

**REQUEST FOR PROPOSALS
RFP-MCC-2608**

**MACCAN WASTEWATER TREATMENT FACILITY
SYSTEM ASSESSMENT REPORT**



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

June 1st, 2026

**CLOSING: June 16, 2026
2:00 PM AST**

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1.0 INTRODUCTION

1.1 GENERAL REQUIREMENTS

The Municipality of Cumberland (Municipality) is requesting proposals from qualified firms to prepare a System Assessment Report for the Maccan Wastewater Treatment Facility. The Report shall be prepared by a Professional Engineer licensed to practice in the Province of Nova Scotia that is experienced in wastewater treatment facility operations.

The Maccan wastewater treatment facility was constructed in 2014, and consists of a 3-chamber septic tank, 2 aerated wetland treatment cells, and UV disinfection.

The Maccan sewage collection system dates back to 1978; consisting of approximately 7,200 ft of gravity collection, 34 manholes, 77 service connections, two pumping stations and associated forcemains.

1.2 INSTRUCTION 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, in order to select the service, the Municipality is under no obligation to proceed with the service, 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 Proposals may be withdrawn at any time prior to opening.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 30 calendar days after the closing date. Proposals that do not meet these criteria may be rejected. 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, if in the best interest of the Municipality.

1.3 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:

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.

1.4 LOCAL PREFERENCE

In accordance with paragraph 26 of the Municipality's Procurement Policy, local preference of 5% MAY apply to this procurement.

2.0 SCOPE OF WORK

Complete a System Assessment Report for the Maccan Wastewater Treatment Facility that meets the requirements set forth in the Facility's Approval to Operate as defined below.

The System Assessment Report shall include, at minimum, the following:

1. A description of the treatment technology currently employed;
2. Details on the treatment potential of the existing wastewater treatment plant;
3. A detailed summary and conclusion of the existing wastewater treatment plant's capacity to comply with the Approval to Operate;
4. A detailed summary of the receiving water quality;
5. An outline of wastewater treatment upgrades, if any, required to comply with the Atlantic Canada Wastewater Systems Guidelines;
6. An assessment of the collection system for inflow and infiltration and a schedule for improvements should they be required, and;
7. An assessment of the treatment system for exfiltration as well as inflow and infiltration of surface water and groundwater, and a schedule for improvements should they be required.

A copy of the facilities Approval to Operate, as well as all available record drawings will be made available to the successful Proponent.

3.0 PROPOSALS

3.1 PROPOSAL CLOSING

Proposals must be received at the Upper Nappan Service Centre no later than **JUNE 16, 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 **“MACCAN WASTEWATER TREATMENT FACILITY SYSTEM ASSESSMENT REPORT”**

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
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 **“MACCAN WASTEWATER TREATMENT FACILITY SYSTEM ASSESSMENT REPORT”**

3. Please provide **two (2) hard copies** and **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 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”.

3.5 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	20%	
Methodology & Approach	___/10	20%	
Work Plan & Schedule	___/10	30%	
Cost	___/10	30%	
TOTAL			

Local preference applies to this procurement as prescribed in Part 6 of the Municipality of Cumberland Procurement Policy. A copy of this policy can be found at:

<https://www.cumberlandcounty.ns.ca/government/policies.html>

3.6 PROPOSAL FORM

See attached.

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.*

