REQUEST FOR PROPOSALS

RFP-MCC-2506

MAIN STREET
INFRASTRUCTURE RENEWAL PROJECT
DETAILED DESIGN AND TENDER

SPRINGHILL, NS

MUNICIPALITY OF CUMBERLAND

UPPER NAPPAN SERVICE CENTRE
1395 BLAIR LAKE ROAD
UPPER NAPPAN, NS
B4H 3Y4

May 20, 2025

MUNICIPALITY OF CUMBERLAND

REQUEST FOR PROPOSALS

Main Street Infrastructure Renewal Project
Detailed Design and Tender Springhill, NS

INTRODUCTION

The Municipality of Cumberland (Municipality) is requesting proposals from qualified firms, to carry out an engineering design and cost estimate leading to the preparation of construction drawings, and preparation of tender documents for storm sewer infrastructure upgrades, and sidewalk and roadway reinstatement and rehabilitation for portions of Main Street and Lisgar Street in Springhill, NS.

This Request for Proposal (RFP) and any supporting documents supplied with it define both the form and content required of your proposal. We urge you to structure your response in accordance with the terms of this RFP. It will be by these criteria that we will determine whether a Proposal is complete, appropriate and competitive. **Proposals that do not conform to these terms and conditions may be given lesser weight than others or may be rejected.**

This document is not intended to limit the content of your Proposal, but rather, to provide a common framework for the Municipality to assess each Proposal in a professional manner in a demonstrably fair process. You may provide unsolicited information if you consider it to be relevant.

Proposal packages may be subject to disclosure under Part XX of the Nova Scotia Municipal Government Act. By submitting a Proposal, the Proponent agrees to the appropriate disclosure of the information supplied, subject to the provisions of the governing law. The Municipality cannot guarantee the confidentiality of the complete content of any Proposal after the procurement has been awarded to the successful Proponent.

SECTION 1 - TERMS AND CONDITIONS

SUBMISSION OF PROPOSALS

The following is to be used in the preparation and submission of a proposal to provide the necessary engineering, cost estimation, preparation of tender documents, and construction management for the Main Street Infrastructure Renewal Project.

1. Completed vendor proposals and other correspondence should be submitted to:

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

   ATTENTION: Mr. JUSTIN WAUGH-CRESS, P. Eng.
   DIRECTOR OF PUBLIC WORKS

   Any proposals submitted by fax or telephone will not be accepted under any circumstances.

2. 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.

3. Proposals submitted as hard copies must be submitted in a sealed envelope clearly marked **"RFP-MCC-2506 Main Street Infrastructure Renewal Project – Springhill, NS"**.

4. Please provide **three (3) copies** of your proposal (1 USB drive).

5. **Closing Time and Date:**

   Proposals are due and will not be accepted any later than **2:00 pm local time on Thursday, June 5, 2025**.

6. Late proposals will not be accepted and will be returned unopened.

7. Proposals must be submitted on firm letterhead duly signed by an authorized person.

8. Proposals will be opened on **Thursday, June 5, 2025** at the Upper Nappan Service Centre, 1395 Blair Lake Road, Upper Nappan, NS, immediately following closing at 2:00 pm local time. The opening of proposals at that time is to record receipt of them. Details of the submissions will not be publicly disclosed at that time.

   The opening of proposals will not be open to the public.

9. **Terms and Conditions**

   The terms and conditions of the **"Main Street Infrastructure Renewal Project – Springhill, NS"** proposal submitted by you are to remain firm and irrevocable for sixty days from the proposed closing date**,** and if you receive our letter of acceptance, become part of the contract with the Municipality, expiring at the completion of the Main Street Infrastructure Renewal Project.

   This time period for review and acceptance is necessary to permit Municipal Council review and approval of the proposal. Proposal costs must remain effective during this Municipal Council approval period, which can extend to up to 60 calendar days.

PROPOSAL REGULATIONS

1. Submission of a Proposal indicates acceptance by the submitter of all the conditions contained in this RFP unless otherwise clearly and specifically noted in the Proposal submitted.

2. **Municipality's Right to Reject**

   The Municipality of Cumberland reserves the right, without prejudice,
   - to accept any Proposal,
   - to reject any or all Proposals,
   - to not be obligated to accept the lowest Proposal,
   - to accept any Proposal that it considers to be in its best interests.
   - to waive formality, informality or technicality in any Proposal.

- to reject any proposal that it feels incapable of providing the necessary resources to perform the work in a satisfactory manner.

Proponents may be required to demonstrate financial stability, authorization to provide the services being acquired, and/or regulatory agency approval or registration as needed or otherwise clarify the Proponent's capability to satisfy the invitation requirements.

3. No adjustments will be allowed to any submitted Proposals. Proposals may however, be withdrawn by written request prior to the proposal submission closing date and time.

4. Late proposals will be rejected.

5. The submitter must be prepared to include in the contract for services any oral or written representations, undertakings or guarantees that are made prior to the final agreement, including the entire response to this RFP, or parts thereof.

6. Proposals not completed in permanent, unalterable form of print will be rejected.

7. The Municipality of Cumberland shall pay no fee to any firm for the preparation and delivery of its Proposal in response to the Municipality's RFP. The Municipality will not be responsible for any costs, expenses, losses, damages or liability incurred by the Proponent as a result of, or arising out of data/information collection, the submission of any proposal, or due to the Municipality not accepting or rejecting any proposal.

8. In case of any disputes over the completeness, accuracy and/or interpretation of this RFP, the versions of such documents held by the Municipality will be considered correct. Information, offers, commitments or instruction obtained by any source other than the Municipality of Cumberland will not be binding on the Municipality.

9. Inquiries regarding this request for proposals can be directed to:

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

Enquiries and responses given may be recorded and may be distributed to all other Proponents as an Addendum. No responses shall be binding on the Municipality unless made in writing. All enquiries regarding the interpretation of these Terms and Conditions, general procurement policy or procedures must be made to the Municipality.

10. It is recommended that all parties interested in responding to this RFP, **provide their name and contact information to Shelby Hum**, by email at shelbyhum@cumberlandcounty.ns.ca to ensure the receipt of any addendums or other information relative to this RFP prior to the closing date. It is however, the responsibility of all respondents to check the Municipality of Cumberland web site (www.cumberlandcounty.ns.ca) and the Nova Scotia provincial procurement website on a regular basis for any addendums or information releases for this RFP.

11. No addendums or other relevant information related to the RFP will be issued within **three (3) business days** of the RFP closing date and time of **2:00 PM Local Time Thursday, June 5, 2025**.

12. It is mandatory that all submitted proposals comply with **Section 3 - PROPOSAL REQUIREMENTS**.

SECTION 2 – SCOPE OF WORK

1. Background

The Municipality of Cumberland Springhill Community (Community), like most communities of similar age and size in Nova Scotia, suffers from aging underground and surface infrastructure. Main Street is the core of Springhill's business and service area, and it is the connection from Provincial Highway No. 2 to Highway 321.

The proposed project is designed to address the current condition of the underground infrastructure, roadway, and sidewalks along Main Street between Junction Road and Lisgar Street.

Although the underground infrastructure within this section of Main Street was reconstructed in 1978, as part of a downtown reconstruction following a fire that destroyed the entire downtown, issues with the underground infrastructure have been identified. It was noted in the 2021 assessment that the concrete stormwater piping is in good to fair condition, however all sections of corrugated steel pipe require replacement. In addition, the brick sidewalks on both sides of the street have become very uneven and required replacement patches of asphalt to keep them safe. As climate change drives more frequent and intense rainfall events, it is critical that stormwater drainage systems are designed and upgraded to manage increased runoff volumes and reduce flood risks.

The purpose of this RFP is to invite interested proponents to provide proposals for infrastructure upgrades and renewal.

2. Project Area

The general project area within the Community is shown on Map No. 1. The specific streets associated with this project include:

- Main Street from Junction Road to Lisgar Street, and
- Lisgar Street from Main Street to the basketball court 120 m
- Lisgar Street to outfall 220 m

Both streets within the project area are principal, asphalted thoroughfares. This section of Main Street, as the name implies, encompasses the downtown business section of the Community. It is four lanes wide, with two travel lanes in the center with parking lanes on either side. Concrete curbs separate the roadway surface from the sidewalks which parallel the street on both sides. The sidewalks are constructed of brick size concrete paving stones which in numerous locations have been replaced or repaired

with asphalt patches over the last number of years. Underground infrastructure includes a sanitary sewer system, storm water collection system and a main water distribution pipeline all of which were installed in 1978. Modifications were also made to an older existing sanitary sewer system at the same time which remains in place and in use.

3. Existing Services Description

The existing underground services for the streets identified within the project area generally consist of the following:

Main Street

- Approximately 400 m of 350 mm (14”) diameter ductile iron water distribution piping. Connecting into this main distribution pipeline are 8 additional smaller diameter (150 to 200 mm) mainline distribution pipelines that service various connecting streets, including Lisgar Street and Junction Road. Additional water service laterals and a couple “mystery” connections also exist.
- Approximately 390 m of 450 mm (18”) diameter concrete sanitary sewer collection piping with associated manholes and sewer lateral connections.
- Approximately 330 m of smaller diameter clay or concrete sanitary sewer collection piping and possible sewer lateral connections left during 1978 reconstruction.
- Approximately 390 m of varying diameter concrete and galvanized corrugated culvert storm water collection piping with associated manholes and catch basins.
- Four fire hydrants and associated piping and valves.
- Approximately 1750 m^2 of existing concrete paving brick or asphalt sidewalk which averages about 2.5 to 3 m wide.
- Approximately 390 m of 12 m wide asphalted street surface.
- Approximately 700 m of concrete curb.

Lisgar Street

- Approximately 120 m of 200 mm or 300mm (8” or 12”) diameter ductile iron water distribution piping. Additional water service lateral connections also exist.
- Approximately 67 m of 900 mm (36”) diameter concrete sanitary sewer collection piping with associated manholes and sewer lateral connections.
- Approximately 69 m of 1650 mm (66”) corrugated steel storm sewer with associated manholes and catch basins.
- Approximately 115 m of 8 m wide asphalted street surface.

4. Main Project Components

The proposed project components would include:

- Assessment of the existing storm water collection system on Lisgar Street including a detailed inspection of 330 m of 1650 mm CSP from Main Street to the stormwater outfall.
- Cost/Benefit analysis and recommendations for replacement vs. rehabilitation of the 330 m section of CSP from Main Street to the stormwater outfall.
- Replacement of stormwater infrastructure on Main Street as recommended in the 2021 WSP Assessment and Recommendations Report.
- Reinstatement of all sub-grade material in areas with pipe replacement, and asphalt road surface for the identified project area.
- Replacement of concrete curbing on Main Street and placement of any concrete curbing recommended on Lisgar Street for the control and handling of surface run-off and storm water.
- Reestablishment of sidewalks with a suitable recommended material or combination of materials for Main Street.
- Reinstatement of any damaged or removed pavement or sidewalk on adjacent streets or driveways impacted by the construction. Improvements to the sub-grade material under the impacted street and sidewalk areas may also be required.
- Accessibility improvements meeting the NS Built Environment Accessibility Standard.
- Pedestrian and traffic safety improvements.

5. Proposal Scope and Deliverables

This Project will be divided into two phases:

- Phase 1 - Detailed Design, Tender, and Specifications Preparation
- Phase 2 - Tender Support, Onsite Construction Supervision, and Contract Administration.

Phase 1 will be awarded to the successful Proponent of this RFP. Phase 2 will proceed contingent on the Municipality acquiring sufficient funding to proceed with construction.

The consultant is expected to include within their proposals the estimated costs and time to:

- Review existing information and discuss various design options with the Municipality during and prior to finalization of the overall engineering design.
- Work with the Municipality to obtain approval for the project by Nova Scotia Environment.

- Conduct all field surveys required for the complete project engineering and design.
- Perform any additional geotechnical inspections necessary to confirm subsurface soil conditions.
- Complete engineering design services, at pre-design and detailed design stages, for the proposed storm sewer infrastructure upgrades including sidewalk and street reinstatement.
- Prepare tender and construction drawings based on final approved engineering design. The tender needs to include contractor costs associated with Temporary Workplace Traffic Control plans, traffic control and all signage.
- Prepare a cost estimate for the proposed storm sewer infrastructure upgrades along with sidewalk and street reinstatement.
- Prepare a project schedule for the complete project duration.
- Preparation of tender documents to permit competitive bidding by qualified construction or contracting companies (contractors).
- Based on the proposed project schedule, provide a separate cost estimation for Phase 2, including project management, survey control, field inspection of the construction activities on behalf of the Municipality, and maintenance of construction records for Contractor invoice preparation.

6. Information Available

Because of the age of the existing infrastructure and the loss of original drawings by fire in the mid-1970s, the Municipality cannot guarantee that record drawings or drawings of any kind are available that provide accurate information on the existing infrastructure within the project area. Construction and record drawings for the 1978 reconstruction of Main Street are available, however, the Municipality also cannot guarantee their accuracy.

The consultant should include a time and effort estimate for a field inspection and data collection exercise as part of the engineering design. The Municipality will cooperate with the consultant to conduct this work.

Information that is available for the project area includes, but is not necessarily limited to:

1. Mid 1970 survey drawings of the sanitary sewer and water utility system, showing street outlines, service routing, manhole and water valve locations and pipe diameters.
2. Some construction and record drawings for infrastructure upgrades in and near the project area including the 1978 Main Street reconstruction.
3. Centimeter accuracy GPS pick-up of the manholes, water valves, fire hydrants, etc., including elevations.
4. Other miscellaneous plans, drawings and orthophotos (2005).
5. The Town of Springhill Beautification Strategy (May 2012).

6. WSP Assessment and Recommendations Report (2021)
7. Junction Road Rehabilitation Record Drawings (2023)
8. Main Street Crosswalk Review - Springhill NS (DRAFT 2023)

7. **PROJECT SCHEDULE**

The consultant should provide a project schedule as part of their proposal. This would include the consultants design and engineering time, tending preparation, submission, receipt and review time periods, and the estimated earliest start of construction. As a guide to creating this schedule, the Municipality would like the project to be "shovel ready" by November 15, 2025. This requires that the consultant is able to allocate the necessary resources as soon as possible to ensure the engineering design and tendering process, construction company selection, etc. can be completed to meet this proposed start date. The construction schedule of this project is currently planned for the 2026 construction season contingent on funding.

8. COST ESTIMATE:

The consultant is permitted to present their anticipated costs to complete the work identified in this RFP in whatever fashion they wish to address the proposal requirements, however, the cost estimate should separate costs associated with Phase 1 and Phase 2.

Please indicate on your proposal cost estimate if any administration, travel or other costs are subject to a mark-up, and if so, what the mark-up percentage is.

9. Units

Units used in the engineering design and all other documentation relating to the project are to be metric. All drawings must use NAD83 CSRS98 UTM Zone 20 N coordinate system.

10. Site Visit

Because of the size of the proposed project area and the diversity in surface conditions and elevations, it is recommended that prior to any proposal preparation and submission interested proponents make a site visit to the Springhill Community. With advance notice, a Municipal representative can be available to conduct a site tour, answer questions, and provide other project related information.

To schedule a site visit, please contact Shelby Hum at (902) 667-3204 or by email at shelbyhum@cumberlandcounty.ns.ca.

SECTION 3 – PROPOSAL REQUIREMENTS

Please provide the information requested below in the proposal submission. Please be brief and concise in your response.

1. **The Consulting Team and References**

    - Provide a general description of your firm.
    - Indicate the consulting team to be assigned to the work including the names of any sub-contractors or partners that would be utilized.
    - Detail the extent of the team's relevant experience.
    - Please list your major municipal clients and references that would relate to this project.

2. **Methodology and Approach**

    - Outline the methodology and approach to this study and the general steps in the review process.
    - Explain how you would plan to produce each of the key deliverables in the study.

3. **Project Work Plan and Schedule**

    - Provide a detailed plan for conducting the study, with a schedule that will meet the reporting date identified above.
    - Identify any key progress meetings or conference calls required during the study process.
    - Identify activities by consultant and time spent on each major component of the work plan.

4. **Project Fees**

    The proposal should provide a breakdown of consulting fees and estimated expenses that will conform to the Work Plan. The proponent will assume a 100 day construction schedule for the purposes of estimating construction supervision/management costs. Proponents should assume that construction will take place during the 2026 construction season.

    In addition, please provide any specific invoicing conditions or requirements that impact the overall costing for the study.

5. Evaluation Criteria

Each response to this Request for Proposal will be evaluated by the Municipality to determine the degree to which it responds to the requirements as set out. Because this is a Request for Proposal, other factors in addition to price will be considered when submissions are evaluated. Factors to be considered are as follows:

Criteria	Weighting
Qualifications, References of the Consulting team	**30%**
Methodology and Approach	**20%**
Work Plan and Schedule	**20%**
Cost	**30%**

6. Termination

In the event that the Respondent fails to comply with any of the terms and conditions set forth in this document, the Respondent will be notified in writing and will be given fifteen days to comply with the violated sections. At the expiration of the stated period of time, if the Respondent has not complied with same, to the satisfaction of the Municipality, the Contract will be terminated. Any termination of the contract by the Municipality as aforesaid shall be without prejudice to any other rights or remedies the Municipality may have.

7. General

Provide any other information and/or comments which you feel are appropriate for the Municipality to consider in making its decision.

……End of Request for Proposal ……

MAP OF PROJECT AREA

