REQUEST FOR PROPOSALS
RFP-MCC-2431

Design /Build Services – Springhill Water Treatment Plant Chemical Tank Replacement

MUNICIPALITY OF THE COUNTY OF CUMBERLAND
UPPER NAPPAN SERVICE CENTRE
1395 BLAIR LAKE ROAD
UPPER NAPPAN, NS B4H 3Y4

December 16, 2024

CLOSING: January 21, 2025
2:00 P.M.

1. INVITATION AND GENERAL REQUIREMENTS

The Municipality of the County of Cumberland (Municipality) invites Proposals for the Design/Build, of a Chemical Storage Tank at the Springhill Water Treatment Plant located at 246 Rodney Road, Leamington, NS.

The project would include design, supply, fabricate, and installation of one dual-wall chemical tank to replace two existing chemical tanks. Removal of and disposal of existing tanks to be included in quotation.

The general requirements are for the design, construction, and installation of a tank that complies with NSF/ANSI/CAN 61 standards for chemical storage of Polyaluminum Chloride. Must comply with all occupational health and safety requirements for chemical storage vessels.

2. INSTRUCTIONS TO PROPONENTS

This request for proposals (RFP) is not a tender call, and the submission of any response to this RFP does not create a tender process. This RFP is not an invitation for an offer to contract, and it is not an offer to contract made by the Municipality.

Though the Municipality fully intends at this time to proceed through the RFP, the Municipality is under no obligation to proceed with the purchase, or any other stage. The receipt by the Municipality of any information (including any submissions, ideas, plans, drawings, models or other materials communicated or exhibited by any intended Proponent, or on its behalf) shall not impose any obligations on the Municipality. There is no guarantee by the Municipality, its officers, employees or Managers, that the process initiated by the issuance of this RFP will continue, or that this RFP process or any RFP process will result in a contract with the Municipality for the purchase of the equipment, service, or Work.

It is the responsibility of each Proponent to ensure their Proposal arrives on time. Any late Proposals will not be accepted. Proposals may be withdrawn at any time prior to opening. Proposals received after the Closing Time or in locations other than the address indicated, will not be accepted and will be returned unopened.

Any Proposals submitted by facsimile, or telephone will ***not*** be accepted under any circumstances.

Any corrections or additions to any submitted Proposal will not be accepted unless it is initialed by the person signing the Proposal.

All Proposals must be firm for 60 calendar days after the closing date. Price to include any/all delivery charges to Springhill, Nova Scotia.

Any Proposals that do not meet these criteria may be rejected.

Site visits will be conducted with interested Proponents by request prior to January 14, 2025.

Engineering plans for the Water Treatment Plant will be supplied to the successful Proponent.

The Municipality reserves the right to waive technicalities, reject any or all proposals, or any portion thereof, to advertise for new Proposals, to proceed to do the work otherwise, or to abandon the work.

This Proposal is not intended to exclude standard equipment or materials except where specified.

3. CLARIFICATION AND ADDENDA

Notify the Municipality not less than three (3) working days before Proposal closing of omissions, errors or ambiguities found in this document. If it is considered that correction, explanation or interpretation is necessary; a written addendum will be issued. All Addenda become part of the Proposal documents.

Additional information, clarifications or instructions provided to a Proponent that may, in the opinion of the Municipality, be of general interest and any other information or instructions that the Municipality may deem to be appropriate in the circumstances may be incorporated in an Addendum to the Proposal that will be distributed to all Proponents.

Direct all Proposal questions and queries to:

Shelby Hum
Phone: 902-667-3204
Email: shelbyhum@cumberlandcounty.ns.ca

It is the responsibility of the Proponent to ensure all addenda have been received. Addenda will be posted on the Municipality website at www.cumberlandcounty.ns.ca and the Nova Scotia Public Tenders website at www.gov.ns.ca/tenders. The Municipality will not bear any responsibility for the failure of potential Proponents to obtain all documents before submitting a proposal.

4. PROPOSAL CLOSING

Proposals must be received at the Upper Nappan Service Centre no later than January 21, 2025 at 2:00 P.M. - ATLANTIC TIME.

5. PROPOSAL OPENING

Proposals will not be opened publicly.

6. PROPOSAL SUBMISSION

The Proposal shall be submitted by the following method: in a sealed envelope, clearly labelled with the proposal number, title, and date/time of closing. Proposals shall be delivered to the address on the cover of this Request For Proposals, no later than the Proposal Closing.

Proposals may be submitted electronically, in a PDF document, to the below email. It is the responsibility of the vendor to confirm receipt of their proposal by the Municipality. This email address is for document submission only.

procurement@cumberlandcounty.ns.ca

The vendor agrees that the electronic signatures of the vendor on this document is intended to have the same force and effective as manual/original signatures. Delivery of an executed copy of a proposal by electronic means permitted in this request for proposals constitutes valid and effective delivery.

Proponents must submit the following items in the Proposal:

a) Shop Drawings of proposed tank.

b) Details of materials of construction.

c) Documentation showing how the proposed tank meets all NSF/ANSI/CAN, Federal, and Provincial requirements for chemical storage.

d) Schedule and work plan with minimum down time for the facility.

e) Completed Proposal Form, and

f) Any other relevant information that would be helpful in the evaluation process.

Tank requirements:

a) 21,000L capacity

b) Double wall containment

c) Must fit in existing 6.0 m x 3.5 m containment area.

d) Sight glass and provision for future ultrasonic level transducer.

e) 1x 600 mm manway opening accessible from ground level.

f) Meets all NSF/ANSI/CAN, Federal, and Provincial requirements.

g) 50 mm Maintenance drain at floor level.

*proposals for dual tank configurations may be considered

7. EVALUATION OF PROPOSAL

Selection of the successful Proponent will be based on the following evaluation weighting system.

	Category	Points
1	Proposed Design/Work Plan	20
2	Price	60
3	Schedule	20

The Municipality reserves the right to negotiate with a preferred Proponent, or any Proponent, on any details, including changes to specifications and price. If specifications require significant modification, all Proponents shall have the opportunity to adjust their Proposals or re-submit altogether, as determined by the Municipality.

8. PROPOSAL FORM

See attached.

9. PROJECT DELIVERABLES

The main project deliverable are:

a) Shop drawings, stamped by a Professional Engineer.
b) Removal of existing tanks.
c) Supply and install of new tank and appurtenances per submitted design.
d) Connections to existing tank fill points and process feed pipes.
e) Leak testing of tank and connections.
f) Project to be completed by March 31, 2025.

Existing 10,000 litre chemical storage tanks



10. INSURANCE AND WORKER'S COMPENSATION

Prior to mobilizing to the site, the Proponent shall present to the Municipality or its designated representative the following:

a) Certificate of Insurance confirming coverage of Commercial General Liability Insurance in the amount not less than $5,000,000. The policy shall add the Municipality of the County as an Additional Insured

b) Certificate of Insurance confirming coverage of Public Liability and Damage Automobile insurance in an amount not less than $2,000,000 with an endorsement for coverage of all owned and non-owned vehicles

c) Current Clearance Letter from Workers Compensation Board of Nova Scotia

MUNICIPALITY OF THE COUNTY OF CUMBERLAND
PROPOSAL FORM

RFP-MCC-2218 Page 1 of 1

	Item	Pricing
1	Supply of new tank	
2	Installation	
3	Removal of existing tanks	
4	Disposal of existing tanks	
	Subtotal	
	15% HST	
	Total	

The Proponent agrees to commence work within 15 days of written notification of award.

Addenda No. _____ to _____, inclusive were carefully examined.

SIGNATURES DATED THIS _____ DAY OF January, 2025.

[Seal]

Name of Firm Proposing

Signature of Signing Officer

Name and Title of Signing Officer (Printed)

Witness

Name and Title (Printed)

Witness

Name and Title (Printed)

Company Address

Telephone No.

E-mail

**NOTE: *Proposals submitted by or on behalf of any Corporation must be signed and sealed in the name of such Corporation by a duly authorized officer or agent of the Corporation.*