

The Municipality of the District of St. Mary's

8296 HWY 7
PO Box 296
Sherbrooke, NS
B0J 3C0
Phone: (902) 522-2049
Fax: (902) 522-2309



REQUEST FOR PROPOSAL (RFP)

2023 Sherbrooke Water Utility- System Assessment Report

Reference # MODSM2023-01

*Proposals must be received no later than **Wednesday, January 25th, 2023 at 4:00pm.***



CONTENTS

1.	Introduction	3
2.	Municipal Profile.....	3
3.	Scope	3
4.	Deliverables	3
5.	Resources	4
6.	Proposal Requirements.....	4
7.	Submission	5
8.	Further Information	5
9.	RFP Terms and Conditions.....	5
10.	Rights of the Municipality – Evaluating / Accepting /Rejecting Proposals	6
11.	Proposal Evaluation.....	6

1. INTRODUCTION

The Municipality of the District of St. Mary's (MODSM) seeking proposals from qualified consultants to conduct a System Assessment Report (SAR) for the Sherbrooke Water Utility. SARs must follow the Terms of Reference for System Assessment Reports for Municipal Drinking Water Systems as issued by the Nova Scotia Department of Environment and Climate Change, effective June 15, 2022.

2. MUNICIPAL PROFILE

Located in the heart of Nova Scotia's Eastern Shore, the Municipality of the District of St. Mary's is a rural municipality consisting of seven electoral districts. Incorporated in 1879 the Municipality has a population of 2,233 (2016) and is bounded by the counties of Antigonish and Pictou, the municipalities of Halifax and Guysborough, and the Atlantic Ocean. St. Mary's remains as the smallest district in the province by population covering about 1,909 square kilometers in area and has the smallest population density of all 50 municipalities in the province at 1.21 persons per km². The Municipality currently has one water utility that with approximately 130 accounts servicing both residential and commercial customers.

3. SCOPE

3.1 System assessment reports are required to include the following components to ensure that municipal drinking water systems are up to date with environmental standards for the productions and distribution of safe drinking water:

- a. Characterization of source water;
- b. Evaluation of treatment and distribution processes, facilities, and equipment;
- c. Review of operations, maintenance, monitoring and management;

3.2 These assessments are conducted to:

- a. Evaluate the capacity of the drinking water system to ensure a consistent and reliable source of potable water;
- b. Verify compliance with current regulatory requirements;
- c. Identify deficiencies and/or concerns and present solutions, preliminary cost estimates and implementation schedules for these items.

4. DELIVERABLES

4.1 A draft copy of the System Assessment Report shall be made available to municipal staff by **April 12th, 2023** to make comments and edits.

4.2 An electronic final copy shall be provided to the Municipality by **April 26th, 2023**, in order to meet the directive under the approval for submission of the SAR by May 1st, 2023.

- 4.3 In the event that the proponent is unable to meet the aforementioned deliverables they should provide their own timeline on when the works can be completed. The Municipality will be the sole judge as to the acceptability of the proposed dates when evaluating the proposals.
- 4.4 Any requirements by the proponents, such as type of information required from the Municipality and dates, should be noted in their proposals.

5. RESOURCES

- 5.1 The main resource that the SAR must follow is the "*Terms of Reference for System Assessment Reports for Municipal Drinking Water Systems*" and the "*System Assessment Report Terms of Reference Checklist*" issued by the Nova Scotia Department of Environment and Climate Change, effective June 15, 2022.
- 5.2 Upon request the following additional resources may be supplied by the Municipality to assist the successful Consultant with this assignment.
- a. Assistance by Public Works Systems Operator as schedule permits;
 - b. Access to available record drawings and O&M manuals;
 - c. Copies of the Water Treatment Facility's Operating Approval
 - d. Copies of available water treatment plant records;
 - e. Access to water testing records.

6. PROPOSAL REQUIREMENTS

- 6.1 *Firm and Consultant(s) Credentials:* A firm summary that addresses previous experience with municipal boundary reviews. The names, background and experience of the consultants who will be involved in this project including the identification of project lead.
- 6.2 *Action Plan and Methodology:* A detailed Action Plan and Methodology for conducting the plan review. This would include a description of the methodologies used, schedule of work and timeline to be performed, including estimated start dates, completion dates, the total effort required for each assigned resource, critical paths/key milestones, including proposed meetings with Municipal staff and all associated costs, etc.
- 6.3 *Communications Strategy:* A communications strategy for review of the documents including a schedule and number of in-person, email or telephone consults required during the project.
- 6.4 *Fees:* Provide a detailed schedule of fees and expenses associated with this project. This must include a detailed breakdown of roles, hours allocated to each task by each member of the

team, hourly rate by team member and total number of hours for the entire project. The proponent must provide a firm fixed lump sum fee for the project, including expenses and other costs, exclusive of HST.

- 6.5 *References*: The names and contact information for three recent references to support the submitted proposal. Municipal references are considered to have highest priority.

7. SUBMISSION

- 7.1 The deadline to submit proposals is **Wednesday, January 25th, 2023 by 4:00pm**. Proposals submitted past this closing time will not be accepted.
- 7.2 The proponent is to provide a single digital media copy in pdf format, submitted via email to marissa.jordan@saint-marys.ca , and three (3) hard copies of proposals in a sealed envelope delivered to the following:

ATTN: Chief Administrative Officer

Municipality of the District of St. Mary's

RE: Municipal Boundary Review

8296 Hwy #7

P.O. Box 296

Sherbrooke, NS , B0J 3C0

- 7.3 Any and all changes to the RFP required before the proposal closing will be issued in the form of a written Addendum. If an Addenda is issued, the proponents must acknowledge their receipt in the appropriate section of the Addenda Form. Addendums will be posted to all sites on which the RFP's was posted. The Municipality will assume no responsibility for oral instructions or suggestions.

8. FURTHER INFORMATION

Any questions in relation to this Request for Proposal should be directed to: Marissa Jordan, Chief Administrative Officer, Phone: 902-522-2432, Email: marissa.jordan@saint-marys.ca

9. RFP TERMS AND CONDITIONS

Proposals received later than the specified closing time will be rejected by the Municipality. The terms and conditions of the proposal offer shall remain firm and open for acceptance by the Municipality for a period of ninety (90) days from date of closing. Final acceptance of the proposal will be subject to the successful negotiation and execution of a written contract meeting the expenditure limits and required terms and conditions acceptable to the Municipality.



10. RIGHTS OF THE MUNICIPALITY – EVALUATING / ACCEPTING /REJECTING PROPOSALS

- 10.1 The Municipality reserves the right to reject any and all proposals based on the best interest of the Municipality. The Municipality reserves the right to select a proposal, in whole or in part, other than the lowest price proposal based on any criteria which in its sole and absolute discretion the Municipality deems to be in its best interest.
- 10.2 The Municipality shall not be responsible for any liabilities, cost, loss or damage incurred, sustained or suffered by any interested party, prior or subsequent to, or by reason of the acceptance, or non- acceptance by the Municipality of any response, or by reason of any delay in the acceptance of the response.
- 10.3 The Municipality reserves the right to request Proponents to provide additional information and address specific requirements not accurately or adequately covered in their initial submissions.

11. PROPOSAL EVALUATION

The proposal will be evaluated against the following criteria:

Overall understanding of the project and expectations	20%
Firm and project team qualifications	25%
Proposed methodology, action plan and timelines	30%
Strength of references provided	10%
Cost and/or value to the Municipality of St. Mary's	15%
Total	100%