

**REQUEST FOR PROPOSAL**  
**Stew2024-WW1**  
**Stewiacke Wastewater Treatment Plant Assessment**  
**The Town of Stewiacke**

**Date: May 23, 2024**

**Deadline: June 13, 2024, 2:00PM.**



## Introduction

The Town of Stewiacke has a two-cell aerated lagoon system operated in series with ultraviolet disinfection. The lagoons were constructed in 19\_\_ and the ultraviolet disinfection added in 19\_\_. A pumping station at Joffre Street lifts all collected sewage flows to the first of two lagoon cells. The current system is approaching design capacity. Treated effluent is released into the Stewiacke River.

The Town is also going through a prolonged period of population and development growth, both completed and proposed. This is largely due to the Highway 102 exit within Town boundaries and several areas of undeveloped land within those boundaries.

The Town of Stewiacke is inviting qualified proponents to submit a proposal to assess the current treatment plant's capacity to meet anticipated future growth of the Town within an interim 5-year window and a longer-term 25-year window.

## Background

A previous WWTP assessment was completed in 2009 based on one large, proposed development. Infilling and extensions of existing subdivisions continues, and there are a number of other subdivision applications in process and anticipated.

Upon award of contract, the Town of Stewiacke will provide the following background data:

- Most recent 5 years of flow data;
- Most recent 5 years of influent and effluent quality data, over all seasons;
- All available lagoon sludge volume data;
- Copies of regulatory permits, site reports and correspondence related to discharge compliance identifying treatment targets;
- Existing equipment sizing for all components;
- Current site plan and layout;
- Population projections for 5 and 25 years; and
- An overview of the current collection infrastructure.

## Scope of Work

The selected proponent shall:

- Conduct a site visit to visually assess the current plant and its surroundings and collect operating information from staff;
- Evaluate the current WWTP capacity and performance using recent actual data and make observations or recommendations to improve operations or capacity of the existing infrastructure;
- Develop future projections of wastewater volume for both 5 and 25 years;
- Develop system upgrade options for both timeframes including treatment methods, system sizing and equipment sizing;

- Discuss upgrade options with regulators to identify any potential compliance conflicts;
- Provide Class D estimates, conceptual site layout and process flow diagram for each option presented;

## Deliverables

- Proponents will submit three (3) copies of the proposal document within their package.
- Information on company such as address, name, and employees as well as a valid letter of Good Standing issued by the Nova Scotia Construction Safety Association. Proof of insurance and two (2) references also required.

## Details for Submissions

Proposals are to be submitted to:

Kevin Matheson CPA CA  
Interim Chief Administrative Officer  
Town of Stewiacke  
P.O Box 8, 295 George Street  
Stewiacke, N.S. B0N 2J0  
E-mail: [kmatheson@stewiacke.net](mailto:kmatheson@stewiacke.net)  
(902) 639-2111

Proposals may be submitted by mail, courier, or be hand delivered by **Thursday June 13th, 2024 @2:00pm**. Late proposals, faxed or emailed proposals will be returned unopened.

## Timeline for Work Completion

Work would be undertaken as soon as possible by the successful proponent and must be completed by the end of 2024.

## Notes to Potential Bidders

1. Interested parties shall contact Jeff Sibley, Superintendent of Public Works, at [jsibley@stewiacke.net](mailto:jsibley@stewiacke.net) after reviewing this RFP to view the work site to get an understanding of work needed to be undertaken before submitting their proposal package.

## Project Administration and Contact

The primary contact between the successful applicant and the Town will be through the Superintendent of Public Works, who will administer any municipal resources dedicated to the project.

## Resources Available to the Successful Proponent

The Superintendent of Public Works and other relevant staff available will provide information and assist the successful Proponent as needed or requested.

## Town of Stewiacke Role

- Provide as much background information as necessary to the successful proponent to orient the proponent to issues, project area, etc.
- Will provide space for meetings as needed.

## Evaluation

All proposals that meet the requirements of this RFP will be evaluated on the following elements:

- Statement of work and understanding of project
- Proposed methodology
- Qualifications of the proposed project team
- Relevant experience of the proposed project team
- References
- Environmental considerations
- Value for money

## Terms and Conditions

- The Town of Stewiacke reserves the right to discontinue the RFP at any time without obligation to any Proponent or prospective Proponent, or to modify the terms of this RFP at any time prior to closing or initiate another RFP or procurement process at its sole discretion.
- The Town of Stewiacke reserves the right to reject any or all proposals or accept any proposal deemed satisfactory.
- This RFP may be cancelled in whole or in part without penalty when, in the opinion of the Town of Stewiacke, there has been a substantial change its requirements, or information has been received that the Town feels has substantially altered its position regarding the project or if the Town, in its sole discretion, decides there is any other sufficient justification to cancel this RFP.
- The Town of Stewiacke reserves the right to clarify any proposal after closing by seeking further information from that Proponent, without becoming obligated to clarify or seek further information from any or all Proponents.
- The successful Proponent will be required to enter into a written contract to give effect to their Proposal, in a form acceptable to the Town of Stewiacke.
- Information provided by the Town to the Contractor is to be treated as Confidential and not to be disclosed to any third party, without the written permission of the Chief Administrative Officer except as necessary to perform tasks required under contract with the Town of Stewiacke. This applies to all the subcontractors engaged by the Accepted Contractor.

- Proposals shall be valid for acceptance for a period of thirty (45) days from the date the proposals were due to be submitted or such additional time as mutually agreed to in writing.
- Regulations: The Consultant shall comply with all existing Federal, Provincial and Municipal regulations.