



THE MUNICIPALITY OF THE COUNTY OF  
LA MUNICIPALITÉ DU COMTÉ DE  
**RICHMOND**

## Request for Proposals

# Arichat Mainstreet Revitalization Façade Design Improvement Program

2018-2019

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## **1.0 Background**

The Municipality of the County of Richmond (Richmond County) and its business community have been rallying behind a new vision and growth strategy for the Shire Town of Arichat through focused re-design and investment into the Arichat mainstreet (mainstreet).

The overall intent is to transition the mainstreet to an enhanced commercial corridor, from a 'highway through fare' to an 'urban street feel' where people will want to work, play and reside.

The first year (2018) of this program will focus on planning and the second year (2019) on implementation.

The façade program will blend with the overall streetscaping plan which has components such as a new sidewalk and curb/gutter, green spaces, street trees, new lamp posts, street furniture, and signage.

This Request for Proposal deals with the design expertise required to deliver on the goals of the business façade improvement program only.

## **1.1 Richmond County**

Richmond County on Cape Breton's southern and eastern shores encompasses many coastal communities that offer a traditional maritime lifestyle. Richmond County is proud to be home to, large scale seafood processing, fishing operations and three central areas (Arichat, St. Peter's and Louisdale) which offer commercial, professional and retail outlets as well as many other distinct businesses.

Richmond County provides dependable and accessible Municipal Services to our community and its valued residents. Municipal Services include: Public Works, Parks & Recreation, Special Events, Economic Development, Fire Department, Library and Waste Management.

We strive to enhance Richmond County's quality of life and sense of community through the effective delivery of this wide range of services.

Diversity and a rich history are hallmarks of Richmond County. Home to several of Cape Breton's Acadian communities along with Irish, Scottish and Indigenous communities, Richmond County offers a bilingual workforce and a satellite campus of Université Sainte-Anne. Within 1.5 hour drive, there are two Universities (Cape Breton University and St. Francis Xavier University) and two Nova Scotia Community Colleges.

Considered the Gateway to the Bras d'Or Lakes Region of Nova Scotia, Richmond County has a deep history in the shipping and fishing industries. As well, The County is connected to the rest of Nova Scotia, and Canada, via Highway 104 and is part of the Trans-Canada Highway.

The County is adjacent to the Strait of Canso Superport. The Strait of Canso has a deep-water, ice-free harbour, accommodating the world's largest, fully laden Ultra Large Carriers of 500,000 DWT. National rail connects, available workforce, local airport and numerous support services for various industry requirements are all available within Richmond County. In addition, Richmond County is home to two industrial parks and jointly shares an industrial park with the Town of Port Hawkesbury.

With a population of approximately 9000 Richmond County is dedicated to supporting local small businesses and entrepreneurs. The County is home to 574 businesses that include a range of small business operations to large scale printing operations. The costs for development, taxes and home purchases is very affordable and investors/developers are pleasantly surprised with the low cost of business, while new residents experience a lifestyle reflecting strong family values and safe, welcoming communities.

Richmond County has three central locations within its boundaries – Louisdale, Village of St. Peter's and Isle Madame, specifically Arichat. These areas have the highest potential for future commercial, retail, tourism and residential growth. An integral part of these communities is the main-street.

According to numerous studies and surveys eight in 10 Canadians prefer being in a community that offers sidewalks, great places to walk, welcoming and pleasing downtowns (mainstreets) and unique amenities. Six in 10 prefer a neighborhood that features a mix of houses, shops and services within an easy walk versus a neighborhood that requires a car for every errand.

## **1.2 Community Revitalization Committee**

The Community Revitalization Committee is an informal committee that gives direction to Municipal Departments of Public Works, Recreation and Finance on Richmond County product and community development initiatives as well as community beautification. The Committee consists two local business persons, department heads of Public Works, Recreation and Finance, with the CAO as ex-officio. The committee is an important component for this revitalization initiative.

## **2.0 Façade Program**

The Arichat Mainstreet revitalization project hinges on business participation in business façade Improvements. To encourage business participation in revitalizing the mainstreet a Façade Program has been developed.

Façade programs work when a common theme or approach is coordinated among participants. This program is a 50/50 cost sharing program offered as an incentive to encourage businesses and property owners to improve their buildings, especially their store fronts.

Façade designs will be offered at no cost to eligible businesses as an extra incentive to encourage the businesses to participate. This allows businesses to work with a professional designer to deliver a consistent program. This program focuses on quality design standards and materials which elevate building improvements, and, in addition increase the cost of building projects. The Façade Design and Construction applications are approved by the Community Revitalization Committee.

## **2.1 Façade Program Guidelines**

Façade Program Guidelines have been drafted for the Arichat Mainstreet Revitalization Façade Program. Included in the Guidelines are program objectives, designated façade areas, eligibility and application process. *See Appendix A of the Guidelines.*

## **3.0 Request for Proposals**

Richmond County and the Community Revitalization Committee seeking the services of a qualified design consultant or consultant team to provide design consultation and artwork for the Arichat Mainstreet Revitalization Façade Program.

### **3.1 Façade Design Goal**

To provide eligible mainstreet businesses and plazas with professional design services meeting the intent of the façade improvement program and objectives within the timeline of the Arichat Mainstreet Revitalization design phase (October 2018 – June 2019).

### **3.2 Façade Program Objectives**

- The objectives of the mainstreet Façade Program are to:
- Create a local appreciation of design expertise and good design practices
- Raise the overall design, standard, quality and lure of Arichat mainstreet businesses
- To improve the look, marketability and function of each participating business
- To attract customers with appropriate expectations
- To better merchandise businesses products/services
- Increase visitations, occupancy and occupancy rates, local business sales
- To create an environment that encourages the expansion and establishment of business.

#### **4.0 Scope of Work:**

The successful consultant will:

1. Provide professional input and assistance on finalizing façade program design guidelines with consideration of creating a unique, inviting and special theme for the mainstreet. The design guidelines will include recommended material list and colour range for facades. See draft guidelines attached.
2. Participate in meetings, as required, with the Community Revitalization Committee and/or Richmond County administration.
3. Provide façade design services and building concept plan to an approximate 15-18 businesses along the mainstreet and possibly an extended area. (depending on how many sign up for program)
4. Provide design services for conceptual plans for 2-3 passive, mainstreet parks (green-space infill).

#### **4.1 Reporting**

The successful consultant will report to the Project Coordinator and in conjunction with the Community Revitalization Community. The Consultant will work with the Project Coordinator to ensure Business Façade Designs are aligned with Façade Program guidelines.

#### **4.2 Façade Consultation & Design**

The Consultant will meet with the Community Revitalization Committee at project start-up to review the execution of proposed work and to become familiar with the Façade Program guidelines and objectives.

The Consultant will attend an introductory meeting(s) for the Façade Program held for businesses interested in participating in the Façade Program. The Project Coordinator will determine eligibility of business and set up the initial appointment for design work. The Consultant will meet with and provide design consultation over an 8 month period of October 2018 to June 2019.

In most cases the Consultant will provide full building facade design including signage design, even though business operators may not have plans of implementing full building design over the course of the Façade Program. The completion of a full building design plan will encourage businesses to execute further work implemented over a longer period.

The Community Revitalization Committee may make exception on properties that have had either extensive design work completed in the past or are planning to complete only signage.

## **5.0 Proposal Submissions**

The consultant's proposal submission must include the following information:  
Corporate name and company profile;

- A description of the methodology to be followed by the consultant to meet the Façade program objectives;
- A statement of the consultant's understanding of the scope of the project;
- A description of the consultant's project team including a representation of their experience and their curriculum vitae (proposals must clearly identify qualifications and experience of the proposed individuals or team members and demonstrate a proven track record of skills to develop the requirements of a comprehensive plan);
- A schedule of fees and expenses, setting out rates of remuneration for consultant team members and an estimate of time each member will devote to the project;
- A project review schedule;
- A maximum price for the services, including all expenses and HST; and
- A listing and photos of similar projects undertaken with client references.

## **5.1 Ownership of Information**

All information collected, materials gathered and reports shall be the property of Richmond County. The consultant will not be permitted to publish or in any way use the said information, materials, and reports without the express permission and prior approval of Richmond County.

## **5.2 Sub-Contracting**

Subcontracting must be mutually agreed upon with the Municipality of the County of Richmond.

### 5.3 Proposal Evaluation Criteria

The overall façade project has a budget of \$650,000 which includes design services, construction and coordination work. This tender is for design services only. The final budget for the project, and design requirements of the consultant, will be dependent on the number of participating businesses in the Municipality.

It is noted that not necessarily the lowest or any bid for the work will be accepted.

Proposals shall be evaluated on the following criteria:

- Proposed Approach/Process & Project Plan
- Demonstrated Expertise
- Proposed Resources / Resource Management
- Pricing Response (as the final number of participants is not known at this time a price per property would be most appropriate – it is hoped that 15 to 20 businesses will be participating)

Proposals will be evaluated per the following table:

Criterion	Weight	Minimum Score Required (% or points)	Proponent's Reference/Page Number
<b>Technical Response:</b>			
Proposed Approach/Process & Project Plan	20		
Demonstrated Expertise	30		
Proposed Resources / Resource Management	20		
<b>Subtotal A – Qualifying Score</b>	<b>70</b>	<b>50</b>	
Pricing Response	30		
<b>Maximum Score Possible</b>	<b>100</b>		

**Notes:**

1. A minimum Qualifying Score of 50 points is required at Subtotal A for the proposal to be given further consideration.
- If the proposal's score meets or exceeds the minimum qualifying score at subtotal A, the Pricing Response will then be evaluated using the formula below:

$$\text{Score} = \text{weight} \times (\text{low} / \text{bid})$$

### 5.4 Awarding of Services

Notwithstanding any other provision, practice or custom in the industry or procedures and guidelines recommended for use on publicly funded projects, the Municipality in its sole discretion shall have the unfettered right to:

- Accept any proposal;
- Reject any proposal;
- Reject all proposals;
- Accept a proposal which is not the lowest priced;
- Reject a proposal even if it is the only proposal received by the Owner;
- Accept all or any part of the proposal;
- Award all or a portion of the work to any bidder.

Without limiting the Municipality's privilege to award the Tender as otherwise specified, this Tender may be cancelled, wholly or partially before or after the Closing Date and Closing Time if:

- Financial or economic events occur which warrant cancellation of the Tender.
- The Municipality's funding application from other levels of government is rejected.
- Information becomes available which influences the scope of the work required.
- All price offers among eligible, qualified bidders exceed the Municipality's budget for the project.
- Such other circumstances occur which render the project unnecessary or undesirable in the sole discretion of the Municipality.

### **5.5 Inquiries and Proposal Submission**

Inquiries concerning these Terms of Reference shall be directed by email to:

Chris Boudreau, P.Eng  
Director of Public Works  
Arichat Mainstreet Revitalization  
[cboudreau@richmondcounty.ca](mailto:cboudreau@richmondcounty.ca)

### **5.6 Deadline for Proposal Submission**

The consultant is required to email/mail an electronic copy of their proposal. Proposal submissions are to be forwarded to the contact in noted in section 5.5.

**Proposals will be accepted until 3:00pm on Monday, October 15, 2018.**

# **Arichat Mainstreet Revitalization**

## **FAÇADE IMPROVEMENT PROGRAM**

**INFORMATION FOR PARTICIPANTS**

**July 2018**

Municipality of the County of Richmond

**Project Administrator**

**Tel: 902-226-3971**

**Email: [jmartell@richmondcounty.ca](mailto:jmartell@richmondcounty.ca)**

**Email: [lmsamson@richmondcounty.ca](mailto:lmsamson@richmondcounty.ca)**

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## **GENERAL INFORMATION:**

**The Arichat Mainstreet Façade Improvement Program** is administered by Richmond County through an Arichat Mainstreet & Streetscape Management Committee. The Management Committee has representation from Municipality, Isle Madame Tourism & Trade Association (IMTTA) as well as other leaders from the business community sector.

**The Arichat Mainstreet Façade Improvement Program** is offered as an incentive for businesses and property owners to improve their storefronts. It is a 50/50 cost sharing program that is available to eligible participants while program funding is available. The following outlines details of the program.

Façade Programs are to assist commercial business owners within a designated region in the renovation of building facades in an effort to increase visitors, increase sales revenues, increase property values, and improve the aesthetics and curbside appeal of individual storefronts.

### **Objectives of the Arichat Mainstreet Façade Program are to:**

- Raise the overall standard and image of Arichat Mainstreet and Isle Madame tourist experience
- Develop a local appreciation of design expertise and good design practice
- Improve the Arichat and Isle Madame business climate through increased visitations, local business sales and revenues
- Improve the look and function of each participating business
- Attract customers with appropriate expectations
- Help market and promote each participating business's image
- Better merchandise businesses products/services

### **Return on Investment:**

Coordinated programs throughout Cape Breton have been successful to attract public and private investments that stimulate the economy and strengthen core communities.

A survey conducted in 2013 of Façade Program participants (Cheticamp, Mabou, Cabot Trail and St. Peter's, 2009-2013) concluded 88% of survey participants reported their business had experienced an increase in business traffic that they felt was directly linked to the program. And, 85% of survey participants reported their business had experienced an increase in business sales that they felt was directly linked to participation in the program.

Business sales were reported to increase by an average of 15% (the range was from 5% to over 100% increase in business). It is important to note that this increase in business was during a time of economic downturn.

## **1.0 FAÇADE IMPROVEMENT**

### **Guidelines in General:**

- All improvements must be compatible with applicable zoning codes, satisfy permit requirements and conform to any other regulatory restrictions.
- If a building has historic or aesthetic merit, improvements should be designed to reveal the building's original style, form, detail, color, material, etc. whenever possible.
- All eras and building styles acceptable within the scope of character of the Arichat Mainstreet and overall Isle Madame.
- All applicable permits must be in place.
- Design guidelines must be adhered to as per the Arichat Mainstreet Façade Project.

### **Designated Façade Area:**

- Businesses who are eligible to participate are within the designated Arichat Mainstreet sector (see attached aerial map). Consideration will be given to businesses outside the designated project area if funding permits and the applicant meets basic criteria for development priorities, community impact and economic value.

### **Criteria for Eligibility:**

- Building is in designated Arichat Mainstreet Façade zone;
- Building must be assessed as commercial building;
- Building with a combined retail/service and residential usage are eligible if 50% or more of the building is used for commercial space;
- Business must be in good standings with Registry of Joint Stocks;
- Building exterior work only, except – sides visible from the street;
- Building owner must be the applicant;

- Proposed building Façade Improvements meet the Arichat Mainstreet Façade Improvement Program Design Guidelines;
- If your building is currently registered as a Heritage Building, your design must then adhere to Provincial and Municipal Heritage guidelines, as well as, Façade Program Guidelines; and
- All accommodations must be licensed with the Nova Scotia Approved Program and/or Canada Select.

### **What is not Eligible?**

- Building interior work;
- Expansion or addition to an existing building;
- Any façade project which commenced prior to a call for applications;
- Government buildings;
- Banks and financial institutions;
- Churches;
- Buildings containing full residential occupancy only;
- Paving/parking lots;
- Projects under \$10,000;
- National Franchise (in some cases where building is locally owned and leased can consider); and
- HST.

### **Façade Incentive Program:**

Approved businesses are eligible for 50% (excluding HST) of their total approved project for the costs of labor and materials for:

- **Applicable building permits and fees;**
- **Exterior siding, doors, windows and materials;**
- **Exterior signage and lighting within property boundaries;**
- **Certain landscaping improvements which are boundary related;**
- **Other exterior improvements that meet the goals of the program will be considered;**
- **Roofing up to 25% of total project cost.**

**Priority** will be given to:

- On a first come first served basis;
- Buildings that are, have been or will be used for commercial purposes.

## **2.0 FACADE DESIGN**

There is a major focus on quality facade designs for the Arichat Mainstreet Facade Program. **Facade design concepts are covered at 100% (no cost incurred by property owner) for businesses who participate in the Arichat Mainstreet Facade Program.**

However, as a sign of commitment to the program by the business owner, each business who participates in the façade program by submitting an application, will be asked to pay **\$500** at the time of application in which they would be credited the same amount at the completion of their façade. If the business does not complete the façade, the \$500 **will not be reimbursed.**

To get started, contact the Project Administrator to set up an appointment for you with the Facade Design Consultant.

**In most cases the Design Consultant will prepare the design concept in consultations with property owner for a complete facade and signage package, even though the business operator may not intend to implement all components in the course of this Facade program. This is an opportunity to have a long term plan for a complete concept that may be phased in over a longer term if need be.**

### **3.0 APPLICATION PROCESS**

There are three phases to the application process.

#### **Phase 1 – Façade Design Application Process**

**The First part** of the application process is to design your façade and signage concept for your building and to have the design approved by the Management Committee.

**Complete page 1 and 2 of application form and submit to the Façade Project Administrator. The application should include:**

- 1) Your contact information;
- 2) Written scope of proposed façade design
- 3) Proof of building ownership and commercial tax assessment (copy of building deed/ property tax bill);
- 4) Your chosen color scheme color chips;
- 5) Photos of all visible sides of your building.

**Upon receiving notice that your proposed façade design is approved you may proceed to the second part of the application process.**

#### **Phase 2 – Request for Façade Construction Funding**

**The second part** of the application process is to obtain funding approval for your project. It is recommended that you obtain at least two quotes from contractors and suppliers. You may proceed to complete page 3 of the application form and then submit to the Project Administrator. This section includes:

- 1) Name of contractors approached, who responded and attach contractors building quotes on "Request for Quotes" Forms. Applicants are encouraged to seek more than one estimate.
- 2) Your written recommendation of your choice contractor.
- 3) Scope of project work with attached supporting specifications.

#### **Phase 3 – Approval of Façade Construction Application**

- 1) Only completed applications will be reviewed by the Management Committee.
- 2) If your application has been approved you will be notified by the Project Administrator.
- 3) Approved applicants and the Municipality of the County of Richmond will enter a contractual agreement.
- 4) Façade projects are to be completed within a set time line identified in the contract unless the Management Committee of the

Municipality of the County of Richmond has given written permission to extend the completion date to applicant.

Submitting an application does not automatically qualify an applicant for approval. Applications must be approved by the Management Committee. Any situation beyond the noted guidelines will be evaluated on an individual basis by the Management Committee. The Management Committee will render a final decision regarding approval of an applicant's proposed Façade construction project in a reasonable time period.

### **Reimbursement Process:**

Reimbursement of **approved Façade construction** is paid once the following conditions have been met:

- All Façade work is completed according to **a)** approved design and **b)** by contract deadline.
- All project contractors and sub-contractors must be fully paid before reimbursement can take place.
- All required documentation is provided to Project Administrator (proof of payment including copies of paid invoices and cancelled checks covering entire Façade project costs).
- Final inspection and sign-off is given by the Façade Management Committee.

### **PLEASE NOTE:**

**Contractors** – The Management Committee encourages businesses to use qualified and registered contractors and ensure workmen's compensation coverage for project workers.

**Building Permits** – Building permits may be required for your façade renovations. To verify please contact the Eastern District Planning Commission. Inspections are required for all work for which a building permit has been issued and the request for the inspections must be made by the applicant. The inspections are conducted by the inspection staff of the Eastern District Planning Commission, using the National Building Code as a reference when evaluating the safety of the project. No reimbursement will be made until proof of inspection has been provided.  
For Richmond County please contact Harry Martell at 902-226-2900.

**Environmental** – It is the applicant's responsibility to ensure their contractors are capable of addressing any environmental issues which might arise regarding the building site and use of project materials.

**Nova Scotia Power** – It is the responsibility of the applicant or the applicant's contractor to contact Nova Scotia Power to schedule cover-up when doing renovations near power lines.

**The Municipality of the County of Richmond (as façade project administrator) will not provide any advances regarding approved applications and is not responsible for negotiating with bankers, contractors, material suppliers or any individual or agency on behalf of the applicant.** *The Municipality will provide support and direction when it deems necessary.*

# **Appendix A**