



Request for Proposals RFP-MCC-2615

FACILITIES SECURITY RISK ASSESSMENT

Municipality of the County of Cumberland
Upper Nappan Service Center
1395 Blair Lake Road
Amherst, NS B4H 3Y4

JULY 22nd, 2026

**Closing: AUGUST 25TH, 2026
2:00 PM AST**

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1.0 INTRODUCTION

1.1 General Requirements

The Municipality of the County of Cumberland (the Municipality) invites proposals from qualified consultants to complete a security risk assessment for 30 indoor and outdoor facilities, including office buildings, recreation spaces, water treatment facilities, libraries, and more. These facilities are located across the municipality, with most in the Upper Nappan, Springhill, Pugwash, and Parrsboro areas.

A complete list of facilities for this work is listed in Appendix A.

The consultant shall conduct a security risk assessment for each property identified in this RFP and provide a report recommending security upgrades for each, being mindful of the desire for consistent security measures across facilities. Note: This does not include cybersecurity.

1.2 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.

Though the Municipality fully intends to proceed with the RFP, it is under no obligation to award a contract. The receipt by the Municipality of any information shall not impose any obligations on the Municipality. There is no guarantee by the Municipality, its officers, or employees 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.

It is each Proponent's responsibility 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 Proposals may be withdrawn at any time prior to opening.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 at an address other than the ones 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 initiated by the person signing the Proposal.

All Proposals must be firm for 30 calendar days after the closing date.

Any 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 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 be responsible for any failure by potential Proponents to obtain all required 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 & METHODOLOGY

The successful Proponent will conduct security risk assessments to identify security-related threats for each facility. Methods to achieve this will include:

- i. A physical indoor and outdoor security evaluation of each property.
- ii. A review of current security systems/controls (e.g. access control, video surveillance, lock and key control, fencing) of each property.
- iii. Interviews with staff to determine current practices and controls, and input into recommendations.
- iv. A review of the Municipality's security-related policies and procedures.

3.0 DELIVERABLES

The Proponent shall deliver a Facilities Security Risk Assessment Report, which will provide recommendations for:

- Security systems/controls, with cost estimates, to mitigate or reduce risk to the public, staff and physical assets (facilities), including specifications for any recommended access control, surveillance and monitoring systems, and staff training associated with these systems.
- Improvements to the Municipality's security policies and procedures.

The Proponent shall also provide two presentations (one interim and one final) to the senior administration to review findings and recommendations.

4.0 WORK PLAN & FEES

The Proponent will provide a detailed plan for conducting the work, including methodology and a schedule that will conform to the project completion deadline of October 31, 2026. Please identify any key touchpoints and milestones, including the required meetings and dates. The proposal must provide a breakdown of consulting fees and estimated expenses consistent with the work plan.

5.0 CONSULTING TEAM & REFERENCES

The Proponent will:

- i. Provide a general description of your firm.
- ii. Indicate the consulting team to be assigned to the work, the proposed amount of time each person will spend on the project, and their hourly rate.
- iii. Detail the extent of the team's relevant experience.
- iv. List two clients and references that would relate to this project.

6.0 PROJECT OVERSIGHT

The Proponent will designate one person as the primary contact for the project. The primary contact for the Municipality will be the Deputy CAO. The Municipality will make employees available to accompany the consultant(s) during site visits and interviews.

7.0 PROPOSALS

7.1 Proposal Closing

Proposals must be received at the Upper Nappan Service Centre no later than **AUGUST 25th, 2026, at 2:00 P.M. ATLANTIC TIME.**



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

7.2 Proposal Opening

Proposals will be opened to the public on the Proposal closing date at the Upper Nappan Service Centre, 1395 Blair Lake Road, Upper Nappan, immediately following the closing.

7.3 Proposal Submission

The following is to be used in the preparation and submission of a proposal for **“RFP-MCC-2615 FACILITIES SECURITY RISK ASSESSMENT”**

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: Procurement

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

Proposals may be submitted in a sealed envelope clearly marked **“RFP-MCC-2615 FACILITIES SECURITY RISK ASSESSMENT”**

Please provide **two (2) hard copies** or **one (1) PDF electronic copy** of your proposal.

Proposals may be submitted electronically as a PDF to the email address below. It is the Proponent's responsibility 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 vendor's electronic signatures on this document are intended to have the same force and effect 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.



7.4 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 it considers 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”.

7.5 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	Weighted %	Weighted Score
Overall quality of proposal	/10	20%	
Experience and qualifications	/10	20%	
Workplan and timelines	/10	20%	
Cost	/10	40%	

7.6 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.*



APPENDIX A – LIST OF FACILITIES

Springhill

Public Works Garage
Waste Water Treatment Plant
Water Treatment Plant
Administration Office
Dr. Carson and Marion Murray Community Centre
Springhill Library
Springhill Seniors Centre
Mechanic St Playground

Central Cumberland

ED Fullerton Building
Upper Nappan Public Works Garages
Biggs Drive Wastewater Treatment Plant
Biggs Drive Water Treatment Plant
Amherst Marsh Wastewater Treatment Plant
Maccan Wastewater Treatment Plant
River Hebert East Wastewater Treatment Plant
River Hebert West Wastewater Treatment Plant
Joggins Wastewater Treatment Plant

Parrsboro Shore

Parrsboro Public Works Garage
Parrsboro Service Center
Parrsboro Wastewater Treatment Plant
Parrsboro Reservoir
Parrsboro Wellfield
Parrsboro Library
Parrsboro Playground and Tennis Courts
Glooscap Campground
Cape d'Or Coastal Park

North Shore

Pugwash Water Treatment Plant
Pugwash Wastewater Treatment Plant
Pugwash Library
Wallace Wastewater Treatment Plant

