



Town of Middleton  
Request for Proposals  
Community Center and Fire Hall

**Closing date and time: January 22, 2018 at 4pm local time**



## Middleton Community Center RFP

### Design Build Services

The Town of Middleton is seeking a qualified firm to provide design/build services for the design and construction of a new community center and fire station complex to be located on Brooklyn Street in the Town of Middleton according to the requirements of the solicitation contained herein.

#### 1.0 Executive Summary

- 1.1 The new complex will be located on Brooklyn Street in the Town of Middleton. The property is undisturbed land.
- 1.2 The new complex will measure 13,000 to 15,000 square feet and be of a single story design.
- 1.3 The new complex shall be esthetically pleasing to the historic Town attributes and the surroundings yet be visually pleasing, modern and functional.
- 1.4 The new complex will house the fire fighting apparatus and function areas, the fire radio communications center, common washroom and office areas, a 125 to 150 person common community area/center and a commercial kitchen. Additional details are noted within these specifications.
- 1.5 Construction shall commence in the spring of the year 2018.
- 1.6 The Town of Middleton will be completing a geotechnical survey of the land, soils and groundwater composition. This geotechnical information will be issued to the contractor for design engineering.
- 1.7 Site utility services (storm, sanitary and water) will be installed by the Town to the new development property boundary. The contractor will connect at these termination points and extend the services to the new facility/development building for full operations. Electrical power shall be installed underground from the street source to a site pad mounted transformer and continue underground into the building electrical room by the contractor. **All utilities shall be installed, connected and fully operational by the contractor.**

#### 2.0 Submission requirements

##### 2.1 Technical

- 2.1.1.1 Shall include an artist rendering related to the submission proposal. The rendering shall include all elevations.
- 2.1.1.2 Shall include basic floor plans.
- 2.1.1.3 Shall note basic room(s) and building measurements.
- 2.1.1.4 Shall note proposed exterior finishes.
- 2.1.1.5 Shall include areas required to meet operations.

- 2.1.1.6 Shall consider all Codes, Acts, Regulations and Standards governing by the authorities having jurisdiction.
- 2.1.1.7 Shall identify landscape and asphalt areas, traffic flows and community center parking.
- 2.1.1.8 Shall include risk management criteria.
- 2.1.1.9 Shall include a proposed schedule and budget.

## **2.2 Experience**

- 2.2.1.1 The proposal submission shall list all employees assign to the design and construction team.
- 2.2.1.2 Shall list the experience of each team member with projects of a similar value and criteria.
- 2.2.1.3 Shall list each team member hourly rate to be used for any design or construction management future adjustments approved by the Town.
- 2.2.1.4 Shall note any additional attributes the company believes may impact the project delivery and success.
- 2.2.1.5 Shall assign a lead architect and lead construction manager for this project.

## **3.0 Design considerations**

3.1 Measurements noted are suggestive and shall be designed and finalized by the contractor's architect and engineering services.

### **3.2 Apparatus**

- 3.2.1 Shall include 4 vehicle bays. 3 bays shall be no less than 20 feet in width x 100 feet in length x 20 feet in clear height. Bay # 4 shall be 20 feet in width x 100 feet in length x 20 feet in height "drive through" style.
- 3.2.2 Shall include space for 50 fire fighters personal equipment (75% men, 25% women). Locker space of 30" width x 36" depth x 8' feet in height commercial mesh style lockers.
- 3.2.3 Shall contain space for breathing air storage and refilling (SCBA area). Space shall include fresh air intake and exhaust system. Room shall measure 12' x 18'.
- 3.2.4 Shall contain a separate HAZMAT storage area of 20 sq. ft.
- 3.2.5 Shall contain an area for a clothes commercial washing and drying machine services, 2 sink station with adjacent area for free hanging wet gear drying and/or clean gear storage.
- 3.2.6 Shall contain an area for fire hose drying (1000 feet of hose).
- 3.2.7 Shall contain space for maintenance tools and equipment measuring 150 sq. ft.

### **3.3 Radio dispatch**

- 3.3.1 Shall be a space measuring 150 sq. ft, ample space for 2 people, shall contain full counter space for monitors, radio equipment and associated dispatch machinery.
- 3.3.2 Shall be located near the front elevation and a primary exit door.
- 3.3.3 Shall contain a horizontal slider window into the truck bay.
- 3.3.4 Shall provide a radio communication tower.

3.4 Fire Chief space

- 3.4.1 Ample space for a large desk and 3 chairs
- 3.4.2 Space for photocopier, paper shredder, 2 large filing cabinets and general office storage.
- 3.4.3 Additional captains office shared by 5 members for administration and meetings, desks and training manual shelving/storage.

3.5 Exercise room

- 3.5.1 Space to house 2 stationary bicycles, stationary weight bench and free weights, 2 treadmills and misc. hand held exercise equipment. Room size 20' x 20'.

3.6 Club Room

- 3.6.1 Space to accommodate couches, chairs, small tables, TV, dartboards, and mini kitchen (fridge, stove, sink). Room size 14' x 30' or similar size in square format.

3.7 Changing and washrooms

- 3.7.1 Shall be divided for individual male and female usage.
- 3.7.2 Shall be connected to the vehicle bays to permit direct access.
- 3.7.3 Shall be connected to other common areas for direct access.
- 3.7.4 Shall contain 2 female showers and 4 male showers minimum.

3.8 Common community space

- 3.8.1 Shall be able to house a formal wedding, organized training facility, emergency housing or response facility and be flexible for other usages as required by the community.
- 3.8.2 Shall contain wiring systems for audio visual equipment, sound equipment, power and other media equipment commonly used for training and presentations, as well as storage space for chairs and tables.
- 3.8.3 Shall be able to house 125 to 150 persons.
- 3.8.4 Shall contain washroom facilities for 50% men and 50% women occupancy.
- 3.8.5 Shall contain ample entrance and exits points.
- 3.8.6 Shall be independent and secured from the fire fighter operations with the ability to allow both areas to share all facility areas and services.
- 3.8.7 Shall contain an area for alcohol services dispensing, including fridge, freezer, sink and counter.
- 3.8.8 Shall contain an area for coats and misc. storage.

3.9 Commercial kitchen

- 3.9.1 Shall contain ample space for 6-8 cooking staff.
- 3.9.2 Shall contain ample space for 2 commercial ovens, 3 large refrigerators/coolers, 2 freezers, 1 dishwasher, dual washing sink with one large pot washing, a center island (4' x12') for food preparation and an 8 burner gas range as minimum attributes.
- 3.9.3 Shall be secured and independent of the common room with the ability to link the 2 areas when required.

- 3.9.4 Shall have storage capacity for all plates, utensils and cooking equipment.
- 3.9.5 Shall contain supply and exhaust air ventilation systems and sufficient electrical power for all secured and portable appliances.
- 3.9.6 Designed to meet or exceed Canadian Food preparation Codes, Standards and Acts governing.
- 3.10 Base Building
  - 3.10.1 Mechanical and electrical rooms with exterior access.
  - 3.10.2 100 kilowatt generator (minimum size)
  - 3.10.3 Energy conservative lighting, auto on/off programmable LED lighting.
  - 3.10.4 Vehicle bay exhaust system shall be connected to the vehicle bay doors to the extent the systems turn off automatically while the doors are opening or in the open position to save on energy waste.
  - 3.10.5 CO exhausts system for all vehicles.
  - 3.10.6 Sprinkler and smoke control systems for all areas.
  - 3.10.7 Intrusion alarm and monitoring system for all vehicle bays, and all exterior doors. Motion sensors for all other areas connected to a central command center with direct remote monitoring.
  - 3.10.8 Janitorial space 24 sq. ft.
  - 3.10.9 Structural concrete floors in vehicle bays to support 80,000 pounds (fully loaded fire fighter water/hose truck).
  - 3.10.10 Vehicle bays to be sloped and allow snow melt and rainwater collection and disposal in accordance with Municipal regulations. Oil/water separator systems prior to municipal disposal.
  - 3.10.11 Double glazed low E, argon filled windows of ample size and location to achieve maximum natural lighting and occupant comfort.
  - 3.10.12 Exterior doors to be heavy gauge aluminum commercial grade with manual key pad entry. Double door entry points at the community center and the main lobby of the fire fighting center. Single door (36") operations in all other areas.
  - 3.10.13 Vehicle bay doors to auto close at vehicle exit and shall contain an automated system, programmable and operated by the fire fighter vehicle operator, to permit re-entry remote control access from the driver's position of the fire fighter vehicle.
  - 3.10.14 Shall be 1 bay which contain full drive through entry and exit doors (2 bay doors- 1 door at each bay on the front of the building and 1 bay door on each bay at the rear elevation of the building) to permit larger fire truck entry and quick exit and 3 bays with only one entry point (3 bay doors) for a total of 4 bays. Each bay shall be 20' in width.
  - 3.10.15 Interior finishes shall be a minimum 5/8" GWB, 6" wood base, 3" wood door casings, solid wood doors, commercial grade vinyl flooring or equal (welded seems), painted durable finishes, door closures and locking hardware. All hardware to be of commercial grade medium duty. All exterior windows shall contain commercial fire resistant adjustable blinds.

#### 4.0 Structural

- 4.1.1 Shall be designed and stamped by a professional Engineer(s) and Architect(s) registered to practice in the Province of Nova Scotia.
- 4.1.2 The building shall be placed in a position which allows for natural rain fall dispersion away from all entry points of the building.
- 4.1.3 Shall be poured in place concrete footings, foundations and floors.
- 4.1.4 Shall be constructed from steel stud all exterior and interior walls.
- 4.1.5 Shall be designed with exterior durable long lasting finishes compatible with the local Town surroundings, low maintenance and esthetically pleasing. **Concrete tilt up designs or prefabricated steel building designs will not be acceptable.**
- 4.1.6 Shall contain ample windows for natural lighting.
- 4.1.7 Shall contain 8" steel pipe concrete filled bollards protecting all entry door areas, mechanical equipment or other structures and devices susceptible to damage.
- 4.1.8 Shall meet or exceed all Codes, Regulations or standards required by the authorities having jurisdiction.

#### 5.0 Landscaping areas

- 5.1.1 Shall consist of concrete sidewalks measuring a minimum 6' in width.
- 5.1.2 Shall contain heavy duty asphalt or concrete areas providing structural support for heavy fire trucks and constant turning, stopping and general fire related activities.
- 5.1.3 Shall consist of grass, shrubbery, perennials and others to be esthetically pleasing and a Town focal point.
- 5.1.4 Shall contain asphalt parking for 150 vehicles including barrier free areas.
- 5.1.5 Shall contain painted lines, directional signage and clear paths of travel for emergency vehicles 24/7 access.
- 5.1.6 Shall contain concrete curbs for delineation of the various areas.
- 5.1.7 Shall contain areas of snow refuge, disposal and stock piling.
- 5.1.8 Shall contain a covered exterior area for BBQ operations and firefighter seating. (15' x15'.)

#### 6.0 Schedule intensions

- 6.1 Start excavation and construction March 2018
- 6.2 Completion and occupancy March 2019

**6.3 No additional fees will be considered for site conditions, weather conditions or work activities considered normal construction related activities.**

#### 7.0 Budgets

- 7.1 The proposed budget for this project is \$3,400,000 (Canadian)

#### 8.0 Location of new fire station and community center

- 8.1 Brooklyn Street in the Town of Middleton with PID # 05009774 & 05076765. Topography map included for reference.

## 9.0 Response guidelines

- 9.1 Each proposal shall be printed on standard letterhead 8.5" x 11" paper, single sided, Arial 10 font or equal.
- 9.1 Shall be in English.
- 9.2 Be a maximum of 25 pages, excluding appendices and title pages.
- 9.3 Shall contain the title "Town of Middleton Community Center/Fire Hall, Brooklyn Street"
- 9.4 Shall include a fixed fee.
- 9.5 Shall identify the project team members and experiences.
- 9.6 Shall identify any sub contractors or support services not directly employed by the prime contractor.
- 9.7 Shall include at least 2 references of projects of a similar nature including their contact information.
- 9.8 Shall submit 3 bound copies and 1 electronic (USB flash drive- PDF format) of the proposal for consideration.
- 9.9 Shall be enclosed in a sealed envelope and delivered in accordance with the tenders specifications noted. It is the proponent's responsibility to deliver the proposal to the address indicated before the closing date and time. Any and all proposals received after the closing date and time will not be considered.

## 10.0 Fee schedule

- 10.1 The proponent shall submit a fixed fee for all works identified. The proponent shall submit a fee schedule (hourly rates) for any additional works which may be approved by the Town of Middleton. **Any and all works approved by the Town of Middleton will be in writing. Any and all works completed by the proponent/contractor without the Town of Middleton formal written approval will be at the contractors cost and expense.**
- 10.2 **Shall include a project review 11 months after substantial completion. This review will highlight any deficiencies requiring completion within the 12 month warranty period.** Any and all cost associated with this review, corrective actions required, or other deficiencies shall be completed within 30 days at the contractors cost and expense.

## 11.0 Proponent Credentials

- 11.1 Shall submit a list of the team members, their project responsibilities and their credentials.
- 11.2 Shall submit a list of projects completed of a similar nature and value with the past 5 years.

## 12.0 Insurance Requirements

- 12.1 Shall submit a letter of good standing from Workers Compensation.
- 12.2 Shall submit a copy of the contractor's general liability insurance related to the works required with a value of \$5,000,000 or greater.
- 12.3 Shall submit insurance documentation for Errors and Omissions insurance for a value of \$5,000,000 or greater.
- 12.4 Shall demonstrate the contractor's ability to perform the works.

## 13.0 Proponent agreements

- 13.1 To complete all work in a timely manner.
- 13.2 To communicate all work activities to the Town project manager.

13.3 To work in a diligent manner respecting any adjacent properties residents or business activities.

13.4 To maintain all information as confidential and not to release any information to any third party. Any and all such information request shall be directed to the Town of Middleton who will respond accordingly.

13.5 To protect the site, the proponent works and the public from all work activities. This shall include but not be limited to the installation of safety measures, signage and/or other activities during the work period.

13.6 To save harmless the Town of Middleton of all work activities.

13.7 To ensure the work site is secured during and after all daily work activities.

**14.0 Communications during tender period**

14.1 Address all communications to the Town of Middleton

14.1.1 All communications shall be in writing and are subject to review before responses are issued.

14.1.2 Any and all questions shall be received a minimum 72 hours in advance of the tender closing date and time.

14.1.3 All communications will be addressed in writing and may be subject to posting to all proponents as Addendum.

14.1.4 The Proponent has the right and responsibility at all times to notify the Town by email of any ambiguity, divergence, error, omission, oversight or contradiction contained within the tender as it is discovered, or to request and instruction, decision or direction which may be required to prepare its proposal.

**14.1.5 Verbal responses to any inquiry will not be provided.**

14.1.6 Any and all addendum, if necessary, will be issued in writing to the proponents.

**15.0 Conditions**

15.1.1 Neither the Town of Middleton nor the project manager identified assumes any responsibility or liability to the proponents for its involvement in the RFP process or the proponent's submission.

15.1.2 There is no legal obligation of the Town of Middleton or its agent(s) of any resulting or submitted proposal.

15.1.3 Notwithstanding any custom, usage or agreement in the industry or trade or any other policy or practice to the contrary, The Town of Middleton issuance of the RFP and the Proponents submission of a proposal in response does not act to create a contract between the proponent and the Town of Middleton.

15.1.4 No proponent shall have any claim for any inconveniences or expense of any kind or any damages of any kind whatsoever from the Town of Middleton or its representatives as a result of participating in this RFP and by submitting a proposal each proponent shall be deemed to have agreed it has no such claim.

**16.0 Confidentiality**

16.1.1 RFP documents (including all attachments and appendices) may not be used for any purpose other than the submission of a proposal. By submitting a proposal, the Contractor agrees to public disclosure of its contents subject to the



provisions of the Municipal Government Act relating to Freedom of Information and Protection of Privacy. Anything in the submission that the Contractor considers to be “personal information” or “confidential information” of a proprietary nature should be marked confidential and will be subject to appropriate consideration of the Municipal Government Act.

**17.0 Conflict of Interest**

17.1.1 The proposal must include a discussion of the Proponent's perception of "conflict of interest". This must include the Proponent's anticipation of any current or future projects which may contravene conflict or contradict this RFP proposal and work objectives having an impact on the proponent's ability to deliver the services requested and responded to, within the proponent's proposal submission.

**18.0 Disqualification**

Proponents may be disqualified and not receive any further consideration where the/it:

18.1.1 It is found, at the Town of Middleton sole discretion, the proponent's proposal contains substantially incomplete, false or misleading information or a conflict of interest.

18.1.2 A proponent has failed to meet or has not submitted a proposal in accordance with the RFP instruction and procedural requirements.

18.1.3 The proponent fails to cooperate in any attempt by the Town of Middleton to verify any information provided by the proponent.

18.1.4 The proponent has tried to communicate or influence any of the Town of Middleton staff or affiliates to enhance or quantify or qualify the proponent's submittal.

18.1.5 The proponent violates any law, statute, ordinances, acts or other legally governing authority in the preparation or submission of the proponent's proposal.

18.1.6 The proponent does not submit the proposal on time as noted.

**19.0 Proposal Rejection**

19.1.1 The Town of Middleton reserves the right to accept or reject any and all proponent submissions or cancel or withdraw the RFP process at anytime or for any reason, and may, in its sole and absolute discretion, waive any non conformance or non compliance with the requirements specified in this RFP.

**20.0 Proposal alteration**

20.1.1 Proposals submitted must be final and may not be altered by any subsequent offerings, discussions or commitments unless the proponent is expressly requested in writing to do so by the Town of Middleton.

**21.0 Liability for errors**

21.1.1 The Town of Middleton, its officers, directors, staff, agents or affiliates shall not be held liable or accountable for any error or omission in any part of this RFP or the proponent's response, or failure to respond.

**22.0 Opening of the RFP responses**

22.1.1 There will not be a public opening of any proponent proposals.

**23.0 Selection process**

**23.1.1** The proposals will be evaluated on schedule, firm, team, methodology and fees. The Town of Middleton reserves the right to select other than the lowest bidder and to reject proposals for not complying with the terms of the RFP. The Town of Middleton reserves the right not to select any proposals.

**24.0 Agreement and Award**

24.1.1 The proponent(s) will be required to attend an interview process to clarify and state the design build submissions and to highlight key objectives and deliverables of the project.

24.1.2 Following the evaluation process, a preferred proponent will be notified in writing and shall be required to enter into an agreement with the Town of Middleton to deliver professional services noted in the RFP requirements. This shall include but not be limited to all structural, mechanical, electrical, telephone and high speed data services, excavations and finishing ready for occupancy.

24.1.3 The preferred proponent, if accepted by the Town, thereupon will be awarded the project agreement. Should, in the opinion of the Town of Middleton, negotiations fail to result in the execution of an agreement in a timely manner with the preferred proponent, the Town reserves the right to negotiate with other proponents who submitted proposals in response to the RFP.

24.1.4 The proponent will be expected to submit the following design review packages and attend meetings related to the design review stages. Any and all such expenses shall be included in the RFP proposal

24.1.4.1 Design submissions of 33%, 66%, 99% and construction ready documentation which shall include architectural and engineering details, product identifications and evaluations and project scope details.

24.1.4.2 Attend meetings at each design stage review.

24.1.4.3 Work collaboratively with the Town committee to achieve positive results in a timely manner.

24.1.4.4 Attend construction meetings, take and distribute minutes of meetings, obtain and preserve construction progress photographs, records and activities.

**25.0 Project documents and intellectual property**

25.1.1 The proponent's response and reports may be issued to the Town engineer responsible for the new building design criteria and reviews.

25.1.2 The proponent submitted reports will become the property of the Town of Middleton and may be used on future development projects or research for additional future projects, at the sole discretion of the Town.

**26.0 Attachment**

26.1 Appendix A, Brooklyn Street, plot plan PID # 05009774 & 05076765

**Town of Middleton Contact Information**

Rachel Turner, Chief Administrative Officer  
Town of Middleton  
131 Commercial Street  
PO Box 340  
Middleton, NS  
B0S 1P0  
Phone: 902-825-3559  
Email: [rturner@town.middleton.ns.ca](mailto:rturner@town.middleton.ns.ca)

**EVALUATION CRITERIA**

All proposals will first be evaluated on their compliance of response to all sections of this Request for Proposal. Compliant proposals will be further evaluated based on the following criteria:

<b>Criteria</b>	<b>Weight</b>
Work Plan	30%
Experience & References	30%
Cost of Services to be Provided	35%
Additional Services	5%

**Schedule A: Town of Middleton Design/ Build Proposal Form**

**THE TOWN OF MIDDLETON**

LEGAL FIRM Name	
ADDRESS	
PHONE	
E-MAIL	
FAX	

NAME OF PERSON SIGNING FOR FIRM	
POSITION OF PERSON SIGNING FOR FIRM	

I/We, the undersigned, having examined the attached Request for Proposal for Design Build Services, and having read, understood, and accepted the conditions outlined in the Request for Proposal, each and all of which form a part of this proposal, hereby offer to supply Design/Build Community Center/Fire Hall Services in strict accordance with the conditions hereto attached and as outlined in this proposal.

SIGNED AT THE \_\_\_\_\_ OF \_\_\_\_\_ IN THE  
COUNTY OF \_\_\_\_\_  
THIS \_\_\_\_\_ (month, day, year)

\_\_\_\_\_  
WITNESS SIGNATURE

\_\_\_\_\_  
AUTHORIZED SIGNATURE

**(End of document)**

# Community Centre & Fire Hall

December 19, 2017



Sources: Esri, HERE, DeLorme, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisstopo, MapmyIndia, © OpenStreetMap contributors, and the GIS User Community, LGS Inc., Geomax, Gateway, AVCIT, NSGC, LGS INC

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|-----------------|---------------------------------|--|---------------------------|-------------------------------|-------------------|--|---------------|
|                 | MUNICIPAL BOUNDARY              |  | WALKING TRAIL (MIDDLETON) |                               | OUTLINE           |  | COMPLETED DA  |
|                 | CIVIC                           |  | <b>EASEMENTS</b>          |                               | PARK              |  | DISCHARGED DA |
| <b>BUILDING</b> |                                 |  | ACCESS                    |                               | STREET            |  | PROPERTY      |
|                 | Building                        |  | SEWER                     |                               | PRIVATE DRIVE (P) |  |               |
|                 | Building With FSP               |  | STORM                     | <b>DEVELOPMENT AGREEMENTS</b> |                   |  |               |
|                 | WALKING TRAIL (ANNAPOLIS ROYAL) |  | WATER                     |                               | ACTIVE DA         |  |               |

Author: