

Request for Quotations (RFQ)			
Organization Name	Town of Antigonish	Project ID	TOA062024
Project Title	Arbor Drive Park – Trail Construction		
Project Objective	To provide a Design/Build for Trail Construction at Arbor Drive Park		
RFQ Submission Date	September 13 th , 2024		
Project Start Date	Upon award of the contract	Expected Completion Date	To be determined between Town of Antigonish and vendor(s)
Background			
<p>The Department of Community Development strives to create a sustainable community that supports the growth of the Town and broader community's social, cultural, environmental, and economic prosperity. Projects facilitated by the Department of Community Development focus on enhancing the overall quality of life for residents in Antigonish and surrounding communities by creating an environment that encourages new development and fosters our cultural well-being, as well as community pride.</p> <p>The Town of Antigonish Parks and Recreation Division offers a wide array of programming, equipment and spaces for community members and visitors to stay healthy and active all year-round. Parks and Recreation includes parks, trails, facilities, fields, youth and senior programs, as well as community opportunities for culture and heritage.</p> <p>Arbor Drive Park, which is owned by the Town of Antigonish but is located just outside the Town limits, is a beautiful expanse that runs parallel to the Wrights River creating an idyllic green space used by families, children, and walkers and runners. The area is an Active Transportation connector that joins John's Path with the lower half of the Town; although this area is entirely residential, it links closely with the downtown area. John's Path is a short connector trail from Hawthorne Street, running through Riverside Estates and ending at Arbor Drive. This AT corridor is used for both recreational and utilitarian purposes as it is well used by those who work in the Down-Town core and St Martha's Hospital.</p> <p>The Arbor Drive Park Project consists of two phases: Phase 1 – Installation of new playground equipment; Phase 2 – installation of a new trail system that spans the circumference of the park. This RFQ is specifically for Phase 2, the construction of a trail through the park.</p> <p>A surveyed map of the property is available in Appendix A of this document.</p>			
Project Description			
<p>The Town of Antigonish is seeking proposals which may lead to further negotiations and ultimately a contract for the design, project planning, and "turn key" construction of a welcoming, inclusive, three quarter kilometer (.75km) trail that encompasses the circumference of the Arbor Drive Park. The objective of this RFQ is to solicit a non-</p>			

binding invitation to those interested in this work. The successful individual/company may enter into negotiations with a view to entering into a design-build contract. This is an invitation for quotations and not a tender call.

Project Deliverables

The project includes the following tasks and deliverables:

1. Input from Antigonish Town Recreation staff should be taken into consideration. Generally, the intent is to create a .75km gravel trail that is: wide enough to accommodate accessible needs and leveled to a grade that allows for inclusive enjoyment; interesting; inviting to all; and, provides an environment that aesthetically coexists with the surrounding area. The design must consider a wide range of abilities as it is to accommodate wheelchairs when possible. The Town of Antigonish will provide the potential outline for the trail including entrances. This is to be considered a “suggested pathway”. However, the Town of Antigonish is open to any and all alternate designs.
2. The designing, constructing, and otherwise providing for trail features, grubbing, trenching and supplying all trail materials necessary to create a furnished, fully functional, family-friendly trail; Key deliverables would include, but may not be limited to:
 - a. Consultation process: Compiling information from Antigonish Town staff. This input is essential to the design phase of the project;
 - b. Concept/design plan: Will include features such as entrances, areas for benches, garbage cans, picnic tables, and dog waste disposal items.
 - c. Costing details: this includes all costs associated with the trail construction. This includes: Class A gravel; clearing, grubbing; construction of two entrances (the existing entrance needs to be widened to accommodate accessible needs, and, a new pedestrian entrance will be developed), and relocating of sod to designated areas in the park.
 - d. Management plan for the construction process to its completion.

Budget:

Vendors are asked to please outline the estimated cost in the final proposal.

Additional Notes:

1) Evaluation

The Town of Antigonish will evaluate submissions based on approach, performance, timeline and price. The vendor’s proposals must include:

- An estimate of all associated costs to complete the project, excluding HST. A cost breakdown must be provided.
- A timeline and planned approach/methodology to complete the Arbor Drive Park, Trail Construction and how the vendor plans to meet indicated milestones.

- A portfolio of relevant past projects from previous clients and CVs or resumes of those individuals assigned to complete the project.
- At least three (3) references included from similar scope and type of projects completed. References should include at a minimum a description of the related project, client name, contact person, email, phone number, address, and value of the project in terms of fees.

2) Terms and Conditions

This is an invitation for quotations and not a tender call. Its purpose is to initiate negotiations which, if satisfactory, will lead to the selection of a vendor to complete the project.

This RFQ neither expresses nor implies any obligations on the part of the Town of Antigonish to enter into a contract with any vendor submitting a response or responses. The award of any contract is subject to further negotiations.

The Town of Antigonish reserves the right to reject all or any quotes, and to not necessarily accept the lowest or any proposal submitted. The Town of Antigonish may accept any proposal or any portion of any proposal that may be considered to be in the best interests of the Town. The Town of Antigonish reserves the right to cancel the RFQ process at any time. All vendors acknowledge that they are undertaking all expenses associated with the RFQ at their own risk and shall have no claim against the Town of Antigonish for any matter related to this RFQ.

Bid Submission Form

THIS IS THE BID OF _____
(Please put your company name here - PLEASE PRINT LEGIBLY)

BID PRICE (HST excluded):

Lump Sum Cost: \$ _____

Breakdown of Costs	Item	Cost
	_____	\$ _____
	_____	\$ _____
	_____	\$ _____
	_____	\$ _____
	_____	\$ _____
	_____	\$ _____
	_____	\$ _____

SUBMISSION PROCESS:

- 1) Please cite "TOA0602024: Town of Antigonish Arbor Drive Park – Trail Construction" on all correspondence.
- 2) Proposals must be submitted via email with noted information included. Vendors should include the bid submission form with their proposal.
- 3) Proposals must be submitted no later than 4:00 PM Friday, September 13th, 2024 to Tricia Cameron, Tricia.Cameron@townofantigonish.ca
- 4) Site visits may be requested by contacting Tricia Cameron, Tricia.Cameron@townofantigonish.ca

Appendix A:

- **Site Survey – Arbor Drive Park;**
- **Aerial Photo #1;**
- **Aerial Photo #2.**



