

# Infrastructure & Operations

## REQUEST FOR PROPOSALS

Shubenacadie Public Parking Lot - Detailed Design

RFP50782

Addendum 1

Release date: March 10, 2025

Proposals will be received up to  
3:00:00 pm local time on Wednesday, March 21, 2025

Contact: Michael Hatfield  
Procurement Officer  
Municipality of East Hants  
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## 1. QUESTIONS

The following question has been received by East Hants:

- *The RFP indicates that the Municipality has previously procured a survey for the site. However, the consultant is required to undertake additional surveys "if necessary".*
  - *Does the Municipality anticipate that additional surveys are required?*
  - *How can Consultants quantify the amount of additional surveys for the purposes of our Fee proposal?*
  - *Can the municipality provide a copy of the previous survey?*

### Response:

- *The existing monument will be relocated off-site in early Spring 2025, the absence of which is not reflected in the 2023 survey data. Additional survey may not be required; however, the Consultant may deem it necessary to perform a topographic survey of the monument area once it has been relocated.*
- *The bid form has been amended so if deemed necessary, proponents may include their lump sum cost for the task.*
- *The .dwg file containing the 2023 topo points, and the accompanying PDF will be included as part of this addendum.*
- *The RFP stated that Consultants shall use the East Hants Municipal Standards (Oct. 2023)*
  - *Please elaborate on the stormwater management requirements and submittals. Are we to assume that all requirements of Section 5.0 apply to this project, including the use of stormwater models, and the provision of a stormwater management report?*
  - *Will there be limits applied for post development stormwater runoff rate, quality or quantity?*

### Response:

- *Stormwater models, a stormwater management report, and other deliverables outlined in Section 5 of the Municipal Standards will not be part of this contract. However, proposed stormwater infrastructure shall be designed in accordance with East Hants requirements.*
- *Based on discussions with NSDPW, proposed runoff parameters will not be limited during review.*
- *Are there any environmental reports available for the site such as an ESA Phase 1 or Phase 2? Are such reports anticipated to be required, and if so, who will be responsible to provide?*

Response: Environmental reports will not be a requirement of this contract.

- *There is no mention of a geotechnical report. Will the Municipality provide a geotechnical report including design recommendations for the site?*

Response: There is no geotechnical report for this site.

- *We understand that a portion of the work will be completed by NSDPW (generally, Hwy 2 asphalt paving and gravel shoulder). However, Appendix C appears to indicate that a significant portion of the "site" works will also be within the Hwy 2 Right of Way. Can you please elaborate on the anticipated level of coordination, and approvals with NSDPW for this work.*

Response: This project is a partnership between The Municipality and NSDPW; however, the site design is being commissioned by The Municipality. The proposed design will be submitted to NSDPW for approval to proceed and provision of a 'Work Within Highway Right-of-Way' permit. As shown in Appendix C, there are work limits for both East Hants and NSDPW. These boundaries are defined based on a financial reimbursement agreement following construction, but will not impact the design scope.

- *We understand that portions of the site are adjacent to CN Rail. Does the Municipality anticipate any coordination with the Railway?*

Response: As available land for the parking lot does not warrant encroachment into the CN R.O.W., The Municipality does not expect coordination with CN Rail to be necessary for this project.

In response to the above, the following changes or modifications shall be made to the Request for Proposals:

- **Delete 'Appendix A', and replace with new 'Appendix A', dated March 10, 2025, attached.**

END OF ADDENDUM

## APPENDIX A - COST FORM (UPDATED MARCH 10, 2025)

### 1. Contact information for Proponent:

Name of Primary Proponent Firm	
Address	
Phone Number (office)	
Fax Number	
Primary Project Contact Name	
Email Address for Primary Contact	
Cell Phone Number for Primary Contact	

### 2. Sub-consultant List (if any):

Name of Sub-consultant Firm	
Address	
Phone Number (office)	
Fax Number	
Project Contact Name	
Name of Sub-consultant Firm	
Address	
Phone Number (office)	
Fax Number	
Project Contact Name	
Name of Sub-consultant Firm	
Address	
Phone Number (office)	
Fax Number	
Project Contact Name	

### 3. COST

The Proponent must complete the following table to be submitted with their Proposal:

Work Element	Hours on Task (Total)	Total Fee	Total Expenses	Total Cost per Element
Surveying (Lump Sum)	-	-	-	
Design				
Tender Documents				
Construction Support (1hr visit as needed)	4			
Record Drawings				
<b>Column Totals</b>				
<b>Total Proposed Cost (less HST)</b>				

All fees shown will be exclusive of Harmonized Sales Tax (HST).

### 4. BY SIGNING BELOW THE BIDDER AGREES THAT:

- a. The Proponent has read and understands the requirement of this RFP and agrees to abide by the terms and conditions.
- b. The Proponent has read and understands the following addenda: Addendum \_\_\_\_\_ to \_\_\_\_\_ (if any). Failure to acknowledge an addendum containing information pertinent to the Services may be cause to reject a Proponent's Proposal.
- c. The Proponent has read, understands and will, if awarded the work, comply with insurance requirements specified in the Sample Agreement.
- d. The Proponent will, if awarded the work, obtain and will maintain for the duration of the contract Workers' Compensation Board of Nova Scotia workplace insurance coverage (attach Letter of Good Standing if available).
- e. The Proponent hereby agrees that the work proposed in the table will be completed by the dates stated in the Schedule for the Total Cost indicated in the table above, inclusive of, without limitation, all fees, expenses or costs for which the Proponent may wish to be reimbursed, except HST.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Title (Printed)

\_\_\_\_\_  
Date