



Committee of the Whole Excerpts
May 13, 2025

HEADWORKS CONNECTION PRELIMINARY DESIGN RFP EXCERPT

A Request for Proposals (RFP) was released to evaluate the feasibility of connecting the Windsor Lagoon Wastewater Treatment Plant (WWTP) to the Headworks WWTP. This assessment will consider the hydraulic, operational, and economic feasibility of transferring flow between the two systems.

The recommended motion was that Committee of the Whole recommend that ...

COUNCIL APPROVE THE AWARD OF RFP WHRMPW25-02 — HEADWORKS CONNECTION PRELIMINARY DESIGN — TO CBCL LTD. FOR THE PRICE OF \$61,100.00 BEFORE APPLICABLE TAXES.

COUNCIL APPROVE A DESIGN CONTINGENCY AMOUNT OF \$11,112.59 BEFORE APPLICABLE TAXES.



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: May 13, 2025

Subject: RFP Award — Headworks Connection Preliminary Design

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 RFP WHRMPW25-02 — Headworks Connection Preliminary Design — to CBCL Ltd. for the price of \$61,100.00 before applicable taxes.***
- 2. Approve a design contingency amount of \$11,112.59 before applicable taxes.***

BACKGROUND

Property ☐	Public Opinion ☐	Environment ☒	Social ☐	Economic ☒	Councillor Activity ☐
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The Public Works Department has issued an RFP to investigate the feasibility of connecting the Windsor Lagoon WWTP to the Headworks WWTP (see Figure 1-1). These two systems currently operate independently of each other and are serviced by two separate identifiable wastewater collection systems.

The Lagoon WWTP is currently operating at or above design flows. The catchment area for the Lagoon WWTP is seeing increased development and will warrant a need for increased capacity for wastewater treatment. The Municipality is currently in the process of developing a plan to reduce the storm water component flowing to the Headworks WWTP through diversion and separating existing combined sewer systems in downtown Windsor. Once this is complete there will be significant capacity at this facility to accept additional dry weather flows along with additional storm water flows from the Lagoon WWTP. This project will determine the feasibility of having a connection between the two facilities.

This project was included in the 2024-25 Capital Budget (\$50,000). The predesign work is expected to be completed this fiscal year, with an expected timeline for detailed design work to be completed in 2026-27 and construction in 2027-28.

Figure 1-1. Project Location



DISCUSSION

On April 3, 2025, three submissions were received for preliminary design services for the Headworks Connection Preliminary Design (RFP WHRMPW25-02). Proposals were scored by Engineering staff based on the following evaluation criteria outlined in the RFP:

Criteria	Weight
A. Team Composition & Experience	15
B. Project Understanding, Approach & Methodology	25
C. Quality Assurance and Communication	10
D. Workplan and Schedule	20
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)	Technical Score	Fee Score	Total Score
CBCL Ltd.	\$61,100	67	30	97
DesignPoint Engineering & Surveying Ltd.	\$74,380	63	25	88
Exp.	\$173,407	58	11	69

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. Their submission met all the RFP requirements and are therefore being recommended to Council for award of this project.

NEXT STEPS

Following award of the RFP by Council:

- Sign Master 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	February 25, 2025
Closing Date	April 3, 2025
Price Expiry Date	June 2, 2025
Days Remaining	21

2025-26 Capital Budget: Lagoon Drive, Headworks Connection

Tender Pricing	\$61,100.00
Non-Recoverable Tax (3.86%)	<u>\$2,358.46</u>
Tender Total	\$63,458.46
Funding	
2025-26 Proposed Budget Value	\$75,000.00
Variance (under budget)	\$11,541.54

The variance remaining from budget is for the design contingency, which represents 15.38% of the budget including non-recoverable taxes.

In the proposed 2025-26 Capital Budget, there is a request for \$75,000 for the Lagoon Drive, Headworks Connection to be funded through long-term borrowing, which results in an estimated annual debit servicing fee of \$8,905.

ALTERNATIVES

- No alternatives are recommended.

ATTACHMENTS

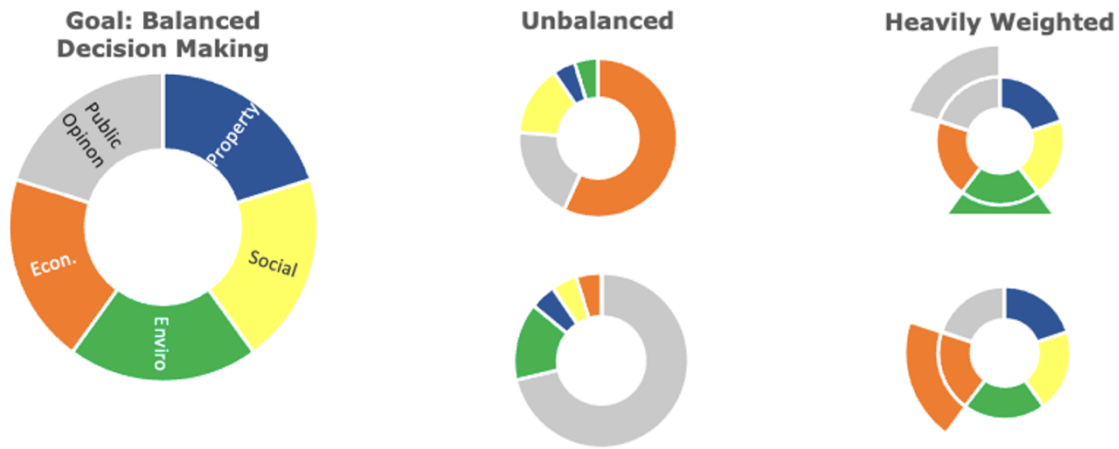
- None

CHIEF ADMINISTRATIVE OFFICER REVIEW

As noted in the report this is a very worthy project and will support the ongoing and future growth of the area.

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: Mark Phillips
Mark Phillips, Chief Administrative Officer