

STAFF REPORT

To: Council
 From: Adam Dedrick, Director of Recreation & Parks
 Approved by: Warren MacLeod, Chief Administrative Officer
 Date: September 27, 2023
 Subject: RFP Jordan River Trail Resurfacing

6(a)

Origin

A Request for Proposals for the resurfacing of the Jordan River Trail was advertised August 30, 2023 to September 14, 2023.

Recommendation

THAT, Council of the Municipality of the District of Shelburne award Harlow Construction Limited the tender for the resurfacing of the Jordan River Trail for the amount of \$52,767.50 plus HST.

Background

Jordan River Trail is designated as a motorized recreational trail, but the trail is not yet ready for motorized use by the public. It requires the trail bed to be resurfaced and various bridge upgrades to meet the standards for OHV use. The first step is the resurfacing of the trail, which is being done now as there are grant funds utilized to partly fund the project which must be utilized this fiscal year.

Discussion

Proposals were scored based on five factors: adherence to submission requirements, ability to complete the scope of work, timeline, experience and price. For the most part, all three proposals met the requirements of the RFP, however, there were large discrepancies between the prices. This can be attributed to the contrasting costs of materials, labour, and equipment proposed by each proponent. The proposals from Renovamen Contracting and Dexter Construction both included the removal of vegetation for grooming and to allow equipment access, which were items for proponents to determine if necessary but not an absolute requirement. Those items, however, had a minimal impact on their overall pricing so even if they were not included their prices would still not be feasible for the Municipality.

As a result, Harlow Construction scored highest due to having a higher value for the price as their proposal met the requirements of the RFP at a much lower and feasible cost. Harlow's was the only local contractor that submitted a proposal.

Proponent	Price	Average Score/100
Harlow Construction Limited	\$52,767.50 plus HST	99
Renovamen Contracting Limited	\$150,512 plus HST	78
Dexter Construction Company Limited	\$327,800 plus HST	81

Budget Implications

At the municipal tax rate (4.29%) the total cost is \$55,031.23, which will be partly funded by an ACOA grant (\$32,908.68) and by the Municipality, specifically from the Gas Tax reserve (\$22,122.55).

Attachments

-RFP Jordan Trail Resurfacing



Municipality of the District of Shelburne

Request for Proposals

Trail Resurfacing
Jordan River Trail, Shelburne NS

Addendum #1 issued August 31, 2023:

For Scope of Work item #1, the amount of type 1 gravel to be installed has changed to **4 inches**.

Release Date: **August 30, 2023**

Proposals will be received no later than **4:00pm, September 14, 2023**

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OBJECTIVE

The Municipality of the District of Shelburne (the “Municipality”) is seeking proposals for the resurfacing of the Jordan River Trail located in Jordan Falls, Shelburne, Nova Scotia.

SPECIFICATIONS

1. Background and Description

The Municipality has a letter of authority from the Department of Natural Resources and Renewal for the former rail bed (Crown lands) known as the Jordan River Trail, which includes a bridge. The surface of the trail needs to be prepared for shared multi-use (walking, bicycling, and off highway vehicles).

2. Scope of Work

1. Install **4 inches** of type 1 gravel on the surface of the entire trail bed, compacted, the width of the trail, which is approximately 11 feet wide. The trail bed is a total length of approximately 2.46 km.
2. The surface of the trail should be crowned (sloped), no greater than 3%, to create a surface to ensure proper drainage.
3. Any materials that may require removal (i.e. bushes, small trees) are to be taken off site and disposed of.
4. It is the responsibility of the proponent to determine the amount of type 1 gravel required.
5. The result should be a compacted trail surface suitable for shared multi-use (walking, bicycling, and off highway vehicles).
6. Work must be completed by the end of November 2023.

A site visit can be scheduled upon request.

SUBMISSION INSTRUCTIONS

1. Proposal Submission Requirements

All proposals shall include the following:

1. Summary that demonstrates a clear understanding of the project and ability to complete the Scope of Work.
2. Timeline to complete the project.
3. Cost breakdown of materials and labour (excluding HST).
4. Relevant experience with examples of similar work completed in the past.
5. Confirmation of insurance coverage (general liability, workplace safety).

Responsibility for the submission of a proposal at the proper location within the proper times is that of the proponent submitting the proposal and the Municipality assumes no responsibility.

The proponent submitting a proposal may amend or withdraw his/her proposal subsequent to its submission and prior to the opening of the proposals by submitting a letter of amendment or withdrawal prior to the close of the proposals.

An amendment of proposal shall not disclose the amended total but shall show: The part(s) of the proposal to be amended; or the information missing from the Proposal Submission.

If the Proposal and amendment are found to be a valid submission, then the contract price shall be amended to reflect the original proposal document as amended by the proposal amendment.

2. How to submit a proposal

By email: Adam.Dedrick@municipalityofshelburne.ca

In-person: Municipality of Shelburne Administration Building, 414 Woodlawn Drive, Shelburne NS, B0T 1W0

Proposals shall be received no later than **4:00pm, September 14, 2023**

No proposal or amendment of a proposal shall be considered if received on a date or at a time later than specified in the Request for Proposals. Late proposals will be returned unopened. The Municipality reserves the right to issue addendum(s), amend the Request for Proposals document or reissue a revised Request for Proposals document.

3. Inquiries

All requests for additional information or clarifications regarding the Request for Proposals shall be in writing via email to:

Adam Dedrick, Director of Recreation & Parks, Municipality of Shelburne

Email: Adam.dedrick@municipalityofshelburne.ca

Responses will be posted on the Province of Nova Scotia procurement website.

OPENING, EVALUATION AND SELECTION PROCESS

1. Opening

Since price is not the only criterion on which proposals will be evaluated, there will not be a public opening of proposals.

2. Rejection of Proposal Submissions

A proposal submitted in response to this Request for Proposals may be rejected and the proposal not considered if the proposal:

- a) Does not contain any addendum(s) that have been issued by the Municipality
- b) Is the second proposal submitted by the same proponent, in which case all proposals submitted by the submitter shall be rejected;
- c) Omits any information required by, or fails to comply with, any provisions of the Request for Proposals document.

3. Evaluation Criteria

Each response to this Request for Proposals shall be evaluated by the Municipality to determine the degree to which it responds to the requirements as set out. All proposals will be evaluated based on the following criteria:

Evaluation Criteria	Score
Ability to complete the Scope of Work	40
Experience	30
Price	20
Timeline	5
Adherence to submission requirements	5
Total Score	100

AWARD OF CONTRACT AND RENEWAL SPECIFICATIONS

1. Award of Contract

The Municipality will endeavor to notify the successful proponent by **September 28, 2023**

2. Proposal is Binding

A proposal is binding on the proponent submitting the proposal until such time as the proponent receives formal notification the proposal has been rejected, but in no case shall be binding upon the proponent for more than thirty (30) days from the date of the proposal closing.

3. Privilege Clause

This document and Request for Proposals process does not constitute a call for tenders. Proponents undertake any expenditure related to the submission of a proposal at their own risk.

This Request for Proposals neither expresses nor implies any obligation on the part of the Municipality to enter into a contract with any party submitting a response or responses. The Municipality has included the evaluation criteria within this Request for Proposals document to be used as a guideline for proposers (see Evaluation Criteria). The Municipality reserves the right to deviate from the evaluation criteria where it is in the best interests of the Municipality.

Without limiting the generality of the foregoing, decisions to deviate from the evaluation criteria may be made based on budgetary and/or service delivery considerations having regard to all of the proposals received and the needs of the Municipality.

The Municipality reserves the right to reject all or any proposals, and to not accept the lowest proposal. The Municipality may accept any proposal or any portion of any proposal that may be considered to be in the best interests of the Municipality. The right is also reserved to waive 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 Request for Proposals document.

The Municipality reserves the right to amend this Request for Proposals document at any time before the Request for Proposals closing date and will issue an addendum in the event of a change. The Municipality reserves the right to negotiate, after the Request for Proposals closing date, with any proposer for services and to finalize service arrangements in the best interests of the Municipality. In applying this privilege clause, the Municipality shall not be bound by trade or custom in dealing with and/or evaluating the responses to the Request for Proposals.

The Municipality reserves the right to interpret any and all aspects of this Request for Proposals as may be most favorable to the Municipality. In submitting a proposal, the proponent has accepted the reservation of rights (privilege clause) as set out herein and agrees to be bound by same.

4. Local Preference

As per the Municipality of the District of Shelburne Procurement Policy, local preference applies to the procurement.

5. Commencement of Contract

The contract is to ideally commence within **one (1) week** of being awarded but commencement may also depend on the availability of the proponent, which will be taken into consideration.

GENERAL INFORMATION, TERMS AND CONDITIONS

1. Confidentiality

The proponent and any of the proponent's employees involved in the evaluation, agree all conversations and information shared by the Municipality and obtained as part of the evaluation process are to be kept strictly confidential.

2. Personnel

The proponent is advised that the Municipality expects the personnel listed in the proposal to perform the work indicated and written permission must be obtained before changing any member of the evaluation team. In the case of personnel being changed, the Municipality requires that the new personnel have a similar length and breadth of experience relevant to this project as the personnel being replaced and be otherwise acceptable to the Municipality.

3. Resources

The proponent will be responsible for all costs associated with the evaluation process, unless stated otherwise in the proponent's proposal.

4. Responsibility

Should the proponent fail or neglect to complete the required work within the mutually agreed upon timeframe, the Municipality reserves the right to terminate the contract and the proponent shall be responsible for all costs associated with same.

5. Payment

Payment will be based on an invoice submitted by the successful proponent and payable following the completion of the scope of work and the receipt of all deliverables.

Invoices are to be forwarded to:

Adam Dedrick, Director of Recreation & Parks
Municipality of the District of Shelburne
414 Woodlawn Drive
P.O. Box 280
Shelburne, NS B0T 1W0
Email: Adam.dedrick@municipalityofshelburne.ca
Fax: 902-875-1278