REQUEST FOR PROPOSALS
RFP-MCC-2513

WTP CHEMICAL TANK REPLACEMENT DESIGN AND TENDER
SPRINGHILL, NS

MUNICIPALITY OF THE COUNTY OF CUMBERLAND
UPPER NAPPAN SERVICE CENTRE
1395 BLAIR LAKE ROAD
AMHERST N.S B4H 3Y4

DECEMBER 17TH, 2025

CLOSING: January 15th, 2026
2:00 PM AST

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1.0 INTRODUCTION

1.1 INSTRUCTION OF PROPONENTS

The Municipality of Cumberland (Municipality) is requesting proposals from qualified firms, to carry out engineering design for the preparation of construction drawings, tender document preparation, and construction inspection services for replacement of chemical storage tanks 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.

1.2 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:

Contact:	Shelby Hum
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. The Municipality will not bear any responsibility for the failure of potential Proponents to obtain all documents before submitting a proposal.

2.0 SCOPE OF WORK

2.1 BACKGROUND

The Municipality of the County of Cumberland (Municipality) invites Proposals for the Design of a Chemical Storage Tank at the Springhill Water Treatment Plant located at 246 Rodney Road, Leamington, NS. The project would include design and tender service for one dual-wall chemical tank to replace two existing chemical tanks.

The general requirements are for design, and tender services 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.

The purpose of this RFP is to invite interested proponents to provide proposals for design, tender, and construction inspection services for the chemical tank replacement project.

2.2 PROJECT AREA

The project location is 246 Rodney Road, in Leamington NS.

2.3 MAIN PROJECT COMPONENT

The proposed project components would include:

- Provide design, tender, and construction services for replacement of two 10,000 litre chemical storage tanks at the Springhill Water Treatment Facility.

2.4 PROPOSAL SCOPE AND DELIVERABLES

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

- Review existing information and site conditions; host kick-off meeting to discuss preferred design options with the Municipality.
- Complete engineering design services for design for the proposed project, including a cost estimate for the proposed equipment.
- Prepare tender documents and “issued for tender” drawings based on final approved engineering design.
- Receive and respond to Contractor questions during tender period. Issue Addenda as necessary.
- Review and approve Contractor submitted shop drawings.
- Prepare Issued for Construction drawing set.
- Conduct project kick-off meeting with Municipality and the Contractor.
- Provide daily pricing to conduct on-site inspection as requested by the Municipality to confirm work conforms to design. Assume three (3) trips to the site.

As a guide to creating this overall schedule, the Municipality requires that the tender be ready for release by May 1, 2026.

2.5 INFORMATION AVAILABLE

- 2005 Springhill Water Treatment Plant IFC Drawings

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.

2.6 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. Cost estimates must include hourly rates and anticipated level of effort for identified staff.

Please indicate in 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.

2.7 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.

2.8 SITE VISIT

It is recommended that prior to any proposal preparation and submission interested proponents make a site visit to the project location. 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 Andrew Thomas at (902) 664-1083 or by email at athomas@cumberlandcounty.ns.ca.

3.0 PROPOSALS

3.1 PROPOSAL CLOSING

Proposals must be received at the Upper Nappan Service Centre no later than **January 15th, 2026 at 2:00 P.M. ATLANTIC TIME.**

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

3.2 PROPOSAL OPENING

Proposals will not be opened to the public. The successful Proponent will be advised following acceptance.

3.3 PROPOSAL SUBMISSION

The following is to be used in the preparation and submission of a proposal for **"WTP Chemical Tank Replacement Design & Tender"**

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:
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 in a sealed envelope clearly marked **"WTP Chemical Tank Replacement Design & Tender"**

3. Please provide **two (2) hard copies with a USB drive** and/or **one (1) PDF electronic copy** of your proposal.

4. 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.

3.4 PROPOSAL SUBMISSION – PROPONENT 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-consultants or partners that would be utilized. Resumes may be included as appendices.
- Detail the extent of the team's relevant experience.
- Please list your major municipal clients and references that would relate to this project.

2. Proposal Format

- Proposals to be letter style - 3 pages maximum.

3. Project Work Plan and Schedule

- Provide a detailed plan for completing the design and tender package, with a schedule that will meet the reporting date identified above.

4. Project Fees

The proposal should provide a breakdown of consulting fees and estimated expenses that will conform to the Work Plan. Proponents should assume that construction will take place during the 2026 construction season. Full time construction supervision is not required for this project, site inspections at critical junctures, answering Contractor/Owner questions, progress claim review, and virtual attendance at project meetings. Proponents will assume 3 site inspections and provide a daily rate for inspections.

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

3.5 PROPOSAL ACCEPTANCE

The Municipality reserves the right to reject any or all proposals. The Municipality reserves the right to accept a proposal that is not the lowest price or to accept any proposal which it may consider to be in its best interests. The Municipality reserves the right to waive formality, informality, or technicality with the acceptance of proposals for this work. Any proposal not supported by the information requested in this RFP may be rejected. The Municipality reserves the right to negotiate with any Proponent who has submitted a proposal as deemed in the best interest of the Municipality. The Consultant whose proposal is accepted by the Municipality is hereafter referred to as the "Successful Consultant".

3.6 EVALUATION OF PROPOSAL

Selection of the successful Proponent will be based on the following point system. Each Proposal received will be evaluated and scored using the scoring system below. The highest score will be the preferred Proposal.

Criteria	Score	Weighting	Weighted Score
Qualifications, Reference of the Consulting Team	___/10	15%	
Methodology & Approach	___/10	15%	
Work Plan & Schedule	___/10	20%	
Cost	___/10	50%	
TOTAL			

3.7 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.

3.8 GENERAL

Provide any other information and/or comments which you feel are appropriate for the Municipality to consider in making its decision. Response to this RFP should not exceed 3 (3) pages, excluding appendices.

3.9 PROPOSAL FORM

Proponent agrees to deliver within _____ weeks of written notification of award.

Addenda No. ___ to ___ inclusive were carefully examined.

SIGNATURES DATED THIS _____ DAY OF _____, 2026.

[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.*