



REQUEST FOR PROPOSAL
Stormwater Management Master Plan
RFP# TOK 2024-14

Issued: July 23, 2024
Submission Deadline: August 15, 2024, at 2:00 PM ADT

TABLE OF CONTENTS

1. Introduction.....	3
1.1 INVITATION	3
2. Background	3
2.1 About the Town of Kentville	3
2.2 Project Background Overview.....	3
2.3 Municipal Assets	5
3. RFP Objective	6
4. Scope of work and deliverables	6
4.1 Scope of work.....	6
4.2 Study Phase Services.....	7
4.3 Deliverables & Expectations	8
4.4 Certificate of Compliance (Include with Proposal)	9
5. Form of Agreement.....	9
6. Project timeline.....	9
7. Insurance & Liability Requirements	9
8. ADDENDA	10
9. SUBMISSION AND EVALUATION	10
9.1 Submission of Proposal.....	10
9.2 Proposal Content	11
9.3 Evaluation Process	12
9.4 Evaluation Criteria.....	12
10. TERMS AND CONDITIONS	14
10.1 Services to be Performed.....	14
10.1.1 General.....	14
10.1.2 Qualification.....	14
10.2 Privilege.....	14
10.3 Confidentiality.....	14
10.4 Law	15
10.5 Proposal Submission and Evaluation	15
10.5.1 Proposal Preparation	15
10.5.2 Method of Submission.....	15
10.5.3 Completeness	15
10.5.4 Changes to Submission	15

10.5.5	Data and Documents	15
10.5.6	Conflict of Interest	16
10.5.7	Contact.....	16
11.	Level of effort.....	16

1. INTRODUCTION

1.1 INVITATION

The Town of Kentville (“the Town”) Engineering and Public Works (“EPW”) is seeking proposals from qualified engineering consulting firms (“Proponents”) to prepare a Comprehensive Stormwater Management Master Plan. The overall objective of this project is to have a Town wide Stormwater management master plan.

2. BACKGROUND

2.1 About the Town of Kentville

Kentville is a vibrant and active growing Town of just over 6,500 people located in the Annapolis Valley, about an hour drive from the City of Halifax. Catering to the outdoor enthusiast, Kentville offers top quality walking and hiking trails (both groomed and natural) a protected wetland habitat downtown, and national caliber mountain biking experiences for beginners and experts alike. Arts and culture also highly influence life in Kentville. The community hosts a plethora of signature festivals and events year-round bringing in many visitors and delighting residents of all ages. Kentville is known as home to the annual Pumpkin People Festival, the Annapolis Valley Apple Blossom Festival, Mural Fest, and the Holly Days Festival in December. Kentville is poised for continued growth as it looks to expand opportunities for development in the south-west end of Town, employing a secondary planning strategy for the area. Kentville was incorporated in 1886 and is currently governed by 6 Councilors at large and one Mayor. The next municipal election in Nova Scotia will take place in October of 2024.

2.2 Project Background Overview

The Town of Kentville is centrally located in the Annapolis Valley, Nova Scotia, and has a geographic area of 18 km². The Town has a rolling topography of hills and valleys attributable to the historical influences of glaciers and the cumulative erosive effects of the Cornwallis River overtime.

Prominent to the geography of Kentville is the Cornwallis River. The Town lies completely within the Cornwallis River Watershed. The river originates in the North Mountain and discharges into the Minas Basin in the Bay of Fundy. The lower portion of the river is tidal and includes marshland. The strong tides of the Bay of Fundy affect the Cornwallis River up to 5 km West of the Town of Kentville, making the Town vulnerable to coastal flooding and storm surges. It is generally agreed that flooding, either by rivers overflowing their banks, or by seawater inundation from tides and storm surges, has the potential to put large parts of the Town at risk. The Town has conducted previous studies for flood assessment through previous studies, the Town has determined that lands below the nine-metre contour are susceptible to

flooding, and in the more recent (March 2015) East Kentville Flood Assessment, even higher water levels are estimated. To respond to this threat, a specific zone has been established for undeveloped areas at risk of flooding from the Cornwallis River.

Stormwater drainage flooding and overflows are typically the result of peak stormwater flows exceeding the capacity of the drainage system. However, they can also occur as a result of high-water levels in the Cornwallis River. The high-water levels in the Cornwallis River not only impact the adjacent properties, but also back up the storm water drainage systems and reduce the drainage capacities further inland which has been considered in previous assessments.

See below the two figures for a better understanding:

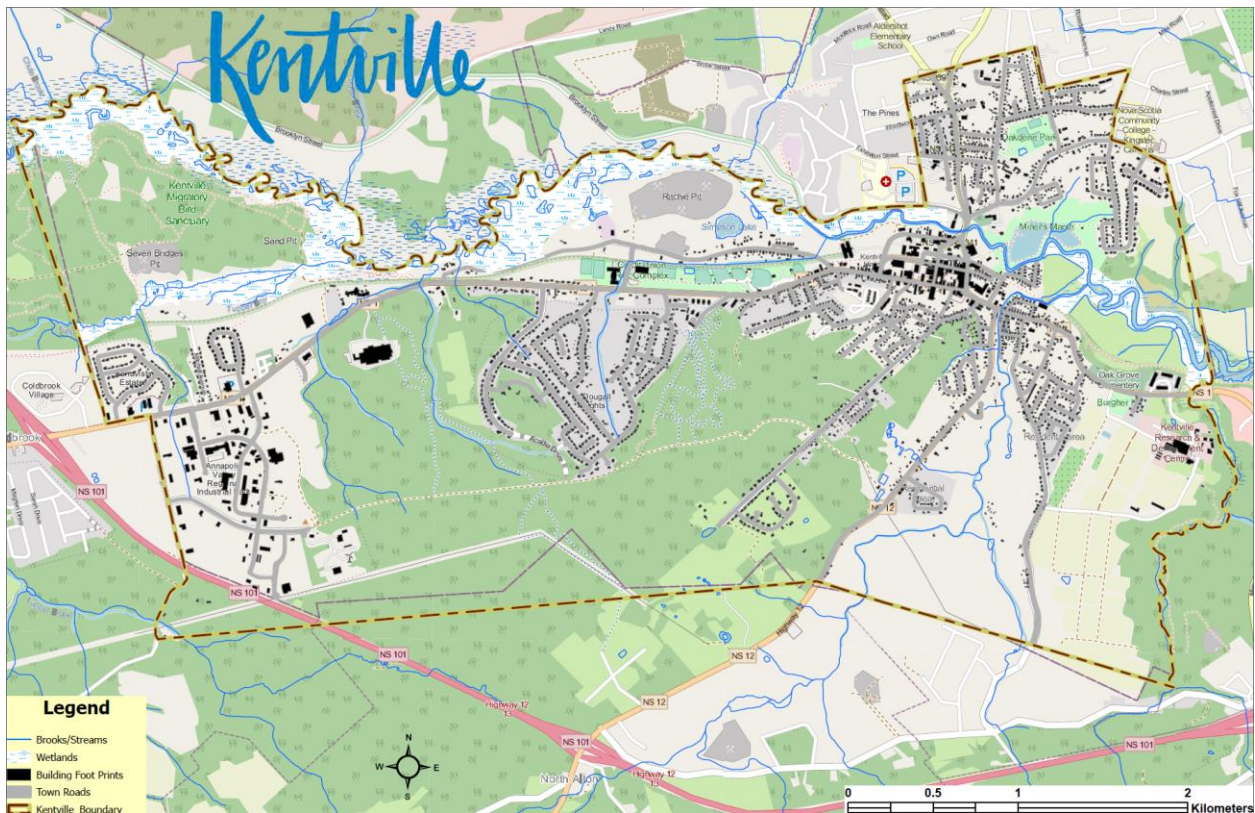


Figure 1 Town of Kentville Boundary

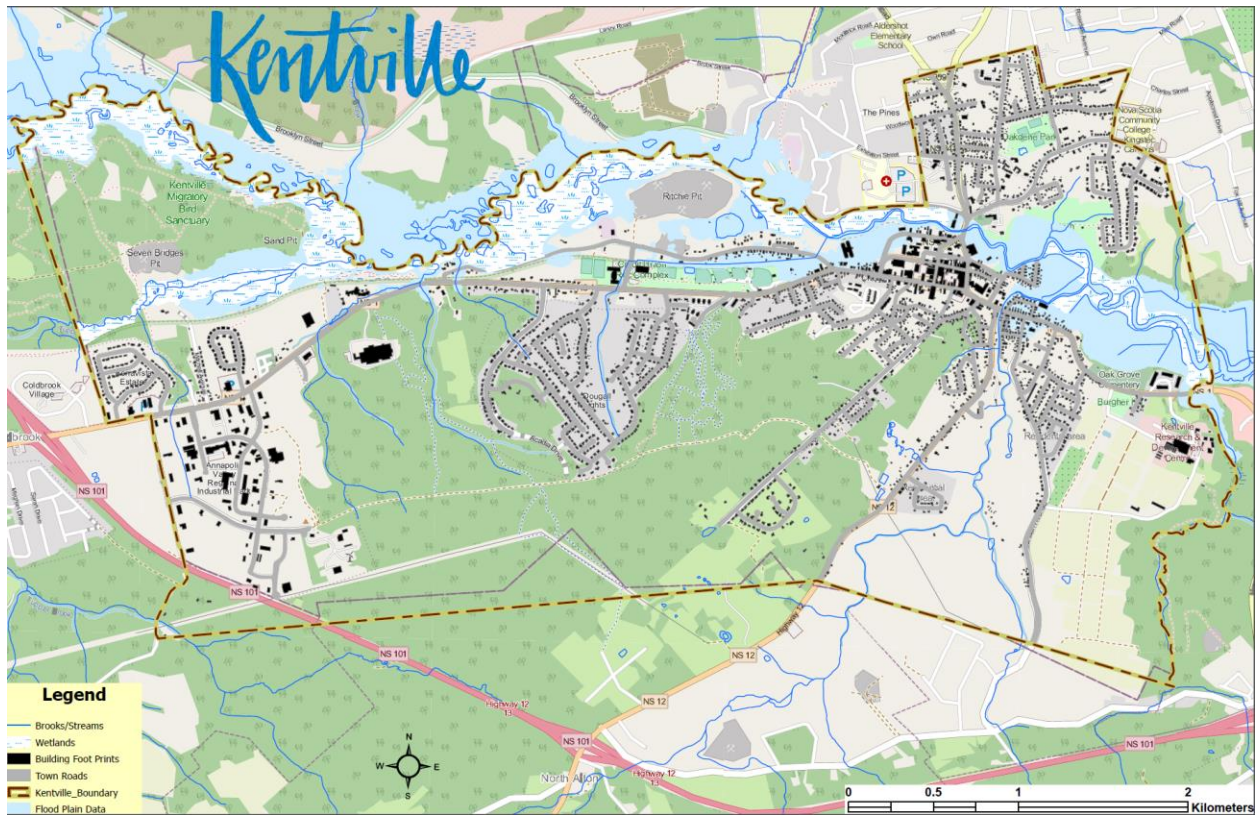


Figure 2 Map showing Flood plain Data

2.3 Municipal Assets

The following synopsis is intended to give Proponents an overview of the scope and magnitude of operations and infrastructure owned and managed by the Town. The Town of Kentville covers approximately 18 km² and operates and maintains the following infrastructure:

- A water system comprised of 7 municipal water wells, 2 treatment facilities, 4 storage towers and associated transmission and distribution mains, servicing approximately 3600 residential and commercial customers.
- A wastewater collection system including 13 sewage lift stations.
- A sidewalk network made up of approximately 35 km of asphalt and concrete sidewalks.
- A road network made up of approximately 60km of local, collector and arterial streets.
- The Centennial Arena, Public Works Building, Townhall, and other municipal buildings.
- Numerous parks & playgrounds throughout the Town.
- The Town of Kentville completes approximately \$5,000,000 to \$8,000,000 worth of capital improvements annually.

3. RFP OBJECTIVE

The objective of this RFP is to solicit proposals from qualified engineering consulting firms to prepare a Comprehensive Stormwater Management Master Plan. The overall objective of this project is to have a Town wide Stormwater Management Master Plan on behalf of the Town of Kentville's Engineering and Public Works department. This plan should include detailed recommendations based on current and future climate conditions, land use, and existing infrastructure. While past studies have provided valuable insights, this new report aims to address both current needs and future challenges. The master plan will emphasize strategic planning for sustainable development and resilience against increasingly frequent and severe weather events. By incorporating proactive measures, the plan will aim to safeguard the town's infrastructure investments over the next ten years and beyond.

4. SCOPE OF WORK AND DELIVERABLES

4.1 Scope of work

The work covered under this RFP is for the development of a Comprehensive Stormwater Management Master Plan for the entire town. This comprehensive report should include recommendations based on the present and future climate, conditions, and land use. While past studies and assessments provide valuable information about stormwater management at the time they were created, this new comprehensive report will address current and future needs.

The necessity of this Comprehensive Report is underscored by the importance of strategic planning for sustainable development and resilience against increasingly frequent and severe weather events. It will provide detailed recommendations that emphasize the role of proactive measures in safeguarding the town's infrastructure investments over the next ten years and beyond.

Additionally, the report should highlight the potential cost savings and long-term benefits associated with an effective stormwater management strategy. This includes reducing the risk of flood damage, improving water quality, and enhancing the overall resilience of the town's infrastructure. The goal is to ensure that the town is well-prepared to handle the challenges posed by climate change and urban development, while also promoting sustainable growth and environmental stewardship.

The project should provide updated recommendations based on current conditions, including strategies to enhance resilience against increasingly frequent and severe weather events. Strategic planning for sustainable development and resilience is crucial, which includes identifying areas throughout the town that need new or improved stormwater management interventions. This involves specifying locations for stormwater management improvements, including potential sites for new infrastructure or upgrades to existing systems, particularly in flood-prone areas and high-risk zones requiring immediate attention. Additionally, the plan should incorporate relevant findings from past studies and assessments while

offering new insights and recommendations. An important component of the report will be to provide a cost estimate for capital projects over the next ten years, ensuring that the town's stormwater management strategy is both financially viable and effective in safeguarding its infrastructure.

4.2 Study Phase Services

The selected Consultant shall prepare comprehensive report for this project. The Consultant shall be responsible for topographical surveying as required. The Municipality will review the document at the 50% and 90% completion stages to authorize and confirm study parameters. The selected Consultant shall be responsible for applying for any permits required for this project on behalf of the Municipality.

- Any Topographical surveying and geotechnical or other investigations required to complete the work outlined in this RFP;
- Reviewing records for the location of the project.
- Identify and prioritize areas at risk of flooding through discussions with Public Works staff. This will consider past flooding severity and proximity to vulnerable areas.
- Conduct field survey to determine the size, age and condition of all municipal stormwater infrastructure.
- Create a hydrologic/hydraulic model to incorporate all structures and recent data, such as Lidar data providing detailed topography for the entire town.
- Create hydrologic model to include proposed future development areas and associated land use.
- Create a model utilizing the latest climate change-impacted rainfall amounts to assess peak stormwater flows.
- Development of new maps illustrating recommended culvert and bridge sizes for effective stormwater flow conveyance.
- Recommend Stormwater Best Management Practices (BMPs) through models and discussions with Town Engineering & Public Works staff.
- Determine preferred approaches to mitigate flooding risks in high-risk areas. A shortlist will be developed in consultation with the Town, incorporating land use controls, infrastructure upgrades, and stormwater BMPs.
- Prepare a draft report including:
 - Summary of approach and findings.
 - Recommendations for implementing preferred flood risk reduction approaches, including land use controls.
 - Conduct capital works Plan for infrastructure upgrades and BMPs with budgets, for implementation over a 10-year period.
 - Inclusion of maps showing options and proposed plans. Any infrastructure upgrades recommendation to be presented on schematic drawings using modeling software or GIS maps. Class D opinion of probable costs will be developed to assist with the Capital Plan.
- Specify where stormwater management improvements should be implemented around town, including potential locations for new infrastructure or upgrades to existing systems.

This should encompass flood-prone areas and high-risk zones that require immediate attention.

- Recommend methods for monitoring and evaluating the effectiveness of the implemented stormwater management strategies.
- Provide new insights and recommendations that build upon previous work while addressing current challenges.
- Identify areas throughout the town requiring new or upgraded stormwater management interventions.
- Specify potential locations for improvements, including flood-prone areas and high-risk zones that need immediate attention.
- Review existing land use patterns and their impact on stormwater runoff.
- Provide recommendations for future development areas to assess suitability for development.
- Provide recommended By-Law changes (Land Use & Subdivision) to residential storm sewer connections (such as the requirements for backflow prevention and the elimination of roof drains connected to the storm collection system).

The successful proponent shall provide comprehensive documentation, including maps, cost estimates for each component of the project. The Report shall prioritize efficiency, sustainability, and long-term reliability of the underground infrastructure systems.

Consultants shall allow for a minimum of three meetings at the municipality or virtually.

1. Kick off meeting.
2. Meeting at 50% version of work
3. Meeting at 90% version of work

The selected consultant shall prepare a cost estimate at 90% completion of the document.

4.3 Deliverables & Expectations

1. Submit an electronic copy of the 50% and 90% completion version of the documents (both PDF and word version).

The Town staff will review the 50% and 90% stage documents to authorize and confirm design parameters.

4.4 Certificate of Compliance (Include with Proposal)

Proponents shall provide the Town of Kentville a copy of their current Certificate of Compliance from Engineers Nova Scotia and other applicable licensing boards with their proposal.

Successful Proponents will be expected to supply other information if requested, such as proof of good standing with Workers' Compensation Board, etc.

5. FORM OF AGREEMENT

Before a purchase order is issued for the engineering services work, the selected Consultant and the Municipality shall sign the Form of Agreement at the time of the award. The intention of the agreement will be to protect the Town from any damages incurred as a result of errors, omissions, or negligence by the successful Proponent.

6. PROJECT TIMELINE

This project is expected to be awarded within two weeks of the proposal deadline. Upon receipt of the Notice to Proceed, the following milestones shall be observed:

Milestones	Anticipated completion Date
Town Issues Notice to top Ranked Proponent	August 22, 2024
Execution of Agreement	August 26, 2024
Kick-off Meeting to Confirm Scope of work, Project schedule and Milestones, Project Team and Other existing Information	August 29, 2024
Design 50% work review	November 28, 2024
Design 90% Work Review	January 16, 2025
Submit Final Design	January 30, 2025
Presentation to Senior Staff and Town Council	February 2025 TBD

7. INSURANCE & LIABILITY REQUIREMENTS

The successful firms shall provide the following insurance coverage:

- General Liability Insurance covering the services and operations of the successful Proponent for bodily injury and/or property damage with policy limits of not less than Five Million Dollars (\$5,000,000.00) per occurrence. Such policy shall include the following:
 - Contractual Liability;
 - Cross Liability;

- Pollution Liability, if required;
 - Employers' Liability (if applicable); and
 - Town of Kentville as additional insured.
- Professional Liability Insurance covering the services provided by the successful Proponent with policy limits of not less than Five Million Dollars (\$5,000,000.00) per claim and in the aggregate.
 - Automobile insurance with policy limits of not less than Five Million Dollars (\$5,000,000.00) per occurrence, providing coverage for all vehicles owned and/or leased by the successful Proponent.

8. ADDENDA

- Please notify the Town in writing not less than five (5) working days before Tender Closing of omissions, errors or ambiguities found in this RFP.
- If the Town considers that correction, explanation or interpretation is necessary, a written addendum will be posted on the Provincial procurement website, no later than seventy-two (72) hours before the RFP Closing time. The Town will not maintain a plan takers' list. Prospective bidders shall be responsible to review the Provincial procurement website for any addenda that have been issued.
- The submission of a proposal shall be deemed to indicate that the Proponents has read, understood and considered all addenda issued prior to the closing date and time.

9. SUBMISSION AND EVALUATION

9.1 Submission of Proposal

- Proposals will be received **up to 2:00 pm (local time) on August 15, 2024**.
- Proposals must be signed by an authorized signatory of the Consultant firm.
- Proposal submissions shall be emailed as a single pdf document to akadri@kentville.ca . **This shall be the only accepted method of proposal submission.** The RFP name and number must be included in the email subject line. Proposals must be accompanied by scanned copies of all required documentation indicated in the RFP. The Town will require the original proposal documents of the selected Proponents to be delivered at a later date.
- Proposals will be opened the afternoon of the closing date. Opening will not be public. A list of respondents will be available the following business day by request to akadri@kentville.ca
- Late proposals shall be returned unopened.
- All proposals shall be and remain irrevocable unless withdrawn prior to the designated closing time.
- All communications and questions for clarification regarding the contents of this RFP shall be forwarded by e-mail to the individuals noted below:

Main Point of Contact	Alternate point of Contact
<p>Dave Bell, P. Eng. <i>Director of Engineering & Public Works</i> 354 Main Street Kentville, NS B4N 1K6 Email: dbell@kentville.ca</p>	<p>Ahmad Kadri, P.Eng. <i>Project Engineer</i> 354 Main Street Kentville, NS B4N 1K6 Email: akadri@kentville.ca</p>

All requests for clarification must be received in writing by the above at least five (5) working days prior to the closing date to allow written clarification to be issued to all Proponents. Verbal responses are only binding when confirmed by written addenda.

9.2 Proposal Content

Proposals should be concise, but detailed enough to demonstrate how the Proponent’s expertise, staff, and resources best meet the needs of the Town as described in this RFP.

The body of the proposal document shall be structured in ordered sections as follows:

- **Corporate Background and Procedures** — Corporate background and general procedures relating to project execution and quality verification/assurance (*limit of two pages*);
- **Corporate Organization** — Description (relative to the requirements of this RFP) of current total staffing, office locations, and corporate organizational chart;
- **Related Experience** — Related municipal experience, including examples of specific projects with consulting fee value, construction value if applicable, and reference names and contact information (*limit of five pages*);
- **Methodology** — A detailed project methodology should be prepared by the Proponent that describes how the service requirements in Section 4 of this RFP will be implemented, and how projects will generally be managed (*limit of three pages*);
- **Fees and Expenses** — Submit tabular form of level of effort/ fee proposal for staff & resources who will be directly engaged on projects related to this RFP, and a schedule of typical reimbursable expenses applicable to projects within the scope of this RFP.

The appendices of the proposal document shall contain the following:

- Copy of current Certificate of Compliance from the Engineers Nova Scotia and other applicable licensing boards;
- CVs for all principal staff who will be directly engaged on projects related to this RFP;
- CVs of staff and resources who are proposed to have direct responsibility to principal staff;

All CV's shall be one page per individual, and contain (at minimum) the following information:

- Name and credentials;
- Training and experience as it relates to the services requested;
- Position and area of practice in firm;
- Proposed relationship with client;
- Individual fee scale;
- Anticipated general field of activity with the Town;
- Primary work/office location of the individual staff member;
- Back up personnel to support principal staff during absence or staff turnover.

9.3 Evaluation Process

All submissions received prior to closing will be evaluated according to the procedure outlined in this section. A Review Panel consisting of Town of Kentville staff will evaluate all proposals using the criteria set in 9.4.

9.4 Evaluation Criteria

Proposals will be evaluated and ranked according to the following criteria:

PROJECT UNDERSTANDING AND METHODOLOGY – 15%

- The proposal should show an understanding of project objectives.
- Have all project components addressed.
- Enough detail to ensure methodology is well thought out.
- Innovative approaches.

TECHNICAL ABILITY – 25%

- Experience and proven ability with similar projects;
- Technical resources/in house services;
- Description of similar municipal projects with references.

PROJECT TEAM – 25%

- Team experience with similar projects;
- Human resources and qualifications of key personnel, including back up personnel;
- Communications and reporting procedures and availability of key staff.

FEES AND EXPENSES – 25%

- Tabular form level of effort, etc. Submit tabular form of level of effort/ fee proposal for staff & resources who will be directly engaged on projects related to this project, and a schedule of typical reimbursable expenses applicable to projects within the scope of this project.

QUALITY OF PROPOSAL – 10%

- Level of effort, presentation, and thoroughness.

10. TERMS AND CONDITIONS

10.1 Services to be Performed

10.1.1 General

By submitting a proposal in response to this RFP, the Proponent agrees to abide by the terms and conditions outlined in this RFP. All proposals shall remain irrevocable unless withdrawn in writing prior to the designated closing time.

10.1.2 Qualification

The selection of any Proponent as a qualified firm or individual, and/or the receipt of written notification of selection, shall not constitute a contract between the proponent and the Town,

10.2 Privilege

The Town of Kentville reserves the right to:

- Suspend or cancel the RFP at any time, and for any reason without penalty.
- Reject any and all Proposals or accept any Proposal or part thereof, and may award all or a portion of the work to one or more Proponents.
- Waive any informalities, formalities, technicalities or to reject any or all proposals based on the Proponent's lack of proven experience, performance on similar projects or the suitability of proceeding with the execution of the work.
- If more than one Proponent submit Proposals in substantially the same amount or score, the Town of Kentville may, at its discretion, call upon those Proponents to submit further Proposals, additional documentation, or participate in a formal interview process.
- No term or condition shall be implied, based upon any industry or trade practice or custom, any practice or policy of the Town of Kentville or otherwise, which are inconsistent with the provisions contained herein.

10.3 Confidentiality

- This document may not be used for any purpose other than the submission of a proposal.
- By submitting a Proposal, the Proponent agrees to public disclosure of its contents subject to the provisions of the *Municipal Government Act* relating to Freedom of Information and Protection of Privacy. Anything submitted in the Form of Proposal that the Proponent considers to be "personal information" or "confidential information" of a proprietary nature should be marked confidential and will be subject to appropriate consideration of the *Municipal Government Act* as noted above.
- The work described in this RFP is being conducted with public funds, and the fees and expenses proposed in the Proponent's submission will be made public.

10.4 Law

- The law applicable to this RFP and any subsequent agreements shall be the law in force in the Province of Nova Scotia at the time of execution.
- In responding to this RFP, Proponents warrant their compliance with all appropriate Municipal, Provincial, and Federal regulations, laws, and orders. Respondents must agree to indemnify the Town of Kentville and its employees if they fail to comply, and the Town of Kentville reserves the right to cancel any agreement arising from this RFP if the Proponent fails to comply with the above.
- The selected Proponents shall indemnify the Town of Kentville, its officers, and employees against any damage caused to the Town of Kentville as a result of any negligence or unlawful acts of the successful Proponent or its employees. Similarly, the successful Proponents shall agree to indemnify the Town of Kentville, its officers and employees against any claims or costs initiated by third parties as a result of any negligence or wrongful acts of the successful Proponent or its employees.

10.5 Proposal Submission and Evaluation

10.5.1 Proposal Preparation

All expenses incurred in the preparation and presentation of a response to this RFP, and future RFPs by invitation to the successful Proponent relating to the scope of this RFP, are entirely the responsibility of the Proponent. This includes, but is not limited to labour, materials, expenses, and the cost of site visits where applicable.

10.5.2 Method of Submission

Submit responses as described in Section 9.1 of this RFP. Submissions by any other method will not be considered.

10.5.3 Completeness

It is the Proponent's responsibility to ensure that their proposal is complete and is delivered to the Town of Kentville by the date and time indicated. Proposals submitted after the above noted time will not be considered.

10.5.4 Changes to Submission

Changes in a submission will only be considered if submitted in writing, and providing such change is received by the Town of Kentville prior to the established closing date and time. Changes to a submission will not be accepted after the established closing date and time.

10.5.5 Data and Documents

All data and information collected and work products either directly for, or in support of the work outlined in this RFP, are and shall remain the property of the Town of Kentville.

10.5.6 Conflict of Interest

The Town of Kentville reserves the right to disqualify Proponents if there is an existing or recent business or personal relationship which can be perceived as causing a conflict of interest. Proposals shall contain a declaration of conflict of interest if applicable.

10.5.7 Contact

Any attempt by the Proponent or any of its employees, agents, contractors, or representatives to contact members of Town Council or Staff not identified in this RFP may lead to disqualification.

11. LEVEL OF EFFORT

Consultants are advised that Town of Kentville staff will try to be available for meeting throughout the proposal call as schedules permit. The proposal should be all-inclusive, and Consultants should not rely on Town of Kentville staff resources for any purpose other than reporting and direction. A site visit is strongly recommended.