



TOWN OF SHELBURNE

REQUEST FOR PROPOSALS

Wharf Repairs

95 Water Street & 14 Dock Street

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

Call for Proposals: November 15, 2024
Closing Date: November 29, 2029 (3:00 pm)

INFORMATION TO BIDDERS

1. Scope of Proposals:

The Town of Shelburne is seeking proposals from qualified contractors for the repair of two wharves located at:

1. **95 Water Street - PID # 80150121, Assessment # 03389707**
2. **14 Dock Street - PID # 80150527, Assessment # 04652622**

Contractors are invited to submit proposals for repairs to one or both of the wharves. The scope of work for each location includes structural and surface repairs, ensuring the safety and longevity of the wharves. All work must adhere to the specifications and guidelines outlined in the accompanying Terms of Reference.

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 November 25th, 2024, before 4:00 p.m. and can be e-mailed to the attention of Chief Administrative Officer, Sarah Mattatall (sarah.mattatall@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 November 29th, 2024.

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 Sarah Mattatall, CAO via email to sarah.mattatall@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 (RFP) will be evaluated by the Town based on the degree to which the submission addresses the requirements outlined in this document. The following criteria will guide the evaluation process:

a. Responsiveness

The proposal will be assessed for its adherence to the requirements of this RFP. This includes the completeness, thoroughness, and clarity of the submitted proposal.

b. References

Proponents are required to provide two (2) relevant references, preferably from municipal clients, that can attest to the quality and reliability of past work.

- c. Project Timeline
The proposed project timeline will be evaluated to ensure alignment with the Town’s needs and timelines.

- d. Cost
Proponents must provide a detailed cost breakdown for one or both wharves. The breakdown should include itemized costs for equipment, labor, materials, and any additional expenses.

- e. Local Proponent
Proponents who are local vendors should provide their business address. Local vendors will be awarded an additional 10% of the total evaluation score.

Proposal Bid	Responsiveness 10%	References 10%	Project Timeline 20%	Cost 50%	Local 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 project to meet Town scheduling requirements.
- B) Detailed description of warranty conditions.
- C) Proof of required insurance and WCB coverage.
- D) References name and contact information.

TERMS OF REFERENCE

The Town of Shelburne invites qualified contractors to submit proposals for the repair of one or both of the Town's wharves, located at 95 Water Street (Marine Terminal) and 14 Dock Street. Both wharves are managed by the Shelburne Port Authority and provide critical services to both commercial marine vessels and tourism-related ships. The Marine Terminal wharf is better equipped to handle larger vessels, making it a vital asset for the Town's maritime economy.

The Town of Shelburne is becoming an increasingly popular destination for super yachts, tall ships, and cruise ships. It is recognized as one of Nova Scotia's eight niche ports by the Atlantic Canada Cruise Association, Tourism Nova Scotia, and Develop Nova Scotia, and is a key component of the Atlantic Canada cruise industry.

The Dock Street Wharf serves a similar, though smaller-scale, clientele. It provides essential access for small commercial vessels, fisheries enforcement boats, and visiting boats. This wharf also plays a significant role in cruise ship visitation when weather conditions prevent larger vessels from docking at the Marine Terminal, as visitors are tendered to land at the Dock Street Wharf.

Both wharves are essential to the town's marine infrastructure, servicing different sectors based on vessel size. The Marine Terminal caters to larger commercial and tourism vessels (cruise ships, super yachts), while the Dock Street Wharf supports smaller marine operations. The complementary nature of these facilities is critical to Shelburne's economic vitality, and their repair is crucial for maintaining seamless maritime operations.

The successful proponent must comply with all applicable laws, regulations, and standards during the project. This includes adherence to the Occupational Health and Safety Act, Department of Fisheries and Oceans (DFO) regulations, Department of Natural Resources and Renewables (DNRR), and Transport Canada requirements. All work must comply with the legal framework governing marine construction in Nova Scotia.

The Town reserves the right to make adjustments to the scope of work, including adding or removing services, as deemed necessary in the best interest of the Town.

PROJECT OVERVIEW

The scope of work for this project includes:

Marine Terminal Wharf (95 Water Street):

- Supply and install a 90-foot section of the wharf.
- Use 8x8 sheathing, piles (pile shoes, hardware), pressure-treated timber, and perform pile driving as required.
- Provide necessary labor and materials for the installation.

Dock Street Wharf (14 Dock Street):

- Remove and replace the wharf structure from pile cap 3 to the end of the wharf.
- Replace bearing and fender piles.
- Remove deck, wheel guard, sheathing, stringers, and pile cap to access bearing piles under the last pile cap.
- Remove fender piles on the north side and vibrate bearing piles back to original elevation.
- Repeat the removal/replacement process for pile caps 2 and 3.
- Install new pile caps, stringers, deck, wheel guard, sheathing, and fender piles, working from pile cap 3 to pile cap 1.
- Install new bearing and fender piles next to existing pile locations.
- Remove existing structures as necessary.

PROJECT COMPLETION / ACCEPTANCE CRITERIA

The project will be considered complete when the following conditions are met:

1. All specified repairs and installations are fully completed according to the approved project scope.
2. The repaired wharf structures pass all inspections conducted by designated authorities.
3. All systems are fully operational and meet the performance standards set out in the contract.

Please note, the Town of Shelburne reserves the right to withhold 10% of the total payment until all work is fully completed and inspected to the Town's satisfaction. This retention ensures any issues or deficiencies are resolved before 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: _____
