



THE MUNICIPALITY
OF THE COUNTY OF
RICHMOND

LA MUNICIPALITÉ
DU COMTÉ DE

Municipality of the County of Richmond

2357 Hwy 206, Arichat, NS B0E 1A0

Telephone: (902) 226-2400

REQUEST FOR PROPOSAL (RFP)

Fireworks and Pyrotechnic Services

Tender # MOCR202305

The Municipality of the County of Richmond is issuing this Request for Proposals (RFP) seeking the services of a qualified individuals/firms to provide Fireworks and Pyrotechnic Services.

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Important Notes for Bidding:

- The complete tender document is comprised of this RFP specifications document (11 pages). Please contact the procuring entity if any pages are missing.

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1.0 Introduction

1.1 RFP Objectives

The Municipality is soliciting proposals from qualified firms to provide Fireworks and Pyrotechnic Services.

1.2 Project Schedule, Contract Period and Primary Work Location

Below is the approximate **schedule** that is expected to be followed for this RFP. However, this may be subject to change and is therefore presented primarily for guidance:

- RFP Open: April 17, 2023
- Deadline for Questions/Amendments: April 21, 2023
- RFP Closes: May 5, 2023 at 2:00 PM AST
- RFP Award: May 11, 2023

The initial **contract** will be for a period of one (1) year. The procuring entity reserves the right to extend the contract for one additional year beyond the initial contract period, for a maximum of two (2) years in total. Pricing may be negotiated at the time of extension.

The **primary work location** for the work in this RFP is Battery Park and Lennox Passage Provincial Park, Richmond County.

1.3 RFP Contacts

Questions about this RFP should be directed to the individuals listed below, or their designate(s). Information that is obtained from any other source is not official and may be inaccurate.

Procuring Entity Contact
Shannon Mury Manager of Recreation
Municipality of the County of Richmond 2357 Highway 206 P.O. Box 120 Arichat, Nova Scotia B0E 1A0
Email: smury@richmondcounty.ca Phone: (902) 226-3981

1.3.1 Asking Questions

The proponent is responsible for obtaining any needed clarification of the RFP requirements, while the RFP is open. Questions should be directed **in writing** to the RFP Contacts identified. **Email is the preferred method of contact.** Only written responses from the RFP contacts will be considered an official response.

Responses to questions that are deemed by the procuring entity, in its sole discretion to be material to all prospective proponents **will** be made available as an addendum while the RFP is open, for download from the tender's web site at: <http://www.novascotia.ca/tenders/default.aspx>.

2.0 Service Requirements

2.1 Work/ Project Description

The objective of this RFP is to engage a qualified firm to for fireworks and pyrotechnic design and performance services for two (2) Municipality of the County of Richmond Events.

Event Schedule:

1. **July 1, 2023** **Lennox Passage Provincial Park – Canada Day Celebrations**
Battery Park, St. Peter’s – Canada Day Celebrations

Description of Sites/ Events:

- a. July 1 – Canada Day Celebrations
Location: Lennox Passage Provincial Park, Richmond County
Time: 10:00 pm
Desired Length: 10-12 minutes
Type: Pyrotechnic & consumer grade fireworks
Estimated Budget: \$7,000 + HST
- b. July 1 – Canada Day Celebrations
Location: Battery Provincial Park, St. Peter's, Richmond County
Time: 10:00 pm
Desired Length: 10-12 minutes
Type: Pyrotechnic & consumer grade fireworks
Estimated Budget: \$7,000 + HST

Terms for Fireworks Contracts:

- i. All contractor staff shall be certified under NRCAN's Fireworks Certification Program for Display Fireworks.
- ii. Fireworks shall be manufactured to meet the CE/EU standard and the CPSC and DOT provisions.
- iii. Purchase, storage, use and disposal of all fireworks or pyrotechnic special effects used for the MOCR shows shall conform to the pyrotechnics Special Effects manual, Edition 2- April 2003 (Natural Resources Canada- Explosives Regulatory Division).
- iv. The Contractor shall:
 - a. Supply competent pyrotechnic personnel (certified pyrotechnists), pyrotechnics for the show, design, assembly and installation of the show, transportation of the pyrotechnic equipment and withdrawal of the equipment within a reasonable time at the conclusion of the show.
 - b. The successful bidder will maintain in force and effect a combination of civil liability insurance and supplemental civil liability insurance called "umbrella" for a total amount of five million dollars (\$5,000,000.00). Proof of said insurance is to be verified by MOCR.
 - c. Provide communications, including at minimum radios for shooter, and designated MOCR staff, for the day of the show beginning with the inventory check, and maintain contact throughout the day. In addition, provide the shooter with a working cellular phone, and provide the designated MOCR personnel with the cellular phone number.
 - d. Provide the designated MOCR staff one week before the shoot, a printed, detailed, itemized inventory shipping list of all shells shipped for fireworks display.

- e. Prior to loading of the shells, provide an on site inventory check of shells with assigned MOCR staff at a mutually agreed upon time on the day of the show. All fireworks packages shall be clearly labeled as to size type, quantity and country of origin.
- f. Provide to MOCR, as early as possible, but no less than three (3) weeks prior to the shoot, a copy of all applicable permits.
- g. Provide compliance with all Municipal, Provincial and Federal requirements.
- h. Provide MOCR a copy of the approved fireworks permit, as early as possible, but no less than (3) weeks before the shoot.
- i. Allow access of proponent's operations to the applicable Richmond County Fire Departments and Emergency Services all times of the day of the display.
- j. Provide written procedures outlining plans for delivery, set-up and discharge of fireworks display in response to variable weather.

3.0 Administrative and Legal Requirements

3.1 Business Registration

Proponents are required to be registered to carry on business in accordance with applicable laws.

The status of a proponent's business registration does not preclude the **submission** of a proposal in response to this RFP. A proposal can be accepted for evaluation, regardless of (i) whether the company is registered, or (ii) whether its business registration is in good standing. However, a contract cannot be awarded unless the successful proponent is registered and in good standing, in accordance with applicable laws.

For information on the business registration requirements of the Nova Scotia Registry of Joint Stock Companies, please consult, <http://novascotia.ca/sns/access/business/registry-joint-stock-companies.asp>.

If the proponent's business is not required to register in Nova Scotia, the proponent will be required to submit registration from your applicable Provincial jurisdiction.

3.2 Contract

After the evaluation, the successful proponent(s) will be required to sign a contract that will constitute the legal agreement with the procuring entity for this project and govern all aspects of the services/goods to be delivered. It will incorporate the relevant terms of this RFP and the provisions of the successful proposal as determined by the procuring entity, and any other terms as the procuring entity may require. The Municipality requests the vendor provide a standard service contract for review by the Municipality, if none is available the Municipality will provide one.

3.3 Other Important Provisions

3.3.1 Addenda and Addenda Acknowledgement

Proponents are responsible to ensure that they are aware of and have complied with any addenda issued in respect of this RFP, by visiting the Provincial Procurement Services Web portal site at <http://www.novascotia.ca/tenders/default.aspx>.

Responding to this RFP **may** require the acknowledgement of a specific addendum or multiple addenda as part of the submission. Acknowledgement requirements, whether optional or mandatory, will be specified in the applicable addendum. The proponent must monitor the Procurement Services website for any addenda that may be issued during the open period of the RFP.

3.3.2 Constraints

The *'Personal Information International Disclosure Protection Act'* of Nova Scotia (PIIDPA), creates obligations for the Government of Nova Scotia and its service providers when personal information is collected or use and disclosure of personal information. Provisions related to PIIDPA requirements are included in the contract terms. A copy of the Act is available online at:

<http://nslegislature.ca/legc/statutes/persinfo.htm>

The parties acknowledge and agree that all materials and information provided to the procuring entity shall be kept confidential, subject to the provisions of the Nova Scotia Freedom of Information and Protection of Privacy Act (FOI/POPA; S.N.S. 1993, c. 5) and the laws of Nova Scotia and Canada generally. Information about the Act is available online at:

<http://nslegislature.ca/legc/statutes/persinfo.htm>

3.3.3 Conflict of Interest

The procuring entity reserves the right to disqualify any proponent that in the procuring entity's sole opinion has an actual or potential conflict of interest or an unfair advantage in respect of this RFP, whether existing now or is likely to arise in the future, or may permit any such proponent to continue and impose such terms and conditions on that proponent, as the procuring entity in its sole discretion may require.

Proponents are required to disclose, to the [RFP Contacts](#), any potential or perceived conflict of interest issues immediately upon becoming aware of any such conflict.

Information about the Nova Scotia *Conflict of Interest Act* (S.N.S. 2010, c. 35) can be found at:

<http://nslegislature.ca/legc/statutes/conflict.htm>

3.4 Proposal Format

To help ensure consistency in proponent responses and facilitate the evaluation process, the proposal should be prepared and packaged, as outlined in the sections that follow. Please print double-sided whenever possible and limit promotional and/or marketing materials to the information specifically requested in this RFP.

3.4.1 RFP Proposal Package

A complete proposal package is comprised of the elements below, presented in the order listed:

- One (1) x Business Registration Profiles**
- One (1) x Declaration of Contract Intentions**
- One (1) x Letters of Introduction** – This should identify the proponent and be signed by a signing officer for the proponent in order to bind the proponent to the statements made in the proposal.
- One (1) Technical Response (Section 4) which includes:**
 - Table of Contents
 - Body of Proposal
 - Appendices
- One (1) Original Proposal Package** – The title page should be marked with the text 'ORIGINAL' at the top. The Original should be left **unbound**. The Original and Copies

should be identical (excluding any obvious differences in labelling, as noted). If discrepancies between these items are discovered during the evaluation or during the life of any contract that emerges from this RFP, **the Original retained by the Procuring Entity shall be taken as the correct version** and the proponent will be advised accordingly.

3.4.2 **External Packaging**

Ensure the external packaging is sealed and reflects the information listed below:

- Proponent's name
- RFP # MOCR202305

4.0 **Proposal Requirements**

This section describes the **proposal requirements** to be included, which will be evaluated as per section 5.

4.1 **Mandatory Criteria**

Proponents must demonstrate that they meet all mandatory criteria as described in section 5.3.

4.2 **Technical Response**

4.2.1 **Proposed Approach/Process and Project Plan**

Describe the **approach and/or process** proposed to address the service requirements. Include any notable methodologies, innovative solutions, tools and techniques, and their respective suitability to this project.

Also provide a **project plan** that reflects your proposed approach/process and demonstrates your ability to meet the schedule requirements for this project, including any applicable milestones.

4.2.2 **Demonstrated Expertise**

Outline your experience with comparable projects.

4.2.3 **Proponent References**

Provide **three references** for any work done by your firm in the past three years that is similar in nature, complexity and size to the requirements specified in this RFP. Provide the name of each project reference, along with his/her phone number, fax number and email address. The project reference information provided should identify the size of the projects conducted, as well as demonstrate the extent of your previous experience, the clients' overall satisfaction with your services and the results achieved, including your adherence to interim and final deadlines.

4.2.4 **Proposed Resources, Resumes and References**

The proponent should be able to demonstrate that its **proposed team as a whole** has the experience/skills to perform the services in accordance with the requirements. Prepare the table below to identify **all** personnel who will be assigned to the project and contribute to (i) the **routine management** and/or (ii) the **performance** of the required services. As shown, provide each person's name, title, role on this project, experience in this role and his/her respective employment status.

Name	Title	Project Role	Role Experience (# months)	Employment Status (E = employee, C = contractor, P = partner)

If contractors or partners are to be used for this project, they must be identified in your table. If so, describe the general range of services that the respective contractors (companies or individuals) will provide.

Submit the individual **resumes** for each proposed resource. The resumes should be structured to emphasize their relevant qualifications and experience in successfully completed projects of a similar size and scope to that required by this RFP.

Each resume should include **at least two project references** where the proposed individual served in a similar role, including:

- Name of client Procuring Entity
- Name, title, telephone number and email of a client contact
- Brief description of the scope, complexity, dates and duration of the project
- Role the proposed individual played in the referenced project

4.2.5 Resource Management

If at time of award the resources that have been proposed by a proponent are not available, and no replacements acceptable to the client procuring entity can be identified, the procuring entity reserves the right, in its sole discretion to refuse to proceed with award to that proponent.

4.2.6 Sustainability Component

The procuring entity is committed to purchasing goods, services, and construction in a manner that is better for our economy, our environment, and our communities.

The procuring entity seeks to work with suppliers who have the knowledge and capacity to support and apply the principles of sustainability to their own operations. To help the procuring entity better understand the sustainable attributes of your proposal, all proponents must complete the sustainability assessment found in the Sustainability Assessment template. This can be found at the following address:

<https://novascotia.ca/tenders/media/14572/sustainabilitytemplate.pdf>

Complete the interactive Sustainability Assessment, save the document and include it with your submission.

4.3 Pricing Response

The proponent shall provide a lump sum fixed price for completing the assignment, including a breakdown of estimated costs for each major task.

5.0 Proposal Evaluation

5.1 General Information

The Evaluation Team will consist of representatives of the procuring entity, and may include other representatives as deemed appropriate by the procuring entity. It is understood and accepted by the proponent that all decisions about the degree to which a proposal meets the requirements of this RFP are in the sole determination of this Evaluation Team.

To assist in the evaluation of proposals, the Evaluation Team may, but is not required to:

- Conduct reference checks relevant to the proposal with any or all of the references cited in a proposal to verify information regarding a proponent and rely on and consider any relevant information from such cited references in the evaluation of a proposal.

Conduct any background investigations that it considers necessary and consider any relevant information resulting there from.

- Seek clarification from a proponent with respect to their proposal. Such clarification **will not** offer the proponent the opportunity to change or provide new information. To the extent possible, requests made by the Evaluation Team will be sent from the email addresses of the RFP Contacts.

A proposal will be examined in accordance with the evaluation process and criteria outlined in the sections below.

5.2 Evaluation Process

The proposal will be evaluated using the following process:

- Stage 1: Proposal will be reviewed to determine compliance with all mandatory criteria identified in section 5.3
- Stage 2: Proposals that meet all mandatory criteria will be evaluated and scored using the evaluation criteria and assigned weights set out in the table in section 5.4. Proposals that do not meet the qualifying score for subtotal A set out in section 5.4 will be given no further consideration.

The compliant proposal that scores the highest number of rated points will be recommended for award of a contract.

5.3 Stage 1 – Mandatory Criteria

N/A

5.4 Stage 2 – Evaluation Criteria

If a proposal meets the Mandatory Criteria, it will be evaluated using the Evaluation Criteria set out in the table below. Scores will be recorded for each criterion and a total score will be determined.

Prepare the table below, inserting references to the appropriate sections within your proposal that deal with each criterion under evaluation.

Criterion	Weight	Minimum Score Required (% or points)	Proponent's Reference/Page Number
Proponent's Experience	20		
References	10		
Show Value	50		
Creativity, variety & content	15		
Cancellation Plan	5		
Maximum Score Possible	100		

Notes:

1. A minimum Qualifying Score of 18 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:

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