

STEWIACKE

RIVERS OF OPPORTUNITY



HALF WAY BETWEEN THE EQUATOR & THE NORTH POLE

Engineering, Sustainable Community Growth Development & Resiliency Plan

Request for Proposals – **Stew2022-05**

ORGANIZATION

This Request for Proposal (RFP) document is organized into the following nine (9) sections:

1. Introduction
2. Project Framework
3. Scope of Consulting Services
4. Summary of Key Dates
5. Project Management
6. Reporting and deliverables
7. Method of Award
8. Proposal Submission Guidelines & Inquiries
9. Instructions, Terms and Conditions

1.0 INTRODUCTION

The Town of Stewiacke is seeking proposals from a multi-disciplinary team to develop an engineering and sustainable development plan in terms of engineering in such areas as infrastructure, waste water treatment, traffic flow and egress roads, traffic calming, recreation ideas and other recommendations from an engineering lens. Furthermore, although the Town of Stewiacke is conducting a separate study on water treatment options for a newly discovered ground (well) water source, part of this Request for Proposals (RFP) will include current and short-term capacity (refer to 1.1).

1.1 BACKGROUND

The Town of Stewiacke is one of the fastest growing municipalities in the Province of Nova Scotia. Stewiacke has the third largest land mass of any town on Nova Scotia with 17.62 sq/kms. We only occupy approximately one third of our land mass. The Town of Stewiacke continually seeks ways to update and improve the town on a strategic and ongoing basis. Some examples of the desired community and social infrastructure investments include new, improved or safer roads and other transportation issues, including public transportation facilities to support walking and cycling, flood defences, waste water systems, stormwater, drainage, sporting, recreation and leisure facilities (eg: gymnasiums), schools and affordable housing. Additional infrastructure is composed of public and private physical structures, emergency management impacts, railways, bridges, tunnels, water supply, electrical grids, and telecommunications (including Internet connectivity and broadband access). Accessibility impacts are also an included theme, where applicable.

One very important part of this Request for Proposals (RFP) is to have a review of our current surface (river) water treatment plant to ascertain the current and growth capacity, while awaiting the transfer to a new well water system which we project will be operational within the next 2-3 years. The overall new system will be finalized under a different RFP, however, during this transmission phase, the functionality and capacity of our current water treatment plant and processes are needed.

Additionally, we would like to have a strong, high-level plan to highlight the downtown as the centerpiece of the Town of Stewiacke. The downtown area is key to the history and future of Stewiacke, especially in such areas as the function and quality of the downtown. Therefore, the conditions of the study area will need to be carefully analyzed and evaluated as part of an overall revitalization strategy. There are no formal boundaries defining Stewiacke's downtown albeit there is a general perception, Appendix "A" refers, but with the unprecedented growth, it is time to get some expert advice.

With this foregoing being top priorities, the Town of Stewiacke will be seeking proposals to build a community growth development and resiliency framework for the Town of Stewiacke.

2.0 PROJECT FRAMEWORK

The scope of work is broad in nature and is focused on current and future capacity of infrastructure, structural changes to adapt with forecasted growth and the ability to create community resiliency, the

ability to quickly adapt to change and sustain a climate of community development while protecting and marketing the rich history and potential of Stewiacke. We are a town of roughly 1700 residents although we expect the town to double in size over the next 5-10 years. Accordingly, a high-level and strategic approach is needed for the many complex issues cited. It is our intention to create sub- Request for Proposals (RFP) based on the overarching themes in this RFP.

The Proponent shall have complete control of the work and shall effectively direct and supervise the work so as to ensure conformance with the contract documents.

The Proponent shall be responsible for safety at the place of the work and for compliance with the rules, regulations and practices as set out in the Occupational Health and Safety Act of the Province of Nova Scotia, where applicable. The Chief Administrative Officer for the Town of Stewiacke will be the project lead from the municipality perspective.

3.0 SCOPE OF CONSULTING SERVICES

The Town of Stewiacke requires the following consulting services:

- Consultation with assigned project managers;
- Site layout and design documents;
- Creating a blueprint or framework for a *Moving Forward Strategy for the Town of Stewiacke* for many of the plans listed under 1.0 and 1.1, including the following themes;
 - Overall infrastructure assessment and capacity
 - Traffic plan including traffic safety, calming recommendations and active transportation ideas
 - Current water treatment plant functionality and capacity
 - Determining the downtown future options and sense of place
 - Accessibility infrastructure ideas and impacts
 - Wastewater treatment plant capacity and recommendations
 - Other issues in 1.0 and 1.1

Following the award of the contract, the Proponent will meet with the Town of Stewiacke staff to review issues related to the overall project. The proposed approach will reflect the project requirements and budget. Town of Stewiacke representatives will review the submission and may request changes or more detail. Revisions to the project may be required as a result of the review.

Tasks	Desired Timelines
Background Research Best practices, baseline analysis, policy reviews, site & infrastructure analysis, and demand analysis	August/September, 2022
Media & Consultation Updating residents on website and social media. Other vehicles of consultation maybe used for public updates.	September, 2022 (this is solely the responsibility of staff but intended to keep residents informed of timely & accurate information)
Plan Framework Create framework of Master Plan and conduct costing (budget) and impact analysis	October 15, 2022
Draft Master Plan Drafting the master plan, meeting with staff and elected officials	November 15, 2022
Complete Final Master Plan Finalize and present Comprehensive Master Recommendations Plan	December, 2022

4.0 SUMMARY OF KEY DATES

Issue Request for Proposal	July 14 th , 2022
Request for Proposal Closes	August 11 th , 2022
Award of Contract	August 25 th , 2022
Project Start-Up	Fall, 2022
Completion of Project	December 15 th , 2022

5.0 PROJECT MANAGEMENT

a. The Proponent shall designate in their proposal, a project manager. All coordination for services with the Town and the Proponent shall be the responsibility of the project manager. The project manager shall ensure that any substitutions in Proponent team personnel are approved by the Town of Stewiacke project manager.

b. The Proponent's project manager shall be required to report to the Town through a review process and meetings at various stages of the work program. The work progress shall be measured against a defined budget and work schedule.

c. The Town recognizes that project management is an essential part of this project, therefore, a written monthly progress report is required to be submitted and consist of the actual schedule achieved outlined on the original base schedule submitted by the Proponent at the start up meeting. For instances where the schedule has not been achieved a brief written explanation as to why shall be included. The progress report can be submitted either as a hard copy or as an attachment to an email.

d. The Proponent shall meet with regulatory bodies, utilities, stakeholder groups, other levels of government, and members of the community, as required.

The Town CAO will be the project manager and they will act as the primary point of contact for the project. The Superintendent of Public Works will be the alternate manager for this project. A technical team of municipal staff members will also review submissions and provide input during the works.

It is expected that the Proponent will assume the role of prime consultant to complete the desired work and engage all necessary supporting consultants/contractors, collaborate and engage with municipal staff throughout the project to complete the plan on time and on budget.

6.0 REPORTING AND DELIVERABLES

a. Reports, drawings, and calculations shall be in metric units (imperial reports/drawings; although not preferred will be accepted). Reports and drawings shall be to a scale appropriate to the design depiction and shall comply with the Town's standards.

b. Electronic copies of all information (reports, drawings, and calculations; e.g., spreadsheets, computer model data files, etc.) shall be provided to the Town of Stewiacke on a USB flash drive. All reports are to be provided electronically, each as a single PDF file that includes the report text and all figures, diagrams, and drawings presented.

c. All material produced, and information collected by the Proponent in performance of these terms of reference shall become the property of the Town. All material shall be kept confidential by the Proponent unless authorized in writing by the Town.

d. The Proponent will attend meetings with stakeholders as identified by Town of Stewiacke.

6.1 EVALUATION CRITERIA AND PROCESS

Upon receipt of proposals, the Town will screen each to ensure the Proponent's compliance with the requirements of this RFP and as outlined in the Proposal Requirements. After a proposal has passed the initial screening, the Town will analyze the detailed specifications of the Proposal provided.

6.2 COMMUNICATION SKILLS

The proposal should be clear and readable. Information should be easy to find and should be in the order presented as follows.

6.3 TEAM COMPOSITION AND EXPERIENCE

Sector Specific Experience: The proposal should clearly state the Proponent overall experience in the field of expertise required by the scope of work. The proposal shall include at least three (3) examples of recent projects as well as three (3) letters of reference or relevant client contact information.

Proponents must be able to demonstrate that they have an in-depth knowledge of the scope of this assignment. The purpose of this information is to demonstrate the Proponent's experience and ability to complete similar projects, develop creative solutions, resolve complex issues and communicate effectively with various parties and audiences.

Experience of Project Lead with Projects of Similar Scope and Size: The Proposal shall include a summary of the relevant experience as it relates to their role in this assignment. A brief description (years in business, services provided, number of employees, etc.). Additionally, the Proposal shall include a brief description of each of the member firms, their role in this undertaking and the office from which their work will be conducted. The successful bidder must outline past work experience that is considered comparable to the work scope. A summary of a minimum of three (3) representative projects are to be provided including client references. A summary table format is acceptable.

Key Team Members Appropriate Skills and Education: The Proposal shall include, as appendices a CV detailing their experience, skills and education in relation to this assignment.

6.4 UNDERSTANDING THE NEEDS OF STEWIAECKE

Understanding of the Requirements of the Scope of Work: Proponents shall provide a demonstrated understanding of the subject matter, including, but not limited to, the scope of work as well as the approach that will be taken to accomplish the services related to this RFP document, as well as an indication of possible challenges and solutions of the proposed site not directly referenced in the request for proposals.

Acceptable Proposed Schedule and Work-plan: Proponents shall provide a work plan with which clearly outlines milestones and timelines to demonstrate how the work will progress to the desired completion date. Proponents must present a realistic timeline of the proposed Project schedule. The schedule shall reflect the tasks in the work plan and will be updated on a monthly basis to reflect project progress and shall be submitted to the Town's Project Lead with the Proponent's status report.

Attention to Relevant Challenges: Proponents shall describe and attempt to address any challenges to the assignment which they have identified but may not be spoken to in the Request.

6.5 TECHNICAL SOLUTION/DESIGN

This criterion is evaluated based on a broad view of the proposal and further analyses the entire proposal in relation to achieving a complete and comprehensive solution from the successful Proponent.

Technical Solution: The proposal must address all of the business aspects of the engagement as identified in the RFP. Proponents are required to submit presentation style design plans demonstrating their understanding of the site-specific requirements. Proponents are also to provide technical cut-sheets for all play equipment proposed.

Completeness of design and equipment needed; including materials.

Methodology: The proposal must combine proven project methodology and include innovative approaches and ideas in the delivery of the project. Proponents are to keep this in mind when submitting similar successful projects for review.

Flexible and Scalable Solution: The proposal shall offer all of the services required to successfully deliver the project but should have a schedule that allows for adjustment, addition and/or deletion of specific activities as necessary to reflect budget availability, Town of Stewiacke Council direction or the evolution of the engagement.

Cost and Time Effectiveness: The proposal shall indicate how the successful Proponent will effectively use the Town's internal resources.

6.6 CREATIVITY

Value added propositions and recommendations: Proponents shall demonstrate an innovative approach to the completion of the assignment, utilizing all potential resources available to them.

6.7 PROJECT MANAGEMENT METHODOLOGY

Management Structure: The Proposal shall include an organizational chart indicating a clear reporting structure and escalation methodology.

Proposed Communication Methods: The proposal shall also indicate the number and frequency of the anticipated meetings (i.e., in person, web-conference, tele-conference, etc.) Potential meeting dates should also be included if applicable.

Quality Assurance Standards: A description of Proponents Quality Assurance methods and practices should be included.

Business/Technical Response – Other information

The following information shall be included in your Business/Technical response but is not an evaluated as a stand-alone criterion.

Sustainability: The Town is committed to purchasing sustainable goods, services, and construction. To aid the evaluation committee in better understanding the sustainable attributes for this purchase the Proponent should prepare the following:

A brief statement, up to maximum of (2) pages, that outlines the Proponent's commitment to the sustainable operations of the Town;

A description of how the service that you are proposing will be provided in a sustainable manner (e.g. conservation of water usage, considering greenhouse gas reduction, waste reduction, toxicity reduction, worker health and safety); and,

If the requirement includes a good as part of the RFP, also include the following: Considering the manufacture, uses, and end-of-life disposal of the product proposed, describe the sustainable attributes of the product (e.g. considering greenhouse gas reduction, waste reduction, toxicity reduction, worker health and safety).

Evaluation of the Business/Technical Proposal

Stage 1 – Mandatory Criteria

The proposal must meet any and all of the mandatory criteria as referenced in the Scope of Work. If the proposal fails to meet any one of these criteria, it will receive no further consideration during the evaluation process and be deemed non-compliant.

The proposal must clearly demonstrate the Proponent's experience and ability to fulfill the Service Requirements.

Stage 2 – Proposal Evaluation Criteria

All proposals which pass Stage 1 – Mandatory Criteria will be evaluated and ranked against the weighted Proposal Evaluation Criteria. Proponents are reminded that the proposal is the main document used in the evaluation and to include all required and pertinent information in their proposal. Proposals not achieving a minimum of 75% of the total available technical points will no longer be considered and the Cost Proposal will remain unopened.

To assist in the evaluation of proposals, the Evaluation Committee may, but is not required to:

- Contact any or all of the client/customer contacts cited in a proposal to verify any and all information regarding a Proponent and rely on and consider any relevant information obtained from such references in the evaluation of proposals.
- Conduct any background investigations that it considers necessary and consider any relevant information obtained from such investigations in the evaluation of proposals; and,

- Seek clarification from a Proponent only if certain information in their proposal is ambiguous or missing. This clarification does not offer the Proponent the opportunity to improve the competitive position of its proposal.

7.0 METHOD OF AWARD

The evaluation process will be carried out by an evaluating committee who will establish the ranking of all the proposals and may produce a short list. The short-listed Proponents may be invited to make a brief presentation. The evaluating committee will make a recommendation based on the evaluation of the technical and cost proposals, the presentation if offered, and any clarifications made by the Proponent during the evaluation process.

8.0 PROPOSAL SUBMISSION GUIDELINES AND INQUIRIES

8.0 Proposal Submission Guidelines and Inquiries

All proposals must be received in their entirety at or before **August 11th, 2022 at 2:00PM**. Submissions must be clearly marked **“Engineering, Sustainable Growth Community Development & Resiliency Plan”** on the outside of the **sealed envelope**. Sealed packages will be opened on August 11th, 2022 at 2:15PM in Council Chambers, Stewiacke Town Hall, 295 George Street, Stewiacke, Nova Scotia. Applicants and public are welcome to attend the opening of bids.

Proposals must be delivered by mail, courier, or hand delivered to:

Dale A. Bogle
Chief Administrative Officer – Town of Stewiacke
295 George Street
P.O. Box 8
Stewiacke, NS
B0N 2J0

Applicants must identify their company as well as provide the name, address, and telephone number of a contact person.

The proposal must be signed by an appropriate authorized official of the company submitting the proposal.

Each submission must consist of six complete paper copies and one digital copy (USB)

All questions related to this Request for Proposal shall be submitted in writing to the attention of:
Dale A. Bogle: dbogle@stewiacke.net

All questions will be answered in the form of an addendum and posted on the Provincial Government Web Portal. It is the responsibility of the Proponent to ensure any questions emailed have been received by the CAO.

It will be the responsibility of the Proponent to contact the Town of Stewiacke prior to submitting a proposal to see if any further addenda have been issued, to obtain the addenda and to return executed addenda with the proposal. Failure to execute any addenda will be cause for rejection of your proposal.

All bidders are welcome to conduct a town visit. To arrange a town visit, please contact Dale A. Bogle, CAO at (902) 639-2231 or dbogle@stewiacke.net Pictures of the site are also available upon request by contacting Dale A. Bogle at the previously stated number or email address.

9.0 INSTRUCTIONS, TERMS AND CONDITIONS

- a. All proposals are to be submitted in accordance with this RFP document.
- (i) All proposals are to be submitted in sealed, plainly marked envelopes. Proposals sent by facsimile or e-mail will not be accepted.
- b. Additional information or clarifications of any of the instructions or information contained in this RFP may be obtained from the Town of Stewiacke.
- c. Any proponent finding any discrepancy in or omission from this RFP, in doubt as to the meaning of any provision(s) herein, or feeling that the RFP is discriminatory, shall notify the Town of Stewiacke in writing within five (5) days of the scheduled opening of proposals. Inquiries and exceptions taken by proponents in no way obligate the Town to change the RFP; however, any interpretations given by the Town of Stewiacke and any changes made to the RFP will be reflected in addenda duly issued by the Town of Stewiacke.
- d. The Town will assume no responsibility or liability for oral instructions or suggestions. All official correspondence in regard to the RFP should be directed to the Town of Stewiacke.
- e. All proposals must be signed by an authorized signatory of the proponent.
- f. The Town reserves the right to make additional copies of all or part of each proponent's proposal for internal use or for any other purpose required by law.

10.1 Proponent's Qualifications

- g. No contract will be awarded except to responsible proponents capable of providing the Services.
- h. Proponents must be primarily engaged in providing the Services as outlined in this RFP.
- i. Proponents must have a comprehensive understanding of the subject matter in this RFP. Such understanding and previous experience in all aspects of similar projects are essential criteria in the qualifying process. The Town reserves the right to consider past performance on Town contracts in the evaluation of a proponent's qualifications.

j. Proponents must have a proven record of having provided similar services. The Town reserves the right to check all client contacts put forward and to consider the responses received in evaluating proposals.

k. Proponents must use personnel and management knowledgeable in their areas of expertise. The Town reserves the right to perform investigations as may be deemed necessary to ensure that competent persons will be used in the performance of the Services.

4. Currency and Taxes

Prices are to be quoted in Canadian dollars, inclusive of duty (where applicable) and exclusive of HST.

5. Proposal Submission

The submission of a proposal will be considered as a representation that the proponent has carefully investigated all conditions which may affect or may, at some future date, affect the proponent's performance of the services as described in this RFP and that the proponent is fully informed concerning the conditions to be encountered, quality and quantity of work to be performed and materials to be furnished; also, that the proponent is familiar with and will abide by all Federal and Provincial laws and regulations and all bylaws, codes and ordinances of the Town which in any way affect the performance of the services or persons engaged or employed in the performance of the services.

Other Terms and Conditions

a. RFP – No Legal Obligation

This is a Request for Proposals and not a Tender. There will be no legal obligations on the part of the Town of Stewiacke to any Proponent arising from this RFP, unless and until a written contract has been entered into with the successful Proponent.

b. Right to Negotiate

Following the closing of this RFP, the Town of Stewiacke may enter into negotiations with one or more of the proponents with respect to any aspect of the proposals, including price.

c. Addenda, Corrections, or Extensions of the Invitation

The Town of Stewiacke reserves the right to modify the terms of this RFP at any time prior to closing, at its sole discretion.

d. Acceptance of Proposal/Right to Reject

Failure to comply with any of the terms or conditions contained or reference in this RFP document may result in the rejection of a proposal. Except as otherwise stated, all of terms, conditions and/or specifications stated or reference in this RFP are assumed to be accepted by the proponent and incorporated in the proposal. Issuing this RFP implies no obligation on the

Town to accept any proposal, or a portion of the proposal submitted. All proposals will be awarded contingent on budget availability.

e. Cancellation

- a) This RFP may be cancelled in whole or in part without penalty, when in the opinion of the Town of Stewiacke:
 - i. There has been substantial change in the requirements after this RFP has been issued;
 - ii. Information has been received by the Town of Stewiacke after this RFP has been issued that they feel has substantially altered the procurement;
 - iii. There was sufficient competition in order to provide the level of service, quality of goods, or pricing required; or
 - iv. The Town of Stewiacke, in its sole discretion, decides that there is any other sufficient justification to cancel this RFP.
- b) The Town of Stewiacke may also cancel this RFP, reject all proposals, or seek to acquire the equipment through a new RFP or other means.

f. Proposals Property of Town

All physical documents submitted become property of the Town of Stewiacke. The Town of Stewiacke will not be liable for any costs incurred by a proponent in responding to this RFP, regardless of whether the Town awards the contract through this process, decides not to go forward with the project, cancels this RFP for any reason, or contracts for the project through some other process, including by issuing another RFP.

g. Accuracy of RFP Document

While reasonable effort has been made to ensure the accuracy of this RFP, it is not guaranteed or warranted by the Town of Stewiacke to be accurate, nor is it necessarily comprehensive or exhaustive.

h. Right to Seek Clarification

The Town reserves the right in their sole discretion to clarify any proposal after closing by seeking further information from that proponent, without becoming obligated to clarify or seek further information from any or all other proponents.

i. Formal Contract

The successful proponent will be required to execute a formal contract, in a form acceptable to the Town of Stewiacke to give effect of services required.

j. Occupational Health & Safety

Working safely and in compliance with all N.S. Safety regulations is a priority at the Town of Stewiacke. A safe workplace for our staff is a top priority for the Town. Contractors are advised that it is their responsibility to ensure that the personnel assigned to this work are familiar with and fully knowledgeable and comply with the Occupational Health and Safety Act of the Province of Nova Scotia, and other Provincial and Municipal safety requirements.

k. Workers Compensation Board (WCB)

If applicable, The Proponent must provide proof of good standing status with the Workers' Compensation Board (WCB) for the entire period of the contract. The successful bidder will notify the Town if their status with the WCB changes and is to provide the Town with the updated proof of status as required.

l. Insurance

The broker, at no expense to the Town, shall obtain and maintain in full force and effect during the term of this contract, a policy or policies of insurance with the following minimum limits of liability:

General Liability Insurance - The Insurance Coverage shall be in the amount of Two Million Dollars (\$2,000,000.00) per claim and in the aggregate.

Comprehensive General Liability and Automobile Insurance

The insurance coverage shall be of not less than Two Million Dollars (\$2,000,000.00) per occurrence and in the aggregate for general liability and Two Million Dollars (\$2,000,000.00) for automobile insurance. This policy of insurance shall name the Town as an additional insured and shall contain a cross-liability clause.

Certificated copies of all certificates requested must be submitted to the Town prior to commencement of the contract by the successful bidder

Appendix "A"



APPENDIX "B"

Evaluation Criteria/Scoresheet

Criteria	Summary (considerations may include but are not limited to the following)	Score
1. Communication Skills	Clarity and readability of written proposal	5
2. Team composition and experience	<ul style="list-style-type: none"> - Sector specific experience of the Proponent Firm - Past project references, team roles (project mgmt., technical, etc.) 	10
3. Understanding of the Town's needs	<ul style="list-style-type: none"> - Understanding of the requirements of the scope of work - Acceptable proposed schedule and work plan 	10
4. Technical Solution/Design	<ul style="list-style-type: none"> - Solution addresses all anticipated aspects of the project as identified in the RFP - Completeness of design; including materials, quality, warranty. - Solutions draws on proven methodology - Solutions are flexible and scalable - Design is inclusive and accessible for all potential users 	30
5. Creativity	<ul style="list-style-type: none"> - Innovation of design - Value added propositions and recommendations 	30
6. Project Management Methodology	<ul style="list-style-type: none"> - Quality Assurance standards and practices - Management structure within Proponent's organization/project team - Proposed communication methods between proponent team and the Town 	5
7. Cost	<ul style="list-style-type: none"> - Price is attached on a separate document and within reason of the Town of Stewiacke overall budget 	10
Total		/100