



REQUEST FOR PROPOSALS

Municipality of the District of Clare

Purchase and Use of the Former Saint-Albert Elementary School

December 7, 2018

Request for Proposals

Municipality of the District of Clare Purchase and Use of the Former Saint-Albert Elementary School

1. MUNICIPAL PROFILE

Settled in 1768 and incorporated in 1879, the Municipality of the District of Clare (“the Municipality”) remains Nova Scotia’s only municipal unit to conduct its business and offer its services in both official languages. With a land area of roughly 852.55 km² and boasting a population of approximately 8,000 residents, the Municipality is governed by an eight-member council, with Ronnie LeBlanc as its Warden and Stéphane Cyr as its Chief Administrative Officer.

Historically, the Municipality’s economy has been driven by both the fishery and forestry sectors. While still solidly anchored in the fishery sector (lobster, scallops, ground fish), the region’s economy has grown to include other resource-based industries (i.e. agriculture), manufacturing, retail trade, healthcare and social services, and education.

The Municipality is home to some 150 small- and medium-sized businesses, with its largest employers being Riverside Lobster International Inc., Comeau’s Sea Foods Ltd., A.F. Theriault & Son Ltd., Université Sainte-Anne and Villa Acadienne. Key economic attributes include a bilingual labour pool, competitive labour costs, local access to specialized training, proximity to deep-sea ports and the US marketplace, and low-cost housing.

In terms of its financial position, the Municipality’s audited financial statements for the year ending March 31, 2018 show a liquid and financially stable organization with \$7,172,622 in revenue, an annual surplus of \$778,703 and net financial assets of \$2,327,748.

2. INTRODUCTION

2.1 - Objective:

The Municipality of the District of Clare (hereafter referred to as “the Municipality”) is inviting proposals for the purchase and use of the former Saint-Albert Elementary School, with a preference given to the provision of long-term socioeconomic benefits to the local community and the Municipality as a whole.

2.2 - Overview:

The Municipality has declared the former Saint-Albert Elementary School surplus and will dispose of the property in accordance with the Municipal Government Act. This property will be sold as is where is.

The buildings (P.I.D. 30101398) which housed the former Saint-Albert Elementary School is being offered for sale by the Municipality with the intention that the property be developed for use with demonstrable benefit to the local community and the Municipality as a whole.

Proponents shall be responsible for ensuring that the proposed use conforms with current and future bylaws and in the event it does not, the Proponent shall be solely responsible for making application to allow for the proposed use.

3. GENERAL CONDITIONS

3.1 – Existing Conditions:

- The property is offered in a strictly “as is where is” condition.
- Each Proponent must satisfy itself as to the exact nature and existing conditions of the buildings identified in **Appendix A – Building Details**. Failure to do so will not relieve the Proponent of their obligation to carry out the provisions of any contract arising from this RFP process.
- The Municipality makes no representation or warranties with regards to the condition of the property or its suitability for any particular purpose. In particular, but not limited to, the Municipality makes no representation with regards to the environmental condition of the property or the existence of any hazardous materials located on or about the property.

- The Municipality shall be responsible for the cost of migrating the property to the land registration system.
- No plea of ignorance as a result of failure to make all necessary examinations will be accepted as the basis for any claims for compensation or an extension of time.
- Transfer of the property will carry restrictive covenants and be subject to the approval of the Municipal Council. Failure to abide by the restrictive covenants will result in the land reverting back to the Municipality and will include a right of first refusal in any eventual resale of the land.

3.2 – Proposal Format:

- Proposals shall be inclusive of all materials intended to be considered and evaluated as part of the Proposal.
- Proposals shall adhere to the proposal guidelines as defined in Part 4 – Proposal Guidelines.
- Proposals shall be clear and concise, foregoing any information not directly related to the work as outlined herein.
- Proposals shall clearly identify any relevant professional qualifications of the Proponent.
- All prices shall be in Canadian dollars.
- Proposals shall clearly identify the Proponent’s principal contact.
- Proposals must provide enough detail to clearly demonstrate how the Proponent’s resources, staff, and experience best serve the Municipality’s interests.
- Proposals shall not include hyperlinks to additional material intended to form part of the submission.
- Proposals shall not include unnecessary or elaborate brochures or other presentations save those necessary to form a complete submission.

3.3 – Evaluation of Proposals:

Proposals will be reviewed based on, but not limited to, the following areas:

- Qualifications and experience
- Socioeconomic impact on the local community and the Municipality as a whole
- Proposed start date and time to completion

Proponents may be contacted during the evaluation stage for clarification or further inquiries.

The Municipality may, at its sole discretion, take into account other considerations deemed to be in the best interest of this exercise

4. PROPOSAL GUIDELINES

4.1 – General Information:

The Proposal shall provide a detailed overview of the Proponent’s business or organization and their plans for the property. This overview must include information on any staff, equipment, materials, or other considerations which position the Proponent advantageously to develop the property.

4.2 – Timeline for Development:

The Proposal shall clearly indicate the Proponent’s projected timeline for development of the property. The Municipality will give preference to those proposals which see the property developed and returned to use within a clearly defined timeframe.

4.3 – Intended Use:

The Proposal shall contain a business plan for the intended use or at a minimum a detailed plan of use statement.

4.4 – Value to the Community:

The Proposal shall indicate what value the proposed use of the property will bring to the community with a preference given to those proposals offering direct socioeconomic benefits to the community and the Municipality as a whole.

Proposals failing to adhere to these guidelines will not receive further consideration.

5. INQUIRIES and ADDENDA

Clarification of terms and conditions regarding the RFP document, the RFP process and all other inquiries shall be directed by email to:

Stéphane Cyr
Chief Administrative Officer
Municipality of the District of Clare
E-mail: cao@munclare.ca

It is the sole responsibility of potential proponents to check the following website to ensure that all available information, including any addenda issued, has been received prior to submitting a proposal: <http://novascotia.ca/tenders/home.aspx>

The decision to issue or not issue an addendum is entirely at the sole discretion of the Municipality. Any addendum will be incorporated into and become part of the RFP document. No amendment of any kind to the RFP is effective unless it is contained in a written addendum issued by the Municipality.

The deadline for inquiries concerning this RFP is 12:00pm (AST) on January 31, 2019. The Municipality reserves the right not to respond to inquiries received after this deadline.

6. SUBMISSION DETAILS

Proposals must be received by January 31, 2019 at 3:00 pm.

Proposals can be sent electronically (PDF format) to the attention of:

Stéphane Cyr
Chief Administrative Officer
Municipality of the District of Clare
E-mail: cao@munclare.ca

Proponents wishing to use mail or courier delivery services should address their proposal to:

RFP - Purchase and Use of the Former Saint-Albert Elementary School
Attn: Stéphane Cyr, CAO
1185 Highway 1
Little Brook, NS B0W 1Z0

Those interested in viewing the property in preparation of submitting a bid are asked to communicate with Gary Sullivan, Building Inspector, at (902) 769-2031 or via email at gsullivan@munclare.ca

Please note:

- The Municipality reserves the right, at its sole discretion, to accept or reject any or all proposals.
- A confirmation email of receipt must be obtained from the Municipality by the respondent otherwise, the proposal has not been received.
- Amendments to a proposal may be submitted electronically prior to the closing time, marked with the Proponent's name and the RFP title and number. Proposals already delivered may be withdrawn by written notice only, provided such notice is received at the office prior to closing time.
- All costs associated with the preparation and submission of the Proposal, including any costs incurred by the Proponent after closing time, will be borne solely by the Proponent.
- By submitting a proposal, the Proponent acknowledges and agrees that the Municipality will not be responsible for any costs, expenses, losses, damages (including damages for loss of anticipated profit) or liabilities incurred by the Proponent as a result of submitting a proposal.
- All proposals shall be valid for acceptance for a period of not less than sixty (60) days from the closing date unless withdrawn prior to the closing date or such additional time as may be mutually agreed upon in writing.



APPENDIX A – BUILDING DETAILS

Saint-Albert Elementary School	
PID	30101398
Address	5155, Highway 1, Salmon River NS
Area	7.0 Acres +/-
Assessed Value	\$806,900
Year Built	1961
Square Footage of Buildings	15,300 square feet +/-
Condition	As is, where is
Contents	As is, where is



Coordinate Table (imperial)				
Point	Northing	Easting	Description	Type
A	16,015,788.19'	83,223,654.57'	S.M.(pl.)	grid
226101	16,016,553.89'	83,223,372.84'	N.S.H.P.N. (used)	grid

Coordinate System Information			
Horizontal Datum:	NAD83 (CSRS)	Epoch:	2010.0
Vertical Datum:	Canadian Geodetic Vertical Datum 2013 (CGVD2013)		
Projection:	3° MTM	Zone:	5
Combined Scale Factor at point A: 1.000119			
GNSS Survey type:	NRTK	Source:	CanNet



N.S.H.P.N. #226101
N.16,016,553.89'
E.83,223,372.84'
[NAD83(CSRS), published 2016-01-17]
[2010.0 - Epoch of adjustment]

[see plan noted in 5(0.)]

road boundary (Trunk 1) as by the plan noted in 5(A.)

P.I.D. #30101349
[see plan noted in 5(C.)]
Richard Charles Carbonnier
Doc. #101035005

Lot MC-1
(see scale)
Area = 7.0 Acres
P.I.D. #30101288
[see plan noted in 5(A.)]
Municipality of the District of Clare
Book: 282, Page: 13

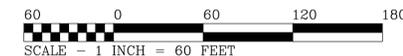
Lot 1A
(see plan noted in 5(C.1))
P.I.D. #30101414
Dwayne G. Weller
Book: 340, Page: 88
(lot & 2nd described lot)

P.I.D. #30101349
[see plan noted in 5(C.1)]
Formerly Marshland of
Paul M. Deveau
(169/213)
Now Lands of
Richard Charles Carbonnier
Doc. #101035005

- NOTES:**
- ALL GRID BEARINGS SHOWN HEREON WERE DERIVED FROM THE NOVA SCOTIA COORDINATE REFERENCING SYSTEM BASED ON THE NOVA SCOTIA 3° MODIFIED TRANSVERSE MERCATOR PROJECTION, ZONE 5, CENTRAL MERIDIAN 64°-30' WEST LONGITUDE. THE HORIZONTAL REFERENCE FRAME USED HEREON IS BASED ON THE NORTH AMERICAN DATUM OF 1983 (CSRS), EPOCH 2010.0 (G.N.S.S. OBSERVATIONS).
 - ALL DISTANCES SHOWN ARE GROUND DISTANCES UNLESS OTHERWISE STATED. GRID DISTANCES MAY BE DETERMINED BY MULTIPLYING THE GROUND DISTANCES BY A COMBINED SCALE FACTOR OF 1.000119 (AT POINT A).
 - ALL SURVEYED BOUNDARIES WERE BRUSHED OUT, BLAZED AND PAINTED RED (WHERE APPLICABLE) AT THE TIME OF SURVEY AND RED WOODEN STAKES WERE SET NEAR ALL SURVEY MARKERS.
 - ALL FIELD TRAVERSES ARE UNADJUSTED.
 - DURING THE COURSE OF THIS SURVEY, REFERENCE WAS MADE TO THE FOLLOWING SURVEY PLANS:
 - A PLAN PREPARED BY K.G. LOMBARD, N.S.L.S., DATED MARCH 15, 2002 AND NUMBERED 020103.
 - A PLAN PREPARED BY E.B. HALL, N.S.L.S., DATED JUNE 12, 2012, NUMBERED D6773-11 AND FILED AS PLAN #100893875 AT THE L.R.O.
 - A SKETCH PREPARED BY E.B. HALL, N.S.L.S., DATED JUNE 14, 2012 AND NUMBERED D6811-12.
 - A PLAN PREPARED BY E.B. HALL, N.S.L.S., DATED JULY 16, 2012 AND NUMBERED D6817-12.
 - BUILDING TIES ARE FROM THE FINISHED SURFACE OF STRUCTURE.
 - LOT IDENTIFIER MC-1 ORIGINATES WITH THIS PLAN OF SURVEY AND IS FOR IDENTIFICATION PURPOSES ONLY.
 - NATURAL FEATURES WERE DETERMINED BY G.N.S.S. OBSERVATIONS.

LEGEND:

SURVEY MARKER	S.M. ●
CALCULATED POINT	C.P. ○
IRON BAR	I.B. ●
IRON PIPE	I.P. ⊙
NOVA SCOTIA HIGH PRECISION NETWORK MONUMENT	N.S.H.P.N. △
LOW AREA	—
UTILITY POLE	U.P. ⊕
GUY WIRE	—
PLACED	(pl.)
FOUND	(fd.)
CALCULATED	(c.)
N.S. PROPERTY IDENTIFICATION NUMBER	P.I.D. #00000000
NORTHING / EASTING	N. / E.
BOOK & PAGE	book #/page #
DOCUMENT	Doc. #
ORDINARY HIGH WATER MARK	O.H.W.M.
GLOBAL NAVIGATION SATELLITE SYSTEM	G.N.S.S.
RIGHT OF WAY	R-O-W
ENCROACHMENT	(E.)
LAND REGISTRATION OFFICE	L.R.O.
EVERETT B. HALL, N.S.L.S.	#323
KEVIN G. LOMBARD, N.S.L.S.	#613
OVERHEAD UTILITY LINES	—
BOUNDARY DEALT WITH BY THIS PLAN	—
OTHER BOUNDARY	—
EDGE OF GRAVEL	—
TIE LINES	—
CENTRE LINE	—
NOT TO SCALE	—
BARBED WIRE FENCE	—
WOODEN FENCE	—
CHAIN LINK FENCE	—
STONEWALL	—
BUILDING	—
PAVEMENT	—
EVERETT B. HALL, N.S.L.S.	#323
KEVIN G. LOMBARD, N.S.L.S.	#613



CLOSURE OF SURVEY: 1/28,400
FIELD BOOK: FB-70, PAGE 37 & FB-73, PAGES 38-40, 55-56
FIELD SURVEYS WERE CARRIED OUT DURING THE PERIOD OF JULY 25 TO AUGUST 16, 2018.

PLAN OF SURVEY OF
LOT MC-1
LANDS OF
MUNICIPALITY OF THE DISTRICT OF CLARE
LOCATED AT
CIVIC #5155 TRUNK #1, SALMON RIVER,
DIGBY COUNTY, NOVA SCOTIA
DRAFTED BY TAYLER F. SMITH ON AUGUST 21-24, 2018.

SCALE - 1 INCH = 60 FEET

CHECKED BY: M.S.D.



SURVEYOR'S CERTIFICATE

I, Michael S. Doucette, Nova Scotia Land Surveyor, hereby certify that the survey represented by this plan was conducted under my supervision and that the survey and plan were made in accordance with the Land Surveyors Act, regulations and standards made there under.

Dated this 26th day of August, 2018

Michael S. Doucette N.S.L.S.

SURVEY PLAN #076AD2018

Acker & Doucette Surveying Inc.
Nova Scotia Land Surveyors & Professional Engineers

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Nova Scotia, B0W 3M0
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fax: (902) 648-0185
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