Three Rivers

· WHERE HISTORY IS MADE ·

Accessible

TOWN OF THREE RIVERS

REQUEST FOR QUOTES

RFQ TOTR2026 PW-09 Garden of the Gulf Museum Accessible Washroom and Deck

RFQ TOTR2026 PW-09 GARDEN OF THE GULF MUSEUM- WASHROOM BUILDING/ACCESSIBLE RAMP



Introduction

The Town of Three Rivers (the "Town") is inviting quotation from qualified Contractors

BACKGROUND

The Town of Three Rivers was officially formed on September 28th, 2018. It was made up of the former Towns of Georgetown and Montague, the Village of Cardigan, the Communities of Brudenell, Lorne Valley, Lower Montague, Valleyfield and unincorporated areas that stretch from Panmure Island to Launching to Greenfield. The Town has approximately 8,000 people.

The Town is governed by the Three Rivers Town Council, which is comprised of a mayor and eight Councilors representing 4 wards. The mayor is elected at large, and Councilors are elected by ward with elections held every four years. The next election is scheduled for November 2, 2026.

Three Rivers provides a wide array of services including utility, planning, recreational facilities, fire protection, public works and administration.

NO OBLIGATION TO PROCEED

Though the Town fully intends at this time to proceed with the RFQ, the Town is under no obligation to proceed to accept any proposal, or any other stage. The receipt by the Town of any information (including any submissions, ideas, plans, drawings, models or other materials communicated or exhibited by any intended Proponent, or on its behalf) shall not impose any obligations on the Town. There is no guarantee from the Town, its officers, employees or agents, that the process initiated by the issuance of this RFQ will continue, or that this RFQ process or any RFQ process will result in a contract with the Town.

CANCELLATION

The RFQ may be cancelled in whole or in part without penalty, when, in the opinion of the Town:

i. There has been a substantial change in the requirements after this RFQ has been issued.
ii. Information has been received by the Town, after issuance of this RFQ, that the Town feels substantially alters the specified procurement.
iii. There was insufficient competition in order to provide the level of service, quality of goods, or pricing required, or.
iv. The Town, in its sole discretion, decides there is any other sufficient justification to cancel this RFQ.

The Town of Three Rivers may cancel this RFQ, reject all proposals, or seek to acquire the subject of this RFQ through a new RFQ or by other means.

TOWN'S DECISION MAKING

The Town has the power to make any decision, or to exercise any contractual right or remedy, contemplated in this RFQ at its own absolute and unfettered discretion.

ENQUIRIES

The Town has endeavored to provide complete, correct information and estimates to enable Proponents

to properly assess and determine the scope and complexity of the work required to submit a response to this RFQ. Proponents are solely responsible for determining if they require more information or if anything appears incorrect or incomplete, and for contacting the person named in this RFQ if they have any questions whatsoever prior to the closing date. All enquiries related to this Request for Quotes are to be directed, in writing, by email, to dmacdonald@threeriverspei.com. Information obtained from any other source is not official and should not be relied upon. The Town will not be responsible for any verbal statement, instruction, or representation. Enquiries and responses will be recorded and may be distributed to all Proponents at the Town's option by way of an addendum. Any enquiries regarding this Request for Quotes must be submitted at least three (3) working days prior to the closing date. Any enquiries submitted after this date may remain unanswered.

ERRORS AND OMISSIONS

Any ambiguities, inconsistencies, uncertainties, or other errors related to this document of which any Proponent may become aware should be directed, in writing, to darsenault@threeriverspei.com. If necessary, the response to such items shall be made by way of an addendum, which will be posted, serially, on the tender page of the Town's website.

ADDENDA, CORRECTIONS, or EXTENSIONS

The Town of Three Rivers reserves the right to modify the terms of this Request for Quotes by way of an addendum at any time prior to closing, at its sole discretion.

ELIGIBILITY

Proposals will not be evaluated if the Proponent's current or past corporate or other interests may, in the Town's opinion, give rise to a conflict of interest in connection with this RFQ.

EVALUATION AND SELECTION

Proposals will be evaluated against the mandatory criteria. Proposals not meeting all mandatory criteria will be rejected without further consideration. Proposals that do meet all the mandatory criteria will then be assessed and scored against the desirable criteria. The Town's intent is to enter into a Contract with the Proponent who has the highest overall ranking per the Evaluation Criteria set out herein.

By responding to this Request for Quotes, Proponents will be deemed to have accepted all the terms, conditions, and/or specifications herein and have agreed that the decision of the Town will be final and binding.

PROPOSAL CLARIFICATION

The Town reserves the right, upon reasonable notice, to interview, examine, and make inquiries of any Proponent after the closing date, generally, and also for the purpose of clarifying or verifying any particular portion of the proposal submitted, which may, in the opinion of the Town, be unclear or require verification. All Proponents agree at their own expense to attend such interviews, and to fully co-operate with the Town on any such inquiry, and to provide, at the Proponent's own expense, any such clarification and/or verification as requested by the Town.

Inquiries made of one or more Proponents for the above purpose will not obligate the Town to clarify or seek further information from any or all other Proponents.

DEBRIEFING

Unsuccessful Proponents may request a debriefing meeting with the Town. The Town has no obligation to proceed with a debriefing meeting.

SIGNED PROPOSALS

The proposal must be signed by the person(s) authorized to sign on behalf of the Proponent and to bind

the Proponent to statements made in response to this Request for Quotes.

ALTERNATIVE SOLUTIONS

If alternative solutions are offered, please submit the information in the same format, as a separate proposal.

If alternative solutions are offered, which, in the Proponent's opinion, may be advantageous to the Town, economic or otherwise, please submit the information in the same format as a separate proposal. This alternative should clearly enumerate the advantages as well as any associated cost implications. Please indicate that it is an alternative to the initial submission and not a replacement by writing "Alternative Submission #" on the envelope as well as in the document itself.

CHANGES TO PROPOSAL WORDING

The Proponent will not change the wording of its proposal after closing and no words or comments will be added to the proposal unless requested by the Town for purposes of clarifying the Proponent's proposal.

IRREVOCABILITY OF PROPOSALS

A Proponent who has already submitted a proposal may submit a further proposal at any time up to the official closing time. The last proposal received shall supersede and invalidate all proposals previously submitted by that Proponent for this Request for Quotes. Any Proponent may withdraw or qualify their proposal at any time up to the official closing time by re-submitting a new proposal to the Town. The time and date of receipt will be recorded by the Town. The new proposal shall be clearly marked by the Proponent as "Resubmission #" along with the name of the Request for Quotes and directed to the attention of Dawn Arsenault, Manager of Finance. Proposals may be withdrawn at any time prior to opening upon written request from the Proponent. Negligence on the part of the proponent in preparing their proposal shall not constitute a right to withdraw a proposal subsequent to the tender opening.

Upon closing time, all proposals become irrevocable. By submission of a proposal, the Proponent agrees that should its proposal be successful, and the Town should decide to proceed, the Proponent will enter into a contract with the Town of Three Rivers by either signing a contract document or accepting a Purchase Order issued by the Town.

COMPLETENESS OF PROPOSAL

By submission of a proposal the Proponent warrants that, if this Request for Quotes is to design, create or provide a system or manage a program, all components required to run the system or manage the program have been identified in the proposal or will be provided by the Proponent at no charge.

SUB-CONTRACTING

a) Using a subcontractor (who must be clearly identified in the proposal) is acceptable. This includes a joint submission by two Proponents having no formal corporate links. However, in this case, one of these Proponents must be prepared to take overall responsibility for successful interconnection of the two product or service lines, and this must be defined in the proposal.
b) Sub-contracting to any firm or individual whose current or past corporate or other interests may, in the Town's opinion, give rise to a conflict of interest in connection with this project will not be permitted. This includes, but is not limited to, any firm or individual involved in the preparation of this Request for Quotes.
c) Any Sub-contracting of the service to any firm or individual after the award of a Contract must have prior approval by the Town.

ASSIGNMENT

This RFQ and any resulting contract may not be assigned by the Proponent without the prior written consent and approval of the Town, which consent may be withheld in the Town's sole discretion. The

Town may assign or transfer any resulting contract to any successor municipal entity or governmental body without the Proponent's consent. Any permitted assignee shall assume all obligations of its assignor under this contract. No assignment shall relieve any party of responsibility for the performance of any accrued obligation that such party then has hereunder.

CONFIDENTIALITY

The successful Proponent agrees not to release or, in any way, cause to release any confidential information of the Town of Three Rivers unless an appropriate official of the Town has specifically approved them to do so in writing.

The Proponents agree to treat all information contained in this Request for Quotes as confidential, to use such information only for purposes of responding to this Request for Quotes, and not to disclose any such information, in whole or in part, to any other party without the express prior written consent of either party or pursuant to legal power, other than: a) to an agent who in the Town's reasonable opinion, is seeking information on behalf of the Proponent, b) to a party used by the Town to evaluate the Proponents creditworthiness. Each party agrees to allow the other party to store contact information, such as names, phone numbers, and email addresses for its business representatives, in any country where that party does business and to use such information internally and to communicate with the other party for the purposes of their business relationship. Proponents agree to handle any personal information that they may gain access to through this RFQ in accordance with the requirements of privacy laws, and in a manner consistent with the Town's published privacy policies, as amended from time to time.

CONFLICT OF INTEREST

Any potential conflict of interest must be disclosed to the Town in writing. Any conflict of interest identified will be considered and evaluated by the Town. The Town has the sole discretion to take the steps deemed necessary to resolve the conflict. If, during the term of the Contract, a conflict or risk of conflict of interest arises, the successful Proponent will notify the Town immediately in writing of that conflict or risk and take any steps that the Town reasonably requires to resolve the conflict or deal with the risk.

LAWS OF PRINCE EDWARD ISLAND

This Request for Quotes will be governed by and will be construed and interpreted in accordance with the laws of the Province of Prince Edward Island. The parties irrevocably submit to the exclusive jurisdiction of the courts of the Province of Prince Edward Island for the resolution of any disputes arising under or in connection with this RFQ or any resulting contract.

FINAL AGREEMENT

This solicitation does not contain all the terms and conditions necessary for conducting business with the Town of Three Rivers.

GRATUITIES

The Town of Three Rivers may, by written notice to a Proponent, cancel any contract if it is found by the Town that gratuities, in the form of entertainment, gifts, or otherwise, were offered or given by the Proponent, or the agent or representative of the Proponent, to any officer, employee, Councilor, or agent of the Town with a view toward securing favorable treatment with respect to the awarding or amending, or making any determinations with respect to the performance of such contract.

Insurance and Workers Compensation

The undersigned is to carry and keep in force Public Liability Insurance in a form equivalent in terms of coverage to the industry standard Commercial General Liability for all services provided to and on behalf of the Town of Three Rivers (Town) and the amount of coverage shall be not less than five million dollars ($5,000,000.00) per occurrence and to indemnify and save harmless the Town in the event of any damages, suits or actions as a result of damages, injuries or accident done to or caused by them, or their employees

or relating to the prosecution of the works or any of their operations or caused by reason of the existence or location or condition of any materials, plant or machinery used thereon or therein, or which may happen by reason thereof, or arising from any failure, neglect or omission on their part, or on the part of any of their employees, to do or perform any or all of the several acts or things required to be done by them under and by these conditions, and covenants and agrees to hold the Town harmless and indemnified for all such damages and claims for damages. A Certificate of General Liability Insurance covering the legal liability of the submitter for injuries to, or death of, persons and/or damage to property of others for limits of not less than five million dollars ($5,000,000.00) per occurrence for bodily injury and property damage with an insurer and in a form satisfactory to the Town will be furnished. Such insurance shall have the Town as an additional insured and shall contain cross liability coverage and preclude subrogation by the insured against the Town.

The Town requires 30-day notice should the policy be cancelled or changed in any manner.

The undersigned is to carry and keep in force Professional Liability Insurance in an amount not less than $5,000,000 providing coverage for acts, errors and omissions arising from their professional services performed under this agreement. The policy self-insured retention / deductible shall not exceed $10,000 per claim and if the policy has an aggregate limit, the amount of the aggregate limit shall be double the required per claim limit.

The undersigned is required to have in place adequate coverage and be in good standing with the Workers Compensation Board of Prince Edward Island during the term of provision of all services to the Town of Three Rivers. Proof of coverage may be requested at the commencement of any contract or the provision of any services to the Town of Three Rivers. The Company awarded this tender will be required to provide proof that their Company complies with all the provisions of the PEI Occupational Health and Safety Act. During the progress of the awarded work, Companies will be required, on the request of the Town, to provide written verification that their work is in compliance.

PERFORMANCE

The Town has the right to cancel agreements based on performance with the Town as the sole judge of that performance. Prior to cancellation, the Town shall provide the Proponent with written notice specifying the performance deficiencies and allowing a reasonable period, not to exceed fifteen (15) business days, to cure such deficiencies. If the deficiencies are not cured to the Town's satisfaction within the cure period, the Town may cancel the agreement immediately upon written notice

VALIDITY OF PROPOSALS

All Proposals must remain valid and open for acceptance by the Town for a period of one hundred, twenty (120) days after the closing date. This period may be extended if requested by the Town and agreed to by the Proponent in writing.

PROPOSED CONTRACT TERM / PROJECT COMPLETION DATE

The proposed contract term shall be **March 1, 2027- October 1, 2027**

❖ PROPOSAL

The **Town of Three Rivers** invites quotations from qualified contractors for new accessibility improvements at the **Garden of the Gulf Museum**, 564 Main Street, Montague, PEI.

SCOPE OF WORK

The Work generally includes, but is not limited to:

• Construction of an accessible entrance ramp and viewing deck in accordance with the Contract Drawings and Specifications.

• Construction of a new accessible (barrier-free) washroom building measuring approximately 3.5 m × 3.4 m, including all associated foundation, structural, architectural, mechanical, electrical, utility connections, and finishing work required for a complete and operational facility.
• Demolition, modifications, and tie-ins to the existing Museum structure as shown on the Contract Drawings and required for completion of the Work.
• Completion of all associated site work, including grading, walkways, reinstatement, and accessibility improvements necessary to provide safe and barrier-free access to the facility.
• Provision of all labour, materials, equipment, supervision, transportation, permits, licenses, and approvals required to complete the Work (excluding the building permit, which will be obtained by the Town), together with all incidental work necessary to complete the project in accordance with the Contract Documents.
In addition:
. Restoration of the Museum's north entrance door, including removal of existing obstructions, repairs, preparation, painting, and provision of accessible door hardware if compatible, together with all related work necessary to provide a functional, weather-tight, and accessible entrance while maintaining the door's heritage character
• The Work is anticipated to commence in March 2027 and shall be substantially completed by July 2027.

All barrier-free and accessibility work shall comply with the requirements of the applicable building code as invoked by the Contract Drawings and Specifications.
The Work shall be completed in accordance with the drawings and specifications prepared by Coles Associates Ltd. and any addenda issued prior to closing.

COORDINATION REQUIREMENTS
The Garden of the Gulf Museum is closed to the public until late June 2027. The successful Contractor shall coordinate all work activities to ensure that the operations of the nearby Home Hardware, including access to and use of the parking lot, are not adversely affected and that business activities remain uninterrupted throughout the project. The Contractor shall provide advance notice of any temporary disruptions required to complete the Work.

CONTRACTOR RESPONSIBILITIES
The successful Contractor shall:
• Obtain and pay for all permits, inspections, utility locates, licenses, and approvals required to complete the Work, **excluding the building permit, which will be obtained by the Town.**
• Comply with all applicable Occupational Health and Safety legislation and regulations.
• Provide and maintain all necessary signage, barriers, traffic control, personal protective equipment, and safety measures required for the safe execution of the work.
• Protect all municipal and private property affected by the work.
• Repair or replace any damage resulting from construction activities at no cost to the Town.
• Remove all surplus materials, debris, equipment, and construction waste upon completion.
• Restore all disturbed areas, including lawns, landscaping, walkways, grades, and site features, to a condition equal to or better than that existing prior to construction.
• Protect the existing Museum building, exhibits, landscaping, and adjacent properties throughout construction.
• Exercise care when performing work on existing heritage elements and preserve and protect all features designated to remain. Any damage to heritage materials shall be repaired to the satisfaction of the Town.

WARRANTY
The successful contractor shall warrant all workmanship, materials, and equipment supplied under this contract for a period of **one (1) year** from the date of Substantial Completion and shall promptly correct any deficiencies identified during the warranty period at no cost to the Town.

SUBMISSION REQUIREMENTS

Interested contractors shall submit:

- Completed Contractor Pricing Form.
- Company contact information, including the name of the primary project contact.
- A summary of the firm's experience on projects of similar scope, including accessibility upgrades, public facilities, and heritage restoration work, as applicable.
- A brief description of the proposed approach and methodology for completing the work.
- Confirmation of the ability to meet the required project schedule, including an estimated project start and completion date.
- Description of how public access to the museum will be maintained during construction.
- Names and qualifications of key personnel who will be assigned to the project.
- Two (2) references for similar projects completed within the last five years.
- Proof of required insurance coverage.

Quotations shall remain valid for a period of **one hundred twenty (120) days** following the closing date.

Contractor Bid Form

Company Name: _____

Address: _____

Email: _____

Contact Person: _____Phone: _____

PRICE SCHEDULE
Lump Sum Price $_____

Taxes $_____

Total Bid Price $_____

CONTRACTOR DECLARATION
I/We hereby acknowledge that we have reviewed the Request for Quotations (RFQ), Contract Documents, drawings, specifications, and site conditions, and understand the requirements of the Work.
I/We agree to complete the Work in accordance with the Contract Documents for the Total Bid Price submitted.
I/We confirm that the quoted price includes all labour, materials, equipment, supervision, transportation, permits and approvals (excluding the building permit to be obtained by the Town), inspections, utility locates, site protection, restoration, cleanup, safety measures, overhead, profit, and all other costs and incidentals necessary to complete the Work.
I/We further agree that this quotation shall remain irrevocable and valid for acceptance for a period of one hundred and twenty (120) days following the RFQ Closing Date.

Date: _____

Company: _____

Name and Title: _____

Signature: _____

Attachment: Contract Drawings and Specifications

SUBMISSION AND DEADLINE

Interested parties shall provide a written response in either digital or print form by **(November 19, 2026, no later than 2:00PM,** addressed to: Dawn Arsenault, Manager of Finance, 172 Fraser Street, P.O. Box 546, Montague PE, C0A 1R0 or by email to: darsenault@threeriverspei.com.

EVALUATION

Evaluation Criteria	Weight
Understanding of the Project and Proposed Approach	20%
Relevant Experience on Similar Projects	25%
Heritage Restoration Experience	10%
Project Schedule and Maintaining Museum Access	15%
Key Personnel and Qualifications	10%
Price	20%
Total	**100%**

1. Understanding of the Project and Proposed Approach (20%)
- Demonstrates understanding of accessibility requirements, heritage considerations, and site constraints.
- Quality and feasibility of the proposed construction methodology.
- Identification of potential challenges and proposed solutions.

2. Relevant Experience on Similar Projects (25%)
- Experience constructing accessible ramps, decks, and washroom facilities.
- Experience working on occupied public facilities and museum sites.
- Quality and relevance of completed projects of similar scope.

3. Heritage Restoration Experience (10%)
- Demonstrated experience with preservation, repair, and restoration of heritage building components.
- Proposed approach to exposing, remediating, and preserving the heritage door while maintaining functionality and accessibility.
- Understanding of heritage conservation principles.

4. Project Schedule and Maintaining Museum Operations (15%)
- Ability to complete work within the project timeline.
- Measures proposed to minimize disruption to museum operations and visitors.
- Traffic management, site safety, and staging plans.

5. Key Personnel and Qualifications (10%)
- Qualifications and experience of project manager, site superintendent, and key trades.
- Availability of personnel to complete the project.

6. Price (20%)
- Total project cost.
- Value for money and completeness of pricing submission.