

NINE MILE RIVER & DISTRICT VOLUNTEER FIRE DEPARMTMENT

NINE MILE RIVER FIREHALL ADDITION

REQUEST FOR DESIGN-BUILD PROPOSALS

Terms of Reference

6 November, 2024

NINE MILE RIVER FIREHALL ADDITION
REQUEST FOR DESIGN-BUILD PROPOSALS

1.0 INSTRUCTIONS TO PROPONENTS

1.1 Introduction

The Nine Mile River and District Volunteer Fire Department ("NMRVFD") requests the Design-Build services of a qualified firm to design and construct a 40'x40' addition to the Nine Mile River Fire Hall as specified herein.

1.2. Proposal Submission

- 1.1.1. Proposals will be received up to 2:00:00 pm local time on **December 5, 2024** by upload only using the East Hants online procurement application.
- 1.1.2. The Proponent is responsible for uploading and submitting all documents by closing time. Go to <https://www.easthants.ca/procurement/>, select the applicable competition, and register using a valid email address. The online procurement application will generate an automatic email which will provide a link to the competition dashboard through which a bidder may download documents and submit responses.
- 1.1.3. Proponent must account for the time to upload documents which depends on the size of the document. Neither East Hants nor NMRVFD shall be liable for, and Proponent releases East Hants and NMRVFD from, any damage or loss of any kind whatsoever related to Proponent's failure to submit documents by closing time for any reason.
- 1.1.4. Remember to sign the Proposal form. Electronic signatures are acceptable.
- 1.1.5. Prior to submitting their Bid, Bidders are to review the Electronic Submission Protocol at: <https://www.easthants.ca/government/procurement/> for the latest information with respect to submissions.

1.3. Inquiries

- 1.3.1. All questions or requests for additional information or clarifications regarding this Request for Proposals shall be in writing, **by email only**, to the attention of:

Michael Hatfield
Procurement Officer
Municipality of East Hants
Email: procurement@easthants.ca
- 1.3.2. East Hants will provide clarifications and additional information, if required, by way of Addenda.
- 1.3.3. Inquiries and **questions** will be accepted up to **2:00 pm** local Nova Scotia time on **November 28, 2024.**
- 1.3.4. Proponents are solely responsible to ensure that any such inquiries are received by East Hants as described above. Neither East Hants nor NMRVFD will be responsible if a Proponent chooses to act based on information received in any other way than an approved Addendum or communication, in writing, from the representative named in this section.

1.4. Withdrawing or Modifying a Proposal

- 1.5.1. Proposals can only be withdrawn by email to procurement@easthants.ca. The Proponent must provide the unique identifying number they received when submitting the Proposal in order to withdraw the Proposal.
- 1.5.2. Once a Proposal has been submitted, it cannot be modified. The Proponent must submit a new Proposal and then contact East Hants as above to withdraw the Proposal which is no longer valid.
- 1.5.3. The request to withdraw a Proposal may occur at any time, but certain competitions may contain

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bid security or other requirements which may impact a Proponent's legal responsibilities once the competition has closed, so withdrawal of a Proposal, where possible, should occur prior to closing.

1.5.4. New or replacement Proposals must be submitted before the Competition Deadline.

1.5. Site Briefing

There will be a non-mandatory site briefing held on **November 15, 2024**, at 9:00 AM local Nova Scotia time. The briefing will be held at 7307 Highway 14 in Nine Mile River, Nova Scotia.

Vendors wishing to examine the exterior of the facility would do so at their own risk and they must bring their own ladder or other means of access.

1.6. Proposal Acceptance

All proposals become the property of NMRVFD once submitted.

Any proposal that does not include all of the information required in this RFP will be considered incomplete and may be rejected.

This document and Request for Proposal 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 NMRVFD to enter into a contract with any party submitting a response or responses.

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NMRVFD may include evaluation criteria within this Request for Proposal document to be used as a guideline for Proponents (see Proposal evaluation criteria, Appendix C). NMRVFD reserves the right to deviate from the evaluation criteria where it is in the best interests of NMRVFD. 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 NMRVFD.

NMRVFD reserves the right to accept or reject all or any Proposals, and to not accept the lowest Proposal. NMRVFD may accept any Proposal or any portion of any Proposal that may be considered to be in the best interests of NMRVFD.

NMRVFD reserves the right 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.

NMRVFD reserves the right to amend this Request for Proposal document at any time before the Request for Proposal's closing date and will issue an addendum in the event of a change.

NMRVFD reserves the right to negotiate, after the Request for Proposal's Proposal Deadline, with any Proponent for services and to finalize service arrangements in the best interests of NMRVFD.

In applying this privilege clause, NMRVFD shall not be bound by trade or custom in dealing with and/or evaluating the responses to the Request for Proposals.

NMRVFD reserves the right to interpret any and all aspects of this Request for Proposals as may be most favourable to NMRVFD. NMRVFD may, but is not obligated to, request clarifications of information in a proponent's proposal in order to facilitate evaluation.

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.

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Should a Proponent find any discrepancies, errors, or omissions in this RFP, or if a Proponent is unsure as to the meaning of anything in this RFP, they are to advise NMRVFD in writing; NMRVFD may, in its sole discretion, respond to such written inquiry, to all Proponents, in an addendum.

The Proponent is responsible for all costs associated with preparing and submitting this Proposal. This includes, without limitation, any and all costs, fees, expenses (travel, accommodations or meals) or other incidentals related to preparing, printing, binding, transporting, presenting, defending, or clarifying the Proposal.

NMRVFD may cancel the RFP process at any time, for any reason, in its sole discretion. In the event that an RFP process is cancelled, NMRVFD will not be obligated to pay any costs, damages, or claims of any type to any Proponent or potential Vendor or Proponent.

In providing a Proposal, the Proponent warrants that their Proposal is in all respects fair and is provided without collusion or fraud. No representative of the company from which a Proposal is to be provided may extend entertainment, gifts, gratuities, discounts, or special services, regardless of value, to any employee of NMRVFD. Proponents must also advise NMRVFD, in writing, of any potential conflict of interest that may affect, or appear to affect, the RFP process, including the influence of award.

Proponents shall indemnify and save harmless NMRVFD, its officers and its employees from and against all claims, demands, losses, damages and costs of any kind based upon injury or death of a person or damage to or loss of property arising from any willful or negligent act, omission or delay on the part of the Proponent or their servants in the preparation of their Proposal and/or in the course of delivering Services.

Proponents are advised that no commitment to purchase Goods or Services shall exist until the successful Proponent is advised by NMRVFD, in writing, of an award. If an award is made, the method of procurement may be, at NMRVFD's discretion, Procurement Card, Purchase Order, or other method of contract that is acceptable to NMRVFD and that incorporates all of the terms of this RFP.

NMRVFD does not bind itself to accept any Proposal, but may accept any Proposal, in whole or in part, or discuss with any Proponent different or additional terms to those described in this RFP or in such Proponent's Proposal. NMRVFD may:

- reject any or all of the Proposals;
- accept any Proposal;
- if only one Proposal is received, choose to accept or reject it;
- not to accept the lowest bid price; or
- alter the schedule, RFP process, or any other aspect of the RFP, as it may determine in its sole and absolute discretion.

It is the responsibility of the Proponent to be sure they understand the requirements prior to submitting a Proposal and before the deadline for questions has passed. Submitting a Proposal shall be deemed proof that the Proponent was aware of and understood the requirements, the terms and conditions, and all other provisions of the RFP. NMRVFD will not be liable for claims made by a Proponent that they were uninformed or unaware of the requirements, terms or conditions of this RFP.

1.7 Proposal Validity

Proposals shall be valid for acceptance for a period of sixty (60) days from the closing date or such additional time as may be mutually agreed upon in writing.

Proposals may not contain any clauses or conditions which over-ride or modify the terms and conditions of this competition or the resulting contract.

1.8 Fees, Expenses and Disbursements

Proponents' proposals shall include all fees, materials, equipment, labour, expenses and disbursements necessary to undertake the work except as specified otherwise herein. Proponents' proposal shall include all costs necessary to perform the Services, including, without limitation, plant, equipment, fuel, consumables,

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supplies, materials, maintenance, and such labour as will be required to perform the Services in a safe, competent, and professional manner sufficient to complete the services in a timely fashion.

This work is being conducted with public funds; therefore, Proponents' submissions, fees and expenses may be made public.

1.9. Proposal Requirements

Proponents are required to submit Appendices A and B in addition to a complete proposal as specified herein.

NMRVFD have not specified a construction method for the addition. Methods of construction may include wood framing, concrete block, tilt-up concrete panels, insulated concrete forms or steel construction. The structural design and construction of the building must meet or exceed the requirements of a post-disaster building as specified in the National Building Code of Canada.

If the proponent wishes to offer more than one option for the method of construction, they must submit a separate proposal for each option.

The proposal shall clearly and concisely outline the scope of work being provided and shall include a detailed description of the steps and methodology that will be used to perform the work (work plan). In particular:

- Discuss the approach to design and engineering for this project
 - Combining the two buildings (new and old), structurally and aesthetically
 - Civil works
 - Building materials and specifications
 - Dealing with building systems (electrical)
 - Interior finishes
 - Quality
 - Fit for purpose – design should be appropriate to a Firehall and must not interfere with emergency systems (radio) or response (functional design)
- Discuss the approach to construction
 - Keeping the Firehall functional during construction
 - Clean up/housekeeping during construction
 - Storage and security of materials
 - Schedule and phasing of work
 - Managing down-time for critical systems (phone, power), if any is anticipated
 - Paving, vehicle storage and use of paved areas
 - Asphalt types and thicknesses proposed
- Discuss project management
 - How will design process be managed?
 - Design reviews
 - Acceptance and sign-off
 - Will there be a site supervisor on site? At what frequency?
 - Will there be notice of inspections and testing?
 - How will changes to schedule, change orders and other project information be communicated?

Provide an estimated schedule for the project showing the approximate timeline in weeks, starting from notification of award, for the following:

- Start date for design

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- Preliminary designs for review
- Final design
- Construction start
- Construction completion
- Commissioning complete

The Proponent must provide confirmation that they have the capability to obtain the required contract security. Such confirmation must be provided by the company that will supply the bonding.

The Proponent will supply two examples of similar work where your company has acted as Design-Builder. Such examples must include:

- Location of the example
- Approximate value of the total project (design and build)
- How long the project took (inception to the end of design; end of design to completion of construction)
- Name, email address and phone number for the owner of the building

NMRVFD may contact the persons named in references to verify the information and assess the satisfaction of the previous clients.

Proponents shall indicate whether they are the sole undertakers of the work or whether subcontractors will be used. Proposed subcontractors shall be subject to approval by the NMRVFD.

Proponents will include a listing of the key personnel who they expect will work on this project and outline specifically what their primary responsibility applicable to this project will be. Curriculum Vitae of such team members shall be submitted with the proposal. Key personnel include, but may not be limited to, architect or chief designer, site supervisor, project manager(s), scheduler (if any), construction manager, etc.

Provide a list of sub-contractors that will be used for the various work elements specified in Appendix B. If a work element is to be completed by your own forces, indicate that and provide information in your proposal about their qualifications.

1.9 Proposal Evaluation

NMRVFD will evaluate this proposal using consensus scoring based on the criteria specified in Appendix C.

NMRVFD will use a list of criteria in reviewing each proposal. The evaluation will be undertaken in accordance with the form attached as Appendix C.

Price will be evaluated as specified herein and points distributed as follows:

(Lowest Proponent price divided by Proponent's price) multiplied by the Available Points

Consideration for award will be subject to the availability of budget. The highest-rated Proponent proposal after evaluation will be considered for award, subject to final approval by the NMRVFD membership.

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2.0 GENERAL CONDITIONS

2.1 Definitions

Design-Builder: The entity engaged by NMRVFD to perform the work to design, construct and commission the addition and renovations at the Nine Mile River Firehall.

NMRVFD Contact Person: the person or persons designated by NMRVFD as the person to contact on all matters related to the design and construction. The Design-Builder may not take instruction from any other person and any changes or alterations to any aspect of the project must be authorized by this entity prior to being acted on by the Design-Builder.

2.2 Schedule

The Design-Builder shall contact NMRVFD Contact Person on at least a bi-weekly basis to provide an update on the progress of the work. Any circumstances that will result in changes to the agreed Schedule shall be promptly brought to attention of NMRVFD Contact Person.

2.3 Personnel

The Design-Builder is advised that NMRVFD expects the personnel listed in the proposal to perform the work indicated and written permission must be obtained before changing any member of the work team. In the case of personnel being changed, NMRVFD 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 NMRVFD.

2.4 Subcontractors

The Design-Builder is advised that the listed subcontractors and their work scope cannot be changed without the written permission of NMRVFD. Failure to comply with this provision will be considered a breach of contract and may result in termination of the Contract.

2.5 Confidentiality

Information provided by NMRVFD is to be treated as confidential and is not to be disclosed to any third party without the written permission of NMRVFD except as necessary to perform the Contract.

2.6 Information Collected

The Design-Builder is advised that all information produced in the course of this Contract is to be considered the property of NMRVFD and shall be turned over to NMRVFD upon request.

2.7 Design-Builder's Responsibility

The Design-Builder shall indemnify and save harmless NMRVFD, its agents, officers and employees from and against all claims, demands, losses, damages and costs of any kind arising from any willful or negligent act, omission or delay on the part of the Design-Builder or their servants in carrying out this Contract.

2.8 Safety Certificate of Recognition

The Design-Builder shall submit to NMRVFD a copy of their current and valid Certificate of Recognition (COR) issued by a Workers' Compensation Board of Nova Scotia-approved audit company.

Each contractor engaged by the Design-Builder shall submit to NMRVFD a copy of their current and valid COR issued by a Workers' Compensation Board of Nova Scotia-approved audit company.

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If the Design-Builder or contractor is an out-of-province company, they shall submit a current and valid COR or equivalent documentation from their province of origin or from a recognized safety association which uses an external audit element.

2.9 Insurance

The Design-Builder and any contractors or consultants they may use to perform any of the work must be registered with and remain in good standing with the Workers' Compensation Board of Nova Scotia (WCBNS). The Design-Builder shall provide copies of WCBNS letters of good standing for themselves and for any contractor or consultant they may use to perform the work prior to starting any work and when such letters are changed or renewed (typically quarterly).

The Design-Builder must have Errors and Omissions professional liability insurance with minimum coverage of \$2,000,000.

The Design-Builder and each contractor and consultant which the Design-Builder may use to perform the work must have and maintain insurance as follows:

- Commercial General Liability insurance with a limit of not less than \$5 million and be written on an occurrence-based form.
- Provide Builders' Risk coverage: All Risks insurance coverage in the names of the Design-Builder and NMRVFD. This insurance will be provided from the commencement of the work until ready-for-takeover. The Policy shall include any subcontractors as additional insureds.
- The Design-Builder, their contractors and their consultants must each provide NMRVFD with a Certificate of Insurance (COI) which:
 - evidences the applicable insurance;
 - specifies the location and nature of the work;
 - declares NMRVFD is an additional insured;
 - declares the Municipality of the District of East Hants an additional insured;
 - specifies 30 days' written notice in the event of cancellation or material change; and
 - the COI must be in a form acceptable to NMRVFD.

The Design-Builder must provide WCB letters and insurance certificates before starting any work and must replace such certificates prior to their expiry. The requirement to provide certificates and letters shall be in force during the term of the contract, performance of the work and during the warranty period.

2.10 Regulations

The Design-Builder shall comply with all existing Federal, Provincial and Municipal regulations and other authorities having jurisdiction.

2.11 Taxes

The Design-Builder shall pay all Federal and Provincial Taxes as required by the appropriate enactments.

The Design-Builder shall indicate on each application for payment, as a separate amount, the Harmonized Sales Taxes that NMRVFD is obligated to pay. This amount will be included in payments to the Design-Builder.

In the event of changes in applicable tax legislation to provide additional tax relief during the course of this Contract, it is the intent of the Contract that any benefits therefrom shall accrue to NMRVFD who shall deduct any overpayment of taxes from moneys due the Design-Builder.

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In the event of additional taxes being imposed during the course of the Contract, it is the intent of the Contract that the additional amounts paid by the Design-Builder will be reimbursed by NMRVFD in accordance with the requirements of the applicable tax legislation.

2.12 Payments

Payments shall be based on monthly invoices of prorated payments submitted by the Design-Builder in accordance with the payment schedule approved by NMRVFD unless an alternative payment schedule is approved by NMRVFD.

Payment will be made on a net thirty (30) days basis from receipt of invoice provided that NMRVFD has approved the work that is being billed. Incomplete or unsatisfactory work will result in reduced compensation for the Design-Builder as deemed appropriate by NMRVFD. No payment made by NMRVFD under this Contract shall constitute acceptance of work or products that are not in accordance with the requirements of the Contract. **All payments will be subject to a 10% holdback.**

2.13 Contract Security

The Design-Builder shall, prior to the commencement of the Work, provide to NMRVFD Contract security as follows:

- Labour and Material Payment Bond in the amount equal to 50% of the Contract Price; and
- Performance Bond in the amount equal to 50% of the Contract price.

2.14 Governing Law

The laws of Nova Scotia shall govern any contract for this work. If any dispute should arise under the terms of such contract, the Courts of Nova Scotia shall have exclusive jurisdiction to such dispute.

2.15 Contract Terms

Any contract for the work described herein must be in accordance with these General Conditions.

2.16 Termination

In the event the agreement is terminated prior to the completion of the work, the Design-Builder shall only be entitled to compensation for work performed up to the date the agreement is terminated.

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3.0 WORK DESCRIPTION

3.1 General

The Nine Mile River and District Volunteer Fire Department (“NMRVFD”) is undertaking the construction of an addition to the existing Nine Mile River Fire hall to accommodate future operational and administrative needs.

The Firehall is located at **7307 Highway 14 in Nine Mile River, Nova Scotia.**

NMRVFD has provided a conceptual plan (Exhibit 1) for reference. The addition is envisioned as a single-story addition of approximately 1600 square feet, housing the Fire Apparatus, Equipment, and materials. The building addition will also require expansion and paving of areas of the existing parking lot and apparatus apron area in front of the new addition, as well as relocation of the driveway on the right-hand side of the building to the back of the building.

NMRVFD requires the services of a qualified firm to undertake design, construction, and commissioning for the renovated spaces and new addition. It is the intent of this document that the Design-Builder will, without limitation, provide all required materials, labour, skill, expertise, equipment, and other resources necessary to perform the work.

3.2 Design-Build RFP

The Design-Builder will be responsible to design, construct, and commission the proposed addition and renovation of the existing Nine Mile River Firehall, including, but not limited to, the following:

- The existing facility must be kept operational during construction and commissioning.
(This item will be discussed in more detail with the successful proponent)
- Preparation of complete set of issued for review, permit, and construction drawings;
- Preparation of comprehensive scope of work that meets or exceeds the requirements noted herein;
- Building permit fees and building permit application;
- Lot location certificate and all applicable surveying;
- All drawings to be designed and stamped by a Professional Engineer registered in Nova Scotia;
- Site inspections, soils compaction, and concrete testing complete with independent engineer’s reports;
- Jobsite portable toilets for workers;
- Safety barricades and temporary hoarding as required;
- Site supervision complete with weekly site meetings;
- Site cleanups including dumpster for construction debris;
- One-year parts and labor warranty on all work from date of beneficial occupancy (extended warranty on items that carry more than one year as required);
- Safety policies in accordance with *Occupational Health and Safety Act, NS*;
- All work to be in compliance with all applicable codes and standards, including, without limitation, the National Building Code of Canada, the Nova Scotia Building Code, Municipal By-laws, good trade practice, applicable NFPA codes and Fire Codes of the Province of Nova Scotia
- As-built drawings and operation & maintenance manuals to be provided upon completion of project.

The Design-Builder will be required to liaise with NMRVFD Building Committee to ensure that NMRVFD’s needs are identified and met including Operational, Administrative, Training, and information technology requirements, if any.

The final design and constructed building must include the elements specified in Schedule D “**Functional Plan – Additional Design Considerations/Requirements**”.

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It is intended that the Design-Build contract be based on an all-inclusive lump sum price.

3.3 Material Disclosures

The Municipality of East Hants ("East Hants") has acted in an advisory capacity during the development of this RFP and will provide support services such as posting the competition on the Nova Scotia website, providing use access to download RFP documents, receiving the proposals, and issuing addenda on behalf of NMRVFD. **NMRVFD** is the contracting authority for this work.

NMRVFD has spoken to a local electrician to confirm there is enough room on the existing electrical panel, with some moving of breakers, to accommodate the electrical requirements for the addition. The Design-Builder will confirm.

Common wall with new addition was constructed using insulated concrete forms.

NMRVFD uses radios and other equipment to provide emergency services. Under no circumstances may any of the materials or techniques used to renovate the existing firehall and construct the new addition interfere or otherwise prevent the radio equipment from functioning properly. If the scope of work requires the Design-Builder to affect the radio systems in any way, the Design-Builder must test and verify that the radio systems are working properly once reinstated and make corrections if they are not working properly. The Design-Builder must coordinate any work on radio systems with NMRVFD prior to completing such work.

3.4 Project Schedule

In support of the project schedule, the Design-Builder will be required to implement the following milestones:

Commence Construction:Early 2025

Ready-for-Takeover:Spring/summer 2025

APPENDIX A

**Nine Mile River and District Volunteer Fire Department Association
Addition and Renovation
Request for Design-Build Proposals
Proposal Form**

Proposal submitted by: _____

We hereby submit the following all-inclusive lump sum to complete the work in accordance with the Request for Design-Build Proposal, dated _____, 2024:

Design-Build Proposal (excluding HST)	\$ _____
Harmonized Sales Tax (HST)	\$ _____
TOTAL COST	\$ _____

Signature of Witness

Authorized Signature

Name (Printed)

Title (Printed)

Date

APPENDIX B

**Nine Mile River and District Volunteer Fire Department Association
Addition and Renovation
Request for Design-Build Proposals
Proposal Form**

Summary of Proposal

1. Name of Project:

Nine Mile River Firehall Addition and Renovation – Request for Design-Build Proposals

2. From (Proponent):

Name:

Address:

3. Subcontractors List *(any changes must be approved by NMRVFD)*:

Division of Work: Demolition

Name & Address:

Division of Work: Sitework / Paving / Landscaping

Name & Address:

Division of Work: Foundations / Slabs / Miscellaneous Project Concrete

Name & Address:

Division of Work: Masonry

Name & Address:

Division of Work: Metals

Name & Address:

Division of Work: Woods & Plastics

Name & Address:

Division of Work: Thermal & Moisture Protection

Name & Address:

Division of Work: Doors & Windows

Name & Address:

Division of Work: Finishes

Name & Address:

Division of Work: Specialties

Name & Address:

Division of Work: HVAC / Plumbing

Name & Address:

Division of Work: Electrical

Name & Address:

Team Members:

(1): Architect/Designer:

Experience:

(2) Project Manager:

Experience:

(3) Site Inspector:

Experience:

(4) Project Safety Officer:

Experience:

4. Experience/ References:

A listing of two (2) similar projects performed by your firm is required:

1.) Title of Project: _____

Location: _____

Client: _____

Year of execution: _____

Services Description: _____

Approximate Project Cost: \$ _____

Contact Person: _____

Telephone: _____

2.) Title of Project: _____

Location: _____

Client: _____

Year of execution: _____

Services Description: _____

Approximate Project Cost: \$ _____

Contact Person: _____

Telephone: _____

5. Insurance (attach Certificate of Insurance):

6. Receipt of the following addenda are hereby acknowledged:

7. Contact Person for Proponent:

Name: _____

Title: _____

Telephone: _____

Fax: _____

Email: _____

APPENDIX C

**Nine Mile River and District Volunteer Fire Department
Association
Addition and Renovation
Request for Design-Build Proposals**

Proposal Evaluation Sheet

Criteria	Proponent Scores
Request for Proposal Scoring System	
Examples: <i>- Projects of similar size, scope, and magnitude</i> <i>- Qualifications of team members</i> <i>- Demonstrated design-build partnering experience on similar projects</i>	/ 20
Methodology & Approach: <i>- Design Methodology</i> <i>- Construction Methodology</i> <i>- Project Management</i>	/ 35
Schedule: <i>- The timeline for design and construction deliverables, based on an award within three weeks of the RFP closing date.</i>	/ 10
Technical Subtotal Score	/ 65
Price:	/ 35
Total Score	/ 100

Comments:

Evaluator: _____

Date _____

APPENDIX D

Nine Mile River and District Volunteer Fire Department Association Functional Plan – Additional Design Considerations/Requirements

The following is a list of minimum design considerations/requirements. Exhibit 1 shows the approximate locations of the various elements as NMRVFD sees them. The Design-Builder will be responsible to commission and to provide training to NMRVFD on any new or changed systems.

Design and Build New Addition:

- New addition to be 40' wide and 40' deep, oriented to mirror the existing structure on the opposite end of the existing building.
 - Height from top of finished slab to finished ceiling to be 16'
 - Roof pitch to match existing (oriented perpendicular to the existing ridge line)
 - Design-Builder to confirm building construction method, provided it meets or exceeds the requirements for post-disaster buildings
 - Two new bay doors, each with a finished opening of 14' wide and 14' high, in a style to match the existing (including glazing), spaced approximately as shown on the Exhibit 1.
 - Doors to be insulated (minimum calculated R value of 15) and installed using good quality track and weather stripping to make them as energy efficient as possible while still allowing them to operate efficiently given the nature of the use
 - Electric openers with chain hoist back up.
 - Leave existing exterior door between the old structure and the new addition (former exterior wall) and replace hardware with traditional non-locking handle and latch hardware. Panic bar may remain in place or be reused elsewhere if in good enough condition.
 - Supply and install a new exterior entry door with panic hardware and frame on the side of the new exterior wall as shown in Exhibit 1. Relocate existing keypad, electric latch, and alarm keypad from the former exterior door to the new exterior door. Complete any updates to the door access system necessary; system is CDVI, Model A22.
 - Supply and install exterior entry door with panic hardware and frame on rear of new addition as shown in Exhibit 1. Install a locking traditional handle and latch.
 - Paint new doors and frames, on inside and out, with two coats of exterior metal paint. Prime if recommended by the paint manufacturer.
 - Floor between existing and new additions must be level (no step up or down)
 - Floor in new addition to be polished to match existing
 - Sufficient LED energy efficient lighting for the new space
 - The entire space must be open (no columns or support walls on the apparatus floor)
 - Ceiling to finished similar to existing bays. Install an access hatch (no ladder) to the attic space.
 - Install any markings or signage required for a building of this type (wayfinding, safety)
- Exterior colours and finishes to match existing. Where no match is possible, work with NMRVFD to determine an acceptable equivalent
 - Contractor may re-use existing siding if it cost-effective to do so. If existing siding cannot be matched, new and old siding may not be mixed on any one wall unless accepted by NMRVFD.
 - Match existing brickwork on exterior.
 - Supply and install new eavestrough and downspout in a colour (green) and style to match existing.
 - New roof structure will have to be tied into existing roof structure (existing roof and new roof will be perpendicular to each other)
 - Low or no maintenance finishes preferred
 - All other surfaces must be painted or otherwise coated with an appropriate product of high quality
- Interior finishes to include installation of drywall on the interior walls. Prime and paint with a quality interior paint, white colour, and in a sheen acceptable to NMRVFD.
- Mechanical, Electrical and HVAC considerations
 - Fire Extinguishers – as per NSBC, NFPA 10, Fire Code of NS

- Extend ducting from furnace to include new addition.
- Relocate or replace any infrastructure or building systems affected by the access created between the new addition and the existing building.
- Three electrical outlets along each wall should be sufficient.
- Existing exterior plug on exterior wall where addition is to be placed may have to be moved.
- NMRVFD have four security cameras which they wish to have installed. The contractor will need to work with NMRVFD to identify the best place to mount the cameras and then supply and place the cabling to run the cameras back to the office at the opposite end of the building.
- Add/modify security contacts, sensors, smoke/heat monitoring alarms, and alarm keypads as necessary to provide reasonable coverage for the new addition and new entry door. Existing security system is provided by Dyna Media Technical Services.
- Relocate existing side light and wall light to new exterior wall. Replace with an equivalent acceptable to NMRVFD if more cost efficient to do so.

Landscaping and Parking:

NMRVFD have tried to describe their requirements for gravel and paving on Exhibit 2. The Design-Builder is responsible to provide the design and materials necessary to complete this work in addition to any site or civil work required to facilitate the addition.

- The existing access road leading to rear of building will need to be relocated to allow for the new addition.
 - The new access road will be designed to fit the remaining space on the lot and respect any setbacks which may be required.
 - The design must be compatible with grading necessary to make egress from the new side door and **rear door** safe and reasonable.
 - The Design-builder is responsible to design and construct the new road and grading.
 - Contractor may reuse material from the site which they deem suitable to be reused
- The Contractor will extend the paving in the apron area in front of the new addition and any required tie-ins, and so that the pavement extends just beyond each door location (indicated on Exhibit 1).
 - This may include cutting and disposing of existing asphalt and reinstating pavement markings.
 - Paving shall include all materials and labour necessary to prepare for and pave these areas and reinstate pavement markings.
 - The Contractor will create smooth transitions between paved and non-paved areas.
 - The apron in front of the doors and any other paved areas must be designed for traffic from and parking of heavy vehicles typically used in firefighting. NMRVFD may use vehicles up to approximately 27 tonne in their operations. Upgrade if necessary.

Related Pictures:

Side views showing side light by door, other exterior light, proximity sensor position, and exterior electrical receptacle which will have to be relocated or possibly replaced:



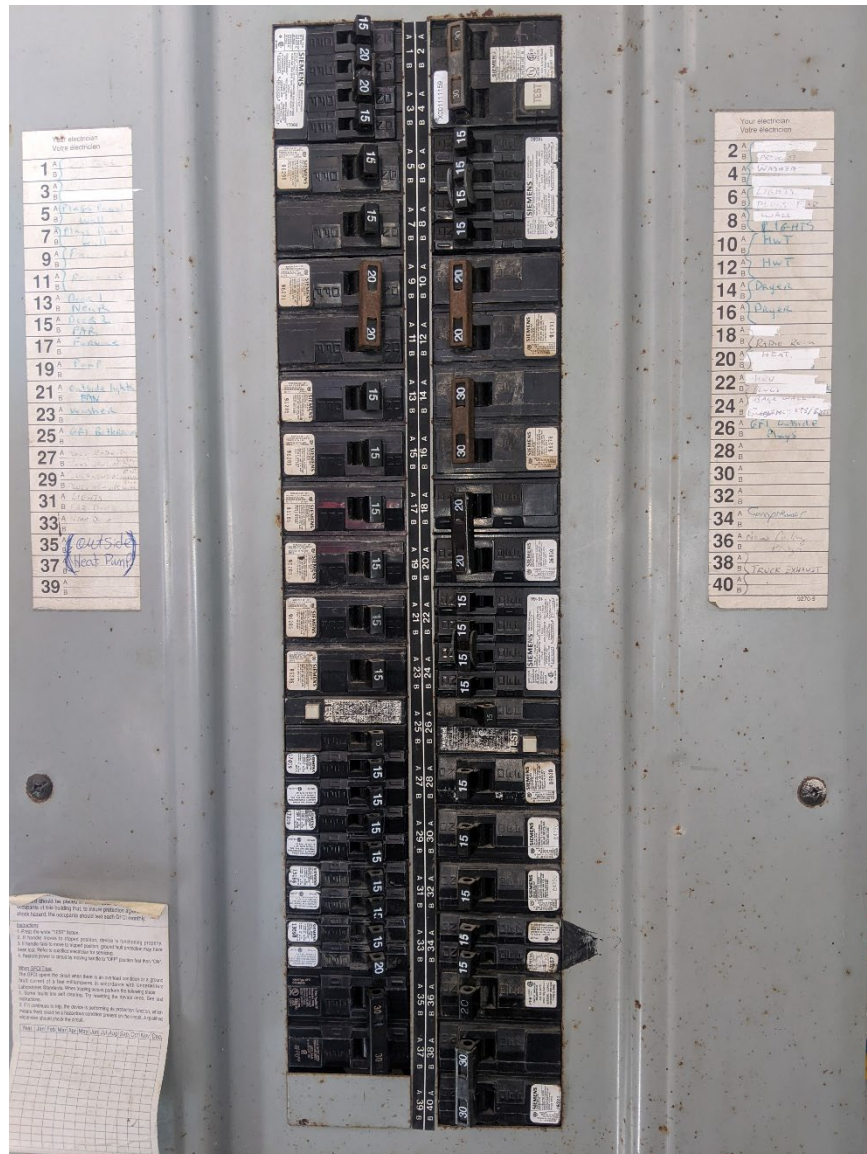
Front views showing location of future addition:



Proximity Sensor, Door Access



Electrical Panel:



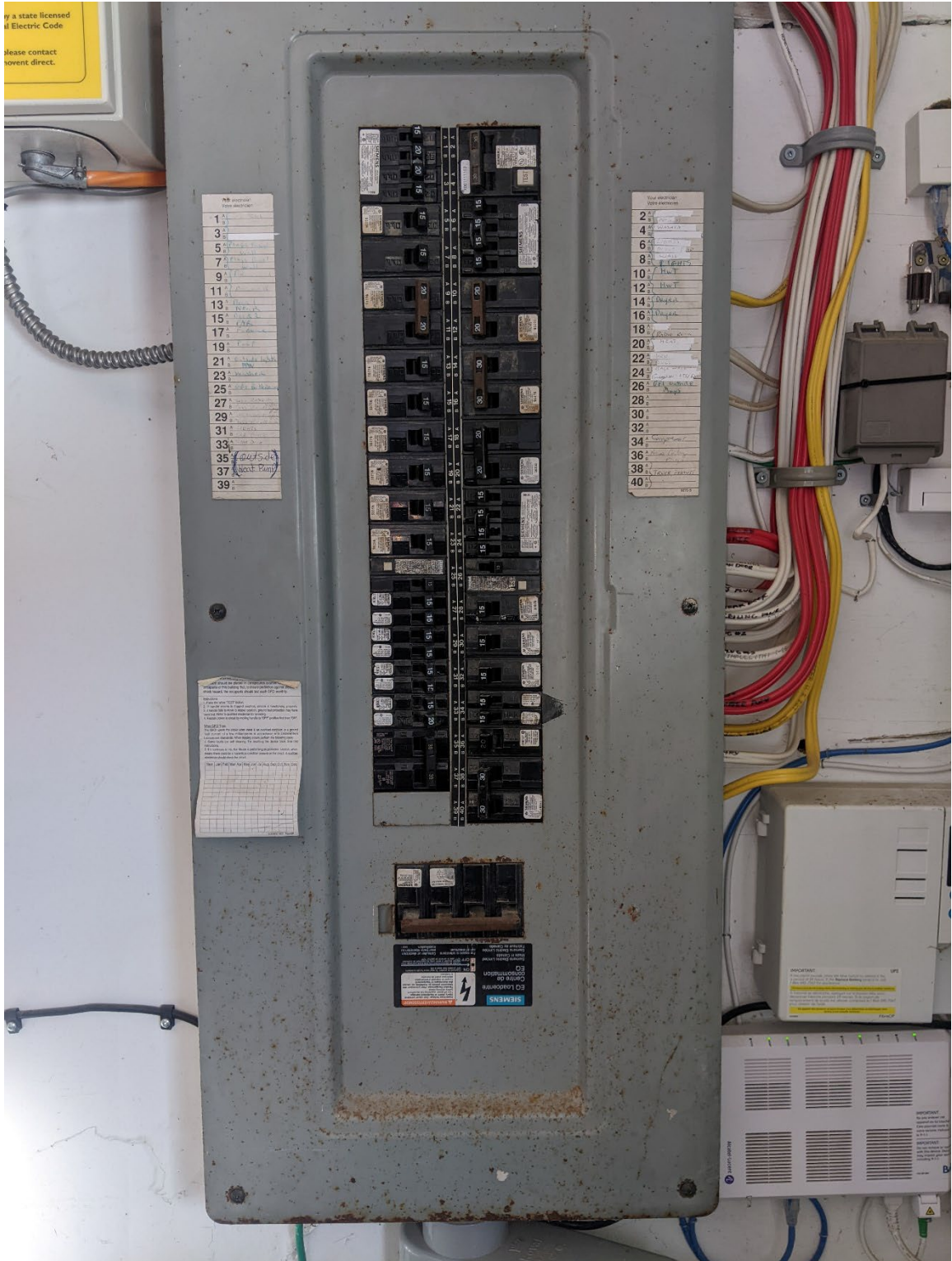


Exhibit 1: New Addition Concept Plan

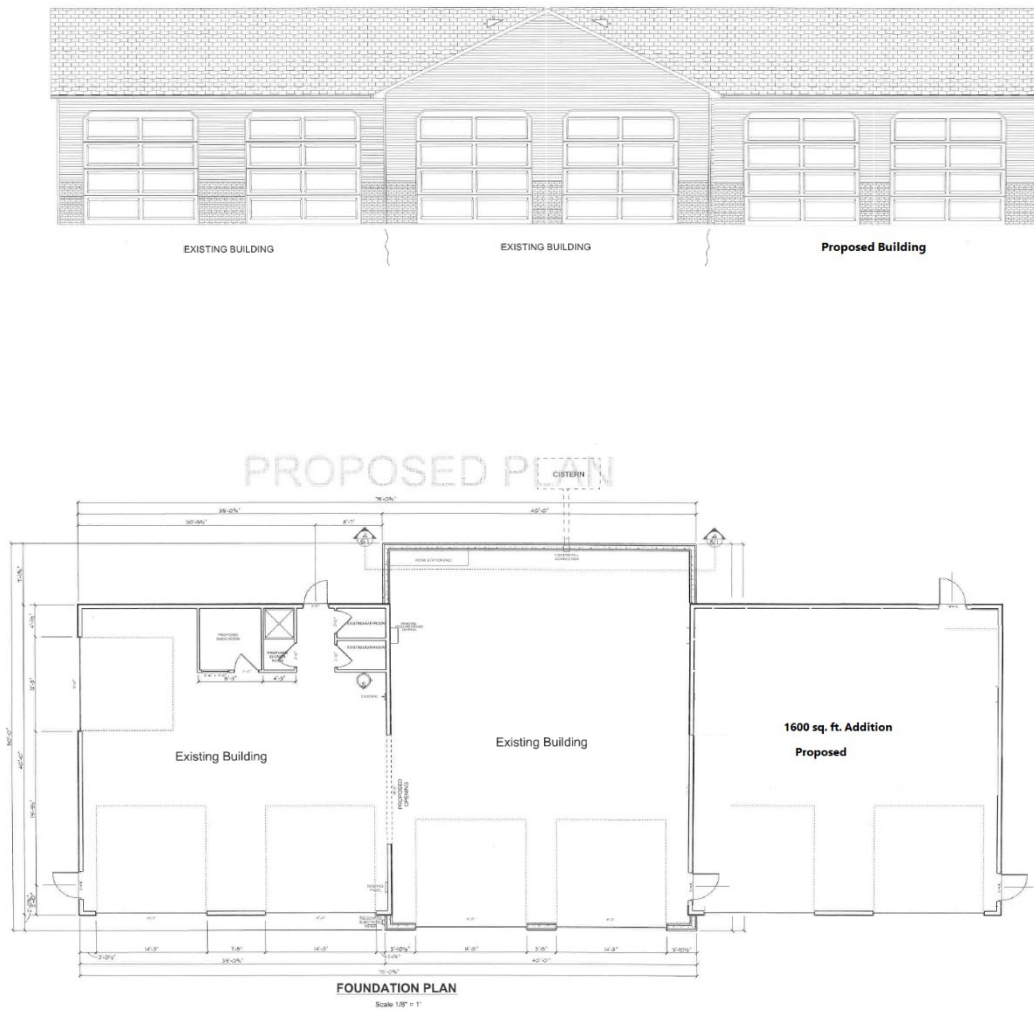


Exhibit 2: Site Plan

