

Request for Proposals

Pictou-Antigonish Regional Library Public Library Accessibility Audits

Summary

The Pictou-Antigonish Regional Library invites proposals to conduct audits for the universal accessibility of seven public library facilities within the counties of Antigonish and Pictou. Including but not limited to physical access. The audit would be presented in accessible report format outlining findings and recommendations.

Submission Requirements

- Proposals must be submitted to estackhouse@parl.ns.ca with “Proposal – Public Library Accessibility Audit” in the subject line.
- Proposals will be received up to 5pm on Friday, October 22, 2021
- The proposal should clearly show the complete company name and name, email, and telephone number of primary contact person(s).
- After the closing date all proposals received by the Pictou-Antigonish Regional Library become the property of the Pictou-Antigonish Regional Library.

Definitions

- The Pictou-Antigonish Regional Library is referred to as “PARL”.
- The entity submitting a proposal is referred to as the “Proponent”.
- The successful proponent is referred to as the “Vendor”.
- “Contract” means the written agreement resulting from the Request for Proposal, in accordance with the Request for Proposal.

Confidentiality

- PARL recognizes the importance to proponents that their ideas and strategies remain confidential; otherwise they may be reluctant to disclose such information. PARL will endeavor to respect and protect the confidentiality of such information and will treat it in confidence.

Copyright or Ownership

- All documents, reports, working papers, or other documents submitted to PARL shall become the sole and exclusive property of PARL, in the public domain, and not the property of the vendor. PARL will have the exclusive rights to copy and use the material in connection with the implementation of the Contract and as reference material for future works at PARL and its associated municipal partners.

Proposed Duration of the Contract

- The duration of the Contract resulting from this Request for Proposal will be determined following the review of proposals. PARL reserves the right to modify or negotiate the duration of the Contract independently with any prospective.
- It is anticipated that the Contract term will begin in November 2021.
- The Contract will expire upon successful completion of the deliverables, estimated to be December 2021.

Pricing

- The Proposal should identify the fees for the work as outlined in the Terms of Reference (which must include labour costs, expenses/disbursements, and any other charges) excluding applicable taxes, so as to be the final cost to PARL for the proposed services.
- The activities or tasks listed in the attached Terms of Reference are minimum requirements to be undertaken. Proponents may also provide separate pricing on additional requirements they feel would benefit PARL in meeting its goals.
- All prices must be in Canadian funds.
- PARL has allocated approximately \$15,000 for completion of the audit and report, to include all fees, expenses, sub-contractors, consultation, etc. excluding applicable taxes.

Insurance

- The vendor shall, at its own expense, provide and maintain liability insurance.
- All the insurance shall be primary and not require the sharing of any loss by any insurer of PARL.

Cancellation

- PARL reserves the right to cancel this Request for Proposal at any time and for any reason, and will not be responsible for any loss, damage, cost, or expense incurred or suffered by any proponent as a result of the cancellation.
- PARL reserves the right to cancel the Contract. At its sole and absolute discretion with 30 days written notice to the Vendor and the Vendor will have no rights or claims against PARL. The Vendor will be entitled to be paid for all authorized work and expenses to termination date.

Evaluation

- The PARL Accessibility Advisory Committee will review proposal submissions. PARL reserves the right to accept any or none of the proposals submitted and will evaluate proposals based on the best value offered to PARL and not necessarily the lowest price.
- PARL reserves the right to seek clarification of any proposal for the purpose of identifying and eliminating minor irregularities or informalities.
- PARL reserves the right to conduct a pre-selection interview with proponents. The purpose of the meeting would be to have the Proponent explain and clarify their proposal, so as to assist the Committee in evaluating each proposal.
- PARL reserves the right to change any elements of this Request for Proposals.

Enquiries

- All enquiries regarding this Request for Proposal must be directed by email to Eric Stackhouse, Chief Librarian, at estackhouse@parl.ns.ca.

Request for Proposals Pictou-Antigonish Regional Library

Public Library Accessibility Audits

Terms of Reference

Summary

The Pictou-Antigonish Regional Library invites proposals to conduct audits for the universal accessibility of seven public library facilities within the counties of Antigonish and Pictou. Including but not limited to physical access. The audit would be presented in accessible report format outlining findings and recommendations.

Background

In 2020 Nova Scotia's regional public libraries became Prescribed Public Sector Bodies. Under the Accessibility Act, Prescribed Public Sector Bodies are required to meet certain obligations, such as assembling an Accessibility Advisory Committee and developing an Accessibility Plan.

The Pictou-Antigonish Regional Library Board has formed an Accessibility Advisory Committee of community stakeholders and is moving forward with planning. Part of the plan involves the accessibility of library facilities and surrounding property and measures to be taken to be barrier free. Regional public libraries are somewhat unique in they do not own the facilities. Instead, they are provided to the regional library by municipalities. The municipalities within Antigonish and Pictou Counties have agreed to allow the Board to carry out an audit of the library facilities and to provide the results to municipalities for inclusion in their accessibility plans. The Board has requested the Accessibility Committee carry out this work.

Deliverables

Proponents are requested to carry out on-site audits of the facilities, surrounding patio, entries, sidewalks, any other surfacing, parking, and lighting. The audit will include low vision and sensory elements and any other elements relevant to ensuring a barrier-free experience in a public space.

The audit will include recommendations and be in keeping with standards such as Rick Hansen Foundation and CSA. Other elements that are not mobility related and do not fall within Rick Hansen Foundation or the CSA should follow the latest recommendations provided by agencies, advocates, and other information sources.

Potential Facilities to be Audited

- Antigonish Town and County Library: 283 Main St. Antigonish
- New Glasgow Public Library: 182 Dalhousie St. New Glasgow
- River John Public Library: 2725 West Branch Rd. River John
- Stellarton Public Library: 248 Foord St. Stellarton
- Trenton Public Library: 120 Main St. Trenton
- Westville Public Library: 2042 Queen St. Westville
- Regional Library Headquarters (2nd floor of the New Glasgow Library)

Information regarding each library can be found on the PARL website www.parl.ns.ca

The Proposal is to Include

- The qualifications, ability, and past experience of the proponent with similar projects are to be clearly outlined, including references of other similar projects the consultant has completed (with contact information).
- Proposed methodology for the audit and the report including stages, timetables, and deliverables.
- What personnel will work on the project.
- An expected disbursement structure for fees and any and all associated expenses.