



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☒	Decision Request ☐	Councillor Activity ☐
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To: Committee of the Whole

Submitted by: 
Todd Richard, Director of Public Works

Date: September 9, 2025

Subject: RFP Award — O'Brien Street Renewal Engineering Services

LEGISLATIVE AUTHORITY

Nova Scotia Municipal Government Act, Section 65 authorizes Council to expend funds for municipal purposes.

RECOMMENDATION or DECISION REQUEST

Committee of the Whole recommends that Council:

- 1. Approve the award of the O'Brien Street Renewal Engineering Design and Tendering Services to CBCL Ltd. for the price of \$122,895 before applicable taxes.***
- 2. Approve the award of the O'Brien Street Renewal Engineering Project Management Services to CBCL Ltd. for the price of \$52,235 before applicable taxes, pending approval of the construction contract.***
- 3. Approve an engineering contingency amount of \$24,870 before applicable taxes.***

BACKGROUND

Property ☒	Public Opinion ☐	Environment ☒	Social ☐	Economic ☐	Councillor Activity ☐
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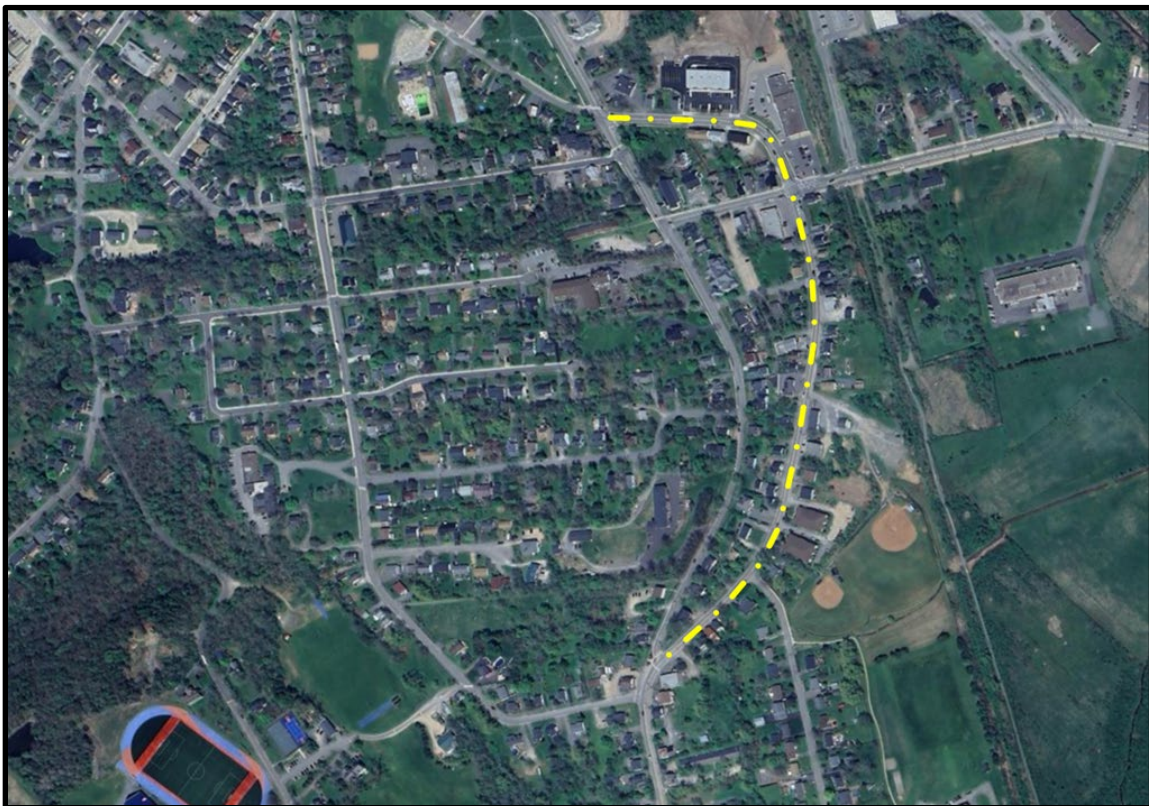
In July, 2025, the Public Works Department issued an RFP for engineering services from pre-qualified Consultants for design work to prepare tender specifications, drawings and construction administration services for the renewal of O'Brien Street, in Windsor NS (see Figure 1-1).

This project is included in the Municipality's five-year Capital Plan as a priority for replacement of the sewer/water infrastructure and street renewal (including sidewalks). This determination was based on the age and condition of the underground services and the street surface conditions. O'Brien Street currently has a combined sewer system, which will be separated as part of this project. This will reduce the amount of flow entering the Cunnabel Creek sewer system. Options for active transportation will also be considered as part of this project. The 2025-26 Capital Budget includes a budgeted amount of \$200,000 + HST for the design phase services.

The project schedule includes the following milestones:

- Preliminary design report outlining options for active transportation and stormwater routing — January 2026
- 75% Tender Documents — May 2026
- 90% Tender Documents and Construction Cost Estimate — August 2026
- Final Drawing Set & Tender Documents — October 2026
- The construction tender is expected to be issued between November 2026 and February 2027, for construction in 2027.

Figure 1-1. Project Location



DISCUSSION

On August 7, 2025, four submissions were received for engineering services for the O'Brien Street Renewal. Proposals were scored by Engineering staff based on the following evaluation criteria outlined in the RFP:

Criteria	Weight
A. Project Understanding	10
B. Methodology	20
C. Project Team	15
D. Similar Experience	25
Total Technical Points	70
Total Cost Points	30
Total Proposal Score	100

The proposal costs and scores for each vendor are shown below:

Vendor	Proposal Cost (excluding HST)	Total Score
CBCL Ltd.	\$175,130	94
DesignPoint Engineering & Surveying Ltd.	\$140,742	91
Exp Services Inc.	\$198,085	87
WSP Canada Inc.	\$213,855	81

CBCL Ltd. had the highest score for this project. CBCL has significant experience with similar projects in Atlantic Canada and have detailed knowledge of WHRM's infrastructure systems, including the Cunnabel Creek combined sewer system. Their submission met all the RFP requirements and are therefore being recommended to Council for award of this project.

CBCL's costs for each phase are as follows:

- Engineering Design and Tendering Services: \$122,895 + HST
- Engineering Project Management Services (during construction): \$52,235 + HST

NEXT STEPS

Following award of the RFP by Council:

- Sign Form of Agreement with successful consultant.
- Issue Purchase Order to successful consultant.

- Provide background/technical information to successful consultant.
- Conduct milestone review and provide feedback to successful consultant.
- Project Engineer will be responsible for contract administration/management.

FINANCIAL IMPLICATIONS

Procurement Timeline: 60 days

Posted to Procurement	July 17, 2025
Closing Date	August 7, 2025
Price Expiry Date	N/A
Days Remaining	N/A

2025-26 Capital Budget — O'Brien Street Renewal Engineering Services

PROJECT COSTS		2025-26
Design and Tendering Services	\$	122,895.00
Engineering / Project Management Services	\$	52,235.00
Contingency	\$	24,870.00
Net HST (Based on 3.86% HST)	\$	7,720.00
Total Estimated Design Cost	\$	207,720.00
BUDGET		
2025-26 Capital Budget	\$	207,720.00
Variance (Over) / Under	\$	-
FUNDING		
WHRM Operating Reserve	\$	207,720.00

The proposed design for this project is within the allotted budget, to come from the WHRM Operating Reserve. This may span multiple years with potential construction timelines; any carryovers will be noted in the 2026-27 Capital Budget.

ALTERNATIVES

- Council may choose not to proceed with Engineering Services at this time (not recommended).

ATTACHMENTS

- None

CHIEF ADMINISTRATIVE OFFICER REVIEW

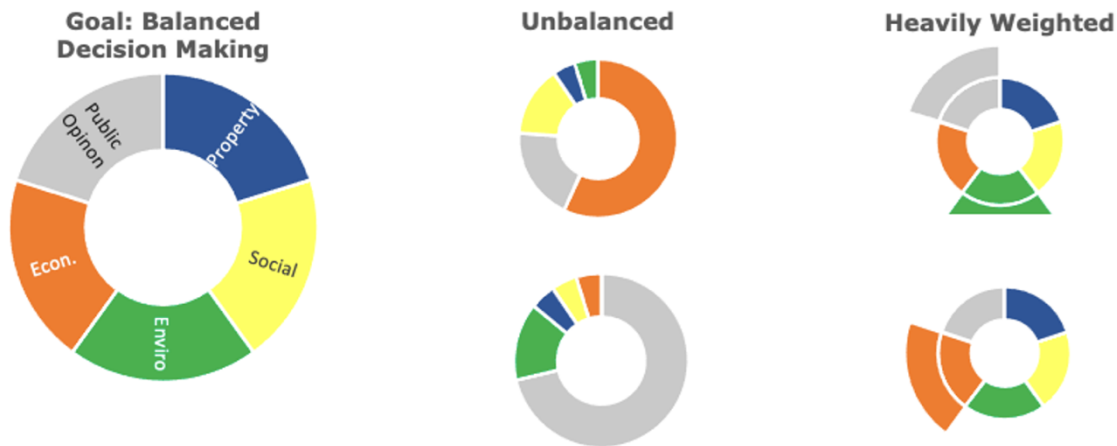
Staff have noted the project and its alignment with the current and future Capital Budget (s). The first portion of the engineering services being the design will be completed within the

current fiscal year and within the amount allocated. With Council's approval this project and specifically engineering services will be assigned to the approved vendor (design, tender and project supervision) from the beginning of the project through to the conclusion and sign off of the street renewal. The tendering and project supervision will be budgeted in future capital budgets as well as the actual cost of construction / renewal.

The rationale for the recommended vendor is noted in the report.

I support the recommendation.

Council has been provided with a reference taken from the Meeting and Committee Procedural Policy , Appendix C "Decision Making by Council and Committee of the Whole" as a reminder of the principles highlighted for good decision making.



Report Prepared by: Tim B
Tim Bouter, Project Engineer

Report Reviewed by: T. Richard
Todd Richard, Director of Public Works

Report Approved by: [Signature]
Mark Phillips, Chief Administrative Officer