



Portugal Cove St. Philip's

Town of Portugal Cove-St. Philip's

Request for Proposals

Civic Centre Consultant Services

Issue Date: **December 5, 2024**

Deadline for proposal submissions is
January 24th, 2025

INTRODUCTION

The Town of Portugal Cove-St. Philip's is issuing a request for proposals (RFP) from qualified, professional and experienced consultants or consultant firms, to support the Town in advancing the Civic Centre project.

Proposals should be sent or emailed to:

Town of Portugal Cove – St. Philip's
Attn: Nicole Clark, Director of Community Services
1119 Thorburn Road
Portugal Cove – St. Philip's, NL
procurement@pcsp.ca

All bid proposals must be received by **2:00pm January 24, 2025**. After which time no further proposals will be accepted. Proposals will be opened at **2:30pm January 24, 2025** at the Town Hall and via zoom meeting ID <https://us02web.zoom.us/j/6780001119>. Please submit two sealed envelopes (or emailed files) – one with qualifications and a second with pricing information. All proposals must be in separate sealed envelopes (or emailed files) identifying them as **“Proponent Name – Qualifications – RFP #PCSP-COMMS-2024-07 Civic Centre Consultant Services”** and **“Proponent Name – Cost- RFP # PCSP-COMMS-2024-07 Civic Centre Consultant Services”**.

If you have any questions regarding the RFP please contact procurement@pcsp.ca. Questions should be submitted, in writing, at least four (4) business days prior to the closing time and date. No amendments will be issued two (2) business days prior to closing.

BACKGROUND

Portugal Cove – St. Philip's is built upon the history and heritage of two unique communities, which amalgamated in 1992. Together this place provides our residents the opportunity to live in a modern, yet traditional community in a rural coastal setting.

The Town of Portugal Cove – St. Philip's aspires to be a sustainable and complete community, offering residents and visitors access to connected and safe neighborhoods, natural open spaces, agricultural lands and soaring coastlines. A vibrant heritage combined with increased economic opportunities has created a preferred place for people to live and grow, to be close to work, to pursue recreation, to invest and to visit.

The Council for the Town of Portugal Cove-St. Philip's has been elected to deliver identified municipal services to the residents of the Town in the most efficient and effective manner.

This Council is comprised of seven individuals: a Mayor, Deputy Mayor, and five Councillors. The Town's administration is under the direction of a Chief Administrative Officer (CAO) and a team of dedicated staff. There are five departments, each led by their respective directors:

1. Corporate Services
2. Community Services
3. Fire Department/Protective Services
4. Planning and Development
5. Public Works

The Town of Portugal Cove-St. Philip's has identified the need to construct a new Lifestyle Centre as a major recreational asset to serve the needs of the community. In Fall of 2022, the Town developed a new strategic plan which continued to reaffirm the need for such a facility. In June of 2023, the Town created a Visioning Document (Appendix A) introducing the details for a new Civic Centre as the renewed vision for this project – the Civic Centre. In October 2024, the Town was awarded 80/20 cost shared funding from the Federation of Canadian Municipalities (FCM) up to a maximum of \$250,000 to complete a feasibility study related to the implementation of this project which advanced requirements regarding the building systems to meet the objectives of the FCM Sustainable Municipal Buildings programs. A copy of the application has been attached as Appendix B.

The overarching objective for the Civic Centre consultant will be to advance this project to the next stage of readiness so that the Town may apply to capital and/or other feasibility study funding programs to deliver the project to the community.

The management team has brainstormed a list of feasibility-related analysis that will need to be completed to support the Civic Centre project. These requirements have been separated into two lists: A) Pre-Feasibility and B) Feasibility Study and Comprehensive Development Plan. The Civic Centre consultant will have to deliver all items on List A and prepare scopes of work for the items on List B for the Town to issue in future procurements to other consultants. The Town may also consider negotiating directly with the Civic Centre consultant to deliver any items on List B where the Civic Centre consultant has the qualifications and capacity to provide any of those analysis items.

SCOPE OF WORK - LIST A: Pre-Feasibility Work

The proponent will be tasked to prepare the following items:

1. Enhanced Concept Plan including functional descriptions of requirements for ensuring ambitious energy efficiency standards, climate resilience, greenhouse gas reduction targets, low embodied carbon, water conservation, and sustainable materials management.
2. Detailed Scopes of Work for additional Feasibility Study and Comprehensive Development Plan work (List B) and preparation of required procurement documents.
3. High-level cost estimate for the construction of the Civic Centre and its associated works.
4. High-level cost estimate for the operations and maintenance of the Civic Centre and its associated works.
5. High-level analysis required to demonstrate all required elements of the FCM Sustainable Municipal Buildings design objectives will be achieved which includes achieving 20% water savings and ensuring the facility as a whole will consume 25% less energy than the NECB 2020 reference building with the additional requirement that the office areas meet an EUI (energy use intensity) target of 100kWh/m² or less, and a Thermal Energy Density Intensity (TEDI) being equal or better than the NECB 2020 reference building TEDI, while also meeting Best Practice TEDI energy targets for office spaces which is a TEDI of 34 kWh/m² for Climate Zone 6 (see <https://greenmunicipalfund.ca/funding/capital-project-construction-new-sustainable-municipal-community-buildings>). These lower energy requirements must be met by energy efficiency measures (without relying on the use of renewable energy).
6. Cost estimates for Feasibility Study and Comprehensive Development Plan deliverables.
7. Analysis of the Envision Canada framework for sustainable projects and its suitability for the Civic Centre.
8. Any support required to complete applications for Feasibility Study and Comprehensive Development Plan funding.
9. Public consultation and engagement as required, including a passionate focus on integrating principles of anti-racism, equity, inclusion, and/or reconciliation.
10. An optional proposal included to provide Owner's Advisor support to the future Feasibility Study and Comprehensive Development Plan phase of the project.

SCOPE OF WORK – LIST B: Feasibility Study and Comprehensive Development Plan

The List B scope of work is a brainstormed list of required analysis that may be required to support the Civic Centre project. This analysis is generally outside the scope of this RFP at this time, the work required by the Civic Centre consultant is to better define the scopes of work and prepare procurement related packages for these items in collaboration with the management team informed by consultation and other work performed as part of the List A deliverables.

1. Traffic Analysis and Infrastructure Upgrade Plans and Estimates
2. Civil Site Works Investigations (i.e. groundwater, geotechnical), Plans, and Estimates
3. Structural/Architectural Building Plans and Estimates
4. Green Energy Design and Mechanical/Electrical Building Plans, Models, and Estimates.
5. Landscape Architect Plans and Estimates
6. Business Operating Model
7. Economic Impact Analysis
8. Recreation Master Plan
9. Highly Interactive Public Engagement Tool (to accurately determine public willingness to pay and to trade-off various building features/services)
10. Any other deliverables identified by the Pre-Feasibility Consultant performing the List A work.

While performing the List B work is not directly required as part of this RFP, any demonstration of the consultant's capabilities to perform such work will be considered in the evaluation of the consultant's technical score in this RFP.

Please submit up to three samples (minimum of 1) similar in scope, citing the work completed and links to live sites if available. If reviews cannot be provided due to intellectual property limitations, then summaries of the reviews or written explanations of the work in your proposal may be acceptable. The intent of reviewing this material is to demonstrate your capability to produce a report with analysis and corresponding graphics that will adequately meet the Town's needs.

INFORMATION FOR PREPARING BID

The information provided on the town's website is the best available at the time proposals are solicited. Proponents shall use the available information as a basis for any proposal. The proponent shall allow for any conditions deemed reasonable and appropriate for the performance of the work as outlined in the Request for Proposal and incorporate such reasonable allowances in the proposal.

SCHEDULE AND REQUIRED DEADLINES

The Town is seeking a consulting team that will perform all of the List A items throughout the 2025 calendar year. A tentative timeline for the work progression is as follows:

- **2025/01/01 to 2025/03/31: Background Research and Project Start-up**
- **2025/04/01 to 2025/06/30: Engagement with Citizens/Stakeholders**
- **2025/05/01 to 2025/08/31: Analysis and Report Writing**
- **2025/09/01 to 2025/12/31: Completing additional Feasibility Study / Comprehensive Development Plan Scope (if applicable)**

Completion of the project within 2025 with regular ongoing progress throughout the year is mandatory. Please consider your availability to commit to this work before deciding to bid. If the date cannot be met, please communicate with the Town during the open call period so that an addendum can be considered at the discretion of the Town. Bidders that cannot meet the date will be disqualified during the administrative and mandatory items evaluation.

FORM OF PROPOSALS

All proposals must be received by **2:00pm January 24, 2025**, after which time no further proposals will be accepted. Proposal will be publicly opened via digital means at **2:30pm January 24, 2025**. Please submit two sealed envelopes (or two electronic files) – one with qualifications and a second with pricing information. All proposals must be in separate sealed envelopes (or emailed files) identifying them as “Proponent Name – Qualifications – RFP # PCSP-COMMS-2024-07 Civic Centre Consultant Services” and “Proponent Name – Cost- RFP # PCSP-COMMS-2024-07 Civic Centre Consultant Services”.

Addressed to: Nicole Clark, Director of Community Services
Town of Portugal Cove – St. Philip's
1119 Thorburn Road
Portugal Cove – St. Philip's
procurement@pcsp.ca
RFP #PCSP-COMMS-2024-07- Civic Centre Consultant Services

All responses to inquiries will be shared with all proponents who have previously obtained the RFP information. It is the proponent's responsibility to clarify any details prior to submitting a proposal. The Town of Portugal Cove – St. Philip's will assume no responsibility for any oral instruction or suggestion. Any additional information pertinent to the proposal should be included.

OMMISSIONS AND DISCREPANCIES

If the proponent finds discrepancies in, or omissions from, the proposal documents or is in doubt of their meaning, they should advise the Town immediately. Responses, if not already addressed in the RFP, will be addressed in the form of an addendum if required. No oral interpretations will be effective to modify any provisions of the Proposal, unless an addendum has been issued by the Town, prior to the advertised close date and time.

PROCESSING OF PROPOSALS

On receipt by the Town, of the properly submitted proposals by **2:00pm January 24, 2025** delivered by or on behalf of a proponent, envelopes or email files will identify the time and date of receipt and will be retained unopened until the public opening of all proposals on **2:30pm January 24, 2025**.

Town staff may clarify any aspect of a proposal with the proponent at any time after the proposal has been opened. Any such clarification will not alter the proposal or constitute as a negotiation or renegotiation of the proposal. The Town of Portugal Cove – St. Philip's is not required to clarify any part of a proposal.

Proposals must contain sufficient detail to support the project being proposed. Incomplete submissions may not be considered. Any clarification of a proposal by a proponent shall not be effective until confirmation has been delivered in writing. In conducting clarification/discussion with proponents, there shall be no disclosure of any information derived from proposals from competing proponents.

The selection committee will first review the qualifications document to determine which proponents meet the qualification requirements. All proponents who are deemed qualified will have their cost document opened and reviewed prior to selection. Any proponents who do not meet the outlined qualification requirements will not have their cost document opened.

Following the selection committees review the selected proposal will be submitted to Council for their review and approval. The successful proponent will be notified after Council awards the contract via a motion of council. The issuance of this RFP in no way implies the Town will proceed with an order or contract. The Town will not reimburse any proponent for any costs incurred in preparing, submitting and presenting a proposal.

The successful proponent shall be required to enter into an agreement with the Town, the execution of which shall be a condition of final and binding acceptance of the preferred proposal, and such agreement shall incorporate the proponent's proposal as performance and implementation criteria.

The proposal submission is irrevocable and open for acceptance by the Town of Portugal Cove – St. Philip's until sixty (60) days after the closing of the proposal.

PROPOSAL RESPONSE FORMAT

In order to facilitate the analysis of response to this RFP proponents are required to prepare their proposals in accordance with the instructions outlined in this document. Proponents whose proposals deviate from these instructions may be considered non-responsive and may be disqualified at the discretion of the Town.

Proposals should be prepared as simply as possible and provide a straightforward, concise description of the proponent's capabilities to satisfy the requirements of the RFP. All parts, pages, figures, and tables must be numbered and labeled clearly. The proposal should be organized into the following major parts:

DOCUMENT ONE – QUALIFICATION SUBMITTAL

- i. **Cover Letter** – The proposal must contain a cover letter which provides an executive summary of the project.
- ii. **Company Identification** – The following information will be required,
 - Name and address, phone number, fax number and email address.
 - The name, title, email and all contact information for the consultant's main representative working on the project.
 - Description of the Business including the type of services provided, total number of employees and head office/branch locations.

- iii. **Project Manager** – This section shall identify the project manager, and any other personnel that will be involved in the project. It shall describe their roles, skills and qualifications.
- iv. **Comprehension** – This section will outline the consultant’s understanding of the work being requested and the consultant’s vision for the project.
- v. **Methodology** – The proposal must include a section explaining the consultant’s planned approach to the project, the specific tasks and deliverables, how stakeholders will be engaged and the project’s time frame and milestones.
- vi. **Schedule** – Time management is a critical aspect of this project, the proposal shall outline the activities that will be undertaken in chronological order, outlining each activity, the time frame dedicated to it and the personnel that are assigned to it.
- vii. **Client References** - Include in your proposal a list of three or more customers for whom the proponent has provided similar projects. Information must include the following:
 - Name of client, including contact person with phone and email address
 - Description and date of service that the proponent provided
 - Any photos of work provided
- viii. **Sample Works** – Please submit up to three samples (minimum of 1) of recent reports similar in scope, citing the work completed and links to live sites if available. If reviews cannot be provided due to intellectual property limitations, then summaries of the reviews or written explanations of the work in your proposal may be acceptable. The intent of reviewing this material is to demonstrate your capability to produce a report with analysis and corresponding graphics that will adequately meet the Town’s needs.

DOCUMENT TWO – COST SUBMITTAL

- i. **Project Cost** – The proposal must include a detailed project cost summary and development plan outlining the timing and anticipated costs. The cost should be based on the services required in the Scope of Services which are itemized, with sub-tasks included where necessary.

EVALUATION MATRIX

Experience and Qualifications		32
Competitive Advantage		8
2	Experience in the development and/or delivery of major facility projects for municipalities of comparable size and complexity.	
3	Demonstrated ability to provide a full range of professional services in all areas outlined in the Pre-Feasibility Scope of Work (List A).	
3	Demonstrated ability to provide additional valued-added professional services for the Feasibility Study and Comprehensive Development Plan Scope of Work (List B).	
Resumes		8
2	Communication, data collection and presentation skills.	
2	Clarity of roles, organizational structure, and contribution of each proposed team member.	
2	Depth, experience, and qualifications of all project team members.	
2	Experience of the project manager – demonstrated leadership on projects of similar scope.	
Quality of Work Examples and References		16
6	Relevance of references to at least three (3) similar projects for municipalities of similar size and scale.	
6	Overall endorsement quality provided by listed references.	
4	Quality of submitted work examples to demonstrate capability to perform analysis and meet the graphical requirements of the project.	
Approach, Methodology and Schedules		15
3	Approach to management of the work to achieve milestones according to schedule, quality control and timing of deliverables.	
3	Completeness of proponents work plan.	
3	Demonstration of creative and value-added approaches to public engagement.	
3	Project implementation plan.	
3	Proposed frameworks and methodologies for performing work and consultations.	
Understanding of the Project		15
4	Demonstration of understanding of the Town of Portugal Cove-St. Philip's objectives, deliverables and community importance of the Civic Centre project.	

4	Demonstration of understanding of the Federation of Canadian Municipalities objectives, deliverables and needs for the Sustainable Municipal Buildings program.	
4	Recognition of challenges and opportunities associated with the project and risk management strategies to overcome challenges.	
3	Clear understanding of municipal facilities management.	
Completeness of the Submission		8
4	Demonstration of understanding key stakeholders.	
Y/N	All components required in RFP provided.	
4	Overall quality of the proposal.	
MINIMUM SCORE REQUIRED TO OPEN COST DOCUMENT: 49		
Cost Proposal		30
Y/N	Clarity of cost proposal.	
Y/N	Detailed budget that includes an estimate of all associated costs per line item outlined in scope of work.	
30	Costs relative to stated scope of work (See Financial Evaluation).	
Best Value Evaluation		
	Technical Evaluation (Out of 70)	
	Financial Evaluation (Out of 30)	
	Combined Score (Out of 100)	
		100

TECHNICAL EVALUATION

The content of proposals submitted must achieve from the evaluation committee a minimum score of 49 of the 70 points available in order to be considered further.

FINANCIAL EVALUATION

The Proponents whose proposals meet the technical evaluation will be given a value relative to the lowest cost of services, which will be assigned a maximum value of 30. The cost of evaluation is as follows:

$$Points\ Awarded = \frac{Lowest\ Proposal\ Cost}{Proposal\ Cost\ Being\ Evaluated} \times Total\ Points\ Available\ for\ Cost$$

Note that a review of a cost proposal may result in the rejection of a bid at the discretion of the evaluation committee in any of the following circumstances:

- There are tabulation errors or unclear descriptions of costs in the cost proposal.
- The cost proposal fails to include a detailed budget that includes an estimate of all associated costs attributed to line items outlined in the scope of work.
- The total cost exceeds the estimated cost allocated by the Town for this work.

COMBINED SCORE OF TECHNICAL AND FINANCIAL EVALUATION

The preferred proponent will be selected on the basis of the highest overall score achieved by totaling the technical score with the financial evaluation score.

The owner is not bound to accept the lowest cost or any proposal.

PROVINCIAL SUPPLIER REFERENCE

As required by the Public Procurement Regulations under the Newfoundland and Labrador *Public Procurement Act* (the “Procurement Regulations”), a ten percent (10%) reduction will be **temporarily** applied to the pricing submitted by provincial suppliers **only** for the purposes of evaluating pricing.

A “provincial supplier” is defined in the Procurement Regulations as a supplier of goods, services or public works that has a place of business in the province of Newfoundland and Labrador.

A “place of business” is defined in the Procurement Regulations as an establishment where a supplier regularly conducts its activities on a permanent basis.

Indicate here if you are a Provincial Supplier: **YES** **NO**

The Town may require a bidder to provide information and/or documentation to confirm they are a “provincial supplier”, as defined above.

PRE-SELECTION MEETINGS

The evaluation committee reserves the right to conduct pre-selection meetings with Consultants, which may include a run-through of the proposal submission.

NOT A TENDER

This is a Request for Proposal and not an invitation to tender. No contractual, tort or other legal obligations are created or imposed on the Town of Portugal Cove – St. Philip’s, or any other individual, officer or employee of the Town by the Request for Proposal documentation or by submission or consideration on any proposal by the Town.

CONTRACT AWARDING

Contract awarding is dependent on decisions of the Portugal Cove-St. Philip’s Town Council. The selection committee will consist of members from the project steering committee who shall make a recommendation to Council for approval.

INDEMNITY

You warrant and agree to indemnify and hold harmless the Town(s), its officials, officers, employees, agents and authorized representatives from any and all liability, injuries, physical injuries (including those resulting in death), damages, losses, demands, costs, expenses and claims of any kind, including but not limited to legal fees and disbursements, resulting from or relating in any way to the development of this Plan and Evaluation.

SUBMISSION

By submitting comments, suggestions, ideas, questions, or other information you irrevocably waive all rights, whether legal or moral, thereto and further grant the Town(s) rights in and to such submissions, which include an unlimited, non-exclusive, irrevocable, royalty-free, right to use, modify, adapt, publish, reproduce, translate, or create derivative works there from.

INTELLECTUAL PROPERTY / OWNERSHIP OF WORK PRODUCT

The successful proponent must agree to irrevocably assign to the Town all right, title and interest worldwide in and to any deliverables specified in the project and to any ideas, concepts, processes, discoveries, developments, formulae, information, materials, improvements, designs, artwork, content, software programs, other copyrightable works, and any other work product created, conceived or developed by the proponent (whether alone or jointly with others, including employees or agents of the proponent) for the Town during or before the term of this Agreement, including all copyrights, patents, trademarks, trade secrets, and other intellectual property rights therein (collectively, the “Work Product”). The proponent will retain no rights to use the

Work Product and agrees not to challenge the validity of the Town's ownership of the Work Product.

DISCLOSURE OF INFORMATION

This procurement process is subject to the Access to Information and Protection of Privacy Act, 2015. The financial value of a contract resulting from this procurement process will be publicly released as part of the award notification process.

The bidder agrees that any specific information in its bid that may qualify for an exemption from disclosure under subsection 39(1) of the Access to Information and Protection of Privacy Act, 2015 has been identified. If no specific information has been identified it is assumed that, in the opinion of the bidder, there is no specific information that qualifies for an exemption under subsection 39(1) of the Access to Information and Protection of Privacy Act, 2015.

By submitting a Proposal, the Proponent represents and warrants to the Owner that the Proponent has complied with applicable Laws, including by obtaining from each person any required consents and authorizations to the collection of information relating to such individual and to the submission of such information to the Owner, and the use, distribution and disclosure of such information as part of the Proposal for the purposes of, or in connection with, this RFP and the Competitive Selection Process.

For further clarification on Access to Information and Protection of Privacy disclosure requirements for Public Procurement, see the guidance document from the Office of the Information and Privacy Commissioner at the following link:

<http://www.oipc.nl.ca/pdfs/PublicProcurementActAndATIPPA2015.pdf>

RIGHT TO CANCEL

The Town of Portugal Cove – St. Philip's in its sole discretion reserves the right to cancel this RFP at any point in time until a signed agreement is executed with a successful proponent and the Town of Portugal Cove – St. Philip's. The Town and its agents will not be held liable for any expenses that may have been incurred by the contractor or its agents or affiliates for this RFP should an agreement not occur.

Additional Attachments:

Appendix A – June 2023 Visioning Document

Appendix B – FCM Sustainable Municipal Buildings Application