

**COMMITTEE OF THE WHOLE COUNCIL MEETING**  
**July 9, 2024**

The meeting was called to order by the Chair at 7:06 p.m., in the Conference Room, in the Administrative Centre, in Barrington, N.S., with the following members present:

- Jody Crook - Chair
- Andrea Mood-Nickerson
- Shaun Hatfield
- Goerge El-Jakl
  
- Chris Frotten, CAO
- Debbie Mader, Municipal Clerk
  
- Eddie Nickerson – attending an event in Shediac

**APPROVAL OF AGENDA**

Being duly moved and seconded that the agenda be approved as circulated with the following change. The Noise By-Law Exemption Request – 151 Stirl’s Road be addressed after the Presentation Re: Congrès Mondial Acadien 2024 instead of last on the agenda as members of the public are in attendance for this topic.

Motion carried unanimously.

**APPROVAL OF MINUTES**

Being duly moved and seconded that minutes of the last meeting held June 18, 2024, be approved as circulated.

Motion carried unanimously.

**PRESENTATION RE: CONGRÈS MONDIAL ACADIEN 2024**

Vaughne Madden, Executive Director of Congrès Mondial Acadien 2024 was present and provided a presentation outlining the festival which will celebrate the Acadian culture with a goal of uniting Acadians from around the world. The event will spread over the Tri-Counties during August 10 – August 18, 2024. The presentation is attached and forms part of the minutes.

**NOISE BY-LAW EXEMPTION REQUEST – 151 STIRL’S ROAD**

The CAO gave an update on the request for a one-time exemption to the noise by-law on July 20, 2024 for a fundraising event held inside at 151 Stirl’s Road. Leonard Nickerson was in attendance and stated his plans have changed and now the event will be held at his private residence in Centreville and he plans to stay below the noise level after 10 pm. The committee felt there was no need for Council to consider the request if the noise by-law will be followed at a private residence.

WREN RECRUITMENT AND NOMINATION COMMITTEE COMPOSITION REQUEST

A letter was received from the WREN Liaison and Oversight Committee outlining changes to the structure of the Recruitment and Nominations Committee as suggested by the WREN Board of Directors.

Resolution COW240701

Being duly moved and seconded that it be recommended to Council to approve the changes to Section 10, Section (a) of the Intermunicipal Agreement as requested.

Motion carried unanimously.

RECREATION CENTRE PROJECT – WEST PARKING AREA PAVING

The original tender for the Recreation Centre did not include paving the west parking area. The main parking lot between the rec centre and the curling club will have about 50 less parking spaces than originally planned. This will utilize the secondary parking (west parking area) more than originally planned. The staff report is attached and forms part of the minutes.

Resolution COW240702

Being duly moved and seconded that it be recommended to Council that the CAO negotiate the pricing for paving the west parking area to resolve the paving issue.

Motion carried unanimously.

LAND TITLE TRANSFER REQUEST – SHAG HARBOUR INCIDENT SOCIETY

It was the consensus of the Committee to invite the Shag Harbour Incident Society to make a presentation before the Committee outlining their intentions for the land before any further action is taken.

DRAFT AMENDMENTS TO PERSONNEL POLICY 10 – PENSION PLAN

Draft changes to the Pension Plan for full time employees of the Municipality were provided to members prior to the meeting. The proposed changes follow the budget request to change to a tiered pension plan.

Notice was given that proposed amendments to the Pension Plan will be referred to Council for their consideration at the Council Meeting scheduled to be held on July 23, 2024.

DRAFT REQUEST FOR PROPOSALS – SWIMMING POOL FACILITY CONDITION ASSESSMENT

The CAO outlined the RFP for the Swimming Pool Facility Condition Assessment. The RFP is attached and forms part of the minutes.

Direction was given to the CAO to move forward with the RFP for the swimming pool facility condition assessment as presented.

021.

Page 3, Committee of the Whole Council Meeting, July 9, 2024

APPOINTMENT TO BAY SIDE HOME BOARD OF DIRECTORS

Conflict of Interest

Councillor Shaun Hatfield declared a conflict of interest, vacated his seat and left the meeting room.

Councillor Hatfield's sister-in-law is the Administrator of Bay Side Home.

Resolution COW240703

Being duly moved and seconded that it be recommended to Council to appoint Patricia Atkinson as a member of the Bay Side Home Board of Directors.

Motion carried unanimously.

ADJOURNMENT

The meeting was adjourned at 8:55 p.m.

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Chair

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Secretary for the Meeting



# CMA x Municipality of Barrington

## July 9, 2024



# The Event



The Congrès mondial acadien 2024 is a must-attend event celebrating Acadian culture and heritage! Get ready for a 9-day unique and immersive experience in Southwest Nova Scotia highlighting the rich and vibrant history of the Acadian people.



# The Event (Cont'd)



The Congrès mondial acadien is a festival that celebrates Acadian culture with a goal of uniting Acadians from around the world. In 1994, the first Congrès mondial acadien was held in the South-East region of New-Brunswick and has been held every 5 years since in a variety of Acadian regions throughout North America.

The Congrès mondial acadien offers a wide array of activities aimed at celebrating and showcasing Acadian life and culture. These events encompass educational conferences, extended family reunions, lively concerts, and much more.





# Nova Scotia

## Host Regions Clare & Argyle



August 10<sup>th</sup> to 18<sup>th</sup>, 2024

[/CMA2024](https://www.facebook.com/CMA2024)

[LECMA2024](https://www.instagram.com/LECMA2024)

[cma2024.ca](http://cma2024.ca)



# Community Programming

5



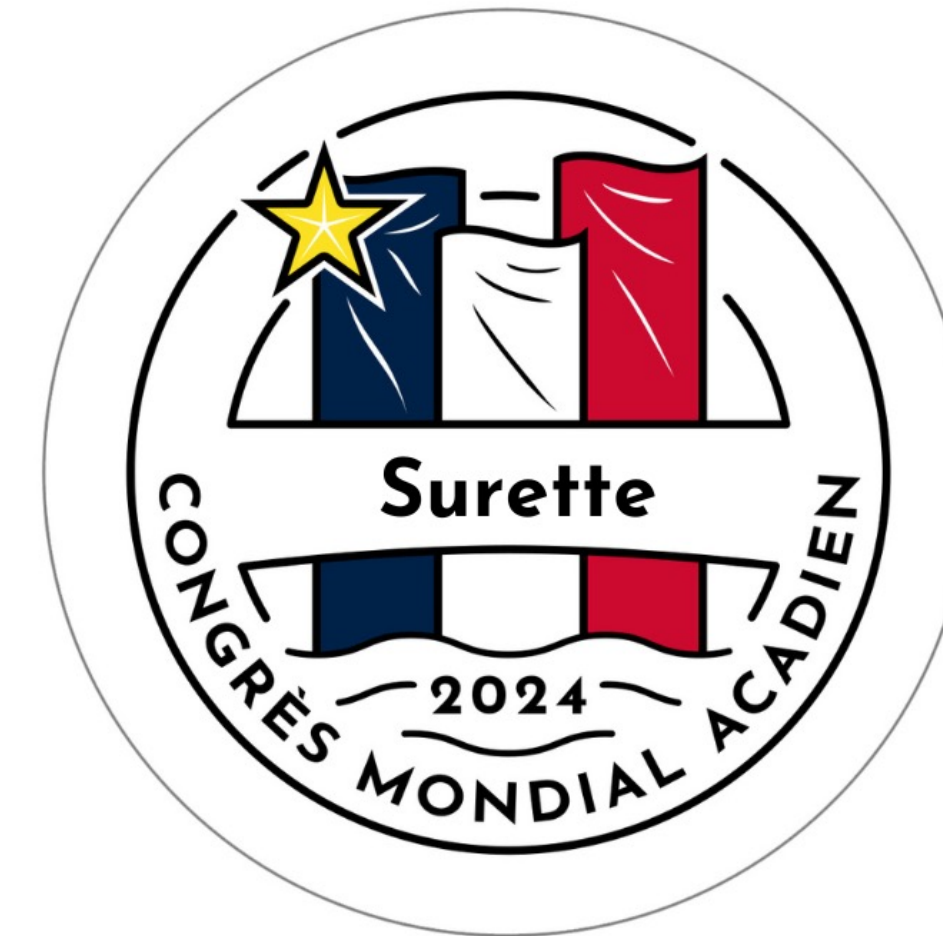
**Women's  
Summit  
August 13-15**



**Economic  
Forum  
August 13-15**



**États  
généraux  
August 11-12**



**39  
Family  
Reunions**

**And more!**

**Plumes et paroles  
Dance  
Comedy Show  
Vendor markets**



# Flagship Events

**AUGUST 10  
OPENING  
FESTIVAL**

Université  
Sainte-Anne

**AUGUST 15  
FÊTE  
NATIONALE  
DE L'ACADIE**

Yarmouth  
Airport

**AUGUST 17  
L'ULTIME  
TYME  
SPECTACLE**

Mariners  
Centre

**AUGUST 18  
L'AU REVOIR**

Église Saint-  
Michel,  
Wedgeport



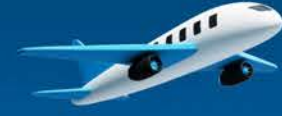
# OPENING FESTIVAL

P'TIT BELLIVEAU AND GUESTS • LES HAY BABIES • LES AMIS DU TÊCHE  
JACQUES SURETTE • SYLVIE BOULIANNE • VICKIE DEVEAU

FAMILY ACTIVITIES, CHILDREN ACTIVITIES AND GAMES, INTERACTIVE INSTALLATIONS,  
VENDORS' MARKET, VARIOUS FOOD OPTIONS, AND MUCH MORE!

**AUGUST 10, 2024 • UNIVERSITÉ SAINTE-ANNE, CHURCH POINT, N.S.**

AUGUST 15 AOÛT



CLARE ARGYLE YARMOUTH

# FÊTE NATIONALE DE L'ACADIE

SPECTACLE GRATUIT À L'AÉROPORT DE YARMOUTH / FREE CONCERT AT THE YARMOUTH AIRPORT

SALEBARBES ★ ZACHARY RICHARD ★ ÉDITH BUTLER ★ LISA LEBLANC  
P'TIT BELLIVEAU ★ JOURDAN THIBODEAUX ET LES RÔDAILLEURS ★ VISHTÈN  
CONNEXIONS ★ LA FAMILLE LEBLANC ★ ARTHUR COMEAU ★ KENNETH  
SAULNIER ★ JACQUES SURETTE ★ MORGAN TONEY  
VICKIE DEVEAU ★ SYLVIE BOULIANNE

AVEC / WITH

LA BAIE EN JOIE  
KIDZACT

ANIMÉ PAR / HOSTED BY

RYAN DOUCETTE &  
ANIKA LIRETTE

ACTIVITÉS COMMUNAUTAIRES / COMMUNITY ACTIVITIES

RÉUNIONS DE FAMILLE / FAMILY REUNIONS, TINTAMARRE, CINÉMA / CINEMA, L'ÉCHANGE ET PLUS ENCORE ! / AND MORE!



# DESTINATION : CLÔTURE

## FÊTE FAMILIALE

📍 VILLAGE HISTORIQUE ACADIEN  
DE LA NOUVELLE-ÉCOSSE  
AUGUST 17 AOÛT

LA FAMILLE LEBLANC  
BRUCE DAIGREPONT  
ACTIVITÉS DE FAMILLE  
FAMILY ACTIVITIES

## L'ULTIME TYME

📍 MARINERS CENTER  
AUGUST 17 AOÛT

LOST BAYOU RAMBLERS  
LISA LEBLANC  
PEANUT BUTTER SUNDAY  
BAIE  
XÉNIA

## L'AU REVOIR

📍 ÉGLISE SAINT-MICHEL  
AUGUST 18 AOÛT

ZACHARY RICHARD  
VISHTÈN CONNEXIONS  
RONALD BOURGEOIS  
EMMA STEVENS

ET BIEN PLUS ENCORE! / AND MUCH MORE!

# Stations

The stations will host multiple events as well as serve as information centers during the Congrès mondial acadien. To add to the events taking place at the stations, the Station Centrale will also host one of our major events and a tradeshow space.



**Station Par-en-Haut  
Université Sainte-Anne  
(Church Point, Clare)**



**Station Centrale  
Mariners Centre  
(Yarmouth)**



**Station Par-en-Bas  
Tusket  
(Argyle)**

# L'Échange

11



L'Échange offers three days of direct interaction with thousands of local and international visitors acting as the main meeting place within the CMA 2024. Additionally, exciting and eclectic programming over three days will help attract a diverse group of consumers of all ages, giving you the opportunity to interact with a wide variety of new customers.

## Where :

- Station Centrale (Mariners Centre) - 45 Jody Shelley Drive, Yarmouth, NS

## Dates :

- August 13-14 – 11:00am – 6:00pm
- August 15- 11:00am – 4:00pm

Minimum size : 10 x 10 feet

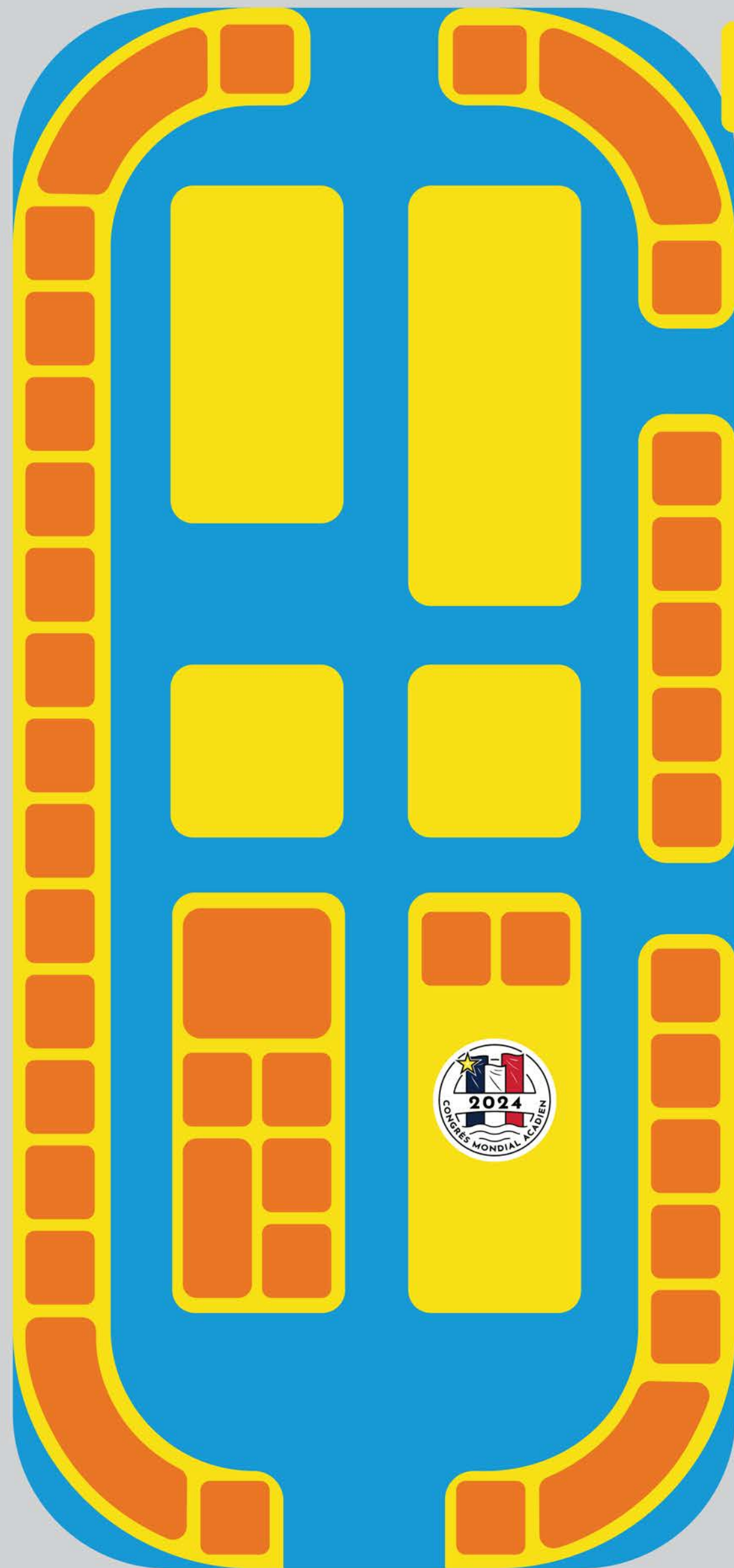
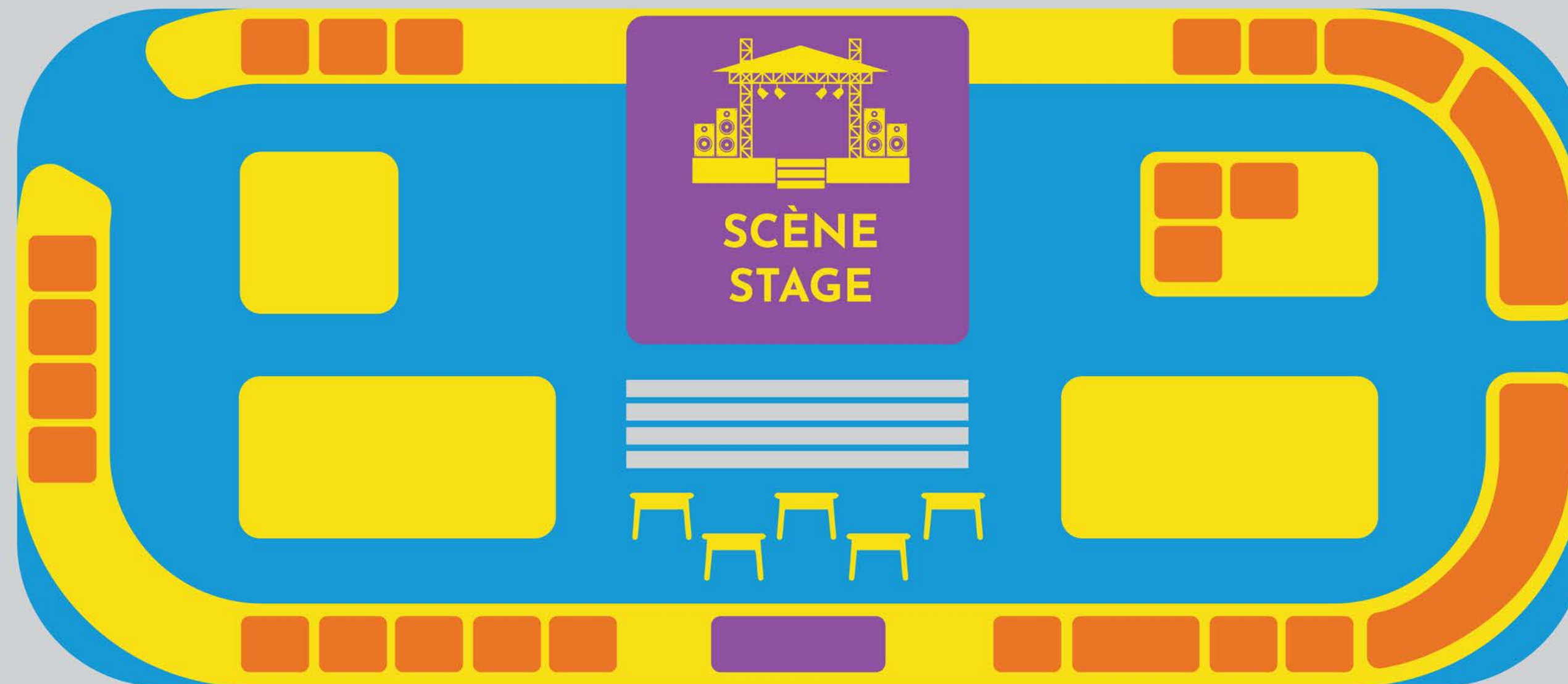
Includes : Draperies, 15 amps power source, 6-foot table, and 2 chairs





SCANNEZ POUR DES DIRECTIONS  
SCAN FOR DIRECTIONS

L'ENTRÉE ARÉNA B /  
ARENA B ENTRANCE



L'ENTRÉE ARÉNA A /  
ARENA A ENTRANCE

KIOSQUE DE BIENVENUE  
WELCOME BOOTH



ENTRÉE PRINCIPALE  
/ MARINERS CENTRE  
ENTRANCE

# L'ÉCHANGE

## MARINERS CENTRE



SALLES DE BAINS  
BATHROOMS



KIOSQUE D'INFORMATION  
INFORMATION BOOTH



BAR



JETONS  
TOKENS



PLATE-FORME D'ACCESSIBILITÉ  
ACCESSABILITY PLATFORM



PREMIERS SOINS  
FIRST AID

# 85%

of financial sponsorship objectives has been reached in signed and confirmed sponsors.



# Sponsorship Tree

**PRESENTING**  
**1 opportunity**

**Fulfilled**

**COLLABORATOR**  
**4 opportunities**

**1 open**  
**opportunity**

**PARTNER**  
**12 opportunities**

**3 open**  
**opportunities**

**LOCAL**  
**12 opportunities**

**Fulfilled**

**Funding**

**Canada**

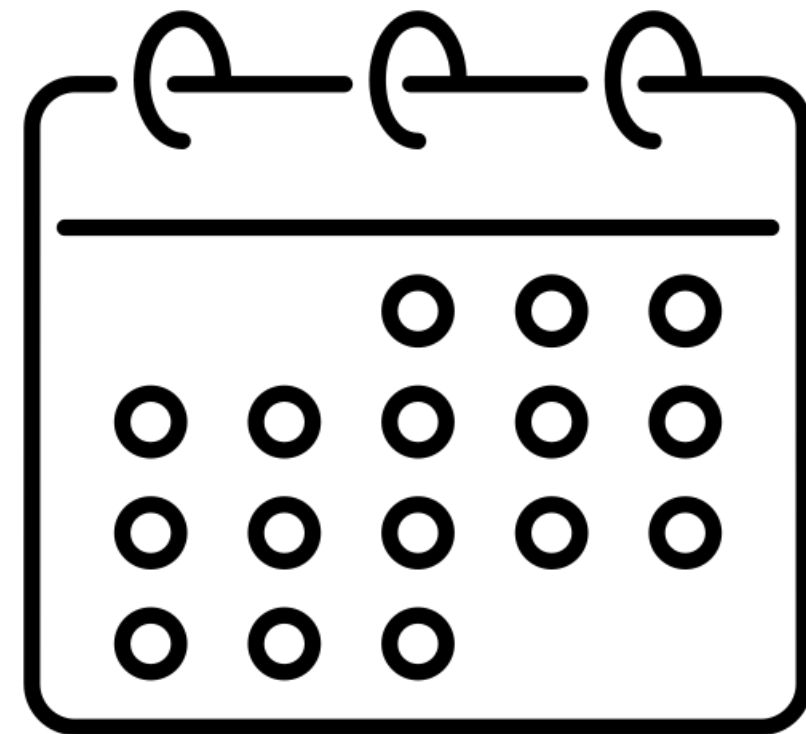
**NOVA SCOTIA**  
NOUVELLE-ÉCOSSE

Municipalité d'  
**Argyle**  
Municipality

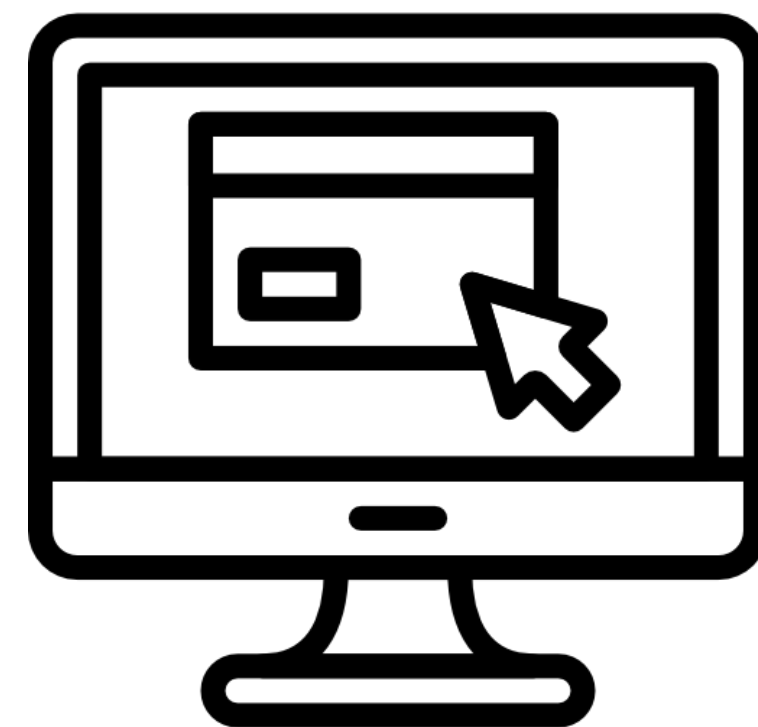
MUNICIPALITÉ DE CLARE  
INC. 1879  
NOVA SCOTIA

**SNA**  
Société Nationale de l'Acadie

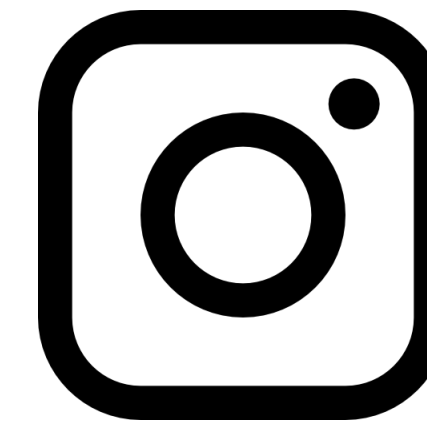
# Where to find us



August 10 to 18 2024



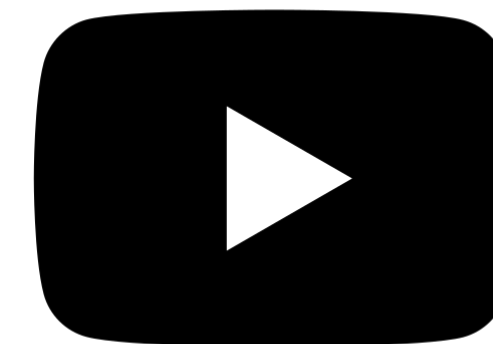
[www.cma2024.ca](http://www.cma2024.ca)



@lecma2024



@cma2024



@lecma2024





Thank you for your  
consideration



## STAFF REPORT

SUBMITTED BY: Chris Frotten

DATE: July 8, 2024

SUBJECT: Recreation Centre Project – West Parking Area Paving

STRATEGIC OBJECTIVE: N/A

### ORIGIN

The paving of the parking lot on the west side of Park Lane was not included in the original tender of the New Recreation Centre. This report seeks Council's direction on adding the paving of the west parking lot to the current recreation centre project.

### BACKGROUND

The recreation centre project, currently underway, aims to enhance the community's recreational facilities. The original tender for the new Recreation Centre included a gravel parking lot on the west side of Park Lane and an expansion, infill, and finished asphalt of the shared parking lot between the Recreation Centre and the Curling Club.

Once the site work began, it was determined that the ground under the planned expansion of the shared parking lot was not as suitable as expected, leading to significantly higher costs than anticipated to proceed with the expansion as planned. As a result, it was decided to cut back on the expansion to stay within budget.

It was then suggested that as the west parking lot could become the primary parking lot for the arena, any cost savings from the reduced expansion of the shared parking lot could be used towards adding the paving of the west parking lot to the project.

### DISCUSSION

One of the primary advantages of paving the west parking lot is the improvement in accessibility. The gravel lot could pose challenges for individuals with mobility issues, particularly those using wheelchairs or walkers. A paved surface would provide a smoother and more stable ground, facilitating easier access for everyone.

Additionally, paving the lot would enhance safety. The existing gravel lot could become uneven over time, with potential for potholes that could cause trips and falls. A paved surface would mitigate these risks, creating a safer environment for all users.

Aesthetic improvement is another significant benefit. The appearance of the recreation complex would be considerably enhanced with a paved parking lot, making it more attractive to visitors. A well-maintained and visually appealing environment reflects positively on the community and the facility itself.

In terms of usability, a paved lot would be beneficial in all weather conditions. Gravel lots can become muddy in the rain and dusty in dry weather, leading to complaints from users. A paved lot would eliminate these issues, ensuring the parking lot is functional and clean throughout the year.

Another important consideration is the timing. By completing the paving now, we ensure the project is fully completed rather than postponing it to an uncertain future date. Delaying the paving could lead to increased costs and the possibility of the project never being completed due to shifting priorities or budget constraints.

That said, adding the paving of the west parking lot will require an additional \$208,498, which will need to be accommodated within the existing project budget. While the initial cost of paving is higher, it could lead to long-term cost savings. Paved lots generally require less frequent maintenance compared to gravel lots, which need regular grading and refilling of gravel. Nonetheless, the increase in cost needs careful consideration but we do not believe it will negatively impact other aspects of the recreation centre project.

Temporary disruption during the paving process will be a challenge. During the paving, the west parking lot will be unusable, which could inconvenience visitors and create parking challenges. Proper communication and temporary arrangements will be necessary to minimize this disruption.

**BUDGET IMPLICATIONS**

The addition of the paving project will require an allocation of \$208,498. This could be funded through a combination of project contingency funds and potential reallocation of budgeted funds within the current fiscal year. Staff has reviewed the project budget and believes this adjustment is feasible without compromising other key elements of the recreation centre project.

**LEGAL IMPLICATIONS**

N/A

**PUBLIC CONSULTATION/COMMUNICATIONS**

N/A

**RECOMMENDATION**

Given the benefits of paving the west parking lot, including improved accessibility, safety, timing and aesthetic appeal, **it is recommended that Council approve the addition of this work to the current recreation centre project.**

#### SUGGESTED MOTION

That it be recommended to Council to approve the addition of the paving of the parking lot west of Park Lane to the recreation centre project at an estimated cost of \$208,498, to be funded through a combination of project contingency funds and reallocated budgeted funds.

#### ALTERNATIVES

- Delay the Paving Until Additional Funding is Secured
- Maintain the Current Gravel Lot with Regular Upkeep

#### ATTACHMENTS

- Site Plan
- Contemplated Change Order (CCO) #1
- Paving Quotes





Barrington Rec Centre  
CCO#1

May 27/24

1/ Additional costs West Parking Lot excavation and fill as per geotechnical report R&D Harris \$39,610.18 plus 15%	\$45,551.71
2/ Asphalt West Parking Lot, not in original pricing. Municipal Contracting \$184,000.00 plus 15%	\$211,600.00
3/ Excavation, including organics removal under paved area, infill as req'd Catch Basins and Drainage Shared Parking Lot R&D Harris \$134,338.91 plus 15%	\$154,489.75
4/ Supply and Place Gravels Shared Parking Lot R&D Harris \$104,591.80 plus 15%	\$120,280.57
5/ Supply and Place Asphalt to reduced area Shared Parking Lot Municipal Contracting \$135000.00 plus 15%	\$155250.00
6/ Clear and Grub Surplus Fill Dump Area, (formally expanded parking) R&D Harris \$18,544.33 Plus 15%	\$21,325.98
	<hr/>
	\$708498.011
Less credit for deletion of Shared Parking from tender form	(\$500,000.00)
	<hr/>
	\$208498.01
Unit rate removals and replacement using site materials of unforeseen unsuitables R&D Harris \$44.99 plus 15%	\$51.74/cubic metre
Line painting of no parking area at curling club garbage bins	\$500.00

Eugene G Wentzell  
Project Manager Rikjak Construction Ltd.



Dexter Construction Company Limited

# Quotation

**Dexter Construction Company Limited**  
17 Standard Paving Road  
Wolfville, Nova Scotia B4P 2R2  
Phone: (902) 542-9090  
Fax: (902) 542-2539

## E24-1294B

<b>Client:</b>	Rikjak Construction Ltd. 39 Starr St, Lunenburg, NS, B0J 2C0	<b>Date:</b>	June 11, 2024
<b>Attention:</b>	Eugene Wentzell	<b>Phone No.:</b>	(902) 634-4141
<b>E-Mail:</b>	eugenewentzell@gmail.com	<b>Fax No.:</b>	
<b>Project:</b>	Barrington Recreation Centre Addition – West Parking Lot		
<b>Location:</b>	14 Park Lane, Sherose, NS		

We are pleased to quote you the following Lump Sum Price based on the scope below. If any alterations are requested then corresponding price adjustments will be required:

### LUMP SUM PRICE

**\$ 184,000.00 + HST**

#### The above price includes the following scope of work:

- To fine grade and re-compact Type 1 gravels over a total area of approximately 3,250 square meters that have been supplied, placed, and compacted to design grade by others.
- To supply, place, and compact hot mix asphalt in new asphalt areas at an average compacted thickness of 75mm. Asphalt to be placed in one lift.

#### Notes & Exclusions:

- Price is based on completing the noted work during the 2024 construction season. If any work is to be completed in 2025 or later, pricing adjustments will be necessary.
- Price is based on Dexter being awarded work quoted under E24-1264A for central parking and concrete work
- No allowance has been made for winter heat or work being done during excessively wet conditions or during spring weight restrictions.
- If any work is required and or completed over and above the noted scope, it will be deemed extra to the contract.
- Additional costs due to handling, disposal and replacement of contaminated soil will be extra to the contract.
- Rock excavation, rock breaking, frost breaking, and subsequent replacement of unsuitable material is excluded.
- Survey is for Dexter's work only.
- Geotechnical certification and/or inspection of sub-grade is by others.
- Dexter not responsible for settlement of work due to unsuitable sub-grade prepared by others.
- Any materials and compaction testing, if required, is by others.
- Any work related to concrete ramps, stairs, and/or retaining walls is to be done by others.
- All landscaping is to be done by others. Installation of pavement markings is by others.
- All bollards and fencing, if required, is to be done by others.
- Asphalt placed after October 31<sup>st</sup> is not covered by warranty.
- Quotation is valid for acceptance for 30 days from above date. Due to current volatility in the price of fuel and asphalt binder, pricing adjustments may be necessary beyond 30 days.

Thank you for the opportunity to bid on this project. If you have any questions or concerns, please contact the undersigned at (902) 698-3414 (cell), or areid@dexter.ca.

Regards,  
**Dexter Construction Company Limited**

Alyssa Reid  
Estimator

**To accept this quote please sign, date and return. This will authorize us to proceed in accordance with this quotation and the terms and conditions noted.**

Acceptance: \_\_\_\_\_ Date: \_\_\_\_\_



Dexter Construction Company Limited

# Quotation

**Dexter Construction Company Limited**  
17 Standard Paving Road  
Wolfville, Nova Scotia B4P 2R2  
Phone: (902) 542-9090  
Fax: (902) 542-2539

## E24-1294C

<b>Client:</b>	Rikjak Construction Ltd. 39 Starr St, Lunenburg, NS, B0J 2C0	<b>Date:</b>	June 11, 2024
<b>Attention:</b>	Eugene Wentzell	<b>Phone No.:</b>	(902) 634-4141
<b>E-Mail:</b>	eugenewentzell@gmail.com	<b>Fax No.:</b>	
<b>Project:</b>	Barrington Recreation Centre Addition – Shared Parking Lot		
<b>Location:</b>	14 Park Lane, Sherose, NS		

We are pleased to quote you the following Lump Sum Price based on the scope below. If any alterations are requested then corresponding price adjustments will be required:

### LUMP SUM PRICE

**\$ 135,000.00 + HST**

#### The above price includes the following scope of work:

- To fine grade and re-compact Type 1 gravels over a total area of approximately 2,275 square meters that have been supplied, placed, and compacted to design grade by others.
- To supply, place, and compact hot mix asphalt in new asphalt areas at an average compacted thickness of 75mm. Asphalt to be placed in one lift.

#### Notes & Exclusions:

- Price is based on completing the noted work during the 2024 construction season. If any work is to be completed in 2025 or later, pricing adjustments will be necessary.
- Price is conditional upon Dexter being awarded work quoted under E24-1264A for central parking and concrete work.
- No allowance has been made for winter heat or work being done during excessively wet conditions or during spring weight restrictions.
- If any work is required and or completed over and above the noted scope, it will be deemed extra to the contract.
- Additional costs due to handling, disposal and replacement of contaminated soil will be extra to the contract.
- Rock excavation, rock breaking, frost breaking, and subsequent replacement of unsuitable material is excluded.
- Survey is for Dexter's work only.
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- Dexter not responsible for settlement of work due to unsuitable sub-grade prepared by others.
- Any materials and compaction testing, if required, is by others.
- Any work related to concrete ramps, stairs, and/or retaining walls is to be done by others.
- All landscaping is to be done by others. Installation of pavement markings are by others.
- All bollards and fencing, if required, is to be done by others.
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Thank you for the opportunity to bid on this project. If you have any questions or concerns, please contact the undersigned at (902) 698-3414 (cell), or areid@dexter.ca.

Regards,

**Dexter Construction Company Limited**

Alyssa Reid  
Estimator

**To accept this quote please sign, date and return. This will authorize us to proceed in accordance with this quotation and the terms and conditions noted.**

Acceptance: \_\_\_\_\_ Date: \_\_\_\_\_

**MUNICIPALITY OF THE DISTRICT OF BARRINGTON**  
**Swimming Pool Facility Condition Assessment**



**Request for Proposals Specifications**

**RFP No. MODB2405**

**Issued: July 15, 2024**

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DRAFT

### **Part 1 – Summary**

The Municipality of Barrington (“Municipality”) is requesting proposals from qualified and experienced professional consultants with backgrounds in aquatics, recreation, architecture, engineering and similar professions to provide services related to a comprehensive condition assessment of the municipal outdoor pool facility.

The intent of this this request for proposal is to retain a firm/consultant to develop a report that will assist the Municipality and community stakeholders understand the physical condition and life expectancy of the facility in order to explore options to sustain the physical integrity of the asset, the feasibility and cost of enclosing the pool and plan for the future.

### **Part 2 – Community Overview**

The Municipality of Barrington is located in the southwestern region of Nova Scotia. The Municipality was incorporated in 1879 and currently has a population of approximately 6,523.

The Municipality provides general government services including police, fire, public works, planning and community development and various recreational services including an outdoor pool facility.

The outdoor swimming pool facility includes an 82-foot-long by 28-foot-wide heated swimming pool, associated mechanical, filtration and chemical treatment systems, a small office, a pool deck and surrounding area and change rooms, showers and washrooms that are shared with the attached arena. The shallow end of the pool is 20 feet x 28 feet and is 2 ½ feet deep. The pool then slopes down to a depth of 5 ½ feet over the next 20 feet. The deep end is 42 feet x 28 feet.

The swimming pool operates through the months of June, July and August; 7 days a week from 8:30 am – 7pm daily. Services include swimming lessons, public swims, seniors swims, private rentals, lifesaving skills development, aquacise, and other specialty programming. The pool also supports other summer recreation programming and provides a swim opportunity to participants daily.

### **Part 3 – Scope of Services**

The goal of this condition assessment is to provide information on the current condition of the existing pool, its mechanical, electrical and plumbing (MEP) systems, its support facilities such as, but not limited to, the pool decks, and equipment building, its compliance with accessibility standards, and the necessary information for the Municipality to determine its options and potential next steps.

1. Facility Evaluation
  - a. Conduct a kickoff meeting with CAO, Director of Public Works, Director of Recreation, and pool staff to discuss the goals of the project, timeline, and parameters of project.
  - b. Conduct one (1) input meeting with pool staff members to gain insights to conditions, challenges, concerns and expectations.

- c. Collect and review available existing information including available plans, studies, reports, aerial photos, maps and other information.
  - d. Evaluate the existing construction, structural and mechanical/electrical systems with an analysis of such problems that might exist in the buildings that shall require long- or short-term attention.
  - e. Review facility for conformance with accessibility standards, fire and safety compliance regulations and solutions, if applicable.
  - f. Evaluate all major facility systems and rate based on overall integrity, probable useful life and need of replacement. Systems and equipment shall be rated using evaluation criteria that includes present overall condition, age, effectiveness, efficiency, safety, code compliance as per year constructed, spare capacity, and availability of spare parts.
2. Facility Condition Assessment
- a. Prepare an assessment of the pool facility that will include, but not be limited to, the following:
    - i. Written condition analysis for each facility component; and
    - ii. Findings based on the condition of each facility component; and
    - iii. Recommendations on repairing, maintaining, or replacing each facility component; and
    - iv. Capital budgets for each recommendation. These budgets must be reported in a manner so the decision-makers can consider priorities and potential phasing.
3. Enclosure Feasibility Assessment:
- a. Assess the current facility's ability to support an enclosure of any kind (those that protect from the elements to more robust enclosures that allow for winter use) and identify necessary modifications or reinforcements.
  - b. Explore potential enclosure designs, recommend suitable materials, and analyze their impact on pool aesthetics and functionality.
  - c. Evaluate the impact on existing heating, cooling, and ventilation systems, recommending necessary upgrades for proper climate control.
  - d. Assess the need for new mechanical and ventilation systems required to support an enclosure, especially those allowing for year-round use.
  - e. Provide detailed cost estimates for each enclosure option, comparing costs and identifying potential funding sources.
  - f. Assess the impact on facility operations and potential benefits such as extended swimming seasons and increased usage, as well as challenges in scheduling and staffing.
  - g. Summarize findings, provide recommendations for viable enclosure options, and outline the next steps for project implementation.

4. Presentation of Facility Condition Assessment
  - a. Conduct one (1) meeting with the CAO, Director of Public Works and Director of Recreation at the end of the facility condition assessment to present draft findings and recommendations.
  - b. Attend one (1) Committee of the Whole Council meeting in person to present final facility condition assessment report.

#### **Part 4 – Proposal Instructions**

Proposals must be submitted electronically to Chris Frotten at [cfrotten@barringtonmunicipality.com](mailto:cfrotten@barringtonmunicipality.com) no later than 2:00 p.m., local time, on Thursday, August 8, 2024.

Proposals should be submitted in electronic format, preferably as PDF documents, to ensure consistency and ease of review. Any supplementary materials or supporting documents should be clearly labeled and included as part of the submission package.

Proposers should direct any inquiries or requests for clarification regarding the RFP to the same contact person. This ensures that all proposers have access to the same information and that any questions are addressed promptly and transparently.

Proposers are responsible for ensuring the completeness and accuracy of their submissions. Any discrepancies or omissions may impact the evaluation of the proposal and could result in disqualification. Therefore, proposers should carefully review and double-check their submissions before finalizing and submitting them.

#### **Part 5 – Proposal Requirements**

Each respondent submitting a proposal must provide the following information:

1. **Firm Profile:** Name, Address, Contact Person, Telephone No., Email and Web Address, General Background, and Service Offerings.
2. **Project Team:** Description of the roles of each designated team leader assigned to the project; resume of project team members; Resumes of “sub” contributors/consultants/contractors including project related experience and individual team members.
3. **Relevant Project Experience:** Experience in pool/aquatic facility condition assessments; examples of related projects completed by firm, description of creative samples used in development of a pool/aquatic facility condition assessment, description of scope and size of completed pool/aquatic projects with other public agencies.
4. **Approach & Methodology:** Description of the approach the firm will be using to meet the expectations of the pool facility condition assessment and what the desired outcome of the

approach will result. Include examples of tools, approaches and inspection methodologies that your firm may use to complete the assessment.

5. **Timeline:** Clear timeline should be provided, outlining key milestones from the proposal submission to the completion of the assessment.
6. **Cost Proposal:** Detailed cost proposal with a breakdown of the fees to perform the work outlined as described in Part 4, Scope of Services.
7. **References:** Minimum of three (3) references of similar projects.

**Part 6 – Evaluation Criteria**

Each proposal will be reviewed and scored by an evaluation committee based on the criteria outlined below. The maximum score a proposal can receive is 100 points. The proposals with the highest scores will be shortlisted for further consideration. The evaluation committee may request additional information or conduct interviews with the top-ranked firms to make a final selection.

Category	Points
<p>Project Understanding</p> <ul style="list-style-type: none"> <li>▪ Demonstrated understanding of the project objectives and requirements.</li> <li>▪ Insight into the potential challenges and considerations specific to this project.</li> <li>▪ Ability to articulate a clear vision for how the assessment will be conducted and how the findings will be utilized.</li> <li>▪ Explanation of how the firm will ensure minimal disruption to the facility’s operation during the assessment.</li> </ul>	15
<p>Experience and Qualifications</p> <ul style="list-style-type: none"> <li>▪ Demonstrated experience in conducting similar swimming pool condition assessments.</li> <li>▪ Qualifications, certifications, and experience of key personnel who will be assigned to the project.</li> <li>▪ Proven track record of successful completion of projects of similar scope and complexity.</li> <li>▪ Availability of resources and capacity to complete the project within the specified timeline.</li> </ul>	30
<p>Proposed Approach &amp; Methodology</p> <ul style="list-style-type: none"> <li>▪ Clarity and comprehensiveness of the proposed approach to conducting the assessment.</li> <li>▪ Methodology for conducting visual inspections, mechanical systems assessments, water quality analysis, compliance and safety audits, and enclosure feasibility assessment.</li> <li>▪ Detailed description of the tools and techniques to be used.</li> </ul>	15

Schedule	10
<ul style="list-style-type: none"><li>Proposed timeline and milestones for completing the project.</li></ul>	
Pricing	30
<ul style="list-style-type: none"><li>Detailed breakdown of costs, including labor, materials, and any additional expenses.</li><li>Cost competitiveness compared to other proposals.</li><li>Transparency and justification of the proposed budget.</li><li>Fee structure (fixed fee, hourly rates, etc.) and payment terms.</li></ul>	

### Part 7 – Inquiries

Please direct all inquiries concerning this RFP to:

Chris Frotten, Chief Administrative Officer  
PO Box 100  
Barrington, NS  
B0W 1E0  
Telephone: 902-637-2015  
Email: [cfrotten@barringtonmunicipality.com](mailto:cfrotten@barringtonmunicipality.com)

### Part 8 – Public Record

Proposals received will become the property of the Municipality. All responses are subject to public disclosure under Nova Scotia’s Freedom of Information and Protection of Privacy Act. The Municipality recognizes that respondents must submit financial information that it may deem confidential and proprietary to comply with the requirements of this solicitation. To the extent permissible by law, the Municipality agrees to keep confidential any confidential proprietary information included in a response, provided that (1) the respondent identifies the confidential proprietary portions of the response, (2) the respondent identifies as confidential and proprietary only those portions of the submittal that are confidential and proprietary, and (3) the respondent states why protection is necessary. Respondents shall not designate their entire response as confidential and proprietary, nor shall they so designate information that is already public.

### Part 9 – RFP Addenda

The Municipality may determine it is necessary to revise any part of this Request for Proposals. Revisions will be made by written addenda and it is the Proposer’s responsibility to understand and comply with

any addenda to this solicitation. Addenda will be posted on the Nova Scotia Tender Notices webpage at <https://procurement.novascotia.ca/ns-tenders.aspx>.

### **Part 10 – Privilege Clause**

The Municipality does not bind itself to accept any proposal but may accept any proposal, in whole or in part, or discuss with any proposer different or additional terms to those described in this RFP. The Municipality may:

- a) cancel the Proposal at any time;
- b) reject any or all Proposals;
- c) accept any Proposals;
- d) if only one Proposal is received, choose to accept, or reject it;
- e) choose not to accept the lowest offer price;
- f) reject any Proposals that, in its sole discretion, are not in its best interest to accept; and
- g) alter the schedule, RFP process or any other aspect of the RFP as it may determine in its sole and absolute discretion.

If the Municipality elects to reject all Proposals it may, in its sole discretion and in addition to any other recourse it may choose, call for additional tenders or re-request all or part of the work, all without incurring any liability and no proponent will have any claim against the Municipality as a consequence.

The Municipality reserves the right to waive any formality, informality, technicality, or non-compliance in any Proposal.

In evaluating Proposals, the Municipality reserves the right to consider, among other things, the greatest value for money based on quality, service, price, experience, and local preference. The Municipality reserves the exclusive right to determine the qualitative aspects of all Proposals relative to evaluation criteria and to rely on any evaluation criteria which, in its sole discretion, it considers to be in its best interest.

The Municipality is not liable for any costs associated with responding to the RFP.

The proposer, in submitting a Proposal, has accepted the privileges and reservations of rights set out herein and agrees to be bound by same.