



Alderney Landing
Community Cultural Centre

RFP Strategic Project Planner



Prepared By

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Alderney Landing

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PROJECT OVERVIEW

Alderney Landing is seeking proposals for a Strategic Project Planner for a two-year contract position to achieve the following:

- Cultivating partner relationships and representing Alderney Landing in the process of developing a comprehensive re-imagined Master Concept Design Plan for The Dartmouth Waterfront. Partnerships will include Halifax Regional Municipality, Develop NS, Port of Halifax, CN, and Downtown Dartmouth.
- Contributing to, and guided by, the vision for the entire waterfront, develop a Reimagined Alderney Landing plan, which focuses on expanding and upgrading our current facilities.
- Develop the RFP for the architectural services to redesign Alderney Landing.
- Coordinate the detailed design with our permanent tenants and the architects.
- Manage the design process facilitating the involvement of our partners.
- Capture programmatic requirements for Alderney Landing and other key partners/ stakeholders as inputs.
- Ensure continual project advancement.
- Develop a construction mitigation plan.
- Develop and outline a phased project approach to allow core programming to continue during design and construction.
- Identify and work with the Facility Committee and the entire Board of Directors for Alderney Landing to identify funding sources and write the business cases to ensure three levels of government funding are secured.

Currently in progress at A.L. is an Economic Impact Assessment by Canmac and a brand for the re-imagined Alderney Landing by Up Communications.

We welcome proposals from qualified individuals and companies. **Proposal submissions are due by June 9th, 2022.**

*For the full proposed schedule, see below

ORGANIZATION BACKGROUND

Alderney Landing is a community cultural center, art gallery, market, events plaza, and theatre facility in Downtown Dartmouth, Nova Scotia. Alderney Landing opened in May 1999.

The theatre hosts many concerts, conventions, and other events. It is the home of Eastern Front Theatre, Tout simplement country television series, The African Nova Scotian Music Awards, and over a dozen local dance studios.

The lower level of Alderney Landing is home to two weekly markets: the Craig Art Gallery, Evan's Seafood Restaurant, Casaroma Wellness Centre, Meadowbrook Meat Market, Noggin's Corner, Port City Coffee, and an NSLC.

We have a large outdoor multi-use space called the Events Plaza, which can be used for outdoor concerts or festivals. There is a large stage built on one side of Alderney Landing facing the events plaza, with a permanent roof used for outdoor concerts, which can accommodate up to 8,000 people.

Alderney Landing hosts various outdoor events each year, including Canada Day Celebrations, Rib Fest, Buskers, Natal Day Events, Mother Goose Festival, Bluenose Ghosts Festival, Fire & Water Festival, and the Christkindlmarket.



VISION

Celebrated as a vibrant gathering place and the heart of a dynamic Dartmouth experience.

MISSION

Alderney Landing is a vital cultural and community gathering place that brings together the public with local artists, performers, farmers and vendors.

PROJECT BACKGROUND

As Alderney Landing approaches 25 years of being a cultural and community hub for Dartmouth and surrounding areas, we are beginning the process of imagining what our facility and the surrounding waterfront can look like for the next 25.

This project began with a strategic planning process. We engaged almost 1200 community members, stakeholders, and partners. We heard that Alderney Landing is a cultural and community hub for Dartmouth and plays a pivotal role in revitalizing Downtown Dartmouth. At the same time, there is a sense that it could be so much more than what it is today.

Stakeholders input identified the need to upgrade and modernize the facility and enhance the waterfront experience... and that is what we are going to do.

We are dreaming big! The upgrade and expansion of our facilities will centre on Alderney Landing, but opportunities may exist to collaborate with partner organizations to include the adjacent waterfront area. Alderney Landing serves as a centrepiece for the greater Dartmouth Waterfront. A successful project requires support from the community, all three levels of government, the private sector, industry partners, cultural organizations, current tenants and vendors, staff, and board members.

Alderney Landing will have approximately \$4 million in 2024 to leverage funding from all three levels of government.

BUDGET

Please specify if you have a preferred rate for not-for-profit organizations.

PROPOSAL ELEMENTS

Proposals should include the following elements (**Evaluation %**):

- Firm or Individual Information and Brief Description (**10%**)
- Project Approach and Key Staff/Qualifications (**25%**)
- Experience (examples of similar projects) if relevant (**25%**)
- Proposed Project Schedule and Timeline (**25%**)
- Cost Breakdown (**15%**)

SCOPE

Reporting to the Alderney Landing Executive Director, Facility Committee, and Board of Directors, the successful proponent will work with HRM, Develop NS, Port of Halifax, and other partners. The proponent will represent Alderney Landing during the development of a comprehensive Master Design Concept Plan for The Dartmouth Waterfront (led by HRM). This plan will help inform the new, re-imagined Alderney Landing transformation (led by the successful proponent). It will ensure a balanced, functional, connected, and integrated approach to the whole of the Dartmouth waterfront.

Specific Responsibilities include:

- Capturing programmatic requirements for Alderney Landing and communicating them to key partners/ stakeholders as inputs for the Master Concept Design Plan RFP.
- Facilitating project partners' participation to ensure continual project advancement.
- Working with the architectural consultants, devise a phased project approach for the Alderney Landing revitalization, allowing core programming to continue during construction.
- Assisting in the delivery of a comprehensive Master Concept Design Plan RFP for the Dartmouth Waterfront and leading a Detailed Re-Design Plan RFP for Alderney Landing. Regular status updates reporting to the Executive Director, Facilities Committee, and Board of Directors.
- Identifying funding opportunities and partnerships.

Specific deliverables include:

1 - Represent Alderney Landing in the development of the **Master Concept Design Plan RFP** for the Dartmouth Waterfront (led by HRM). Provide project status updates and advancement.

2 - **Detailed Re-Design Plan RFP** for Alderney Landing. (Final Plan Jan 2024)

3 - Identify external funding sources, work with three levels of Government, and ensure the business case is delivered. (March 2024)

MINIMUM SKILLS/ EXPERIENCE

An individual or a firm's lead representative should have a minimum of:

- 5 + years of project coordination/management in the construction industry. Preferably in Nova Scotia, with a general contractor, gov't, or developer.
- Strong technical business planning and Strategic Planning writing skills.
- Experience in design/build processes is an asset.
- Excellent communication and interpersonal skills.
- Exceptional relationship building skills.
- Demonstrate a high degree of professionalism
- Planning experience for community-driven projects (with the community and cultural stakeholders).

PROPOSED TIMING

- Ongoing Consultations with A.L./ Key Partners in the development of the Master Concept Design Plan RFP for the Dartmouth Waterfront
- Ongoing identification of funding opportunities and consultation with three levels of government
- Detailed Re-Design Alderney Landing RFP - Issued April 2023
Deadline for Proposal/ Responses to RFP - May 2023
Awarded - June 2023

PROPOSED TIMING CONT.

- Consultations with A.L./Key Partners - June to November 2023
- Delivery of detailed design - December 2023.
- Identify funding sources - June 2022 to March 2023
- Work with three levels of government to execute the business case for each funding source, and make application March 2023 to March 2024

SUBMIT TO/ CONTACT

For more information, please visit www.alderneylanding.com/business-opportunities or contact Bea MacGregor. Please submit proposals to:

Ryan Fraser

Marketing & Communications Director, Alderney Landing

902-630-0100

ryan@alderneylanding.com

2 Ochterloney St. Dartmouth NS B2Y 3Z3 (2nd floor)

Please submit ONE (1) electronic copy in PDF format to ryan@alderneylanding.com on or before the deadline. We will update your submission status via email by June 9, 2022.

RESPONSIVE PROPOSALS

A complete proposal with supporting information is required to allow proper evaluation to be conducted. To be considered responsive, a proposal should meet all of the mandatory requirements set out in this RFP.

1. Proponents should indicate in their proposal:

A. if the proposal is submitted by a joint venture, the proposed legal and working relationships of the joint venture and the benefits to be gained by the formation of the joint venture;

B. the key consultants, specialists and other firms proposed for inclusion in the project team, and the proposed organizational structure of the project team;

C. the extent to which proposed members of the project team have successfully performed services for projects comparable to the project which is the subject of the proposal; and

D. the professional accreditation, experience, expertise and competence of the proposed team and the key personnel proposed to be assigned to perform the required services.

2. Submissions delivered after the Submission Deadline and time may not be considered.

3. A proponent may be deemed to be ineligible for selection at any time if Alderney Landing determines, in its sole discretion, that the performance of the proponent on other contracts or commissions, including the quality of the services provided and the quality and timeliness of the delivery of the project, is sufficiently poor to jeopardize the successful completion of the requirements which are the subject of this RFP.

SUBMISSION OF PROPOSAL

1. It is the proponent's responsibility to:

A. submit a signed proposal, duly completed, in the format requested, on or before the Submission Deadline; and

B. direct proposals only to the designated office identified in this RFP.

2. Proposals must be based on the Proposal Elements described in this RFP. It is the responsibility of the proponent to obtain clarification of any terms, conditions or technical requirements contained in this RFP.

3. Timely and correct delivery of proposals to the designated office is the sole responsibility of the proponent. Alderney Landing will not assume or have transferred to it those responsibilities. All risks and consequences of incorrect delivery of proposals are the responsibility of the proponent.

4. The technical and price components of the proposal must be submitted as one complete proposal.

5. In the case of unit price arrangements, where there is any error in the extension or addition of unit prices, the unit price will govern.

6. All RFP submissions become the property of Alderney Landing and will not be returned to the proponent unless a written request to withdraw is received prior to the Submission Deadline.

7. This RFP does not constitute an offer. No agreement shall result upon submission of a proposal. Alderney Landing shall not be under obligation to enter into any agreement with any proponent in connection with this RFP, and any subsequent responses received.

8. Proposals that contain qualifying conditions or otherwise fail to conform to these general instructions may be disqualified or rejected.

9. Any costs incurred by proponents in the preparation and submission of their proposal, and any subsequent negotiations, meetings or presentations, are solely the proponent's responsibility.

10. The submission of a proposal in response to this RFP shall be deemed proof that the proponent is satisfied with all provisions of this RFP. Alderney Landing will not entertain any claims based on any assertion by the proponent that it was uninformed or unaware of the provisions, terms or conditions of this RFP. Any inconsistency, discrepancy, ambiguity or omission noted in this document should immediately be brought to the attention of Alderney Landing in writing.

11. Alderney Landing may provide additional information, clarification or modification by written addendum which shall be incorporated into and become part of this document. Alderney Landing shall not be bound by oral or other informal explanations or clarifications not contained in such written addenda.

12. Proponents must ensure that no representative of the proponent extends entertainment, gifts, gratuities, discounts or special services, regardless of value, to an employee of Alderney Landing or to members of its board of directors.

13. Each proponent, by submitting a proposal in response to this RFP declares that (a) the proposal is not made in connection with any other proponent submitting a proposal for the same services and is in all respects fair and without collusion or fraud; and (b) unless otherwise detailed in its proposal, to the best of the proponent's knowledge, no Alderney Landing employee or member of Alderney Landing's board of directors has any personal or beneficial interest whatsoever in the services offered by the proponent itself or any parent or subsidiary firm.

14. Each proponent, by submitting a proposal in response to this RFP, agrees that Alderney Landing will have no liability or obligation to any proponent under any circumstances including without limitation whether pursuant to contract, tort, law, equity or any actual or implied duty of fairness for any costs, expenses, claims, losses, damages or liabilities ("Claims") incurred or suffered by any proponent as a result of or related to any one or more of this RFP, the preparation, negotiation, acceptance or rejection of any conforming or non-conforming proposal, the rejection of any proponent or the cancellation, suspension or termination of the RFP process, and by submitting a proposal each proponent shall be conclusively deemed to waive and release Alderney Landing and its employees, contractors, consultants and agents from and against any and all such Claims.

15. The prior written approval of Alderney Landing will be required before the proponent makes any statement to the press or issues any material for publication to any media of communication pertaining to discussions and/or negotiations regarding this RFP and/or any proposals or contracts which may result.

16. The information contained in this RFP and in any subsequent addenda or related documents is provided as general information only. Alderney Landing makes no representations, warranties, or guarantees that the information contained herein is accurate, complete, or timely, or that such information accurately represents the conditions that would be encountered at the Alderney Landing site and its vicinity, now or in the future. The furnishing of such information by Alderney Landing shall not create or be deemed to create any obligation or liability upon it for any reasons whatsoever, and each recipient of this RFP by submitting a response to Alderney Landing, expressly agrees that it has not relied upon the foregoing information, and that it shall not hold Alderney Landing, or any other third party who prepared a report for Alderney Landing, liable or responsible therefore in any manner whatsoever.

17. Title to and ownership of confidential information and all related materials and documentation contained in this RFP will remain with Alderney Landing. Nothing contained herein shall be construed as granting or implying any transfer, assignment or license of rights in this RFP or any information contained in this RFP to any proponent, including any copyright or other intellectual property rights in or relating to this RFP and the information contained in this RFP.

ENQUIRIES

1. Any questions or requests for clarification during the solicitation period must be submitted in writing to the Executive Director, Bea MacGregor. Responses will be sent by Alderney Landing to the individual requesting the information, who will be responsible for internal distribution as required within the proponent's team.

2. To ensure equality of information provided to proponents, answers to significant enquiries will be forwarded to each proponent.

3. Questions or requests for clarification must be submitted in writing as early as possible. Enquiries should be received no later than [three] working days prior to the Submission Deadline.

4. Proponents using any facsimile or e-mail transmission to make inquiries relative to making a proposal assume the entire risk that such inquiries will be properly received by Alderney Landing, on time or at all, and that all other requirements herein will be satisfied.

REVISION OF PROPOSAL

A proposal submitted in accordance with these requirements may be amended by letter or email provided the revision is received at the office designated for the receipt of proposals, on or before the Submission Deadline. The revision must be on the proponent's letterhead or bear a signature that identifies the proponent, and must clearly identify the changes to be applied to the original proposal.

ACCEPTANCE OF PROPOSAL

1. Alderney Landing reserves the right to negotiate for the modification of any single proposal, to seek clarification of the contents of any proposal submitted or to require a proponent to submit further documentation, and to waive requirements of this RFP at its sole discretion.

2. Alderney Landing may meet with one or more proponents to discuss aspects of their respective proposals. Alderney Landing may require proponents to submit supplementary documentation clarifying any aspect of their proposals and seek the respective proponent's acknowledgement of that interpretation. However, Alderney Landing is not obliged to seek clarification of any aspect of any proposal. The supplementary documentation accepted by Alderney Landing and written interpretations which have been acknowledged by the affected proponent shall be considered as part of its proposal.

3. Alderney Landing will consider all proposals as confidential, subject to the provisions of any disclosure requirements imposed by law. Alderney Landing will, however, have the right to make copies of all the proposals received for its review process and to provide such copies to its staff, advisors and representatives. Proponents must not disclose any details pertaining to its proposal to anyone not specifically involved in its proposal without the prior written consent of Alderney Landing.

4. The proponents should be aware that their proposals may be required by law to be made available to the public. Proponents are requested to identify any portion of their proposal that is confidential and contains sensitive business information or trade secrets.

5. Alderney Landing does not bind itself to accept any proposal. Alderney Landing reserves the right to accept the proposal which, in Alderney Landing's sole opinion, is deemed the most advantageous to Alderney Landing. Alderney Landing reserves the right to accept any proposal in whole or in part and to discuss with any proponent different or additional terms to those envisaged in this RFP or in the proponent's proposal. Alderney Landing may, in its sole discretion:

- reject any or all proposals;
- accept any proposal;
- waive any requirement of this RFP in its sole discretion;
- cancel this RFP at any time at its sole discretion;
- if only one proposal is received, elect to accept or reject it;
- request one or more proponents to adjust the content of their proposal to better meet Alderney Landing's requirements;
- not accept the lowest proposed price; or
- alter the timing, this RFP process, procedures or objective of the project or any other aspect of this RFP.

6. The proponent understands and agrees that upon acceptance of a proposal by Alderney Landing, a binding contract shall be formed between Alderney Landing and the proponent and the documents forming the contract shall be the following:

- a) The Form of Agreement and all schedules;
- b) Any addendum incorporated in the Form of Agreement (including any schedule) before the date of the agreement; and
- c) The proponent's duly completed and signed proposal, as accepted.

ACCEPTANCE OF PROPOSAL

1. A sub-consultant or specialist consultant firm may be proposed as part of the project team by more than one proponent.
2. By submitting a proposal, the proponent represents and warrants that the entities and persons proposed in the proposal to perform the required services will be the entities and persons that will perform the services in the fulfillment of the project under any contractual arrangement arising from submission of the proposal.
3. The proponent understands and agrees that, should an entity or person referred to in the above paragraph be unable to perform or complete services as described in the proposal, the successful proponent shall obtain the agreement of Alderney Landing before entering into a contract with another entity or person to perform or complete the services.

LICENSING REQUIREMENTS

Proponent team members and key personnel shall be, or be eligible to be licensed, certified or otherwise authorized to provide the necessary professional services to the full extent that may be required by applicable Nova Scotia legislation.

INSURANCE REQUIREMENTS

1. The successful proponent and other members of the project team as may be applicable shall be required to obtain and maintain insurance coverage in accordance with the requirements set out in this RFP. By submitting a proposal, the proponent certifies that the proponent and the other members of the project team, as may be applicable, are capable of obtaining, and will obtain and maintain insurance in accordance with the requirements set out in this RFP.
2. No insurance requirement stipulated in the proposal documents should be construed as limiting any insurance required by federal, provincial or municipal law. Neither should it limit any coverage that the successful proponent and other members of the project team may consider being necessary for their own protection or to fulfill its obligations.

HARMONIZED SALES TAXES (HST)

The proposed fees for the services shall not include any amount for the Harmonized Sales Tax (HST) as may be applicable. Any amount levied in respect of the HST will be billed as a separate item in invoices and will be paid in addition to the amount approved for services performed, in accordance with the Contract Documents.

IDENTITY OR LEGAL CAPACITY OF THE PROPONENT

In order to establish the legal capacity under which a proponent proposes to enter into a contractual arrangement, any proponent who carries on business in other than its own personal name shall, if requested, provide proof of the legal capacity under which it carries on business prior to the contractual arrangement being entered into. Such proof may be in the form of a copy of the articles of incorporation or a copy of the registration of the business name of a sole proprietor, of a trade name, of a partnership, etc.

LAW AND FORUM

This RFP process and the contract resulting from it shall be governed by and construed in accordance with the laws of Nova Scotia.

DEBRIEFING

There will be no debriefing for unsuccessful proponents as a result of this RFP.