



**MUNICIPALITY OF THE DISTRICT
OF ST MARY'S**

Request for Proposals

**Engineering Design Services for Municipal
Civil Infrastructure**

Project Number 03242025ENG

Issue Date	March 24, 2025.
Site Visit (Mandatory)	March 28 or April 4, 2025, Available at 1PM or 3PM
Due Date to Advise of Errors or Omissions	April 11, 2025, at Noon local time.
Deadline for Submissions	April 25, 2025, at Noon local time.

The timetable is tentative and may be amended at any time via addenda.



Part 1: Invitation

1.1 About Us

The Municipality of St. Mary's is located on the Atlantic Eastern Shore of Nova Scotia, East of the Halifax Regional Municipality.

St. Mary's is a large district municipality with a land area of just over 1,900 KM² and over 2,100 residents. The municipality comprises multiple communities and unparalleled natural beauty, including the province's largest river, the St Marys River. The largest community in St. Mary's is Sherbrooke, home to the municipality's water and wastewater plants.

St. Mary's is a dynamic place with key objectives of growth, increased housing, increased tourism, improved quality of life for residents, and effective management and adaptation to climate change.

1.2 Invitation for Proposals

The Municipality of the District of St. Mary's is seeking to obtain engineering design services to support municipal infrastructure. Under this solicitation, the municipality intends to offer a three-year agreement with one provider. Further, the municipality may offer an additional extension for a further two years.

The municipality is seeking a provider who can provide all services listed in Part 2 of this solicitation. The municipality will consider proposals where a partnership of firms can provide all of the required services.

Work under this agreement will comprise on-demand individual projects as the municipality identifies ongoing needs.

Each project identified by the municipality will be price quoted, and services to be provided will be documented in writing by the provider and will be subject to review and acceptance by the municipality.

There are two projects named in this solicitation. Please see Part 8. These are both priority projects that the municipality is seeking design quotes and separate proposals for within this RFP. The municipality will award these two projects to the overall RFP winner. Work



will be expected to commence immediately on these initial projects by the selected provider.

Part 2: Required Engineering Design Services

2.1 Water and Wastewater:

The municipality offers water and wastewater services in the community of Sherbrooke.

General areas of service:

- a. Water distribution systems
- b. Water treatment systems
- c. Wastewater collection systems
- d. Wastewater treatment systems
- e. Source water protection planning

Sample/possible types of work:

- a. Support of water and waste treatment plants and their operation/equipment and systems, e.g. specific process improvement studies, including efficiency and feasibility studies.
- b. Project design plans for utility distribution or collection system re-developments or extensions, including construction-ready tenders.
- c. Asset Management life expectancy assessment of major infrastructure.
- d. On-site supervision and overall project management of major equipment installations or major civil infrastructure construction. (or assignment of a qualified external person for supervision work).

2.2 Solid Waste:

The municipality offers solid waste services through the municipal transfer station, located at 150 Cape Gegogan Rd, Goldenville, NS.

General areas of service:

- a. Construction & Demolition (C&D) storage and transfer
- b. Environmental and cost studies and design



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Sample/possible types of work:

- a. C&D storage and transfer projects/ Cell storage design
- b. Other **Possible Work:**
 - Climate change and climate adaptation initiatives, including action for coastal and inland flooding risks, conservation of valued natural areas and green infrastructure development.
 - Solar feasibility studies and planning for solar farms/planning for commercial solar farm design or community solar.
- c. Road design, including coastal resilient roads, low-maintenance community/residential roads, and low-cost road maintenance designs.
- d. Dry Hydrants Engineering water fire protection
- e. Building/Architecture
 - Design work for municipal buildings including potential renovations
 - Key Building List: Recplex, Administration building, Sherbrooke Library



Part 3: Proposals:

3.1 Proposal Content

Please provide a written proposal to explain your services related to the required municipal needs.

Note: Proposals shall be succinct: Maximum 5 pages of written material.

(Avoid extraneous materials, photos, brochure-type introductions).

3.2 Proposals shall include:

A brief introduction to the business and explanation of related services offered.

Please list key design personnel who are expected to be work contributors to projects under this agreement. Please provide a completed "People Skills Form" for key personnel who would be expected to provide engineering design services under this agreement.

Note: People skills forms are not part of the 5-page cap on written proposal length.

Please name a key contact/account manager who will receive and coordinate requests and work from the municipality. This person should provide a "people skills form." On an ongoing basis, this key contact can only be changed by the provider with written approval from the municipality.

Please include details on Nova Scotia municipal experience (where applicable).

All subcontractors and their role(s) shall be reported. Depending on their role, a subcontractor may be required to supply insurance applicable to their specific work, a Nova Scotia Workers Compensation certificate of good standing, and Nova Scotia Construction Safety Certification. The municipality will assess subcontractors and advise the awarded provider in writing of required subcontractor certifications.

3.3 References:

References will be accepted as follows: Eligible references are small, rural Nova Scotia Municipalities—near or under 10,000 people in population.

- a. A maximum of two references may be provided.
- b. If the Municipality of the District of St. Mary's has been a customer of any proponent, then, the municipality reserves the right to be a third reference.



Important Note: Bidders are required to include the completed references with your bid with the feedback from your reference included. It is recommended that you send out the reference forms to your past customers immediately in order to meet the RFP submission deadline. No extensions will be granted for delayed references.

Please see the attached reference form for instructions

Part 4: Design Services Agreement Specific Conditions:

4.1 Working Conditions

Part 1: Design Work: Most Work under this Agreement is expected to be Engineering Design work, which will occur in office/desk environments.

Part 2: On-site Work: On-site Work can include planning and investigating new projects, as well as supervision or other in-person evaluation work at active sites. Work projects requiring supervision may be indoor or outdoor.

Personnel performing On-site Work shall be skilled and trained by the engineering firm for construction site conditions, including safety and capability for handling proximity to heavy machinery, work that involves trenches or other confined spaces, and work that may take place in all weather and seasons. Additionally, on-site work may take place outside standard business hours, including evenings, nights, weekends, and holidays.

4.2 No Guarantee of Volume of Work or Exclusivity of Contract

The municipality makes no guarantee of the value or volume of work to be assigned under this agreement.

Municipal staff will assess each project to determine whether the selected vendor resulting from this solicitation process will be assigned related work.

4.3 Ownership of Completed Design Materials

Once each project is completed, the municipality shall retain long-term ownership of all designs or other project information and materials.

a. Reporting of Changes

Under this agreement, the provider shall always report changes in key contact



persons or changes in sub-contractors. The municipality has the right to accept or refuse sub-contractors or key personnel changes. Municipal acceptance will be provided in writing.

4.5 Continuation of the Offer and Annual Renewal

This agreement shall be in place for three years from the agreement signing date, subject to an annual Municipal review of the provider's quality of work.

The annual review shall be conducted by the municipality's assessment of the quality of the Provider's work. Reviews will include (but may not be limited to) measuring the provider's delivery service and availability, quality of work, and submission of timely and accurate invoices, etc.

At the end of three years, the municipality shall have the option of extending the design service contract for up to an additional two years with a continued annual review of service quality by the provider.

4.6 Insurance

Section 6.5 defines a minimal level of insurance for this agreement. The municipality will name specific insurance levels and types for each specific project under this agreement where applicable for each project.

4.7 Site Visit

A site visit will be required/mandatory. Proposals will not be accepted from proponents who do not participate in a site visit.

The site visit will include a tour of the Sherbrooke water and wastewater facilities and a Question & Answer supporting the quotes requested for the two initial projects to be assigned under this solicitation. Please see section 8 for project details.

The Site visits will be offered on March 28 or April 4. There will be sessions at 1:00PM and 3:00PM.

Please register for a site visit time via email request to Teddy Stevens, Director of Public Works: teddy.stevens@saint-marys.ca

Note: The municipality may consider offering additional dates and times upon request or if needed to support available tour space, at the discretion of the municipality.



Part 5: Submission Instructions

5.1 Contact Information

Teddy Stevens, Director of Public Works: teddy.stevens@saint-marys.ca, 902-522- 2667.

5.2 Submission Requirements and Conditions

Bids shall be submitted in digital form via e-mail to Teddy Stevens on or before the submission deadline at teddy.stevens@saint-marys.ca

E-mail submissions must have the following subject line:

" Engineering Design Services for Municipal Civil Infrastructure"

E-mail submission must be below twenty megabytes to meet Municipal e-mail requirements. All bidders are responsible for ensuring that submissions meet the e-mail and data size requirements. Submissions that exceed twenty megabytes may not be received and, as a result, may not receive consideration.

The bidder shall bear all costs associated with or incurred in preparing and presenting its bid. The municipality shall not be liable for all such direct, indirect, or consequential expenses under any circumstances.

Only on-time bids and bids delivered by the submission requirements stated here will be accepted.

Bidders are not to seek additional information from any Municipal Council or Staff not listed in this document. Such contact could disqualify the bidder.

Complete and include, with the bid, all forms and materials listed in Section 5.3 Submission checklist.



5.3 Submission Check List

This section is designed to provide all bidders with a checklist of schedules and materials to include in bids to ensure completeness.

Check List Item	Purpose
Part 3: Proposals: Each bidder shall provide a written introduction to their business and details on how they will complete the requested services.	This information is required for the municipality to assess each proponent's qualifications and capability. Failure to provide the requested information in all or in part shall result in lost evaluation points.
This solicitation includes a Price Form that must be completed for all bid price data. A price form shall be completed for each of the initial projects: 1. Feasibility Study 2. PLC Upgrade. See Part 8.	Failure to provide a complete Price Form for each named project shall result in the disqualification of the bid.
A Bidder Declaration Form has been provided with this solicitation. The Bidder Declaration Form collects acknowledgement of any addenda and the bidder's authorized signature.	The Bidder Declaration Form is a Mandatory Requirement. Failure to complete and sign this section shall result in the disqualification of the bid.
Workers' Compensation Board of Nova Scotia.	All bidders must provide a certificate of good standing with the Workers' Compensation Board of Nova Scotia or an equivalent with their bid submission. Failure to provide the certificate will result in disqualification of the bid.
Site Visit. All bidders must attend a site visit.	Failure to attend the mandatory site visit will result in disqualification of the proposal.
References: Include two references. Please see section 7.2 for evaluation details. A reference form and instructions are included in this solicitation package. Please use the required form and process.	References are an evaluation criteria. A failure to provide references will result in lost evaluation points.



5.4 Clarification and Addenda

Bidders must notify the Municipality by Noon local time on April 11, 2025, to advise of any omissions, errors or ambiguities in this document. If the municipality considers correction, explanation or interpretation necessary, a written addendum will be issued. Direct all Inquiries to teddy.stevens@saint-marys.ca.

The municipality will not maintain a distribution list. All bidders are responsible for ensuring all addenda have been received. The addenda will be posted on the Municipality website at <https://www.saint-marys.ca/business/tenders/> and the Nova Scotia Public Tenders website at <https://procurement.novascotia.ca/ns-tenders>. The municipality will not bear any responsibility for potential bidders' failure to obtain all documents before submitting a response.

The municipality reserves the right to amend this tender at any time before the closing date and will issue a written addendum in the event of a change.

The addenda must state in writing any changes to this tender. Verbal statements made by Municipal staff or their representatives are not binding.

5.5 Amendment or Withdrawal of Proposal

Bids may be amended or withdrawn by e-mail. E-mail shall be sent to teddy.stevens@saint-marys.ca. The amendment or withdrawal notice must be received before the closing. Amendments or withdrawals must be clearly labelled with an e-mail subject line **“Engineering Design Services for Municipal Civil Infrastructure”** And follow all submission guidelines outlined in Part 5.2 Submission Requirements and Conditions.

If a bid is amended, the bidder must supply a complete replacement of all complete documents and forms. The municipality will not attempt to interpret edit instructions or perform updates to Bids.

5.6 Bid Opening

The municipality will not hold a public, in-person bid opening. Bidders not awarded will be advised by e-mail.

5.7 Proposal Validity

All bids shall remain irrevocable for sixty (60) days unless withdrawn prior to the closing date or changed in mutual agreement with the municipality.



Part 6: Terms and Conditions

6.1 Worker's Compensation

Bidders shall comply with the *Workers' Compensation and Occupational Health & Safety Act* safety regulations. All bidders must provide a certificate of good standing with the Workers' Compensation Board of Nova Scotia or an equivalent with their bid submission.

6.2 Safety Certification

The selected bidder will provide (within 5 business days of award) a copy of Respondent's current and valid Letter of Good Standing indicating COR certification issued by Construction Safety Nova Scotia, or equal, and the Province of Nova Scotia Department of Labour.

Out-of-province companies shall submit, with their proposal, a current and valid Letter of Good Standing from their province of origin.

Out-of-province companies will obtain a Letter of Good Standing from Construction Safety Nova Scotia or a recognized safety-certified company upon submission of documentation verifying training and compliance with the *Nova Scotia Occupational Health and Safety Act* and Regulations.

6.3 Indemnity Requirements

The successful bidder shall indemnify and hold the municipality harmless against all liability and expenses, including solicitor's fees, howsoever arising or incurred, alleging damage to property, injury to, or death of, any person arising out of or attributable to the bidder's performance of the contract awarded.

6.4 Liability

The municipality shall not be liable nor responsible for any bodily or personal injury or property damage of any nature whatsoever suffered or sustained by the bidder, their employees or agents in the performance of this agreement.



6.5 Insurance

Five million (\$5,000,000.00) in General Public Liability Insurance per occurrence. Dollar values are per Instance.

- a. The Municipality is named as an additional insured.
- b. The general liability policy is to include "Completed Operations Coverage."
- c. The general liability policy is to include "Coverage of non-owned vehicles."
- d. The policy will remain in effect for the duration of this agreement.

Five million (\$5,000,000.00) in Professional Liability Insurance per occurrence.

- a. The municipality is named as an additional insured.
- b. The policy will remain in effect for the duration of this agreement.

Note: The awarded provider shall provide their insurance letter upon award of work and before any work may begin.

6.6 Freedom of Information & Protection of Privacy

By submitting a Bid, the bidder agrees to public disclosure of its contents subject to the provisions of Part XX of the *Municipal Government Act* relating to Freedom of Information and Protection of Privacy.

6.7 Pricing, Taxes, Currency

All prices quoted for this solicitation shall be in Canadian funds only. HST totals in quote pricing are to be reported separately. (see Price Form for details).

6.8 Early Termination

If, for any reason, the selected provider resulting from this solicitation fails to provide services satisfactory to the municipality or comply with the conditions of the signed agreement, the municipality may terminate the agreement upon providing written notice to the provider.

Either party may terminate this agreement with 60 days' written notice.

In the event of early termination, the provider is only entitled to compensation for work completed and accepted by the municipality to that point. The municipality will not owe the bidder any other compensation.



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In the event of early termination, the municipality has the right to choose whether to extend an offer to complete the remainder of the planned service under this solicitation with another bidder in this tender (following the terms of this tender) or to re-tender.

6.9 Payment(s)

Invoices shall be sent to council@saint-marys.ca only. Terms of payment will be stated for each specific project.

Part 7: Award:

7.1 Reservation of Rights/Privilege

- a. This call for bids/proposals neither expresses nor implies any obligation on the part of the municipality to enter a contract with any party submitting a bid.
- b. The municipality reserves the right to suspend or cancel this RFP at any time for any reason without penalty.
- c. The municipality reserves the right to reject any or all bids.
- d. The municipality reserves the right to accept and award any bid or portion of any bid that may be in the municipality's best interests.
- e. By placing a bid, the bidder acknowledges and fully agrees that the municipality has the full and unfettered right to evaluate proposals and to make a final award according to the municipality's interpretation of each proposal. This includes the municipality's ability to disqualify proposals that, in the municipality's opinion, do not meet all requirements.

7.2 Award Process and Scoring

Category	Points out of 100
Proposal Clarity and Succinctness	10 points
Proposal Quality/Completeness/Value	40 points
People Skills: Per the "People Skills Forms"	10 points
References: Experience with small municipalities	20 points
Price	20 points



7.3 Scoring Guidelines and Reference Instructions

The following details describe the rating process that the municipal staff evaluation committee will employ.

Proposal Clarity and Succinctness

- a. Are proposals easy to read and straightforward, and do they provide the information needed to fully understand the services offered?

Proposal Quality/Completeness/Value

- a. Do proposals provide a complete and clear explanation of the services provided?
- b. Are all needed services provided, and does the offer clearly meet all municipal needs?
- c. Does the proposal offer significant benefits and value to the municipality?
- d. Does the proposal promise quality service and attentiveness to the municipality's needs?
- e. Quality and completeness of the proposal for the two projects in Section 8 will part of the evaluation committee's assessment.
- f. If an interview is completed with a specific proponent, does the proponent effectively represent the offered service and remain consistent with the written proposal?

People Skills: Per the "People Skills Forms"

- a. Does the proponent offer highly skilled people?

References: Experience with small municipalities

- a. If the municipality of the District of St. Mary's has been a customer of any proponent, it reserves the right to be a third reference.
- b. References will be scored using the evaluation committee assessment. Evaluations will not weigh scores per reference in any way but will evaluate the overall quality of service the references report on the proponent, the apparent degree of value the references place on the proponent, and the overall consistency of the quality of work and service indicated by all references.



Price

- a. The price shall be scored on the average price from each bidder on the two initial projects to be completed upon award of this agreement. Please see section 8.
- b. Further, the average value of the project bids will be scored as follows:

Price Score = $LTP/TP \times PW$

LTP = Lowest Total Price Among all Proposals

TP = Total Price of the Proposal

PW = Point Weighting (20 points)

7.4 Interview

The municipality may invite one or more finalist bidders to a short interview.

7.5 Award Notice and Agreement

Upon completion of the municipal staff evaluation of proposals, if staff conclude that a proponent is completely eligible for the work award, then staff shall make a recommendation to municipal council at a public meeting, where council will make a final decision on approval of the work award.

Upon completion of the evaluation process, the municipality will e-mail the successful bidder an award announcement. The bidder shall acknowledge acceptance of the award by return e-mail within five business days. The written agreement shall be comprised of the e-mail acknowledgements, the written bid or proposal, and this solicitation document.

If the accepted proposal includes more than one engineering firm, all providers will be asked to confirm acceptance in writing. All providers agree to be bound by the terms of the solicitation and the bid proposal.



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Part 8: Projects

8.1 The following two projects will be the initial work assigned under this agreement.

8.2 The municipality will look to begin work on each of these projects immediately after the overall engineering design services offer is awarded. The water plan Programmable Logic Controller (PLC) project is a priority for completion, followed by the utility feasibility study.

8.3 Proponents for the overall engineering design services shall also complete their proposal and pricing for the following two projects: The awarded bidder for the overall engineer design contract will immediately be assigned the following two projects.

8.4 The municipality hopes that both needed initial projects can be worked on immediately and concurrently by the selected provider. Otherwise, the water plan PLC project shall be the priority.

8.5 The site visit for this overall solicitation will include a tour of the water and wastewater plants, a related information session, and a Q&A on the feasibility study and water PLC projects.

Note: pricing for these two initial projects will be used to assess pricing for the overall engineering design services offering. Please see Section 7.2 Award.



Project #1: Utility Feasibility/Capacity Study

Introduction: The Municipality owns 50 acres in the community of Sherbrooke PID #35216332 that has been dedicated to future housing. Please see the [neighbourhood concept plan](#).

The municipality wishes to obtain engineer design services to develop a feasibility/capacity plan for supplying water and wastewater services to the neighbourhood concept subject property and to write an applicable plan with all steps and components. The feasibility plan is not a construction-ready plan but will identify options and prepare a detailed plan with cost estimates that describe the municipality's options and provide a detailed proposed best solution.

Feasibility Study Questions and Outputs:

1. Examine and define what are the capabilities of the Sherbrooke water and wastewater plants? How much more housing/dwellings could they provide? The feasibility study shall provide an overall capability assessment.
2. What additional infrastructure would be needed, including distribution and collection systems and other possible assets including but not limited to: pump stations, lift stations, and possibly a water tower?
3. A key question will be how much of the neighbourhood concept subject property would be practical to service. The municipality has identified the following minimum needs including support for a new long-term care facility (estimated up to 70 rooms), a new local hospital facility, and approximately 20 units of housing—possibly in the form of one to two multi-unit buildings. (The provider will need to make estimates and assumptions about the utility needs of the long-term care home and a possible hospital, design TBA.
4. Notes: On-site wells and septic systems are expected to provide some of the housing. The feasibility study aims to determine how much of the neighbourhood concept property can be utility serviced.
5. The municipality is seeking a quick beginning and timeline for this project. Please include a timeline and milestone stone list for this project.
6. Key outputs of the feasibility study will be an itemized plan with estimated costs to make the appropriate utility service expansions with a plan for expanded distribution and collection line locations.



Project #2: Water Plant: Engineer Design of a New PLC System

Introduction: The Municipality is embarking on a project to replace the Programmable Logic Controller (PLC) in the Sherbrooke water plant.

The municipality is seeking the following:

- 1.) Engineer design services to determine specifications and features of the needed PLC unit.
- 2.) To write the scope of a tender for the purchase and installation of the new unit and to assist the municipality with assessing the bidders.
- 3.) To create an installation plan including timeline that defines and minimizes water service interruptions during the installation.
- 4.) Depending on the installation plan, complexity, and time required, on-site supervision of the new unit installation is required to ensure an error-free, efficient installation and commissioning.
- 5.) To complete related work to plan for possible plant automation features that leverage the new PLC. (actual automation planning and installation would be a future project. The current purpose is awareness and planning for future automation and efficiency possibilities.
- 6.) Consideration should be given to the warranty and service plan and the supplier's ability to service the unit, e.g., the distance to the supplier's location, local affiliations, etc.
- 7.) The municipality is seeking a quick beginning and timeline for this project. Please include a timeline and milestone stone list for this project.