



Municipality of Digby

Request for Proposal (RFP) Kitchen Accessibility Renovations

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REQUEST FOR PROPOSAL (RFP)

KITHCEN ACCESSIBILITY RENOVATIONS

OVERVIEW

The Municipality of Digby is seeking Proposals from qualified applicants for accessibility renovations to the Kitchen located at the Municipal office building at 12548 Highway 217, Seabrook, NS.

In alignment with the Municipalities commitment to foster an inclusive and safe workplace, all upgrades will be influenced by the need to ensure the kitchen facilities are suitable for use, and offer comfort and dignity to all individuals, including those with accessibility requirements.

This RFP document may be picked up at the Municipality of Digby, 12548 Hwy. 217, Digby, during regular office hours, 8:00 am to 5:00 pm, Monday to Friday, or by contacting Christopher Kingston, Director of Municipal Services, at ckingston@digbymun.ca or 902-245-4046.

Proposals must be received by **12 Noon local time, Friday, November 28, 2025**. Proposals shall not be accepted after the closing date and time. Applicants may not make modifications to their Proposals after the closing date and time.

All Proposals must be submitted in a sealed envelope clearly marked “**RFP – Kitchen Accessibility Renovations**”. Applicants must submit **one (1) hard copies** of the Proposal. The Proposal must be written in ink or type written. Erasure, overwriting or strikeouts must be initialled by the person signing on behalf of the applicant.

Any modifications to the document will be in the form of an Addendum which will be issued to all known Applicants and provided on the provincial procurement website at least twenty-four (24) hours prior to the closing date. No changes will be made during the final twenty-four (24) hours.

The Municipality reserves the right to reject any or all tenders, not necessarily accept the lowest tender or any tender which it may consider not to be in its best interests. The Municipality of Digby also reserves the right to waive formality, informality, and technicality on any tender.

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EVALUATION CRITERIA:

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

a. Completeness

Completeness of Proposal to the Proposal Submission Requirements provided in the Terms of Reference.

b. Qualifications & Prior Work

Team qualifications and examples supplied in accordance with Proposal Submission Requirements provided in the Terms of Reference.

c. Suitability & Quality of Approach

Describe the approach proposed to deliver on the Scope of Work detailed in the Terms of Reference.

d. Timeframes & Schedule

Provide a project timeline that reflects your proposed approach/process and demonstrates your ability to meet the schedule requirements for this project, including any applicable milestones

e. Cost

Proposal costs as per Proposal Submission Requirements provided in the Terms of Reference.

Following the evaluation and development of a short list, Applicant may be asked for references and to be interviewed.

REJECTION OF PROPOSALS:

The Municipality reserves the right to reject any and/or all Proposals received. The Municipality will not necessarily accept the lowest price Proposal. Any implication that the lowest price Proposal will be accepted is hereby expressly negated. The Municipality is not under any obligation to award a contract and reserves the right to terminate the RFP at any time for any reason, and to withdraw from discussions with all or any of the Applicants who have responded. The receipt and opening of a Proposal does not constitute acceptance of any Proposal.

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RESERVATION OF RIGHT:

Applicants will not have the right to change conditions, terms or prices of the Proposal once the Proposal has been submitted to the Municipality, nor shall Applicants have the right to withdraw a Proposal once it has been processed through the official opening.

The Municipality reserves the right to consider, during the evaluation of Proposals:

- a) The Municipality's past experience with the Applicant and/or its management.
- b) Information provided in response to enquiries of credit and industry references.
- c) The Applicants relevant experience and capability to carry out the project.
- d) Whether the bid and/or the completion date of bid is realistic.
- e) Any other criteria that the Municipality may consider necessary that will be weighted in addition to cost.

The Municipality may, in its sole discretion, accept any Proposal or any portion of any Proposal that may be considered in the best interests of the Municipality or reject any Proposal which does not fully satisfy the above consideration to its satisfaction. This includes the right to accept a Proposal that is not strictly compliant with the instructions in this RFP document.

The Municipality reserves the right to negotiate after the RFP Closing Date with any Applicant to finalize service arrangement in the best interests of the Municipality. The Municipality shall not be bound by trade or custom in dealing with and/or evaluated the responses to the RFP. The Municipality reserves the right to interpret any and all aspects of this RFP in a manner most favourable to the Municipality.

In submitting a Proposal, the Applicant has accepted the reservations of rights as set out herein and agrees to be bound by the same.

GOVERNING LAW:

Any contract resulting from this RFP shall be governed by and interpreted in accordance with the laws of the Province of Nova Scotia.

INSURANCE AND LIABILITY

The Applicant shall carry \$2,000,000 in liability insurance.

The Applicant agrees to indemnify and save the Municipality harmless against all losses, cost, expenses, and damages which may be incurred by or by reason of any action, causes of action or other proceeding which may be brought against the Municipality of Digby in respect to this work.

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RULES AND REGULATIONS

The Applicant shall comply with all laws in force in the Province of Nova Scotia, with any regulations of the Occupational Health and Safety Act, Health Act, the Environment Act, all applicable safety standards, and with any new regulations or rules which may be introduced from time to time by law or by the Municipality in relation to the works performed under this contract.

WORKERS' COMPENSATION

The Applicant shall be a registrant in good standing with the Worker's Compensation Board. No payment will be released without an up-to-date clearance letter from the WCB. It is the sole responsibility of the Applicant to provide this letter to the Municipality.

MANUFACTURER'S SPECIFICATIONS

Warranty information is to accompany all submissions.

PAYMENT TERMS

The price quoted shall be the total cost, excluding HST, and shall include the furnishing of all management, supervision, personnel, materials, equipment, supplies, services, delivery, and installation.

REQUEST FOR PROPOSAL (RFP) KITHCEN ACCESSIBILITY RENOVATIONS

TERMS OF REFERENCE

PROJECT OBJECTIVES

This project aims to replace the existing kitchen cabinets with new, accessible cabinetry to better serve all users, including individuals with disabilities. Along side this, a new Staffroom table will be required to better serve all users, including individuals with disabilities. This initiative supports the organization's commitment to fostering an inclusive environment by ensuring that kitchen facilities are compliant with current accessibility standards and designed for universal use. **All work must be done in accordance with the 2025 Nova Scotia Building Code Regulations (Accessibility Schedule “C”) and the 2020 National Building Code of Canada or the most current version of either.**

SCOPE OF WORK

The successful applicant will be responsible for the following:

- Site assessment and verification of measurements and conditions
- Removal and disposal of existing kitchen cabinetry in accordance with environmental regulations
- Coordinate with Municipal Staff to finalize the design/layout of the renovations
- Supply and installation of new accessible
 - Kitchen Wall Cabinetry the full length of the wall (Approximately 10')
 - Kitchen Base Cabinetry the full length of the wall (Approximately 10')
 - Countertop
 - Sink and faucet
 - Dishwasher
 - Staffroom Table (of similar size and shape to original)
- Relocate Soap and Paper towel dispenser to a more suitable location
- Installation of trim, flashing, hardware, sealants and related accessories
- Coordinate with the Municipal staff to minimize disruption during construction
- Final inspection, clean-up, and site restoration

PROJECT TIMELINE

All work must be completed by **March 13th, 2026**

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PROPOSAL SUBMISSION REQUIREMENTS

The Applicants Proposal submission must include the following information:

- a) A brief company profile and description of experience with successful similar projects.
- b) Demonstrated understanding of the project.
- c) Proposed project approach, methodology and work plan which outlines milestones and timelines to demonstrate how the work will be completed
- d) Itemized budget
- e) Proof of General Commercial Liability insurance and Workers' Compensation Board of Nova Scotia Certificate of Insurance along with any safety certification obtained.

GENERAL REQUIREMENTS

All articles shall be free from design deficiencies that may affect their operation or serviceability.

All particulars not covered by this specification shall be in accordance with good commercial practice.

Materials not defined here shall be of the best commercial quality and suitable for the purpose intended.

The following specifications are prepared with the intention of providing a basis for securing competitive bids. Notwithstanding certain details of specifications, commodities or materials of similar design and construction will receive consideration if, in the opinion of the using department, they are considered to be suitable for the intended application. All bids on commodities or materials not fully meeting the specifications shall be accompanied by a statement fully outlining any departures from the specifications and fully describing the commodities and materials offered.

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APPENDIX A



Figure 1 – Current layout of Kitchen (Approximately 10' in width)

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APPENDIX B



Figure 2 – Current Staffroom table (Approximately 5' x 2.5')