



**TOWN OF LUNENBURG
RFP #TOL2026006**

REQUEST FOR PROPOSALS
Community Centre Exterior Upgrades

Proposals will be received no later than:
2:00:00 p.m. LOCAL TIME
March 4, 2026

Addressed to:
Curtis Bell
Procurement Officer
Town of Lunenburg
119 Cumberland Street
Lunenburg, NS B0J 2C0

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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 Community Centre Exterior Upgrades 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 “**Community Centre Exterior Upgrades RFP**” and proposal document number **TOL2026006**, to Curtis Bell, Procurement Officer at 119 Cumberland Street, Lunenburg, NS, B0J 2C0 before the closing time on the closing date (Closing Time). Proponents must submit one (1) PDF copy via email to purchasing@townoflunenburg.ca. 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 February 24, 2026. Inquiries regarding the specifications of the RFP and the RFP process should be directed to:

Name: Curtis Bell
Title: Procurement Officer
Email Address: 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 to determine if any addendums have been issued prior to the submission deadline.

1.6 Opening

Proposals will only be received by:

Name: Curtis Bell
Title: Procurement Officer
Email Address: purchasing@townoflunenburg.ca

One (1) PDF copy of your proposal, including the proposal form must be received by email prior to **2:00:00 p.m.** local time, **March 4, 2026**. 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

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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.

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.

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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

An Accessibility Audit was completed of the Community Centre facility in Spring 2023. Recommendations from the audit included the exterior entrance pathway, including widening the sloped pathway to allow for easier access to the facility, making a level landing, and install handrails.

Also, there is a non-functional exterior wooden door on the South side of the Community Centre (facing the soccer field). Water enters the facility through this door during rain events causing water damage to the basement. The door needs to be removed and the foundation and exterior wall need to be reinstated to match existing conditions.

The Town is looking for a proponent to complete the upgrades identified in 2.2 Scope of Work. The proponent must manage the design and construction of the renovation of the main entrance and exterior improvements on the South side of the building. The Town expects the successful proponent to take responsibility for all aspects of the project, with approval from the Town's designated contact.

The work will have minimal impact in preventing the public from accessing the services available at the Community Centre. The Community Centre will still be operational for

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public rentals and events during the construction of the exterior upgrades. 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 at the Community Centre during the duration of the work.

The successful proponent's proposal will meet at least the following criteria:

- All work must meet the National Building Code of Canada and accompanying Nova Scotia Building Code Regulations
- All work must comply to the CSA B651:23 National Standard of Canada, Accessible design for the built environment.

The proponent will be responsible for all applicable permits (including costs) and arrangement of all necessary inspections.

The work is to be completed by September 1, 2026.

2.2 Scope of Work

Main Entrance

Remove the existing concrete ramp and stairs.

Install a concrete landing (level area) at the same height as the doors, to be approximately 7 feet deep and 20 feet wide.

Install a concrete ramp leading to the landing in front of the power-operated doors from the parking lot, with a width of at least 1200mm; must have a running slope ratio of no less than 1:20 (5%) and no more than 1:15 (6.7%). The ramp shall have round and graspable handrails installed on both sides, that comply with CSA B651:23.

Install concrete stairs to the rest of the landing and doors. The stairs must have uniform risers and runs; have a tread surface finish that is slip resistant, as required by CSA B651:23.

Replace the two sets of doors with two new sets of double doors that open without an obstruction post. One set of double doors must have a power-operated door opener button. The power-operated door opener button must be mounted within the level area upon approach of the door. A new full push bar should be provided for multiple levels of access.

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Photo 1. Existing Main Entrance

South Side Exterior Upgrades

Remove the existing wooden doors. Door opening is approximately 12 feet high by 10 feet wide.

Close in the opening with the following:

- Install concrete foundation to match existing building, approximately 4 feet high by 10 feet wide.
- Install sheathing and wood siding to match existing, approximately 8 feet high by 10 feet wide.

Replace the gravel apron with asphalt, to improve drainage. Match existing adjacent asphalt.



Photo 2. Existing South Side Wooden Doors

2.3 Site Meeting

Those interested in this proposal are highly recommended to do a site visit at the Community Centre to view the scope and scale of the work involved. Proponents are welcome to come into the Community Centre on their own or schedule an appointment through purchasing@townoflunenburg.ca.

2.4 Deliverables

The proponent shall provide a brief but clear and concise summary of their understanding of the objectives and 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.

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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.

All proposals are to include a detailed account of what the proponent intends to deliver to make the Community Centre Exterior Upgrades a success including budget and timelines.

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..... \$ _____

Please attach the following additional information:

- Start and end time required to complete the work.
- Warranty period on goods and/or services.
- 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 to this proposal form as required in this RFP.