



# **TOWN OF SHELBURNE**

## REQUEST FOR PROPOSALS

### Graham's Park and Roger Grovestine Recreation Complex Park Designs

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

Call for Proposals: June 11, 2025  
Closing Date: July 2, 2025 (3:00 pm)

## INFORMATION TO BIDDERS

### 1. Scope of Proposals:

The Town of Shelburne is seeking qualified contractors to assist with the planning and design of proposed additions and improvements to two key community parks: **Graham's Park** and the **Roger Grovestine Recreation Complex**.

The Town has recently been approached by a donor offering to contribute land for the expansion of Graham's Park, along with funding to support significant upgrades—most notably the development of an accessible playground. In addition to these improvements, the Town is also pursuing enhancements to the Grovestine Recreation Complex. These improvements will be funded through grant applications, with the possibility of leveraging the donor contribution to support both projects.

The selected contractor(s) will be responsible for preparing concept plans, cost estimates, and phased development strategies for both sites, aligning with the Town's accessibility, recreation, and community engagement goals.

Designs must be compliant with the Built Environment Accessibility Standard, created by the Government of Nova Scotia.

### 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 June 25<sup>th</sup>, 2025 before 4:00 p.m. and can be e-mailed to the attention of Mike Kahn, Director of Planning & Development Services, [Planning@shelburnens.ca](mailto:Planning@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 strike-outs must be initialed by the person signing on behalf of the proponent.

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 July 2<sup>nd</sup>, 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 Mike Kahn, Director of Planning & Development Services, via email to [Planning@shelburnens.ca](mailto:Planning@shelburnens.ca).

**5. Selection Process:**

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.

**6. Evaluation Criteria:**

Each Request for Proposal will be evaluated by the Town to determine the degree to which it responds to the requirements as set out in this document.

**a. Responsiveness**

Adherence to the requirements of this RFP – completeness and thoroughness of proposal submitted.

**b. References**

Provide two (2) references – municipal clients preferred. As part of this we will be looking at your previous work on public parks and accessibility.

**c. Work Plan**

A proposed work plan based on the Timeline below:

June- July	RFP Issued & Closes & Contract awarded Meetings with staff and Donor Stakeholder engagement
July-August	Parks plans development and staff engagement Public engagement preparations
September	Public engagement event Parks plans revised based on input and plans completed
October	Meetings with staff and Donor Council Presentation and endorsement

**d. Cost**

The cost to prepare the two parks plans and complete the work under Deliverables in keeping the with scope of Work an Assumptions.

**e. Local Business**

Provide address- local vendors 10% of total score.

Following the evaluation and development of a short list, the interview that may be requested will be considered in addition to previous scoring.

Proposal Bid	Responsiveness 5%	References 10%	Work Plan 30%	Cost 45%	Local Business 10%	Total Score %

## **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) Full cost information (including HST and expenses) as requested; and, Timelines for completion of upgrades to meet Town scheduling requirements.
- B) Detailed description of warranty conditions.
- C) Proof of required insurance and WCB coverage.

## TERMS OF REFERENCE

The Town of Shelburne is seeking a contractor or contractors to plan for additions to two of the Town's Parks: Graham's Park and the Roger Grovestine Recreation Complex. The Town has been contacted by a Donor who wishes to donate land to expand Graham's Park and funds need to improve the park, notably with an accessible playground. The Town is also looking to improve the Grovestine Complex, and will be pursuing grants to fund those improvements, potentially leveraging funds from Graham's park.

The proponent shall comply with laws, ordinances, rules, and regulations relating to the work and follow the Occupational Health and Safety Act and associated regulations under the law in the Province of Nova Scotia throughout the duration of the contract. Designs must be compliant with the Built Environment Accessibility Standard, created by the Government of Nova Scotia.

The Town of Shelburne has the authority to make changes and order such extra work to the contract as in its opinion may be necessary. The Town reserves the right to add or remove services that in its opinion is in the best interest of the Town.

## DELIVERABLES

The contractor will prepare two plans, one for each park, which outlines, at a minimum:

- Park upgrades to improve accessibility, including accessible pathways align with the Built Environment Accessibility Standards, wheelchair accessible parking, and an accessible playground;
- Maintaining existing trees and landscaping where possible;
- Summary of public engagement;
- Site plan for each park;
- Estimated costs of improvements; and
- Detailed design drawings for civil works, such as parking lots and accessible pathways.

Potential additions to the parks that the contractor will consider include:

### **For Graham's Park:**

- A basketball court;
- Electrical hookup for a food truck/events and lighting;
- Additional seating, garbage receptacles;
- Additional trees and other plantings/garden areas, in particular to provide delineation and buffering from the adjacent cemetery;
- Reuse of granite foundations stones from the adjacent former church and a stained glass window in the expanded park.

**For Grovestine:**

- Refreshing the ballfield and related benches and fencing
- Lighting for the ballfield and pickleball/tennis area
- Restore horseshoe pit
- Walking trails, potentially including a connection to the Roseway Hospital
- Additional seating, garbage receptacles;
- Additional trees and other plantings/garden areas;

**ASSUMPTIONS**

The Town is planning for an engagement event, where the Town seeks the public's input on a number of projects at a single event. The contractor will be expected to attend, provide information and take input from the public. The event is planned for September 2025.

**Grahams Park**

A roughly 2.3 acre site, with potential 0.6-0.8 ac addition. The park is mostly development with existing equipment and mowed grass covering the site. The site is well used by the nearby daycare and people using the splash pad in summer. The park is mostly used for active recreation and is an urban park.

- Existing splash pad and playground equipment to be maintained.
- A new watermain will be installed through the site, aligning with Digby St.

The adjacent former church at 36 John Street is expected to be demolished and the land donated to be incorporated into the existing park. Elements from the former building, such as granite foundation stones and stained glass window are intended to be maintained on site as part of the new park.

The Town should have completed a topographic survey of most of Graham's park by June.

**Grovestine Recreation Complex**

Currently a partially developed 13 acre site on the south side of Town. Roughly half of the site is uncleared woodlands, with some potential wetlands along the eastern boundary. The park has been underutilized in part due to issues with funding and maintenance.

Existing ball field, tennis/pickle ball court, washrooms and playground equipment to be maintained. Planned work, will continue this year including:

- Improvements to the existing washrooms to enhance accessibility;
- Resurfacing of pickle ball/tennis courts; and
- Repaving, the street access and installing a gate;
- Improved parking area for accessibility.

## SCOPE OF WORK

- Project planning, including timelines and data needed generally and from the Town
- Undertake on the ground data collection as needed, including survey work
- Engage with Town staff and the Donor; as well as:
  - o The King Street Centre, an adjacent daycare centre,
  - o The Shelburne Arts Council, regarding the potential for public art in the park prior to preparing any parks plans;
  - o The Roseway Hospital and Municipality of the District of Shelburne regarding any connector trails in that area
- Preparing draft plans for both parks that is compliant with the new Built Environment Accessibility Standard, created by the Government of Nova Scotia.
- Providing opportunity for in person public engagement on the draft plans,
- Revise plans based on public input;
- Prepare cost estimates for all proposed work;
- Preparing detailed design for civil works such as accessible pathways and parking lots;
- Prepare planting plans;
- Present final plans to Town Council

## PROJECT COMPLETION / ACCEPTANCE CRITERIA

The project will be complete when Council has reviewed the final parks plan that achieves all the work outlined in this RFP.

## 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?

## **Tender Submission**

Please submit your tender package by 3:00 pm on July 2<sup>nd</sup>, 2025 to Jessie Dyer, Executive Coordinator for the Town of Shelburne (contact details below).

Jessie Dyer  
Executive Coordinator  
Town of Shelburne  
162 Mowatt Street, P.O. Box 670  
Shelburne, Nova Scotia B0T  
1W0  
[jessie.dyer@shelburnens.ca](mailto:jessie.dyer@shelburnens.ca)  
902-875-2991 Ext.4

## **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:** \_\_\_\_\_

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