



TOWN OF SHELBURNE

REQUEST FOR PROPOSALS

Roger Grovestine Recreation Complex Tennis/Pickleball Court Resurfacing

Town of Shelburne
P.O. Box 670
162 Mowatt St, 2nd Floor
Shelburne, NS B0T 1W0

Call for Proposals: March 27th, 2025
Closing Date: April 10th, 2025 (3:00 pm)

INFORMATION TO BIDDERS

1. Scope of Proposals:

The Town of Shelburne is seeking proposals from qualified contractors for the complete resurfacing of the tennis/pickleball court at the Roger Grovestine Recreation Complex, located at **2 Carleton St, Shelburne, NS (PID # 80149461, Assessment # 04652592)**. This RFP outlines the project scope, submission requirements, and evaluation criteria for selecting a contractor to complete the resurfacing work at a high standard of quality, safety, and durability.

2. Questions & Clarifications:

It is the Proponent's responsibility to clarify any details in question not mentioned in this document prior to submitting their Proposal.

Questions relating to this proposal must be received by **April 8th, 2025, before 4:00p.m.** and can be directed to:

Dana Nash, By-Law Officer

Email: dana.nash@shelburnens.ca

Responses to all questions will be shared with all proponents via the website to ensure a level playing field for all proponents. Questions received after this date and time will not receive a response.

Questions will be answered within forty-eight (48) hours of receipt (weekends excepted). A clarification does not form part of the Proposal document.

Any modifications to the document will be in the form of an addendum which will be issued to all proponents and provided on the website at least twenty-four (24) prior to the closing date. No changes will be made during the final twenty-four (24) hours.

3. Delivery and Closing Date for Proposals:

Any change notices, appendices and addenda issued for this Request for Proposal shall be considered part of this proposal document.

The proposal is to be submitted in a sealed envelope clearly marked with the proposal name, number and directed to the attention of the appropriate contact on or before the closing date and time. Proponents must submit one hard copy of the submission and a suitable electronic copy for distribution. Your proposal must be written in ink or type written. Erasure, overwriting or strikeouts must be initialed by the person signing on behalf of the proponent.

Fax or e-mail proposals are not acceptable.

Proposals shall not be accepted after the closing date and time. Proponents may not make modifications to their proposals after the closing date and time.

All proposals shall become the property of the Town.

It is the responsibility of each proponent to submit all required documents as outlined in this Request for Proposal. Failure to quote on all options set out will disqualify your proposal.

Sealed proposals in an envelope, including the attached document (Schedule "A") should be clearly marked as to contents and will be received until 3:00 pm on April 7th, 2025.

Proposals will be opened immediately following the closing date detailed above and will be provided to the evaluation committee.

4. Town Contact Person:

Questions with respect to this process, or requests for further information or clarification should be directed to Dana Nash, By-Law Officer via email to dana.nash@shelburnens.ca.

5. Selection Process:

The Town is under no obligation to accept the lowest bid or any proposal submitted. The Town reserves the right to terminate or withdraw from the RFP process at any time, and to negotiate final terms with any selected proponent.

6. Evaluation Criteria:

Proposals will be evaluated based on the information provided by the proponent in response to this RFP. Each submission will first be reviewed for compliance with the mandatory submission requirements. Failure to comply with these requirements may result in the proposal being deemed non-compliant and disqualified from further consideration.

Evaluation Framework

Compliant proposals will be assessed using the evaluation criteria outlined below. While specific weighting is assigned to key categories, the Town of Shelburne reserves the right to confidentially prioritize, adjust, and weigh the importance of factors contributing to the final score, and does not guarantee award to any proponent.

The total score for each proposal will be calculated out of 100 points, as follows:

Evaluation Criteria	Weighting
Cost Proposal	40%
Project Timeline	25%
Responsiveness to RFP	15%
References (Minimum of 2)	10%
Local Proponent Bonus	10%
Total	100%

Evaluation Criteria Details

a. Cost Proposal (40%)

Proponents must provide a detailed, itemized cost breakdown for the full scope of the court resurfacing project. This should include costs for materials, labour, equipment, disposal, optional items (e.g., post sleeves/caps), and any other relevant expenses.

b. Project Timeline (25%)

The proposed timeline will be evaluated for feasibility, efficiency, and alignment with the Town’s schedule. Clear milestones and completion dates are expected.

c. Responsiveness (15%)

Proposals will be assessed for clarity, completeness, and alignment with the RFP requirements. This includes adherence to the scope of work, submission format, and inclusion of all requested information.

d. References (10%)

A minimum of two (2) relevant references must be provided, preferably from municipal or similar clients. References should demonstrate successful completion of similar court resurfacing projects and attest to the proponent’s reliability, workmanship, and customer service.

e. Local Proponent Bonus (10%)

Proponents with a business address located within the Town of Shelburne or surrounding region are eligible for a 10% bonus added to their final evaluation score. Local business presence should be clearly indicated in the proposal.

7. Rejection of Proposals

The Town reserves the right to reject any and/or all proposals received. The Town is not under any obligation to award a contract and reserves the right to terminate the Request for Proposal 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 do not constitute acceptance of any proposal.

8. Reservation of Right:

Bidders 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, nor shall bidders have the right to withdraw a proposal once it has been processed through the official opening.

The Town reserves the right to consider, during the evaluation of Proposals:

- a) The Town's past experience with the Bidder and/or its management;
- b) Information provided in response to enquiries of credit and industry references;
- c) Information received in response to enquiries made by the Town of third parties apart from those disclosed in the proposal in relation to the reputation, reliability, experience and capabilities of the Bidder;
- d) The manner in which the Bidder provides services to others; and,
- e) The experience and qualification of the Bidder's senior management and project management.

The Town may, in its sole discretion, reject any proposal which does not fully satisfy the above consideration to its satisfaction.

9. Governing Law:

Any contract resulting from this Request for Proposal shall be governed by and interpreted in accordance with the laws of the Province of Nova Scotia.

10. Proposal Requirements

Bidders are required to provide the following in their proposals:

- a) Proposed Costs to Deliver Scope**
Lump sum or task/item pricing submitted shall be inclusive of all costs, duty, freight, and any other expenses required to complete the scope. Prices are to be quoted in Canadian dollars, exclusive of Harmonized Sales Tax (HST). As costs alone may not be the determining factor for award, the Town of Shelburne may negotiate a final offer with a selected proponent.
- b) Schedule of Services**
Each proponent is to provide a project completion date.
- c) Warranty and Guarantee**
Provide a detailed description of the guarantee against defects in workmanship and materials. Include a description of the actions that will be taken by the proponent during the coverage period should there be any

claims of defects by the Town. Submission to include any manufacturer's warranty information for the products that will be supplied.

d) Qualifications, and Experience

The proponent is to demonstrate to the Town of Shelburne that they are qualified and capable of fulfilling the scope requirements defined in this RFP. Provide 3-4 project profiles and references to similar projects, each with a contact name, email, and phone number for the owner or manager of the referenced project.

e) Insurance and WCB

Provide WCB clearance/accreditation, and proof of coverage insurance for all categories specified in the General Instructions and Information.

TERMS OF REFERENCE

The tennis/pickleball courts at the Roger Grovestine Recreation Complex are in need of resurfacing to enhance the quality of play, improve player safety, and maintain the aesthetic and functional standards of the Town's recreational facilities. The Town of Shelburne is seeking a qualified contractor with demonstrated experience in resurfacing sports courts—particularly tennis and pickleball courts—to deliver a durable, high-quality resurfacing solution.

PROJECT OVERVIEW

The scope of work for this project includes:

Site Inspection

- Conduct a full inspection of the existing court surfaces.
- Identify and document damage, cracks, depressions, and areas affected by algae or vegetation.

Surface Preparation

- Clean all court surfaces thoroughly in accordance with resurfacing product specifications.
- Remove any vegetation and treat algae-prone areas to prevent reoccurrence.
- Prepare the surface to ensure proper adhesion of coating systems.

Crack and Depression Repair

- Repair all cracks using appropriate filler products.
- Correct any depressions ("bird baths") deeper than the height of a ten-cent coin using suitable leveling materials.
- Seal around all net posts and anchors to prevent water ingress and future localized failures.

- Provide provisional pricing for supply and installation of replacement net post sleeves and caps.

Resurfacing

- Apply a multi-coat rubberized surface coating system in accordance with manufacturer specifications.
- Standard application includes a three-coat system. Alternate systems may be submitted for approval if superior in performance.
- All coating products must be compatible and from the same manufacturer's product line.

Court Markings

- Apply accurate line striping and perimeter markings for three dual-use (tennis/pickleball) courts.
- Follow existing court layout and ensure use of appropriate, approved two-colour schemes.
- All colours must be submitted to and approved by the Town of Shelburne prior to application.

Cleanup and Waste Disposal

- Dispose of all removed materials off-site in compliance with local environmental regulations.
- Clean all court areas post-resurfacing, ensuring the courts are left in a ready-to-use condition.

Post-Project Inspection

- Conduct a final walk-through with Town representatives to confirm that all work meets project specifications and quality standards.
- The contractor is required to return after one (1) year for a joint inspection with Town staff to assess surface performance and address any deficiencies under warranty terms.

PROJECT COMPLETION / ACCEPTANCE CRITERIA

The project will be considered complete and eligible for final acceptance when the following conditions have been met:

1. **All resurfacing, repair, and marking work has been completed** in full accordance with the approved project scope and product application standards.
2. **All courts are clean, free of defects, and ready for public use**, with no standing water in corrected areas and no visible surface irregularities or unsealed cracks.
3. **Final inspection with Town staff has been conducted**, and all deficiencies identified during the inspection have been rectified to the Town's satisfaction.
4. **All documentation, including warranty information, maintenance guidelines, and material specifications, has been submitted** to the Town.

5. **Follow-up inspection after one (1) year is confirmed and scheduled** as per warranty requirements.

The Town of Shelburne reserves the right to withhold 10% of the total payment until all work is fully completed, inspected, and accepted. This retention ensures any outstanding deficiencies are addressed prior to final payment.

COMPANY INFORMATION

The Town of Shelburne requires the following information and/or documentation about your company to assist in the review of your proposal. Please provide the following information and enclose any supporting documentation which you feel is relevant.

- Have you ever done the same or similar work for other Municipalities? If so, state where and when the work was performed.
- Could you provide two (2) references where you have successfully provided similar services? If possible, provide a reference to a contract similar in scope. The references must contain their business name, address, and contact person and telephone number.
- How long has your company been in business?
- Does your business have valid First Aid and WHMIS?

SCHEDULE A

Schedule A to this document is relevant information that is required, and the form or replica must be completed and submitted with your proposal to be considered complete.

NOTE: If there is any confusion or omission regarding policy, please refer to the Town's Procurement Policy.

SCHEDULE A

COVER SHEET FOR PROPOSAL

Company Name: _____

Company Address: _____

Contact Information: _____

Key Contact for Proposal: Name: _____

Email: _____

Business Phone: _____

Cell Phone: _____

Name of Request for Proposal: _____

Number of Request for Proposal: _____

Documents Attached: _____
