



Request for Proposal: Review of the 2020 National Building Code

Organization Background

The Nova Scotia Federation of Agriculture (NSFA) was established in 1895 and is a general farm organization incorporated under the *Federations of Agriculture Act*. The NSFA represents farms and farmers who vary in region, size, commodities, production methods, income levels, and demographics. The membership of the NSFA is a voluntary enrollment and consists of over 2,000 registered farms. The NSFA is governed by a 12-person Council of Leaders (Council) elected from the membership. Representing over 90% of primary agriculture production and bringing together registered farms, industry stakeholders, and government partners, the NSFA supports farm families and businesses through advocacy efforts and the delivery of programs and services.

Our mission is to influence and affect change for the continual success of agriculture in Nova Scotia.

Our vision is a prosperous and sustainable future for Nova Scotia farms and farmers.

Our Values

Collaboration: We bring people together to better the agriculture industry

Integrity: We are rooted in transparency, honesty, and our member's best interests

Equity and Inclusion: We create a place for everyone at the table which makes us all stronger, together

Innovation: We encourage new approaches that help us grow and thrive

Our members: We are dedicated to helping our members grow Nova Scotia agriculture

General Information

The Nova Scotia Federation of Agriculture (NSFA) is accepting proposals for the "2020 National Building Code Review" project.

1. Should any item in this request for proposal be unclear, please contact Carolyn Van Den Heuvel, Executive Director at 902-893-2293 for clarification. To be effective, any changes to this proposal will be made by written addendum.
2. The project duration is approximately eight months and is expected to be completed by March 31, 2025.
3. Proposals must be in PDF format and submitted to cvandenheuvel@nsfa-fane.ca by **July 5, 2024, no later than 1:00pm (Atlantic)**.



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Proposal Principles

1. NSFA reserves the right to reject any or all proposals or parts thereof, and the lowest price will not necessarily be accepted.
2. Incomplete proposals will not be evaluated, and late proposals will not be accepted.
3. The proponent must be prepared to include in the contract for services any oral or written representations, undertakings, or guarantees that are made prior to the final agreements, including the complete response to this RFP or parts thereof.
4. No fees or other payments will be made to the successful Proponent for any costs incurred in preparing and submitting proposals or participating in the RFP process.
5. The RFP and its supporting documents must be considered proprietary and confidential.
6. Any contractual relationship to be established between the parties will be governed by the provisions of the agreement.
7. NSFA may at its discretion:
 - a. Select any one proposal;
 - b. Select more than one proposal with specified services provided by different consultants;
 - c. In selecting a proposal, not choose the lowest price; or
 - d. Reject all proposals and, in so doing, develop additional evaluation criteria
8. To ensure a fair and transparent process, all responses to questions submitted to NSFA for clarification will be posted on the NSFA website www.nsfa-fane.ca/rfp.
9. All proposals and pricing shall remain in effect until the initial agreement is complete.
10. The tentative project start will be July 2024.
11. All charges for carrying out each method of service outlined in this proposal call must be clearly identified.
12. Each proposal should include the name and title of one individual who may be contacted if further clarification of the proposal is required.



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Project Overview

Current Situation

Nova Scotia currently follows the 1995 National Farm Building Code. The 2020 National Codes were published in March of 2022 but not yet adopted in Nova Scotia. These updates will have significant impacts on farm buildings and their construction.

- The 1995 National Farm Building Code is currently in effect for all farm buildings.
- The 2020 National Building Code updates the requirements for large farm buildings (building area greater than 600 m²). Small farm buildings will continue to follow the 1995 Farm Building Code.
- The Code impacts required education, transition into practice, and understanding of impacts after 25 years of inactivity regarding the Code.

Further research is required to fully understand the implications for Nova Scotia prior to the adoption of the new National Building Code, Part 2 requirements for large farm buildings in the Building Code, and the impacts related to the Fire Code.

Project Objective

To conduct a review of the 2020 National Building Code and related Fire Code requirements for farm buildings to identify the impacts on Nova Scotia agriculture considering but not limited to safety, climatic data, and economic impact. The review must include engagement with the industry to gain a comprehensive understanding of its impacts on new builds, renovations, and maintenance in the coming years.

The goal is to ensure that the 2020 National Building Code and Fire Code is optimized to support the diverse needs of the agricultural community while promoting safety, sustainability, economic growth, and functional efficiency. The findings will be used to inform policy decisions, enhance safety standards for Nova Scotia farms, and identify the resources needed to help farms understand these policies.

Project Scope

Building Classification and County Analysis: Establish an inventory of farm buildings across counties and municipalities, categorized by their respective Code classifications (G1, G2, G3 and G4) or small farm buildings (<600 m²). Provide insights into the distribution of different building types and how the Code impacts them within distinct geographic areas.

Impacts of Specific Provisions on Farm Buildings: Conduct a detailed analysis of specific provisions within the Code and their effects on farm building design, construction, and functionality. Determine the effects of updating the 1995 Farm Building Code to reflect current climatic data, structural loading, and standards per the 2020 National Building Code. Highlight instances where provisions may inadvertently hinder operational efficiency or economic viability.

Economic Impact Assessment: Conduct an in-depth analysis of the 2020 National Building Code's economic impact on agricultural operations. Evaluate factors such as construction costs, operational efficiency gains, return on investment, insurance, and long-term financial sustainability for farms.



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Impact on Existing Buildings and Renovations: Assess the Code's effect on existing farm buildings that undergo renovation or expansion. Identify instances where renovations trigger the need for Code updates and propose strategies to mitigate potential conflicts while ensuring safety and compliance.

Fire Code Implications: Examine the interaction between the 2020 National Building Code provisions for farm buildings and the Fire Code. Evaluate how Code provisions influence fire prevention measures, fire-resistant materials, and fire detection and suppression systems in farm buildings. The review should include the number of farms required to install fire suppression systems.

Hazardous Material Storage Requirements: Analyze the Code's requirements for storing hazardous materials (e.g. anhydrous ammonia, fertilizers, pesticides) on farms and its impact on Nova Scotia farms. Gather data on the number of farms storing hazardous materials in significant quantities on farms.

Climate Considerations and Resilience: Integrate climatic data into the review, assessing how the Code addresses the resilience of farm buildings against climate-related challenges. Analyze how the Code will support infrastructure resilience to ensure farm structures are equipped to withstand changing climatic conditions.

Provide Options: Based on the analysis conducted, provide comprehensive options for the potential adoption of the 2020 National Building Code, in part or in full, considering the economic viability, safety, and environmental sustainability of farm buildings.

Stakeholder Engagement: Working with the Building Code Working Group, engage with a diverse range of stakeholders. Gather perspectives, feedback, and insights to ensure the review accurately reflects the needs and concerns of various parties.

Project Deliverables

1. Provide a comprehensive report that documents the findings, analysis, and options derived from the review. Include clear explanations of economic impact, building classification insights, renovation implications, Fire Code interactions, hazardous material storage considerations, and climate-related enhancements. The report must include:
 - Identification of impacts on farm operations including benefits, concerns, conflicts, and/or challenges
 - Economic, environmental, and social impacts of the Code adoption on Nova Scotia farm operations
 - Identify cross-compliance implications (e.g. Occupational Health & Safety Act)
 - Options on elements of the Code (Part 2, 2020 NBC and 1995 Farm Building Code) to be adopted in Nova Scotia
 - Options on resource material and programs to be implemented to support Nova Scotia farms
 - The inventory of farm buildings by municipality and county generated under the project scope.



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2. A briefing document to present the findings to the Nova Scotia Federation of Agriculture, Nova Scotia Department of Agriculture, and the Nova Scotia Department of Municipal Affairs and Housing.
3. A summary report and presentation to present to general stakeholders (e.g. farmers, extension specialists) to understand the impacts of adopting the 2020 National Building Code on Nova Scotia's agriculture industry.

Reports and briefing documents must be provided in both Word and PDF formats, while presentations must be in PowerPoint format.

Tentative Deliverable (quote separated):

1. Develop a data set of geographic locations (XY or Lat/Long) for farms and/or farm buildings to be hosted by NSFA.

Project Administration Responsibilities

Kickoff Meeting: The NSFA Project Lead shall arrange and chair a Project Start-Up Meeting.

Engagement Plan: The Consultant shall prepare and submit an industry engagement plan to NSFA for approval prior to starting any engagement activities.

Progress Reports: The Consultant shall prepare and submit a monthly progress report to the NSFA Project Lead. Progress reports should be 2-3 pages long and include sections on current progress, issues encountered, and next steps.

Progress Meetings: The NSFA Project Lead shall arrange and chair Project Progress Meetings. The Consultant shall attend the meetings, record decisions and issues, as well as prepare and distribute meeting notes.

Project Approach

The proposal must outline the project delivery approach to ensure the project scope remains aligned and key milestones are met. Consider the following factors for inclusion:

Data Collection and Engagement Engaging farmers during the summer months is challenging. Optimal engagement periods are from mid-October through winter. Data collection and engagement methods must consider diverse participants and employ multiple approaches such as surveys, site visits, workshops, and stakeholder interviews.

NSFA Support: The NSFA is prepared to assist the Consultant in identifying engagement opportunities at industry events. Details of specific events and contacts will be provided to support this process, as requested. The NSFA will also promote the project and communicate with the farm community through various platforms to ensure the success of the engagement.



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Draft Reports and Feedback: To ensure the recommendations and report align with expectations, the Consultant must provide draft reports at key stages – 30% completion, 60% completion and final draft. Briefing documents, summary reports and presentations should also follow the same process.

Feedback Turnaround: NSFA will provide feedback on draft reports within 10 business days of submission to ensure timely progress.

Working Group Reviews: The Consultant should provide opportunities for the working group to review the analysis, stakeholder feedback, and recommendations before finalizing the report. This should occur at regular intervals to ensure alignment with project goals.

Timeline

The organization anticipates the project to commence on July 29, 2024, and conclude by March 31, 2025. The following timelines must be adhered to:

- November 30 – 30% completion
- January 15 – 60% completion
- February 15 – Final Drafts
- March 31 – Final deliverables

Budget

The estimated budget for this project is between \$80,000 – \$100,000. Proponents should develop their proposals within this budget range, ensuring all project requirements and deliverables are comprehensively addressed. The following considerations should be included in the budget:

- **Cost Breakdown:** Provide a detailed cost breakdown, including labour, materials, travel, and any other relevant expenses.
- **Payment Schedule:** Include a proposed payment schedule that aligns with key project milestones.

Evaluation Criteria

NSFA is committed to the fair and transparent evaluation of the Building Code Proposal review process. A minimum of three people will evaluate each proposal. Once each proposal has been evaluated using this scoring system, the proposals with the highest scores will be selected for further consideration. The evaluation committee may request further information or interviews to make the final decision.

Evaluation Criteria Weighting

Proposed Methodology: 35%
Experience and Expertise: 25%
Budget: 15%
Quality of Deliverables: 15%
Timeline: 10%

Mandatory Technical Requirements

All proposals must meet the mandatory criteria and clearly demonstrate that these criteria are met. If a proposal fails to meet any of these criteria, it will be deemed non-compliant and will be rejected.

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The proposed project team must include the following:

- An individual(s) registered as a Professional Agrologist (P.Ag.) or an individual(s) with a minimum of five years of demonstrated experience in agricultural structures and operations.
- An individual(s) with experience in agricultural structures and operations specific to the Province of Nova Scotia.
- An individual(s) registered and licensed to practice as a Professional Engineer (P.Eng.) in Nova Scotia.
- A proposed project manager with a minimum of five years of demonstrated experience.

1. Proposed Methodology (35 points)

- **Clarity and Completeness:** The proposal clearly outlines the approach and processes to be used, including detailed steps and methodologies including data collection methods (e.g. surveys, site visits, stakeholder interviews).
- **Feasibility:** The proposed approach is realistic and achievable within the project timeline and budget.
- **Innovation:** The approach demonstrates creativity and innovation in addressing the project's objectives.

2. Experience and Expertise (25 points)

- **Technical Knowledge:** The proposal demonstrates a deep understanding of the technical subject matter relevant to the research project.
- **Relevant Experience and References:** The proponent has a proven track record of successfully completing similar projects, supported by high-quality references from reputable sources.

3. Budget (15 points)

- **Cost-Effectiveness:** The pricing is competitive and provides good value for money considering the proposed approach and expertise.
- **Budget Alignment:** The proposed budget aligns with the project's financial constraints and demonstrates a clear understanding of the required resources.

4. Quality of Deliverables and Risk Management (15 points)

- **Quality Assurance:** The proposal outlines a robust process for ensuring high-quality deliverables, including any relevant standards or best practices.
- **Risk Identification and Mitigation:** The proposal identifies potential risks to the project and provides effective mitigation strategies, demonstrating an understanding of the project's complexities.

5. Timeline (10 points)

- **Realism and Feasibility:** The proposed timeline is realistic and considers all project phases, including potential delays.
- **Milestones and Deadlines:** Clear identification of key milestones and deadlines, with a well-structured plan to meet them.



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Submission of Proposals

1. Proposal submissions must be addressed Nova Scotia Federation of Agriculture, Attention to Carolyn Van Den Heuvel:

Email:

cvandenheuvel@nsfa-fane.ca

Subject: Building Code Review

Please ensure your proposal includes the following documents:

- Cover letter
 - Detailed methodology
 - Budget Breakdown
 - References
 - Resumes of Key Personnel
2. If any clarification on specific requirements is needed, please contact Carolyn Van Den Heuvel via email at cvandenheuvel@nsfa-fane.ca or call 902-893-2293. If connecting via email, please include Building Code Project Inquiry in the subject line.
 3. Proposals must be submitted in PDF format via email and marked "Building Code Review".
 4. Proposals are due no later than 1:00 pm (Atlantic) on **July 5, 2024**.
 5. No submissions will be opened until after the closing date and time.
 6. It is anticipated that the successful contractor will be selected and notified no later than July 26, 2024.
 7. All proponents will be contacted and provided with a summary of the decision.