

Covehead Rd - Grand Tracadie - Pleasant Grove - Stanhope - West Covehead



## REQUEST FOR PROPOSALS

Stanhope Peninsula Potable Water System/Utility: Analysis  
and Conceptual System Design

for the

Rural Municipality of North Shore

November 8, 2021

## INTRODUCTION

The Rural Municipality of North Shore is comprised of the following Prince Edward Island communities: Covehead Road, Grand Tracadie, Pleasant Grove, Stanhope and West Covehead. On May 12, 2021 the Rural Municipality of North Shore Council established an Ad Hoc Committee to explore options and requirements for the establishment of a Stanhope Peninsula Potable Water System. The Ad Hoc Committee was formed pursuant to a recommendation contained in the Draft 2021 Community Plan (v. 4) Page 19, 8.2.7 (d): ‘Council will undertake a study on the impacts on the water quality and availability under a full build-out scenario for potential development on the Stanhope Peninsula based on current land use regulations. The study will seek recommendations for further development regulations and/or the need for water utility options under this scenario, if necessary, to ensure adequate water supply for all.’

Previous studies of the potable water situation on the peninsula were undertaken, in part, to address the impact that aging septic disposal systems may have on the continued availability of potable water. With the absence of centralized sewer and water supply systems the potential impact of a growing number of aging, individual septic systems and wells prompted the community to pursue a long-term solution that would ensure the availability of potable water. Concerns have also been raised regarding current salt water intrusion levels and the distinct possibility that this issue may become more widespread over time.

The work of the ad hoc committee has been preceded by a number of studies, analyses, committee reviews, public consultations and recommendations. CBCL Consulting Engineers completed a ‘Stanhope Water Study’ in 2000 and subsequently updated this study in 2007. In 2009 Engineering Technologies Canada Ltd. completed the ‘Long-Term Water and Wastewater Servicing Study’. In 2014 the Community compiled updated statistics and a review of previously completed study results. A compendium of pertinent information and documents has been established on a Google Drive – Shared File (interested bidders may access this directory by contacting the community administrator, Ms. Stephanie Moase, at [administrator@northshorepei.ca](mailto:administrator@northshorepei.ca)).

The PEI Department of Environment, Energy and Climate Action has been involved in determining the need for a remedial and proactive solution. Provincial representatives including Ben Lannigan (Water and Wastewater), Qing Li (Hydrogeologist) and Morley Foy (Quality and Compliance) have provided the Committee with key insight and advice, as summarized below:

1. Two factors affect the amount of fresh, potable water: the recharge rate and the elevation above sea level. According to Mr. Li, the peninsula has a relatively low recharge rate, as compared to other oceanfront land on PEI, and its elevation is close to sea level. When asked about the foregoing statement, Mr. Li responded “The total groundwater recharge on the Stanhope Peninsula is limited due to the limited land area in the peninsula or the recharge area, and the fresh water discharged to the ocean front land is limited due to the limited recharge area supplying the groundwater in the peninsula.”
2. As more wells are drilled the demand on the aquifer increases. The potential for salt water to penetrate into the fresh water aquifer is further exacerbated as the demand increases

and the location of unknown fractures in the bedrock provide entry points for salt water. The existence of substratum fractures cannot be fully quantified however it is a common phenomenon in coastal areas.

3. The timing of increased salt water intrusion is uncertain but the substantive threat it poses must be addressed proactively in order to avoid a situation that is difficult to manage and perhaps financially prohibitive to resolve.

The need and immediacy for a new solution is fully supported by the experts who have provided advice, knowledge and described potential outcomes to the Committee.

The Ad Hoc Committee has recommended to the Municipal Council that an engineering consultant be engaged to update pertinent statistical data and to detail a conceptual design(s) for a Stanhope Peninsula Potable Water System. The Rural Municipality of North Shore Council has accepted the recommendation and this Request For Proposals has been issued as a result.

The Ad Hoc Committee is specifically focused on the design of a practical technical and financially viable potable water system that will protect the value of residents' investment on the peninsula and provide a source of potable water for the area over the long-term.

[The Ad Hoc Committee for Stanhope Peninsula Potable Water System Research is chaired by Mayor Gerard Watts with the following membership: Howard Ellis, Stephen Murphy, Jim Revell, Megan Senechal, Doug Smith and Peter Vriends. The Ad Hoc Committee is further supported through the expert advice and historical perspective provided by Al Goodwin, Ken Hubley and Norman MacLauchlan.]

## **SCOPE OF WORK**

1. Update pertinent statistical data:
  - a. Number of Stanhope Peninsula residents – year-round and seasonal
  - b. Number of lots available for future development
  - c. Past, current and forecast 'build-out rates'
  - d. Consumption estimates
  - e. Well density
  - f. Review and consider any reported issues concerning potable water supply – quality and quantity
  - g. Review previous studies and statistical reports which examined the issue of aging septic systems and the potential impact on the potable water supply.
2. Develop detailed, practical and technical options for the establishment of a potable water system for the Stanhope Peninsula area. The options developed are to be:
  - a. technically detailed conceptual designs
  - b. recommend a tariff structure for the system
  - c. fully costed,
  - d. identify potential capital funding sources,

- e. consider the merits and disadvantages of a system phased-in over a period of years versus a system built to accommodate all peninsula residents at the time of commissioning,
- f. meet all government regulatory requirements,
- g. include a detailed structure for a water utility entity,
- h. provide annual operating budget forecasts including user fee structure, revenue estimates, operational cost estimates (including interest payments),
- i. a capital debt repayment plan,
- j. reference similar water utilities established in other PEI communities and provide a critique of lessons learned/best practices.

### **SERVICES TO BE PROVIDED BY THE CONSULTANT**

1. Conduct a review and analysis of all available information pertaining to Stanhope peninsula potable water supply (quantitative and qualitative). [Reference the Google Drive – Shared File, compiled by the CAO].
2. Meet and consult with the Ad Hoc Committee, Council, residents, regulatory bodies, subject matter experts, funding agencies, IRAC and others, as required.
3. Develop a project timeline complete with milestones and reporting dates.
4. Submit an interim report as scheduled in the project timeline.
5. Provide a draft final report on or before April 30, 2022 for the Ad Hoc Committee’s review, consideration and comment.
6. Finalize and submit the Final Report on or before June 15, 2022.

### **INFORMATION AND INSTRUCTIONS TO BIDDERS**

#### **BIDDER INFORMATION**

1. Late Submissions

Proposals received after the official closing date and time will NOT be considered during the selection process and will be returned unopened to the respective Bidder.

2. Withdrawal or Alteration of Proposals

A Bidder who has submitted a Proposal may submit a further Proposal at any time up to the specified time and date for Proposal closing. The last Proposal received shall supersede and invalidate all Proposals previously submitted by that Bidder. Only one Proposal shall be opened per Bidder.

### 3. Addenda

If required, addenda will be distributed to all interested bidders. All interested bidders will be responsible for notifying the CAO ([administrator@northshorepei.ca](mailto:administrator@northshorepei.ca)) of their interest in bidding and receiving addenda, if issued. Addenda will be distributed using the latest contact information as provided by the interested bidder. It is the interested bidder's responsibility to notify the CAO of any changes to their e-mail or mailing address. It is the interested bidder's ultimate responsibility to ensure all addenda have been received. Addenda must be acknowledged and included with the Proposal Documents.

### 4. Acceptance or Rejection of Proposal

- a. The Rural Municipality of North Shore reserves the right to reject any or all Proposals and to waive formalities as the interests of the Rural Municipality may require without stating reasons therefore.
- b. The Rural Municipality shall not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by a Bidder by reason of the acceptance or the non-acceptance by the Rural Municipality of any Proposal or by reason of any delay in the acceptance of a Proposal except as provided in the Proposal document.

### 5. Limited Liabilities

The Rural Municipality's liability under this Proposal shall be limited to the actual goods/services ordered and provided.

### 6. Bidder Expense

Any expenses incurred by the Bidder in the preparation of the Proposal submission are entirely the responsibility of the Bidder and will not be charged to the Rural Municipality.

### 7. Regulation Compliance and Legislation

The Successful Bidder shall ensure all services and products provided in respect to this Proposal are in accordance with, and under authorization of, all applicable authorities, Municipal, Provincial and Federal legislation. The Successful Bidder shall abide by all Acts, By-laws and Regulations relative to the performance of the work.

### 8. Insurance and Indemnification

The successful Proponent shall, at its own expense, obtain and maintain and provide the Rural Municipality with evidence of:

Professional Liability Insurance on an occurrence basis Professional Errors and Omissions on an occurrence basis for an amount not less than Two Million (\$2,000,000.00) dollars.

#### 9. Hold Harmless

To the fullest extent permitted by law, the successful Proponent agrees to indemnify and hold harmless the Rural Municipality of North Shore, its elected and appointed officials, employees and volunteers and others working on behalf of the Rural Municipality of North Shore against any and all claims, demands, suits or loss, including all costs connected therewith and for any damages which may be asserted, claimed or recovered against or from the Rural Municipality of North Shore, its elected and appointed officials, employees, volunteers or others working on behalf of the Rural Municipality of North Shore which arises out of or is in any way connected or associated with this contract.

#### 10. Assignment of Work

The Successful Bidder shall not assign, transfer, convey, sublet or otherwise dispose of this Proposal or his/her right, title or interest therein, or his/her power to execute such work, to any other person, company or corporation, without the previous consent, in writing, of the Rural Municipality of North Shore, which consent shall not be unreasonably withheld.

#### 11. Cancellation

The Rural Municipality of North Shore reserves the right to immediately terminate the Proposal Agreement at its own discretion, including but not limited to such items as non-performance, late deliveries, inferior quality, pricing problems, etc.

Either party may terminate the Proposal arrangement by giving the other party sixty (60) calendar day's written notice. A period of less than sixty (60) calendar days to terminate the arrangement may be negotiable if mutually agreeable among the parties involved.

#### 12. Inquiries

Inquiries concerning the proposal requirements are to be directed to:

Ms. Stephanie Moase

CAO

Rural Municipality of North Shore

2120 Covehead Road

York, PE, COA 1P0

Ph:902-672-2600

Email: [administrator@northshorepei.ca](mailto:administrator@northshorepei.ca)

Inquiries must be received in writing no later than 2:00 p.m. three (3) business days prior to the closing of this RFP; otherwise a response may not be provided.

The Rural Municipality of North Shore reserves the right to provide all inquiries and answers to all interested bidders.

## PROPOSAL SUBMITTAL

1. Sealed written proposals, along with the **documents provided herein**, are to be completed & signed (where applicable), including the name and address of the Bidder and must include:

Form of Proposal and Agreement

Budget/Fees Schedule Work

Timeline

2. The following information is to be submitted as part of the proposal:
  1. Project Approach: Describe your understanding of the scope and your proposed approach to this project and any unique ideas, techniques, or suggestions that you think might make the project proceed smoothly or provide innovative ideas and sustainable objectives.
  2. Experience: Describe the experience of the firm and of the individuals assigned with related projects of a similar nature. Provide at least three references.
  3. Workplan/Qualifications: Provide a workplan including a timeline. Identify the team members assigned to the project and include training/professional certifications of the team.
  4. Cost: A separate page shall be provided containing the Cost Proposal for the study and the fee schedule for any additional services that may be commissioned. The Cost Proposal is inclusive of all costs including travel and any administrative costs.

3. Deadline for submission of proposals:

1. Proposals must be received by 2:00 p.m. on December 10, 2021 as delivered to:

Ms. Stephanie Moase

CAO

Rural Municipality of North Shore

2120 Covehead Road

York, PE, COA 1P0

Ph:902-672-2600

Email: [administrator@northshorepei.ca](mailto:administrator@northshorepei.ca)

2. Proposals should be marked: “Stanhope Peninsula Potable Water System/Utility”
3. (Proponents may be asked to provide an electronic copy of their proposal, at a later date.)



## SELECTION OF SUCCESSFUL PROPONENT

Proposals will be evaluated by an evaluation committee. They will be evaluated on the basis of cost, experience, qualifications, your approach to the project, and any innovative ideas you have for making the project successful as outlined in the following table:

| Description  | Maximum Points |
|--|----------------|
| Project Approach: Demonstrated understanding of the project scope and the approach to this project by the bidder and any special ideas, techniques, or suggestions that might make the project proceed smoothly or be a value add. | 20             |
| Experience/Qualifications: Describe the experience of the firm and of the individuals assigned with related projects of a similar nature. Any local knowledge or experience. Provide at least three references.                    | 20             |
| Work Plan/Resources: A work plan including timelines for the project. The resources being utilized for the project and their unique qualifications including professional certifications.  | 20             |
| Project cost (including hourly rates)  | 40             |

Final selection will be based on the evaluation of proposals unless it is deemed necessary by the committee to conduct interviews of closely scored proponents. The proponent determined best qualified to perform this project will be recommended to the Rural Municipality's Council for contract award.

The successful proponent may be asked to assist with additional work relating to the Stanhope Peninsula Potable Water System/Utility over the next ten years.

Stanhope Peninsula Potable Water System/Utility

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### FORMS OF PROPOSAL AND AGREEMENT

I/We the undersigned authorized signing officer of the Proponent, HEREBY DECLARE that no person, firm or Corporation other than the one represented by the signature (or signatures) of proper officers as provided below, has any interest in the Proposal.

I/We further declare that all statements, schedules, and other information provided in this Proposal are true, complete and accurate in all respects to our best knowledge and belief.

I/We declare that this Proposal is made without connection, knowledge, comparison of figures or arrangement with any other company, firm or persons making a Proposal and is in all respects fair and without collusion or fraud.

I/We further declare that no employee of the Rural Municipality of North Shore is or will become interested, directly or indirectly as a contracting party or otherwise in the supplies, work or business to which it relates or in any portion of the profits thereof, or in any such supplies to be therein or in any of the monies to be derived therefrom.

I/We further declare that the undersigned is authorized by the proponent to negotiate all matters with the Rural Municipality of North Shore, relating to this Proposal.

I/We further declare that the agent listed below is hereby authorized by the Proponent to submit this Proposal and is authorized to negotiate on behalf of the proponent.

Company Name \_\_\_\_\_

Name of Person  
Completing this Form \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Note: Failure to sign and return this page with the proposal may result in non-acceptance of this Proposal.

## Stanhope Peninsula Potable Water System/Utility

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**Proposal Submission Label**

Company Name

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Contact Person

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Phone

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Deliver to:

Ms. Stephanie Moase  
CAO  
Rural Municipality of North Shore  
2120 Covehead Road  
York, PE, COA 1P0  
Ph:902-672-2600  
Email: [administrator@northshorepei.ca](mailto:administrator@northshorepei.ca)

Closing Date and Time

**December 10, 2021 2:00 p.m.**

Description

Request for Proposals to Analyze and Conceptually Design  
a Stanhope Peninsula Potable Water System/Utility

Stanhope Peninsula Potable Water System/Utility

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**Proposal Pricing Submission**

Company Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone \_\_\_\_\_

Pre-HST Fee - Rate  
Study \_\_\_\_\_

Rate Study Fee  
Taxes Included \_\_\_\_\_

Value Added  
Services and Cost  
(Pre-Tax) \_\_\_\_\_

Hourly Cost for  
Additional Work  
(Include Annual  
Increase Until 2030  
(Pre-Tax) \_\_\_\_\_