

STEWIACKE

RIVERS OF OPPORTUNITY



HALF WAY BETWEEN THE EQUATOR & THE NORTH POLE

Request For Proposal (RFP) STEW-2026-02

Engineering Design Services & Project Management

Stewiacke Water Treatment Plant Design

Town Stewiacke

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BON 2J0

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Stewiacke Water Treatment Plant Design

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Introduction

The Town of Stewiacke is seeking qualified services of a qualified engineering firm that has specific experience in the assessment, design, and construction of municipal water treatment plants. The successful proponent will undertake the design of a new water treatment plant to support the towns current and future needs. The design will include the roadway from St. Andrews Street in to the new water treatment plant.

This RFP provides for the engagement of a qualified engineering consultant to support this project from detailed design through to final construction. The selected consultant shall have such experience and demonstrate, in their proposal that they have technical and practical abilities to undertake the Town of Stewiacke Water Treatment Upgrade project and demonstrate in their proposal how they propose to deliver the required services.

Background

The TOS currently services a population of approximately 1800 people. The projected service population is anticipated to grow to 5100 people by 2035.

The town has an existing water supply system that is sourced from the St. Andrews River which presents multiple challenges. Examples of challenges that face the design of the existing plant are:

- limited water supply availability during the warmer summer months
- negative process impact from river sediment
- failure of intake pipe gallery.

With consideration to the age of the plant and the challenges from the existing source the TOS commenced a water sourcing plan for a groundwater-based water supply to replace the St. Andrews River surface water source. In 2021 an alternate water source planning process to replace the river water source with a focus on locating and developing a groundwater source capable of providing adequate quantity water supply in sufficient quantity to meet the Towns projected population growth. To date the groundwater source investigations have included:

- Phase 1 – Desktop Study (June 2019 report)
- Phase 2 – Monitor Well drilling/testing exploration program (June 2021 report)
- Phase 3 – Town of Stewiacke Groundwater Supply Investigation Appendix A
- Phase 4 – Concept Design report Rev.02 Appendix B

At this time the municipality is seeking proposals from qualified professionals for work related to the design, engineering support, and project management of a new water treatment facility and all associated infrastructure for the Town of Stewiacke water system.

Groundwater Supply Wells

Phase 2 and 3 groundwater test well drilling and testing exploration programs identified a potential groundwater aquifer and production well located at 378 St. Andrews Street. Following initial exploration, testing, and modeling results, this aquifer and production well are under review for regulatory approval as a groundwater source for the Town’s future potable water supply needs. Production, monitoring and test well locations are identified in Town Of Stewiacke Groundwater Supply Investigation – Phase 3 Report in Appendix A – Town of Stewiacke Zoning Mapping and Water Supply Well Locations.


Production Well PW21-01 (10” diameter) hydraulic capacity was confirmed at a minimum of 2440 m3/d (448 USgpm). This was the maximum pump equipment flow rate available during well testing procedures. These tests confirmed that the aquifer water bearing zone was not significantly stressed. Using the Town’s 2020 Water System Assessment Data as a template, the primary hydraulic capacity sizing representing a future design population of 5 100 people is 3 570 m3/d (655 USgpm). This flow exceeds the groundwater hydraulic capacity currently available (see above), thus *requiring further PW21-01 pump testing or further production well exploration/testing/development.*

Nova Scotia Environment (NSE) permitting requirements necessitates a secondary (redundant) production well capable of producing 100 percent stand-by capacity for PW21-01. The proposal will be based on the availability of the existing identified aquifer to support the required secondary backup well.

Project Scheduling

The dates listed below are the project schedule that is expected to be followed for the RFP. This may be subject to change and is therefore presented primarily for guidance:

Item	Date / Time
RFP Open	April 2 2026
Question Deadline	May 7 2025 2 p.m. (ADT)
RFP Close	June 4 2026 2 p.m. (ADT)
Recommendation to Council Date	June 25, 2026
Award Date	July 23. 2026

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Definitions

TOS – Town of Stewiacke

Proponent – an individual or company who submits a proposal

Successful Proponent – the proponent whose proposal is selected for award

Change Order – a written amendment to the Contract between the successful proponent and TOS


Independent Contractor – a proponent, successful or otherwise is considered an independent contractor **not** an employee of the Town of Stewiacke

Proposal Submission

- Proposal submissions must be received by June 4, 2026 at 2PM local time
- Submittals must be received by email to procurement@stewiacke.net
- Proposals **will not** be accepted by fax, mail, courier or hand delivery
- Identify proposal number in the subject line **STEW-2026-02**
- Proponents submitting a proposal must have their email received by the above listed email before the noted deadline. Proposals received after submission date and time will not be considered. The TOS will bear no responsibility for late or misdirected email submissions.
- Each proposal shall include a signed technical submission file and a signed price file, clearly labelled as previously instructed above.
- Both the Technical Submission files, and the separate Price Submission file, shall be submitted simultaneously.
- The Technical Submission file contents must not contain any reference to the bid price being offered for this project.
- The email subject line or body must identify the name of the proponent/company and the RFP name and number.
- Proponents shall be solely responsible for the delivery of their proposals in the manner and time prescribed.
- All proposal submissions are subject to evaluation after opening and before award of contract.

Technical Submission

- Technical submissions shall be submitted in a legible format, not to exceed 20 pages. Submissions will be on the proponent's letterhead and shall contain an authorized signature. Proposals shall be submitted in English and shall be specifically prepared to meet the requirements of this project.
- The technical submission response shall be organized into five sections:

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Section I.	Project Experience and References
Section II.	Team Composition
Section III.	Management of Project Specific Risk
Section IV.	Schedule of Work
Section V.	Pricing Schedule

Withdrawal or Modification of Proposal

Proponents may withdraw, replace or modify their bid up until the specified closing time, provided that this is done in writing. Any modification or replacement of a bid must be done in the same format as defined in the RFP.

Rectification Period

Procurement opens and reviews the Bids to determine if all mandatory submission requirements have been met in accordance with the RFP Document. If the bid fails to meet the mandatory submission requirements, Procurement will notify the Bidders that there is a second opportunity to meet the mandatory submission requirements within the rectification period of two (2) business days. Once the rectification period deadline passes, Bids still failing to meet the mandatory submission requirements are disqualified and will not be evaluated further. All bids satisfying the mandatory submission requirements are then passed along to the evaluation team for further evaluation. Exceptions to this are technical addenda, if a technical addendum is not acknowledged, the Bidder will be disqualified.


FOIPOP

The Municipality is subject to the Freedom of Information and Protection of Privacy provisions contained within the *Municipal Government Act*. Any document submitted to the Municipality in response to this RFP is subject to this legislation and proponents should be aware that any member of the public is entitled to request a copy of the document. In response to such a request, the Municipality may be required to disclose some or all of the information in accordance with the criteria set out in the legislation.

Insurance

Forthwith upon the execution of agreement, the successful Proponent shall obtain and maintain at its own expense, a policy including but not limited to:

- commercial general liability insurance insuring against damage or injury to persons or property with limits of not less than five million (\$5,000,000) dollars per occurrence or such greater amount as the Town may request from time-to-time
- standard form Nova Scotia automobile liability insurance that complies with all requirements of the current legislation of the Province of Nova Scotia, having an inclusive limit of not less than two million (\$2,000,000) dollars per occurrence or such

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greater amounts as the Town may from time-to-time reasonably request in respect of the use or operation of licensed vehicles owned or leased by the Contractor for the provision of services hereunder;

- standard form non-owned automobile liability insurance that complies with all requirements of the current legislation of the Province of Nova Scotia, having an inclusive limit of not less than five million (\$5,000,000) dollars per occurrence or such greater amount as the Town may from time-to-time reasonably request, in respect of the use or operation of vehicles not owned or leased by the contractor for the provision of services hereunder;
- where services performed here under include construction services, Builder’s Risk Insurance with a policy limit equal to the contract price for construction services;
- errors and omissions insurance that has limits of not less than one million (\$1,000,000) dollars per claim and with an aggregate limit of not less than two million (\$2,000,000) within any policy year
- such other types of policies as a prudent Contractor in the position of the Contractor would procure in an engagement of the type described in this agreement

Each of the policies of insurance described above shall:

- include the TOS as an additional insured
- contain a cross-liability clause
- contain a severability of interests’ clause endorsement
- provide that if cancelled or changed in any manner, thirty (30) days prior written notice by mail or facsimile transmission must have been given by the insurer to the TOS failing which such cancellation or change shall be void as against the Town; and,
- be maintained in good standing without interruption during the entire period that services are provided pursuant to this agreement

Policy

Canadian Free Trade Agreement (CFTA) and The TOS Municipality Procurement Policy are the governing documents used for all tenders.

Successful bidder will be required to follow the TOS’s protocol as designated by Purchasing Department for delivery and invoicing; invoices to be submitted to TOS every 30 days and payments to be remitted 30 days after receipt of invoice.

Proposal Evaluation

The proposal Evaluation Team will consist of representatives from the Municipality and may include other representatives as deemed appropriate by the TOS. It is understood and accepted by the proponent that all decisions and evaluations about to what degree each proposal meets the requirements of this RFP are in the sole determination of the Evaluation Team. The proposal evaluation process will be as follows:

- Review to determine compliance with all mandatory criteria as identified in this RFP

- Proposals that meet criteria will be evaluated and scored using the evaluation criteria and assigned weights set out in the evaluation criteria. Proposals that do not meet the minimum qualifying score subtotal A (technical ability and understanding) will be given no further consideration

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

- Conduct reference checks on cited references in the proposal on any and all references
- Consider any relevant information from such cited references in the evaluation of the proposal
- Seek clarification from a proponent with respect to their proposal. These clarifications **WILL NOT OFFER** the proponent the opportunity to provide new information

Mandatory Criteria

In order for a proposal to be considered for selection the proposal must meet **ALL** the following mandatory criteria and clearly demonstrate that these requirements are met.

- Proponents must have demonstrated experience designing water treatment facilities of a similar scale
- List of qualified resources including references and resumes included
- All required insurances, certificates and forms are submitted

Evaluation Criteria

The following criteria will be used to select the successful proponent. A minimum qualifying score of XX points is required at Subtotal A for the proposal to be given further consideration.

Criterion	Maximum Point Value	Proposal Score
<i>Technical Evaluation</i>		
Proposed Approach / Project Understanding	30	
Team Composition / Technical Ability	25	
Reference Projects	10	
Risk Management	5	
Proposal Technical Evaluation Qualification Score	70	
Subtotal A – Minimum Qualifying Score		Min. 50
<i>Costing Evaluation</i>		
Pricing Response	20	
<i>Schedule Evaluation</i>		
Schedule Response	10	
Total Proposal Score	100	



Proposed Approach

The proponents' proposals will be evaluated based on:

Does the proposed approach address design requirements	20 points
Operational costs/reqmts (ex. waste disposal options) included?	5 points
<u>Do the proposed approach align with project schedule</u>	<u>5 points</u>
Total points available for this section	30 points

Team Composition

The proponent is required to identify the key personnel who will be assigned to this project, these key personnel must remain on the project until completion of the project. Please provide each employee's name, title/role, and years of related experience and indicate the percentage of their time to be dedicated to this project. The proposal must include individual resumes for each proposed resource. The resumes should be structured to emphasize their relevant qualifications and experience with successfully completed projects of similar scope to that of this RFP. Each resume should also include a minimum of 2 project references where the proposed individual served in a similar role including:

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

The listed personnel must include any and all partners/consultants/ external resources that are to be used on this project. For all identified external resources in the table describe the range of services that the respective resource will provide.

The summary information is to be submitted in table format; see example below:

<i>Name & Title</i>	<i>Project Role</i>	<i>Experience (months)</i>	<i>Employee (EM) or External Resource (EX)</i>	<i>% Time to Project</i>

External Resources

<i>Company Name</i>	<i>Description of Services to be Provided</i>

Team Composition Scoring

Does the Project Manager have minimum of 5 years of experience?	10 points
List of qualified key team members & external resources provided?	10 points
Is the percentage of commitment listed adequate?	5 points
Total points available for this section	25 points

Reference Projects

The proponent is required to provide a detailed summary of their company’s experience within the past sixty (60) months, by describing a minimum of two (2) Water Treatment Design projects for a Municipality within Atlantic Canada. These projects should be similar in nature, complexity and value to the requirements specified in this RFP.

For each of the three projects listed, the proponent is asked to provide:

- the company name,
- a brief description of the project,
- the name of the project manager,
- the dollar value of the project.
- a reference contact name and title for this project, and
- their email and phone number

The reference projects evaluation will be based on projects success meeting budget and schedule, quality of work provided, and how well the organization communicated and overall management of project.

Project 1	Project met budget & schedule	2 points
	Quality of work	1 point
	Well managed and good communication	2 points
	Total points available for project	5 points
Project 2	Project met budget & schedule	2 points
	Quality of work	1 point
	Well managed and good communication	2 points
	Total points available for project	5 points
Total points available for this section		10 points

Risk Management

Standard safety risks covered by Safe Work Practices are not to be referenced here. The Town of Stewiacke is looking for assurances that identified project risks will be identified, mitigated and are disclosed in the proposal.

Proponents shall identify a minimum of three (3) risks associated with this specific project/design. Risks that the TOS could face with the scope of work as the project progresses. Proponents shall state the risk, the mitigation strategy and, the impact to the project schedule or budget.

This section will be scored as follows:

Did Proponent detail minimum of 3 project specific risks completed with mitigation strategies	3 points
Are mitigation strategies clearly defined	1 point
<u>Are appropriate risk impacts provided for identified risks</u>	<u>1 point</u>
Total available points for this portion	5 points

Examples of such risks could be:

Risk	Mitigation Strategies	Impact
Long lead times for specified equipment	* Expedite if available * Source alternatives	* Expedited delivery = budget impact * No mitigation = schedule impact


Pricing Response Scoring

A minimum score of 50 points is required for the proposal to be considered further. If the proposals score meets or exceeds the minimum qualifying score the Pricing Response will be evaluated using the formula below:

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

Scheduling Response Scoring

Does the Gantt chart include all required phases of design	2 points
<u>Is the proposed schedule reasonable</u>	<u>3 point</u>
Total points available for this section	5 points

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Proposal Acceptance

This Request for Proposals neither expressly nor implies any obligation on the part of TOS to enter into a contract with any party submitting a response.

All proposals become property of the TOS once submitted.

Late proposals will be rejected, faxed proposals will not be accepted, and incomplete proposals will be rejected.


Any Proposal that does not include all the mandatory information required in this RFP may be considered incomplete and may be rejected. The Town of Stewiacke will, in their sole discretion, determine if the missing information is material to their ability to evaluate a response; if East Hants believes they have sufficient information to evaluate, it may proceed to do so.

Proponents undertake any expenditure related to the submission of a Proposal at their own risk. The Proponent is responsible for all costs associated with preparing and submitting this Proposal. This includes, without limitation, all costs, fees, expenses (travel, accommodations, etc.) or other incidentals related to preparing, printing, binding, transporting, presenting, defending, or clarifying the Proposal.

The TOS may include evaluation criteria within this Request for Proposal document to be used as a guideline for Proponents. TOS reserves the right to deviate from the evaluation criteria where it is in the best interests of the Municipality. Without limiting the generality of the foregoing, decisions to deviate from the evaluation criteria may be made based on budgetary and/or service delivery considerations having regard to all of the Proposals received and the needs of the TOS.

The Town of Stewiacke does not bind itself to accept any Proposal, but may accept any Proposal, in whole or in part, or discuss with any Proponent different or additional terms to those described in this RFP or in such Proponent's Proposal. TOS may:

- reject any or all of the Proposals
- accept any Proposal
- if only one (1) Proposal is received, choose to accept or reject it
- choose not to accept the lowest bid price
- alter the schedule, RFP process, or any other aspect of the RFP, as it may determine in its sole and absolute discretion

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Without limiting the proceedings in any way, TOS may accept any Proposal or any portion of any Proposal that may be in the best interest of the Municipality. The TOS reserves the right to reject any and all Proposals that, in its sole discretion, are not in the best interests of the Municipality.

The TOS reserves the right to waive formality, informality, or technicality in any Proposal. This includes the right to accept a Proposal that is not compliant with the instructions on the Request for Proposal document.

The TOS reserves the right to amend this Request for Proposal document at any time before the RFP closing date and will issue an addendum in the event of any changes.

The TOS reserves the right to negotiate, after the RFP's deadline, with any proponent and to finalize service arrangements in the best interest of the Municipality.

In applying this privacy clause, the TOS shall not be bound by trade or custom in dealing with and/or evaluating the responses to the Request for Proposal.

Should a proponent find any discrepancies, errors, or omissions in this RFP; or if a proponent is unsure as to the meaning of anything in this RFP, they are to advise TOS in writing via procurement@stewiacke.net. The TOS may in its sole discretion, respond to the inquiry to all proponents in an addendum.


It is the responsibility of the Proponent to be sure they understand the requirements prior to submitting a Proposal and before the deadline for questions has passed. Insurance requirements, if there are any, should be reviewed by the Proponent's insurer.

TOS may cancel the RFP process at any time, for any reason, in its sole discretion. In the event that an RFP process is cancelled, TOS will not be obligated to pay any costs, damages, or claims of any type to any Proponent or potential Vendor or Proponent.

Suppliers who have been disqualified from bidding on contracts with the TOS may not respond to this RFP and any RFP which features a subcontractor who is disqualified from bidding may also be rejected.

Schedule of Work

- The successful proponent will be required to set up a kick-off meeting as soon as possible following the award. The consultant shall work with the Town to develop a timeline for deliverables and milestones with a target date for the final detailed design, site and infrastructure preparation, and a date to have the new water treatment plant in operation.
- Proponents must supply a detailed work program outlining activities/tasks associated with the design and state how the various milestones would be staged from beginning to design completion with drawing sets ready for tendering.

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- The design schedule is to be stated in weeks from date of award.
- Please provide a Gantt Chart that includes an appropriate amount of detail around the planning and scheduling needs for this project. The Gantt Chart should contain all phases of design and align with the work schedule and your design completion date. A successfully prepared Gantt Chart provides a clear visual representation of how the project and required tasks will be completed.
- A cost estimate and project execution schedule based on the proposed design is required. The construction schedule can be included on the project design Gantt Chart **OR** a separate Execution Phase Gantt Chart and is to be displayed in weeks. This schedule shall encompass the tendering, awarding and construction of each aspect of the design (site preparation, infrastructure installation, plant construction, etc.) through commissioning and close-out and acceptance of the project.

Clarification and Addenda


- All questions or requests for information or clarification must be submitted by **email only** to:

procurement@stewiacke.net

- All clarifications and additional information, if required will be provided by addendum.
- Proponents must notify the representative above by email no less than five (5) working days before the closing of the RFP regarding questions, omissions, and or ambiguities found in the documents. If the TOS considers the correction, explanation or interpretation is necessary an addendum will be posted on the Provincial tendering website:

<https://procurement-portal.novascotia.ca/tenders>

- Addenda and inquiries will be issued no less than (5) five business days before the RFP closing date and will form part of the Contract Documents.
- Proponents have the sole responsibility to ensure any inquiries are received by the TOS as described above. TOS will not be responsible if a Proponent acts based on information received in any other way than an approved Addendum or communication, in writing from the procurement@stewiacke.net.
- The TOS and its representatives shall not be bound by or be liable for any representation or information provided verbally or information obtained by any unofficial source will not bind the TOS.
- When the TOS publishes an addendum modifying the terms of the posting documents, project documents or contract documents in any manner the TOS shall not be liable for any expense,

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cost, loss, or any form of damages incurred by proponent directly or indirectly, by any supplier or any other entity in connection with or in any way relating to or resulting from the publication of an Addendum regardless of whether the publication occurs prior to or after a bid has been submitted.

- All addenda issued by the TOS shall become part of the Contract Documents, unless specifically excluded from the Contract Documents in writing.

Proposal Acceptance

This document and Request for Proposal process does not constitute a call for Tenders. This RFP process will not give rise to any Contract based tendering law duties or legal obligations.

Business Registration


Proponents are required to register 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. .

Scope of Work

General Information

The successful proponent shall prepare detailed design drawings and documentation including specifications and detailed cost estimates as per The Nova Scotia Standard Specifications for Municipal Services (latest edition). All aspects of the design shall ensure compliance with all applicable municipal, provincial and federal acts, codes, and regulations.

The following activities and deliverables are required for the design, tendering and construction services for the construction of a new water treatment plant for the TOS and connection to the Towns existing distribution system. The engineered design of the Town water supply shall be done in accordance with the latest version of the Atlantic Canada Water Supply Guidelines (2022) as intended to be used in the evaluation of water supply, treatment, and water distribution.

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The water supply system shall be based on the projected population growth of the TOS to be 5100 people based on parameters that include by not limited to :

Design Criteria Parameter	Units	Calculation
Design Population	People	5100
Per Capita Water Consumption		
Calculated	Liters / Capita / day	329
Assumed for Preliminary Design	Liters / Capita / day	350
Max. to Avg. Day Ratio – Prelim. Design	N/A	1.50
Avg. Daily Treated Water Design Flow	m ³ /d	1785
Avg. daily Raw Water Design Flow	m ³ /d	2380
Max. Day Treated Water Design Flow	m ³ /d	2680
Max. Day Raw Water Design Flow	m ³ /d	3570

Reference Table 1-1 Phase 4 Concept Design Report Appendix B

The major components of the water supply design include but are not limited to:

- Groundwater supply well PW1-01, monitoring & design connection
- Sourcing and establishing a secondary backup well; from the same aquifer as primary well if possible
- All well infrastructure and associated control buildings for both primary and secondary backup well
 - All drill/testing exploration required to establish the secondary backup supply well
 - All geotechnical surveys, investigations, permits and approvals for both groundwater supply wells (i.e., Permit to draw water, permit to operate, etc.)
 - All site access roads, transmission lines
- Water treatment plant control building to address iron, manganese, sulphate, TDS, turbidity, and hardness of the raw water supply based on well P021-01
- Residual waste storage tank, backwash, and high lift pumping system
- New water storage water reservoir
- Water transmission/distribution piping interconnecting all above components to the existing TOS water distribution system, including hydrological modeling
- Supervisory Control and Data Acquisition (SCADA) system

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Engineering Services

Proponents must supply a detailed work program outlining the various activities associated with the design and show how the various milestones would be staged from beginning to design completion.

Site Design

The design proposal must include a site assessment at 378 St. Andrews Street and analysis to determine the building location and all civil and site electrical work requirements. This shall include but not be limited to:

- Site clearing and disposal of all vegetation and levelling
- Street access from St. Andrews Street the new water treatment plant
- All access roads for the treatment plant, wells and, all other components of the design
- Any lines for any required power poles/lines
- Installation of security fencing, gates and, CCTV system
- All geotechnical and survey work necessary to complete the scope of work as defined in this RFP

Water Treatment Plant

The water treatment process is to be designed to address the identified contaminants. While developing potential water treatment processes, consideration is to be given to technologies/equipment that have the following characteristics:


- Considered as “tried and true” treatment technologies; no “trial” or “prototype” designs or equipment
- Currently in use in Atlantic Canada municipality
- Compliance with all applicable municipal, provincial, and federal codes

The selected treatment process technologies where permitted shall have a continuous hydraulic line as established from the groundwater well pumps to water treatment and through to clear well storage within the WTP Control Building and will be considered as part of the overall water supply system design, and confirmation of water treatability be established.

The new Water Treatment Plant must address the high concentrations of iron, manganese, sulphates, SO₄ total dissolved solids (TDS), turbidity and hardness of the raw water.

Components include but are not limited to:

- Sourcing of backup well and design of well infrastructure for both primary and secondary well
- Treatment/control building

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- Water filtration and clarification system to accommodate average day and maximum day demands. Reference Phase 4 Pre-Engineering Study in Appendix B
- Analysis of feasibility of required new water storage reservoir on site and distribution piping to existing storage tank on Windcrest Ave.
- Backup power generator and applicable fuel supply (propane/diesel)
- Sewer infrastructure to tie into existing sewer system or new septic system
- Water transmission/distribution piping interconnecting the above components to the Town's existing water distribution piping network.
- Supervisory Control and Data Acquisition (SCADA) and controls (VT Scada)
- Operations and maintenance manuals (3 copies)
- In conjuncture with the design of the system components listed above the scope of this RFP shall also include all civil, electrical, geotechnical design/investigation required to deliver new water treatment plant including start-up and commissioning services.

Residual Waste

Clearwell basins are to be constructed as part of the water treatment plant control building. The clear well basin(s) are to provide the following features:


- A hydraulic break to atmosphere of the pressurized flow stream
- Tankage to establish the necessary chlorine disinfection contact time
- Necessary water storage capacity

Project management

The successful proponent shall provide project management services to keep the project within scope, budget, stakeholder management and on schedule in addition to managing the quality of the deliverables.

Activities shall include but are not limited to:

- Obtain and submit any required approvals and/or permits for completion of the work including any responses to information requests for additional information
- Assist municipality with any approvals required from the necessary Utility Review Board along with responding to information requests for additional information
- Project management services during procurement process, construction phase and post construction commissioning
- Confirming project scope
- Provide regular monthly updates on schedule and budget.
- Facilitate and record kick-off meeting and all additional project meetings and distribute minutes
- Identify and manage project risks

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- Identify and manage project changes (scope, schedule, budget, quality)
- Identify all stakeholders associated with the project (public, private, government, regulatory) and provide a Stakeholder Management Plan
- Identify and obtain all regulatory approvals in consultation with the Municipality
- Obtain permission to act as the owner’s representative in regard to submitting applications including fees
- Participate in a public information session at the early stage of the final design in conjunction with the Municipality – location to be determined
- The successful proponent will be required to make a minimum of 3 presentations to the Municipality project team and participate in 2 public information sessions.
 - first at the completion of the conceptual design process to present plans for discussion and feedback to adjust/correct any items/concerns/opportunities that the Town may need to undertake to accommodate, for example, additional land acquisition
 - the second will be at the final draft report stage for final comments and feedback for final report
- Prepare draft tender packages for phased construction and submit to the Municipality for review and funding approval
- Prepare final tender packages to be issued by the Municipality
- Attend and facilitate bidder meetings at the construction site for each tendering phase
- Respond to bidder enquiries and prepare addenda throughout tendering processes
- Review bids in consultation with Municipal staff
- Monitoring project schedule and consulting with Municipal staff in making required adjustments to keep project on schedule

Construction Management / Administration

This portion of the scope is to provide full construction management, oversight, inspection, commissioning services, training service, and record information during the construction phase of the project to ensure workmanship, compliance with contract documents, and adherence to all applicable Occupational Health & Safety regulations in a timely manner.


This component shall include but are not limited to:

- Ensuring the work is conducted in accordance with applicable OH&S regulations
- Facilitate and host pre-construction meeting and kick-off meeting with contractors/trades before they commence work
- Schedule, facilitate and record bi-weekly progress meetings as required by the Municipality, contractors, and all relevant stakeholders

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throughout the construction phase of the project. These meetings are to update work progress, review and update project management plans and review action items. The proponent will also be accountable for recording minutes and distributing them to all relevant stakeholders.

- Provide geotechnical testing and material testing as required for fill materials, gravel, bedding materials and concrete during construction to ensure compliance with drawings and specifications
- Perform regular QA/QC inspections of workmanship in addition to all regulatory inspections
- Coordinate the commissioning process and proponent to specify in the tender documents the requirement of commissioning process
- Provide bi-weekly inspection reports on progress and issues/deficiencies
 - Manage and resolve any identified construction deficiencies
 - Deficiencies and warranty inspections shall include required follow-up and final project certification
- Manage site instructions, directives and, change orders
 - All change orders shall be reviewed and approved by municipal staff representative(s) (TBD)
- Respond to contractor design questions and/or requests for information
- Review all payment certificates and consult with Municipality for payments
- Undertake submittal review process including shop drawings
- On-site inspections are to be done throughout the construction phases. Full-time inspection is not expected to be required throughout the construction phase, but for key construction activities (such as time sensitive as a portion of work will be concealed when complete), periodically/as needed to adequately monitor progress and ensure conformance to design specifications
- SCADA/PLC programming to be completed by consultants' automation expert. It is expected that the new process equipment vendor will supply PLC programming for the core operation functions of the new treatment plant. The automation scope will include integration with the existing storage tanks and updating existing tank controls
- Production and submittal of all record drawings including as-builts, vendor supplied manuals, operations and maintenance manuals and recommended preventative maintenance and inspection schedules
- Manage all deficiency and warranty inspections including all follow-up and final project certification
- Conduct a post construction close out meeting to serve a general review of the project and for handover such as record information package, operation and maintenance manuals, spare parts and warranties to Municipality

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Key Deliverables

The successful proponent will be expected to take accountability for the successful and timely completion of the activities identified in this RFP. The following key deliverables are identified as but not limited to:

- Accurate and timely communication on the construction phase
- Log of documented issues including recommended resolutions to the identified issues
- Record of all meeting minutes, reports and other correspondence related to design and construction
- Preliminary design report to include 50% design; architectural drawings, structural plans, mechanical and electrical systems layouts, integration into existing pipework systems, network architecture and I/O list, preliminary material/equipment selection and cost estimates
- Detailed design shall include advancing the 50% design based on discussions with municipal staff during preliminary design review
- Recommendations for procurement strategy relating to major process equipment and prepare procurement documents to solicit proposals/quotations from vendors and provide recommendations to municipality on the selection of major process equipment
- 95% review for comment and a Class A cost estimate
- 100% design package for tender to include contract documents, design drawings and technical specifications
- Approved shop drawings
- Timely processing of site instructions, directives, change orders, and progress certificates
- Ensure all submittals are reviewed appropriately and documented in a timely manner
- Record all final settings determined in the field and reflect this information in the Record Information Package
- Commissioning report
- Training session for municipal staff
- Undertake and document deficiencies and warranty inspections
- Ensure project is completed within budget and schedule

Reference Documents

- Town of Stewiacke Groundwater Supply Investigation, Phase 3 Report
- Town of Stewiacke Water Supply System, Phase 4 Concept Design Report

Proposal Requirement Checklist

PRIOR TO SUBMISSION, PLEASE CHECK THAT YOU HAVE SUBMITTED A COPY OF THE FOLLOWING DOCUMENTS

The following documents and information must be completed to ensure acceptance. Failure to comply with following will result in disqualification of the Proposal.

- Attachment "A" – Municipal By-Law Compliance Certificate
- Attachment "B" – Trade Agreements Acknowledgement
- Attachment "C" – Declaration of Contract Intentions
- Attachment "D" – Consultant Health & Safety Questionnaire
- Letter of Good Standing Workers Compensation Board (WCB)
- Received Addenda # _____ to # _____ Inclusive

Date this _____ day of _____, 2026.

Company Name _____

Address _____

City / Province _____ Postal Code _____

Phone Number _____ Fax Number _____

Email Address _____

Website _____

Contact Name (please print) _____

Title (please print) _____ Phone Number _____



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Attachment "A"

Municipal By-Law Compliance Certificate

This document forms part of and is incorporated into the Tender. Bidders convicted of violations of any TOS Municipal By-Laws or found in contravention of the Dangerous and Unsightly Provision of the *Municipal Government Act*, S.N.S. 1998, c. 18 shall be precluded from bidding on the tender. Successful bidders who subsequently are found guilty of violation of any Town of Stewiacke Municipal By-Laws or are found to have contravened the Dangerous and Unsightly Provision of the *Municipal Government Act* S.N.S. 1998, c. 18 shall have the tenders revoked and shall be precluded from bidding on subsequent tenders for a period of thirty-six months.

_____ (hereinafter referred to as "The Bidder") does hereby certify that the Bidder has not been found guilty of violation of any Town of Stewiacke Municipal By-Laws and has not been found to have contravened the Dangerous and Unsightly Provision of the *Municipal Government Act* S.N.S. 1998, c. 18 and furthermore hereby agrees to comply with all Town of Stewiacke Municipal By-Laws and the Dangerous and Unsightly provision of the *Municipal Government Act*, S.N.S. 1998, c. 18. The Bidder understands and agrees that any finding of guilt or contravention of any Cape Breton Regional Municipal By-Laws and provisions will result in the Tender being revoked and the Bidder being precluded from bidding on any subsequent Tender for a period of thirty-six months.

Witness

Date

Bidder

Date




Town of Stewiacke Internal Use Only

Approved by: _____

Title: _____

Date: _____

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SCHEDULE "B"

Attachment "B"

Trade Agreements Acknowledgement

All Public Sector Entities in Nova Scotia have trade agreement obligations under the Public Procurement Act. Trade agreements play a vital role in our economy. They create market access for our goods and services by reducing barriers to, among other things, labor mobility, investments, energy, agriculture, and government procurement. Agreements can be comprehensive, covering a number of different issues, or more concentrated, covering individual issues. Each agreement has unique language, exemptions, rules, and requirements.

Municipalities, Academic Institutions, School Boards, Health Authorities (MASH) and Crown Corporations that have their own procurement groups and policies must ensure they are consistent with the principles of the Province of Nova Scotia Procurement Policy, and the obligations of the Public Procurement Act.

Trade Agreements that impact government procurement in Nova Scotia include the Canadian Free Trade Agreement (CFTA) and the Comprehensive Economic Trade Agreement with the European Union (CETA). The CFTA and CETA include all provinces, Northwest Territories, Yukon, and the Federal Government as well as their respective MASH sectors and Crown Corporations.

The key to being compliant with multiple trade agreements is to ensure you are meeting the obligations of the one with the lowest thresholds.

_____ (hereinafter referred to as "The Bidder") does hereby acknowledges the understanding that this tender falls under the Domestic Trade Agreements. As part of these agreements and under the Nova Scotia Public Procurement Act, CBRM is included as part of the MASH Sector. This document forms part of and is incorporated into the Tender.

Bidders Representative

Date:



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Attachment "C"

Consultant Supplier Health & Safety Questionnaire

Consultants, Contractors or Suppliers wishing to submit Proposal\Tender to the Town of Stewiacke Municipality must complete this questionnaire and submit it with their proposal information.

GENERAL INFORMATION:

Company Name: _____

Company Address: _____

Phone Number: _____

INSURANCE/WORKERS' COMPENSATION COVERAGE:

Is your company covered by general liability insurance, automotive insurance, umbrella policies, etc., that would cover the cost of damages to, and incidents involving third parties? Yes No

Is your company in good standing with the Workers' Compensation Board for the Province of Nova Scotia? Yes No

If yes, please provide Letter of Good Standing.

If no, please explain

SAFETY PERFORMANCE

Does your company have any non-compliance or outstanding issues with the Nova Scotia Labour and Workforce Development, such as stop work orders, pending charges/prosecutions, or recent (within the last year) convictions or fines? Yes No

If yes, explain the details, including status or resolution.



SAFETY PROGRAM

Does your company have a written health and safety policy signed by management? Yes No

Does your company have written safety policies, procedures and safe work practices applicable to the scope of work to be performed, including clearly defined safety responsibility for managers, supervisors and workers? Yes No

Does your company have a risk assessment procedure? Yes No


Does your company have a procedure in place for investigating incidents, accidents and near misses? Yes No

Do you have a health and safety policy in place for incorporating sub-contractors into the workplace? Yes No

Please provide any other information relating to other programs or activities that you believe demonstrate your company conducts their projects safely and in accordance with all health and safety requirements.

NOTE:

PLEASE BE ADVISED THAT DURING THE PROPOSAL\TENDERING PROCESS OR AT ANYTIME DURING THE CONTRACTED WORK, THE TOWN OF STEWIACKE MAY REQUEST COPIES OF POLICIES, PROCEDURES, RECORDS OR DOCUMENTATION OF PROOF FOR ANY QUESTIONS ANSWERED ON THIS QUESTIONNAIRE.

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SCHEDULES AND ATTACHEMENTS

Appendix A

TOWN OF STEWIACKE GROUNDWATER SUPPLY INVESTIGATION PHASE 3

Appendix B

Phase 4 Pre-Engineering Study - Town of Stewiacke Groundwater Supply System -
2024-07-05_FINAL

Appendix C

Town Stewiacke Source Analysis Final Memo 14 Feb 2025

Appendix D

Approval for Operation - Water Withdrawal. Approval No. 2025-6361572-00
PID # 20118626