



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☒	Decision Request ☐	Councilor Activity ☐
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To: WHRM Council

Submitted by: 
Todd Richard, Director of Public Works

Date: April 28, 2026

Subject: RFP Award — Avon Street Renewal (Hantsport) Engineering Services

LEGISLATIVE AUTHORITY

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

RECOMMENDATION or DECISION REQUEST

It is recommended that Council:

- 1. Approve the award of the Avon Street Renewal (Hantsport) Engineering Design and Tendering Services to Exp Services Inc. for the price of \$50,380 before applicable taxes.***
- 2. Pre-approve the award of the Avon Street Renewal (Hantsport) Engineering Project Management Services to Exp Services Inc. for the price of \$40,740 before applicable taxes, conditional upon inclusion of the project in the 2027/28 Capital Budget and approval of the construction contract.***
- 3. Approve an engineering contingency amount of \$25,000 before applicable taxes.***

BACKGROUND

Property ☒	Public Opinion ☐	Environment ☒	Social ☐	Economic ☐	Councillor Activity ☐
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In March, 2026, 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 Avon Street, in Hantsport NS (see Figures 1-1 and 1-2).

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. The existing waterline along Avon Street is undersized, and the street does not currently have a stormwater system. At least one property has catch basins tied into the sanitary sewer. The total length of the project is approximately 520m. The existing underground infrastructure attributes are as follows:

- 200mm concrete sanitary sewer, installed in 1948
- 150mm cast iron water line, installed in 1948 (Tannery Road to Civic #29)
- 100mm cast iron water line, installed in 1948 (Civic #29 to Fundy Centennial Park)

The 2026-27 Capital Budget includes a budgeted amount of \$115,000 + HST for the design phase services. The construction phase for this project is currently included in year two of the 5-year Capital Plan (summer of 2027).

Figure 1-1. Project Extents



Figure 1-2. Ariel View of Project Location



DISCUSSION

On April 9, 2026, four submissions were received for engineering services for the Avon 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.	\$89,740.00	88
DesignPoint Engineering & Surveying Ltd.	\$100,215.00	92
Exp Services Inc.	\$91,120.00	93
WSP Canada Inc.	\$92,309.50	88

Exp Services Inc. (Exp) had the highest score for this project. Exp has significant experience with similar projects in Atlantic Canada and have detailed knowledge of WHRM's infrastructure systems. Exp was the design consultant for the nearby Riverview Road Renewal project and also developed a model of the Hantsport water system. Their submission met all the RFP requirements and are therefore being recommended to Council for award of this project.

Exp's costs for each phase are as follows:

- Engineering Design and Tendering Services: \$50,380 + HST
- Engineering Project Management Services (during construction): \$40,740 + HST

An engineering contingency of \$25,000 is being recommended due to uncertainty around the stormwater routing. This project may require negotiations with private landowners for stormwater easements (with associated additional design work) if the existing stormwater system along Tannery Road is deemed to be at capacity. The design and tendering services are 44% of the approved budget, allowing for this additional flexibility.

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	March 19, 2026
Closing Date	April 9, 2026
Price Expiry Date	N/A
Days Remaining	N/A

2026-27 Capital Budget — Avon Street Capital Renewal

Tender Pricing	\$50,380.00
Contingency	\$25,000.00
Non-Recoverable Tax (3.86%)	<u>\$2,909.67</u>
Tender Total	\$78,289.67
2026-27 Budget Value	\$119,439.00
Variance (under budget)	(\$41,149.33)

Within the 2026-27 Capital Budget, the Avon Street Capital Renewal — Design project is funded through the Hantsport Infrastructure Reserve. As the design phase is projected to be completed under budget, even with the inclusion of additional contingency, the required draw from the reserve in 2026-27 will be reduced.

Engineering and project management costs for the construction phase are planned to be included in the 2027-28 Capital Budget. These costs will be subject to Council's review and deliberation during the 2027-28 budget process and therefore have no financial impact at this time.

ALTERNATIVES

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

ATTACHMENTS

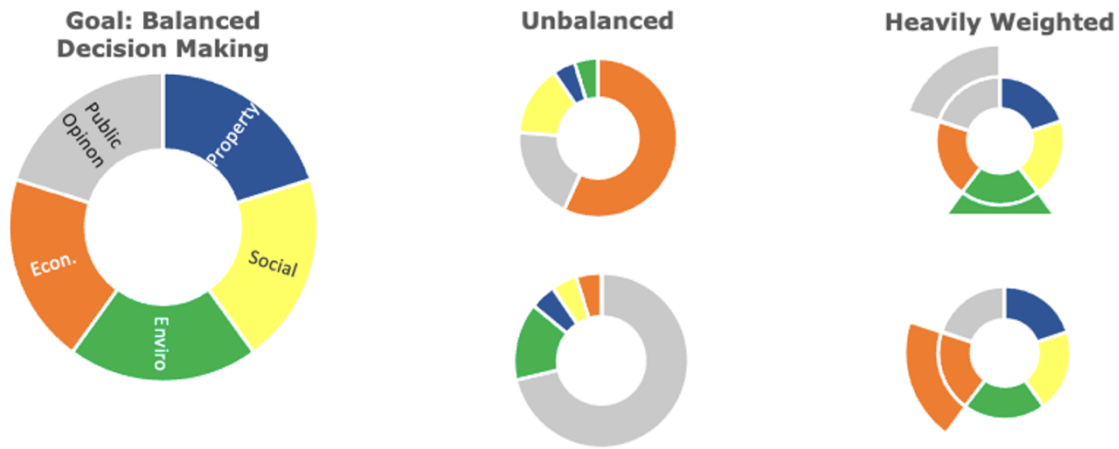
- None

CHIEF ADMINISTRATIVE OFFICER REVIEW

The engineering and design of the project is in alignment with the 2026/27 Capital Budget. The rationalization for the project is noted. Further, the project management component scheduled for 2027/28 is subject to Council's approval during next year's budget deliberations and can be withdrawn should Council not proceed with the project next year.

I support all recommendations.

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: Mark Phillips
Mark Phillips, Chief Administrative Officer