addendum to all known potential Proponents.

Please check the Town website [townoflunenburg.ca/purchasing.html](http://townoflunenburg.ca/purchasing.html) to determine if any addendums have been issued prior to the submission deadline.

### **1.6 Opening**

Proposals will only be received by:

Name: Katie MacMillan  
Title: Business Coordinator  
Email Address: [purchasing@townoflunenburg.ca](mailto:purchasing@townoflunenburg.ca)

**Two (2) physical hard copies and/or one (1) PDF copy** of your proposal must be received by the Town prior to **2:00 p.m.** local time, **May 31, 2022**. Proposals will be signed by an official authorized to bind the Proponents will provide the name(s), title(s), address, and telephone number of the individual(s) to be contacted during the evaluation process. Proposals received later than the specified Closing Time may be returned unopened to the Proponent.

There will not be a public opening for this RFP. As this is a proposal document for which a number of criteria will be evaluated, only the names of the Proponents who have submitted a proposal will be identified after the opening, upon request.

### **1.7 Selection Process**

**Selection – Subject to Section 1.9 of this RFP**, the Town will not necessarily accept the lowest price or any proposal. Any implication that the lowest price or any proposal will be accepted is hereby expressly negated. The successful Proponent(s) will be selected based upon evaluation criteria developed by the Town which in its sole discretion will determine the manner in which each response to this RFP meets the evaluation criteria. The proposal may be awarded to one Proponent only or more as the Town determines.

**REQUEST FOR PROPOSALS**  
**Arena Ice Resurfacers Room Renovations**

**Evaluation Criteria – Subject to Section 1.9 of this RFP**, each response to this RFP will be evaluated by the Town to determine the degree to which it responds to the requirements as set out herein. Because this is an RFP other factors in addition to price will be considered when submissions are evaluated.

Please indicate any requirements not met in your proposal with a brief description and reasons therefor.

**1.8 Modification and Withdrawal of Proposals**

Proposal prices must remain open and available for acceptance by the Town for 90 days after the Closing Time. Proponents may not make modifications to their proposals after this. Proponents will not have the right to change conditions, terms or prices of the proposal once the proposal has been submitted in writing to the Town. All proposals shall become the Town's property. It is the responsibility of each Proponent to submit all required documents as outlined in this RFP.

**1.9 Acceptance and/or Rejection of Proposals and Reservation of Rights**

The Town is not under any obligation to award a contract, and reserves the right to terminate this RFP at any time for any reason, and to withdraw from discussions with all or any of the Proponents who have responded. The receipt and opening of a proposal does not constitute acceptance of any proposal.

The Town reserves the right to reject all or any proposals, and to not necessarily accept the lowest proposal. The Town may accept any proposal that may be considered in the best interests of the Town in its sole and absolute discretion. The Town also reserves the right in its sole and absolute discretion to waive any formality, informality, or technicality in any proposal. This includes the right to accept a proposal that is not strictly compliant with the instructions in the RFP document.

The Town reserves the right to negotiate, after the RFP Closing Time, with any Proponent to finalize service arrangements in the best interests of the Town.

The Town shall not be bound by trade or custom in dealing with and/or evaluating the responses to the RFP. The Town reserves the right to interpret any and all aspects of this RFP as may be most favorable to the Town.

Proponents will be deemed to have familiarized themselves with existing conditions and any other conditions which may affect performance of the contract. No plea of ignorance of such conditions as a result of failure to make all necessary examinations will be accepted as a basis for any claims for extra compensation.

Proponents waive any claim against the Town for compensation of any kind whatsoever as a result of its participation in or providing a response to this RFP process, including without limitation any claim for costs of proposal preparation or participation in negotiations, or for loss of anticipated profits, whether based in contract including fundamental breach, tort, equity, breach of any duty, including, but not limited to breach of the duty of fairness, breach of any obligation not to accept non-compliant proposals or any other cause of action whatsoever.

In submitting a proposal, the Proponent has accepted the reservation of rights as set out herein and agrees to be bound by same.

### **1.10 Governing Law and Jurisdiction**

Any contract resulting from this RFP shall be governed by and interpreted in accordance with the laws of the Province of Nova Scotia. Any disputes shall be determined in the courts of Nova Scotia.

### **1.11 Proposal Form**

The attached Proposal Form (3.0) must be completed and submitted with all proposals for consideration. Failure to complete and submit the proposal form could lead to the rejection of the proposal.

### **1.12 Freedom of Information and Protection of Privacy Act**

The Town of Lunenburg is subject to the Municipal Government Act provisions relating to the freedom of information and protection of privacy provisions Freedom of Information and Protection of Privacy Act (FOIPOP) and associated Provincial legislation. Any proposal submitted to the Town may be required to be disclosed publicly if any request is to be made under FOIPOP. All proposals received in response to this RFP will be considered public.

### **1.13 Insurance Requirements**

The successful Proponent shall at its own expense obtain and maintain until the completion of the contract and provide the Town with a Certificate of Insurance providing proof of:

- a. Professional Liability insurance covering the work and services described in this Agreement for an amount not less than \$2.0 Million per occurrence;
- b. Comprehensive General Liability insurance for an amount not less than \$2.0 Million per occurrence;
- c. Automobile Liability insurance for an amount not less than \$2.0 Million covering all vehicles used in any manner in connection with the performance of the work described in this RFP.

### **1.14 Conflict of Interest**

The Proponent warrants that no conflict of interest exists with any Town staff, Council or Committee member regarding their RFP submission or with the Town's evaluation process. Should a conflict of interest exist or arise, the Town at its sole discretion may disqualify the proposal submission and/or contract as applicable.

### **1.15 Nova Scotia Worker's Compensation**

The successful Proponent must be registered and remain in good standing with NS WCB throughout the term of a contract issued pursuant to this RFP.

### **1.16 Human Rights Act**

The successful Proponent shall ensure full observance of the NS Human Rights Act in all dealings related to this project.

### **1.17 Ownership of Data and Information**

All data, other information and all resulting reports and materials prepared by the successful Proponent shall be the exclusive property of the Town who reserves ownership rights to all ideas, plans, concepts, etc.

## **2.0 SPECIFICATIONS AND REQUIREMENTS**

### **2.1 Background and Overview**

The Town of Lunenburg will be undertaking renovations of the current ice resurfacer room in the Lunenburg Arena. The Town is expanding the area of the room to make it more accessible for the ice resurfacing machine.

The Town is looking for a proponent that can manage the design and construction of the renovation of the ice resurfacer room. The Town expects the successful proponent to take responsibility for all aspects of the project, with approval from the Town's designated contact. All proposals are to include a detailed account of what the proponent intends to deliver to make the Town's ice resurfacer room renovation a success including budget and timelines.

### **2.2 Scope of Work**

The length of the portion of the room where the ice resurfacer is housed, will be extended by four feet. The width of the portion of the room where the ice resurfacer is housed, will be expanded by approximately twenty-eight inches. A new exterior overhead door must be installed, at an appropriate width to accommodate the ice resurfacing machine. The expansion of the room includes moving exterior walls, thus exterior work is required including new siding and roofing in this location and must coordinate with the existing exterior finishes.

**REQUEST FOR PROPOSALS**  
**Arena Ice Resurfacer Room Renovations**

The successful proponent is not to work on Thursday mornings from 9am-1pm. The successful proponent is also not permitted to work on the weekends (Saturday and Sunday). Work is to be completed by August 31, 2022.

The work will have minimal impact in preventing the public from accessing the services available at the Arena. The Arena will still be operational (without the ice installed) during the construction of the ice resurfacer room. The successful proponent will be expected to keep the work area safe and clearly marked for the public.

The successful proponent will ensure that the worksite is clear of debris and kept in a tidy state at all times. The successful proponent will be responsible for the removal and disposal of any and all construction debris. No equipment or material is permitted to be stored on the Arena ice surface floor during the duration of the work.

All work must meet the Canadian Building Code Regulations.

Please quote on the following additional work at a separate cost from the total renovation proposal:

**Option:** The installation of an interior roll-up door between the ice surface and the ice resurfacer room. Approximate dimensions are 10'3" wide by 9' high.

### **2.3 Site Meeting**

There will be an optional site visit/meeting held on **May 13, 2022 at 9:00 am**. This meeting will be held at the Lunenburg War Memorial Arena. Please meet at the parking lot behind the Arena next to the bowling alley, on Victoria Rd. Any questions regarding the site visit should be directed to Kelly Cunningham, Recreation Director, at (902) 634-4006 or by email to [kcunningham@townoflunenburg.ca](mailto:kcunningham@townoflunenburg.ca). There will be no minutes or notes available from this site meeting.

### **2.4 Proposal Deliverables**

The proponent shall provide a brief but clear and concise summary of their understanding of the objectives of this RFP and describe how the proponent will address and approach those objectives. The proponent will be evaluated on the overall presentation, completeness, and clarity of the project.

The proponent must include a design layout for review by Town of Lunenburg staff. Proponents may be asked to review the proposal with Town staff.

The start date of the project needs to be clearly specified as a commitment by the proponent.

Proponents shall provide itemized estimates of expenses and a total price with a breakdown of the different components of the project.

Proponents shall provide, where applicable, hourly rates for additional work if requested.

**3.0 PROPOSAL FORM**

NAME OF PROPONENT: \_\_\_\_\_

Do not include HST in the Amount of Proposal. All of the below pricing is to be in Canadian Dollars.

**Amount of Proposal**..... \$ \_\_\_\_\_

HST..... \$ \_\_\_\_\_

Total..... \$ \_\_\_\_\_

**Option:** The installation of an interior roll-up door between the ice surface and the ice resurfacers room. Approximate dimensions are 10'3" wide by 9' high.

**Pricing of Option**..... \$ \_\_\_\_\_

HST..... \$ \_\_\_\_\_

Total..... \$ \_\_\_\_\_

**Please attach the following additional information:**

- Start and end time required to complete the work.
- Two relevant work references and contact phone numbers.
- Description of relevant safety training and work experience including certification.
- Proof of current WCB coverage.
- Certificate of Insurance for \$2.0 million General Commercial Liability Insurance.
- Proof of current Construction Safety Nova Scotia Association Certificate of Recognition (COR) Certification, or equivalent.

Mailing Address \_\_\_\_\_  
\_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Signature \_\_\_\_\_

Print Name & Title \_\_\_\_\_

Date \_\_\_\_\_

Witness \_\_\_\_\_

Date \_\_\_\_\_

**Details of Proposal** – please attach your submission details as required in this RFP.