



Community Hub/Gym Washroom Change Room Renovation RFP-08-2026-01

Request for Proposals (RFP)

July 27, 2026

Community Hub Gym Washroom, Locker Room and Entrance Renovation Project

Issued by

Town of Annapolis Royal

1. Invitation to Proponents

The Town of Annapolis Royal ("the Town") invites qualified and experienced contractors ("Proponents") to submit proposals for the renovation of the Community Hub Gym washrooms, locker rooms, and entrance area located at **578 St. George Street, Annapolis Royal, Nova Scotia**.

The Town is seeking proposals from contractors with demonstrated experience in commercial, institutional, or municipal renovation projects. The successful Proponent will be responsible for providing all labour, supervision, materials, equipment, permits, and services necessary to complete the work in accordance with the specifications and concept design provided by the Town.

Proposals must include a comprehensive work plan, detailed cost breakdown, proposed construction schedule, material specifications, and any additional information required to demonstrate the Proponent's understanding of the project and ability to successfully complete the work.

A concept design and preliminary finish material palette are included with this RFP as reference documents.

Interested Proponents are strongly encouraged to participate in a site visit prior to submitting a proposal. The site visit will take place on **August 5, 2026, from 1:00 p.m. to 3:00 p.m.** Please contact Noah Scanlan in advance to confirm your attendance.

Email alc@annapolisroyal.com or call 902-955-1205

2. Project Background

The Community Hub Gym is an important recreation and community facility owned and operated by the Town of Annapolis Royal. Located within The Academy Condominiums, the facility serves residents, community organizations, sports groups, schools, and visitors through a wide variety of recreation programming, community events, and public rentals.

The Town is committed to improving the accessibility, functionality, durability, and overall user experience of the facility. This project represents a significant investment in upgrading aging infrastructure while creating an inclusive and welcoming environment that meets current building standards and community needs.

3. Facility Overview

The Community Hub Gym is located within The Academy Condominiums at:

578 St. George Street
Annapolis Royal, Nova Scotia

The facility:

- serves as the Town's primary indoor recreation gymnasium;
 - accommodates municipal recreation programming, community events, and public rentals;
 - was originally constructed as a middle school gymnasium and auditorium and last underwent significant renovations in approximately 1980.
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4. Existing Conditions

The Town has identified several areas requiring renewal and modernization, including:

- deteriorated wall and floor tile finishes;
- aging and non-functional plumbing fixtures and shower facilities;
- washroom and change room layouts that do not meet current accessibility and inclusive design expectations;

- outdated lockers, benches, partitions, and interior finishes;
- aging entrance doors and frames that are deteriorating and nearing the end of their service life; and
- opportunities to improve durability, maintenance requirements, security, and overall aesthetics throughout the facility.

While the existing automatic door operators remain operational, proponents may recommend incorporating these systems into the proposed entrance improvement where practical.

5. Project Objectives

The objectives of this project are to:

- modernize the existing washroom and locker room facilities;
 - improve accessibility in accordance with applicable legislation and building codes;
 - create inclusive and functional change facilities for all users;
 - improve durability and reduce long-term maintenance costs;
 - enhance the appearance and user experience of the facility; and
 - replace the existing interior door with durable, accessible door system that accommodate future electronic access control.
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6. Scope of Work

The successful Proponent will provide all labour, materials, equipment, supervision, permits, and services necessary to complete the project, including but not limited to:

Demolition

- demolition and removal of existing washroom and locker room finishes;
- removal of existing floor and wall tile;
- removal of existing plumbing fixtures, showers, partitions, lockers, ceilings, lighting, and associated building components as required;
- disposal of demolition materials at approved facilities; and
- protection of adjacent occupied spaces during construction.

Renovation and Construction

Construct the renovated washroom and locker room facilities generally in accordance with the Concept Design (Appendix A), including any modifications recommended by the Proponent to improve constructability, functionality, or code compliance.

The successful Proponent shall identify and communicate any unforeseen conditions encountered during construction, including structural, mechanical, electrical, plumbing, or hazardous material discoveries, together with recommended solutions and associated cost implications.

Fixtures and Finishes

Provide specifications and product information for all proposed fixtures and finishes, including:

- toilets and plumbing fixtures;
- accessible fixtures and accessories;
- toilet stall partitions and doors with minimal gaps at their base
- lockers, benches, and storage cubbies;
- flooring and wall finishes;
- shower unit;
- ceilings;
- lighting;
- paint colours and finish palette;
- hardware and accessories.

Equivalent products may be proposed where appropriate. A sample palette has been provided (Appendix B)

Entrance Improvements

Replace the existing interior entrance door with a commercial-grade accessible door system designed to accommodate existing or future electronic key card access.

Existing automatic door operator may be reused where compatible with the proposed design.

7. Permits and Coordination

The successful Proponent shall:

- coordinate construction activities with the Town throughout the project;
 - assist the Town, where required, in coordinating approvals with The Academy Condominiums Board;
 - work with the Town to obtain all required building permits, inspections, and regulatory approvals unless otherwise directed by the Town;
 - comply with all applicable municipal, provincial, and federal legislation; and
 - maintain a safe work site in accordance with the Nova Scotia Occupational Health and Safety Act and applicable regulations.
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8. Proposal Submission Requirements

Proposals shall include, at minimum:

1. Company profile and relevant experience.
 2. Examples of comparable institutional, commercial, or municipal renovation projects completed within the past five years.
 3. A detailed description of the proposed construction methodology.
 4. A project schedule identifying key milestones, anticipated start date, substantial completion, and final completion.
 5. A detailed itemized cost proposal, including labour, materials, equipment, subcontractors, contingency allowances (if applicable), permit costs, and applicable taxes.
 6. Product specifications and finish selections for all major building components.
 7. Identification of any proposed alternatives or value-engineering opportunities.
 8. Identification of assumptions, exclusions, and potential project risks.
 9. Confirmation of warranty coverage for workmanship and installed products.
 10. Proof of Commercial General Liability Insurance with limits of not less than **\$5,000,000** per occurrence.
 11. Confirmation of Workers' Compensation coverage and all required contractor certifications.
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9. Codes and Standards

All work shall comply with:

- the Nova Scotia Building Code;
 - the National Building Code of Canada, as adopted;
 - the Nova Scotia Accessibility Act and applicable accessibility standards;
 - all applicable fire, electrical, plumbing, and life safety codes;
 - Occupational Health and Safety legislation; and
 - all applicable municipal bylaws and regulations.
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10. Project Schedule

The Town anticipates commencing construction following contract award.

Proponents shall identify the earliest available construction start date and provide a detailed schedule demonstrating completion of all work.

The project must achieve Completion no later than February 26, 2027.

11. Supporting Documents

The following documents form part of this Request for Proposals:

- Appendix A – Concept Design Information and Drawings
 - Appendix B – Sample Finish Material Palette
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12. Response Process, Terms and Conditions

The Town of Annapolis Royal will review and consider proposals received in relation to each other and reserves the right to negotiate specific terms and conditions of an agreement based on the submissions. The final decision will be made based on what Council believes is in the best interests of the Town.

The Town reserves the right, at its sole discretion, to extend the date for this RFP, to request clarification or further information from any party who submits a Quote, and to negotiate with any party with whom the Town believes it can finalize an agreement for the required work.

The Town may reject any or all submissions with or without discussion, may terminate and resume negotiations with any party, may collapse this selection process entirely or undertake an entirely different selection process.

This RFP does not constitute or imply a contractual or other legal obligation between the Town and any party who may submit to or otherwise respond to this RFP. The Town does not and will not have any obligation or liability to any person because of the selection process contemplated by this RFP except as is pursuant to a legally binding agreement.

All documents submitted to the Town in connection with this selection process become the property of the Town and will not be returned. If any person regards all or any portion of this RFP or other submission as confidential, this should be clearly specified.

Any questions relating to this RFP should be directed to Noah Scanlan
Email to alc@annapolisroyal.com

The deadline for submissions is August 21, 2026 at 1pm.

Responses can be submitted by mail, in person, or emailed to:

Sandi Millett-Campbell, CAO

cao@annapolisroyal.com

Include as Subject Line in email

Attention: Hub Renovation 2026-08-01

Town of Annapolis Royal
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