



REQUEST FOR PROPOSALS

Municipality of the District of Clare

Detailed Design – Clare Health Centre Expansion

November 4, 2021

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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 8,018 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 fisheries and forestry sectors. While still solidly anchored in the fishery (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 business, with its largest employers being Riverside Lobster International Inc., Comeau’s Sea Foods Ltd., A.F. Thériault & 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, 2021, show a liquid and financially stable organization with \$8,750,036 in revenue, an annual surplus of \$638,948 and net financial assets of \$3,654,993.

2. OVERVIEW OF CLARE HEALTH CENTRE

The Municipality of the District of Clare is committed to the provision of quality primary care services in both official languages, as a means of fostering community vitality. The Clare Health Centre is a testament to this commitment.

In response to the growing concerns expressed by area residents surrounding the future of health care and the provision of local primary care in both official languages, municipal council, private sector leaders and key community stakeholders came together to build a modern health centre. The Clare Health Centre opened its doors in 2008 and is fully owned and operated by the Municipality.



Presently, the Clare Health Centre boasts a collaborative practice team comprised of 6 physicians, 1 nurse practitioner (NSHA employee), and 1 family practice nurse (NSHA employee), offering a variety of primary care services in both official languages. These services are supported by municipal employees including:

- 1.0 FTE Manager
- 4.0 FTE Office Administrative Positions
- 1.0 FTE Patient Attendant
- 1.0 Casual Office Administrative Position
- 3.0 Casual Patient Attendants
- 2.0 Casual Janitors

Much to their credit, the Centre's physicians also provide prenatal care, obstetric services, emergency coverage and operating room assists at the Yarmouth Regional Hospital. Furthermore, they are actively engaged with medical students, providing guidance and support through numerous activities and as primary preceptors for the family medicine residents in the Longitudinal Family Medicine Residency Program.

The lower level of the Clare Health Centre currently houses many Nova Scotia Health Authority (NSHA) services including Public Health, Mental Health/Addictions and Continuing Care.

Primary Care Population Demographics:

- Approximately 8,700 active primary care clients
- The Centre's physicians make regular visits to all the nursing homes and resident homes in the Municipality of the District of Clare
- On-call services are currently offered on Monday to Saturday for all clients of the Clare Health Centre as well as orphan patients of both the Municipality and surrounding communities. The average number of patients availing themselves of these on-call services is 30-35 per weekday and varies between 15-20 on the weekend (Saturday).



Satellite Clinics and Other Services:

Numerous health care providers routinely use the Centre's facilities to see clients from the region. These include the following services:

- Lab Collection
- The Digby Diabetes Centre
- Outpatient Nutritionist
- Cardiovascular Clinic
- Amplifon Hearing Clinic
- Telehealth Unit (i.e., NS Rehabilitation Centre)

The ability of the Clare Health Centre to consistently accommodate these services has greatly contributed to reducing client travel time and facilitating access to primary care providers.

Other Services provided from the Clare Health Centre:

The following care services are also provided to area residents from the Clare Health Centre:

- Well Woman Visits
- Well Baby Visits
- Mirena Insertions
- Minor Surgery and Suturing
- Marine Medicals
- ABI Testing
- Memory Testing
- Lifestyle Coaching
- 24-hour Blood Pressure Monitoring
- Biopsies
- Driver Medicals
- Liquid Nitrogen Treatment
- Ear Wax Removal
- Yearly Flu Vaccine Clinic

3. PROJECT DESCRIPTION

The Clare Health Centre was established for the sole purpose of increasing access to primary care for Nova Scotians.

Since the Centre's inception in 2008, the Municipality has soundly demonstrated the necessary project management experience, technical expertise, and financial resources to successfully implement this project and ensure its continued operations. Case and point, the Municipality is regularly cited by MLAs and staff of both the Nova Scotia Department of Health and Wellness and the Nova Scotia Health Authority as a best practices model for community health centres and the delivery of primary care services.

Now in 2021, the Municipality remains steadfast in its commitment to the delivery of primary care services in both official languages and is actively seeking to grow its existing family practice team to include additional physicians and other health care professionals. This position is shared wholeheartedly by the Centre's current team of physicians. To this end, the Municipality will be welcoming 6 residents at the Centre in July 2022 and has 3 new bilingual physicians eager to commence their practices at the Centre in July 2022.

Having determined that a simple redistribution of the existing space available to physicians is not feasible or in the best interest of the Centre's operations, the Municipality is looking at a physical expansion of the Centre to accommodate for the growth of its family practice team. This expansion will also allow the Municipality to further enhance the Centre's capacity as a bilingual learning institution, offering Acadian and francophone medical students the opportunity to

further their careers in French in Nova Scotia.

Attached for review are the upper-level and lower-level floor plans of the Clare Health Centre. Detailed building plans of the existing structure can be viewed at the municipal office located at 1185 Little Brook NS by emailing Daniel Gaudet, Senior Building Official, (building2@munclare.ca) for an appointment.

The proposed two-storey expansion will be offset off the west corner of the existing structure. The upper level will allow for a minimum of 4 new doctors offices, complete with two exam rooms per office, thus mirroring the current primary care delivery model employed at the Centre. The bottom floor will be a combination of multi-use space / office space, to further the Municipality's ongoing doctor recruitment efforts and/or bolster its current service offerings.

The chosen design will comply to the Accessibility Act of Nova Scotia in terms of its commitment to inclusion and accessibility. To this end, the inclusion of an elevator may be considered.

While the Municipality has yet to engage the services of a qualified architectural / engineering firm to design the plans for this expansion, it anticipates the cost of said expansion to be in the range of \$1,500,000 - \$2,000,000.

4. SCOPE OF WORK

The Municipality wishes to contract the services of a qualified architectural / engineering firm to carry out the following:

1. Topographical Survey / Data Collection:

- Collect existing information on the site including record drawings, mapping, design plans, etc.
- Complete onsite topographical survey of the site using GPS, for use to develop a base plan for design.
- Prepare a base plan of existing conditions (roads, ditches, utility poles, driveways, drainage infrastructure, landscaping, water, sewer, etc.).

2. Design Plans

- Prepare detailed design plans/profiles for the proposed expansion (complete with detail sheets).
- Complete specifications and tender forms in accordance with the National Building Code of Canada and the Accessibility Act of Nova Scotia.
- Prepare a construction cost estimate.

3. **Tender Phase Services**

- Provide services during the tender phase, including responding to inquiries and possibly issuing addenda.
- Hold an onsite bidders brief.
- Review the tenders and make a recommendation for award to the Municipality.
- Collate the addenda (if any) and re-issue the plans for construction.

4. **Construction Phase Services**

- Hold a construction kick-off meeting at the Municipal Office including agenda and minutes.
- Provide full-time inspection services for the duration of construction including construction oversight, quantity measurements, review of contractor progress claims, answering of contractor questions and troubleshooting.
- Collect record information (“as-built” information) and produce record drawings.
- Respond to requests for information and issue site instructions and contemplated change orders.
- Prior to Substantial Completion, carry out a deficiency inspection.
- Carry out a follow-up site review for Total Completion, once all the deficiencies are addressed, at the end of the warranty period for the construction works.

5. **REPORTING**

The Municipality will be the contracting agency for this project and expects to be kept apprised of its progress. To that end, the chosen firm will liaise regularly with both the Municipality’s Chief Administrative Officer, its Senior Building Official, and the Clare Health Centre Manager throughout the completion of this engagement.

6. **PROPOSAL SUBMISSIONS**

All proposals submitted in response to this Request for Proposals must contain the following:

- The name and coordinates of the firm, including those of the contact person for this project.
- A biography of the project lead and all other team members (if applicable) including name, qualifications, and relevant experience.
- A detailed description of the methodology to be employed in completing the proposed engagement.
- A schedule of fees and expenses, including the rates of remuneration for individual team members and the estimated amount of time each member will devote to the project.
- A proposed timeline for completion of the project.
- A signed statement by the proponent acknowledging their understanding of the scope of this assignment.

Proposals must be easy to read and void of irrelevant information, complicated language, abbreviations, and uncommon terms.

7. EVALUATION PROCESS

The evaluation process will be carried out by the Municipality and will take into consideration the following:

- Proponent qualifications
- Experience with similar engagements
- Ability to adhere to stated project timelines
- Proposed budget

Proponents may be contacted during the evaluation stage for clarification and/or further inquiries. Please note, the proposal with the lowest bid will not necessarily be accepted. The Municipality may take into account other considerations deemed to be in the best interest of this exercise.

8. 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

A site visit for prospective bidders will be held on Saturday, November 13, 2021, at 1:00 pm. Those wishing to participate are asked to register beforehand by email with Daniel Gaudet, Senior Building Official (building2@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 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 12:00 p.m. (AST) on November 29, 2021. The Municipality reserves the right not to respond to inquiries received after this deadline.

9. SUBMISSION DETAILS

Proposals must be received by November 29, 2021, at 3:00 p.m.

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

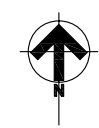
The Municipality reserves the right to accept or reject any or all proposals.

A confirmation email of receipt must be obtained from the Municipality by the respondent otherwise, the proposal has not been received.

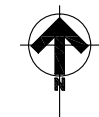
Amendments to a proposal may be submitted electronically prior to the closing time, marked with the proponent's name and the RFP title and number. Proposals already delivered may be withdrawn by written notice only, provided such notice is received at the office prior to closing time.

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, damaged (including damages for loss of anticipated profit) or liabilities incurred by the proponent as a result of submitting a proposal.



CLARE MEDICAL CENTRE
Centre Médical de Clare
UPPER FLOOR PLAN



CLARE MEDICAL CENTRE
Centre Médical de Clare
 LOWER FLOOR PLAN