



**REQUEST FOR PROPOSAL – ROAD PAVING – BROWN FLATS DIRT ROAD
RFP# 2020 – 05**

This Request for Proposal seeks to establish a successful contractor to conduct new road paving for the community of Indian Brook.

Vendors have the sole responsibility to register their intention to bid to ensure they receive any Addendum or notifications regarding this RFP. The entire RFP can be found online at sipeknekatik.ca/category/public-tenders/

The complete bid submission must be submitted no later than 12:00 PM local time, August 14, 2020. Submissions received after this date will not be accepted.

Complete bid submissions can be submitted in a sealed envelope marked RFP #2020-05 to the address below:

Rhonda Knockwood
Director of Operations
Sipekne'katik
522 Church Street,
Indian Brook NS B0N 2H0

The lowest or any bid not necessarily accepted.



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1. Contact Information and Timelines

Contact Information:

Copies of the RFP document are available at <http://sipeknekatik.ca/category/public-tenders>.

Sealed proposals will be accepted until 12:00 PM Atlantic Time, August 14, 2020. Proposals must be signed, submitted in a sealed envelope and addressed:

Re: RFP #2020-05

Rhonda Knockwood
Director of Operations
Sipekne'katik
522 Church Street
Indian Brook, NS
B0N 2H0

Timelines:

Thursday, July 23, 2020	RFP Advertised
Friday, July 31, 2020	Bidders on-site review of road conditions for proposal
Friday, August 14, 2020	Deadline for RFP Submissions
Friday, August 21, 2020	RFP Evaluations Completed
Friday, August 28, 2020	Notification of Successful Vendor

2. Definitions

Bidder – any individual, company or corporation that has submitted a bid to the Band

Successful Bidder – the successful bidder, as decided by the Band, from the bidders to perform all or part of the quotation

Contractor – interchangeable with the successful bidder

Band – Sipekne'katik (formally known as Shubenacadie Band)

3. Background & Context

Sipekne'katik is seeking proposals from qualified contractors to facilitate, with the Operations and Maintenance Manager, new road paving to Brown Flats Road on the Indian Brook community.

The Director of Operations and Maintenance will meet with all interested bidders on July 31, 2020, at 10:00 pm to visually review the road sections for measurement of repairs. Please register your intention to attend at sknockwood@sipeknekatik.ca.

The Sipekne'katik has a fundamental belief that a strong commitment to the environment, as well as the health and safety of its employees, visitors and contractors, is essential to the optimal operation and long-term viability of its business. In line with this belief is the Sipekne'katik's commitment to ensuring that its employees, as well as visitors and contractors, know their environmental, health and safety responsibilities, and work in a safe manner as possible.

Moreover, contractor work practices are on-site activities with significant implications for the environment and the management of health and safety within the Sipekne'katik. The Sipekne'katik will take every opportunity to align itself with contractors that are equally committed to the health and safety of their employees and the worksite environment.

4. Objective and Purpose

The purpose of the RFP is to receive proposals from qualified contractors to conduct the asphalt paving to Brown Flats Roads that that is currently gravel.

The contractor will be responsible for all sub-contractors, environmental, traffic controls and any necessary equipment and materials.

The main objective that the Band hopes to achieve are:

- a. Completion of the asphalt paving of Brown Flats Road in the Indian Brook community;
- b. Ensure the residents have access to their residences during the construction;
- c. Proper controls in place for traffic, health and safety; and,
- d. Efficiencies in contracted operations within the Band's infrastructure.

5. Deliverables

The contractor will be required to provide the following:

- a. Provide new asphalt concrete paving to the identified dirt road.
- b. Ensure that, if required, manholes are raised and all water distribution and wastewater collection infrastructure is accessible.
- c. Smooth and grade asphalt all gravel driveways.
- d. If required, have a list of sub-contractors to assist in the necessary repairs needed at the Contractor's expense.
- e. Supply their equipment, insurance, vehicles, fuel, at their own expense.
- f. All construction of this bid is to be completed under provincial and band standards and specifications.
- g. All required Health and Safety rules and regulations are followed as per Nova Scotia Occupational Health and Safety, the Band and the contractors' programs for workers and public alike.
- h. Ensure residents will have access to their homes during construction with flag persons directing traffic.

6. Specifications

- a. The Director of Operations, or her designate, will notify the contractor involved (5) five days before the start of the contract of any additions or deletions of work scope in the contract.
- b. Unless otherwise specified or requested, repairs to asphalt roads must include:
 - a. Minimum of Gravel Type 1S for road bedding, emulsified asphalt tack, asphalt binder and asphalt Mix type C-HF as the job and weather conditions permit.
 - b. Where applicable, all equipment must be certified by the appropriate regulatory agencies (e.g. Canadian Standards Association, Communications Canada, Transport Canada, Canadian Gas Association, Health Canada, etc.), and/or must be approved by the appropriate Provincial agency.
- c. All sub-contractors required to complete the work orders are the responsibility of the Bidder and must comply with the Band's specifications.
- d. All contracted excavation and shall be completed in accordance to governing Nova Scotia Transportation & Public Works, unless otherwise directed by the Operations and Maintenance Manager.
- e. The contractor's personnel shall be required to be neat, respectful and courteous and shall perform their duties in a manner that presents a high level of public relations for the Bidder and the Sipekne'katik.
- f. Any contractor's personnel performing works associated with this quotation found to be under the influence of drugs and alcohol will result in the contractor being relieved of their duties and responsibilities immediately.
- g. It is the responsibility of the contractor to subcontract any required services to ensure that the repairs are completed efficiently.
- h. Equipment
 - a. In good mechanical and physical condition, and be subject to inspection and acceptance by the Band.
 - b. Comply with the requirements of the Highway Traffic Act designating safety equipment, lights and applicable appurtenances required for emergency infrastructure repairs.
 - c. The units shall be maintained by the bidder in good mechanical and physical condition for the duration of the Proposal, and are subject to periodic inspections and approval by the Operations & Maintenance Manager for the duration of the Agreement.
 - d. The acceptances of, or continued use, of any piece of equipment intended for the Proposal, shall be at the sole discretion of the Director of Operations.
 - e. The Bidder shall demonstrate before the award of the Proposal, that the equipment quoted will perform the required work to the satisfaction of the Band.
- i. Maintenance and Repairs
 - a. The Bidder shall maintain the units at all times to a standard acceptable to the Band and under the requirements of the Highway Traffic Act.

- b. All damage to the Bidder's equipment arising from operations under this proposal shall be repaired at the Bidder's expense.
- j. Operators
 - a. The Bidder must supply the names and qualifications of the operators when requested. The Operators must hold a valid Nova Scotia Driver's Licence with proper classification and must be experienced in the operation of the equipment and performance of the work.
 - b. The Bidder shall employ only orderly, competent and skillful operators to ensure that the works are carried out in a safe and timely manner. Priority will be given to the successful bidder that employs Sipekne'katik members.
 - c. If any person employed by the Bidder in connection with the work arising out of the Proposal gives, in the opinion of the Band, just cause for complaints, the Bidder, upon notification by the Band in writing, shall not permit such person to continue in any future work arising out of this Proposal.
- k. Invoices are to be forwarded to:
 - Sipekne'katik
 - 522 Church Street
 - Indian Brook, NS B0N 2H0
 - Operations & Maintenance Department
- l. Ten percent (10%) of the total invoice will be held until the final inspection and approval contractor has met deliverables by the Operations and Maintenance Manager.
- m. Bidders are advised that this necessary repair must be completed efficiently to ensure that residents have access to their homes.
 - a. Bidders must give the Sipekne'katik their highest priority in this contracted roadway repairs and paving.
 - b. The cost of supplies and sub-contractors, if required, will be invoiced at the Bidder's cost.

7. Submission Requirements

The document is intended to encourage responses from potential bidders and to provide a fair and open process for proposing technical solutions or services and a partnership arrangement between the bidder and the Sipekne'katik. All proposals must provide an executive summary that highlights their understanding of the needs of the Sipekne'katik and the approach and methodology that their proposal will fulfill the Band's needs. The final requirement will also include the name, address, and telephone number of three (3) trade references.

8. Evaluation Criteria

To ensure procedural fairness, the evaluation of proposals shall be based upon the following criteria and weighting:

1. Understanding the Scope of Work – 15%
2. Demonstrated Ability and Health and Safety – 25%
3. Approach and Methodology – 25%
4. Preferred Band Membership – 15%

- 5. Total cost – 10%
- 6. References – 10%

9. Receipt of Proposals

One (1) hard copy of your itemized proposal must be submitted by 12:00 p.m. Atlantic time on August 14, 2020, to:

Rhonda Knockwood
 Director of Operations
 Sipekne’katik
 522 Church Street
 Indian Brook, NS B0N 2H0

10. Contact Person for Successful Bidder

Stephen Knockwood
 Operations & Maintenance Manager
sknockwood@sipeknekatik.ca
 Telephone: 902-758-3341

All proposals submitted to the Sipekne’katik become the property of the Band and, as such, are subject to the Band’s Confidentiality Policy.

11. Conditions

- a. The Sipekne’katik shall not be obligated in any way by the respondent’s response to the document. Respondents' costs related to the preparation of a response to the RFP document shall be entirely the responsibility of the respondent. Expenses of any natured incurred by the respondent before the signing of an agreement or contract shall be the sole responsibility of the respondent and may not be charged to or claimed from the Sipekne’katik in any manner.
- b. The Sipekne’katik reserves the right to reject any or all proposals.
- c. All materials submitted in response to the RFP become the property of the Sipekne’katik. Proposals and supporting materials will not be returned to the vendors.

12. Appendix A – Price Quotes

The undersigned has carefully examined the information attached hereto, is fully informed as to the Band’s requirements and is prepared to submit the following price quotations:

Burma Road Culvert Repair		
Materials		\$
		\$
Labour Hourly Rate	Supervisor	\$
	Technician	\$
	Technician	\$

	Technician	\$
Equipment Hourly Rate	Excavator	\$
	Asphalt Compactor/Roller	\$
	Dump truck	\$
	Other:	\$
	Other:	\$
Reasonable Estimate of the number of hours to complete the job =		
<i>Supplies and Sub-Contractors billed at Bidder's cost</i>		

13. Appendix B – Environmental, Health and Safety Submission

For all bidders, this is a crucial and mandatory component for all submissions. Any submission that does not include a completed section shall be deemed non-compliant and rejected.

Requirements	YES	NO	N/A
1.0 GENERAL INFORMATION			
Current Company Name			
Number of years operating under this name			
Current Mailing Address			
Current Street Address			
Current Telephone Number			
Current Fax Number			
If applicable, previous company name			
If applicable, numbers of years' operating under the previous name			
If applicable, previous street and mailing address			
2.0 HUMAN RESOURCES			
Provide an organizational chart listing the full names of senior management and contact information within your company as well as any management personnel directly involved in the proposal			
Provide the names and qualifications of supervisors and health and safety personnel who will be present at the worksite			
Provide every Sipekne'katik member's name, contact information and valid Nova Scotia Drivers licence number that will be utilized in the performance of this quotation			
3. VEHICLE & EQUIPMENT LICENCING AND INSURANCE			
Provide a listing of the make, model, year of each vehicle to be utilized in the performance of this quotation			
Provide a copy of each vehicles insurance and registration papers			

Provide a list of the equipment that will be utilized in the performance of this quotation			
4. ENVIRONMENTAL POLICY/HEALTH AND SAFETY POLICY			
Provide a copy of your company's health and safety policy			
Provide a copy of your company's environmental policy			
Provide a copy of your most recent WCB clearance certificate			
Provide documentation of professional liability insurance (including dollar value)			
5. ENVIRONMENT, HEALTH AND SAFETY PROGRAM PROCEDURES AND GUIDELINES			
Confined space entry			
Cranes and other lifting devices			
Emergency preparedness and response plan			
Excavating and trenching			
Fall arrest/restraint systems			
Fire Safety			
Hearing conservation			
Methods for ensuring the competency of supervisors and other workers as defined under Nova Scotia's Occupational Health and Safety Act			
Methods of evaluation sub-contractors			
Personal protective equipment			
Preventative maintenance			
Public way protection and traffic control			
3R's: Reduce, Reuse and Recycle			
Waste Disposal & Storage			
Welding, Grinding, Brazing			
Workplace Hazardous Materials Information System			
6. SUBCONTRACTORS			
Provide a list of sub-contractors that will be utilized if needed for this proposal			