



WEST HANTS REGIONAL MUNICIPALITY REPORT

Information ☐	Recommendation ☒	Decision Request ☐	Councillor Activity ☐
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To: Council

Submitted by: 
Todd Richard, Director of Public Works

Date: October 28, 2025

Subject: RFP Award — Integrated Resource Plan (Supplemental Information)

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 Integrated Resource Plan to CBCL Ltd. for the price of \$229,795.00 before applicable taxes.***
- 2. Approve an engineering contingency amount of \$5,413.65 before applicable taxes.***

BACKGROUND

Property ☐	Public Opinion ☐	Environment ☒	Social ☐	Economic ☒	Councillor Activity ☐
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On October 14, 2025, the Public Works Department presented an award recommendation to Committee of the Whole (COTW) for award of the Integrated Resource Plan (IRP) to CBCL Ltd. (see report attached). The motion was defeated through a 5-5 vote due to various concerns raised by Councillors. Staff understand that the IRP project itself is a priority for Council, and that the concerns centered around aspects of procurement. This supplemental information report has

been prepared to provide clarification and an alternate option depending on the direction Council wishes to take.

DISCUSSION

The IRP will produce an optimal servicing strategy for WHRM's overall wastewater treatment/collection and water supply, treatment, fire storage/supply and distribution networks to ensure sufficient service to existing customers and to support future development capacity. This plan will identify where efficiencies can be made and where capital additions and or upgrades are necessary within these systems, which will increase the capacity available for future development. This project will provide valuable information to support short- and long-term planning for growth and will be an integral part of supporting housing initiatives within the Municipality.

As discussed at the Committee of the Whole meeting, WSP Canada Inc. (WSP) assisted with the preparation of the terms of reference for the RFP document. This IRP is a first of its kind for WHRM, and it was important to engage a consultant with experience in this type of project in the preparation of the terms of reference to ensure that all of the essential components are included. WSP's engagement was limited to assisting WHRM with identifying the project scope, activities and outcomes to be included in the IRP based on their general knowledge on these types of projects ("what" vs. "how"). This did not provide them with any type of a competitive advantage, nor did it preclude them from bidding on the actual RFP.

The industry standard for procurement of engineering services is through a request for proposals process based on technical merit and costing. Consultants are engaged when projects involve a level of technical expertise and resources that are not available in-house. Due to the nature of projects requiring engineering consulting, the best solution is not always known at the outset. This makes the qualifications, experience and methodology of the consultant essential considerations in the procurement process. Evaluating engineering proposals on both technical and cost criteria ensures better outcomes, safer and cost-effective solutions, and long-term value. Once the engineering plans and specifications have been completed, the industry standard for construction procurement is through a tender process based on lowest cost. By this point in the project management process the engineering solution is known, and the tender documents include robust standards, specifications and requirements for each aspect of construction.

Based on the scale and importance of the IRP project, proposals were evaluated by three staff members from the Engineering department and one staff member from the Planning department. A two-step process was used for the evaluation process, in which proposals were first scored on a technical basis according to the evaluation criteria outlined in the RFP, without any knowledge of the costing. The second step consisted of the cost scoring, also based on a formula outlined in the RFP. This approach ensures an evaluation process based on best value, without bias being introduced into the evaluation process based on cost. Please note that section D of the evaluation criteria was not accurately reflected in the COTW report, and has been corrected as shown below:

Criteria	Weight
A. Compliance with RFP (demonstrated understanding of the requirements and objectives outlined in RFP)	20
B. Qualifications/Experience of Consultant	20
C. Quality of Proposal (Completeness and Presentation)	5
D. Proposed Scope, Approach, and Methodology	25
Total Technical Points	70
Total Cost Points	30
Total Proposal Score	100

CBCL Ltd. (CBCL) was able to demonstrate the highest level of technical proficiency for this project. Their proposed project team has the greatest level of experience and is based entirely locally. Their project experience is based on reference projects of the same scale within Atlantic Canada. Their proposed methodology demonstrates a greater understanding of the challenges WHRM is facing and is tailored more specifically to WHRM's infrastructure needs, therefore best meeting the project objectives. These factors led to a significant five-point advantage in the technical scoring for CBCL.

CBCL also has a comprehensive knowledge of our water, sewer and stormwater systems. They have designed and commissioned several of our water and wastewater systems and have conducted numerous past studies and hydraulic modelling on our linear systems. Having this detailed knowledge provides a valuable advantage along with significantly reduced staff time (and consultant time) to review systems and provide details, specifications, operating parameters and overall functions and limitations of our systems.

This project is being funded through the Housing Accelerator Fund, under action item nine. The Housing Accelerator Fund is a grant that has been provided by CMHC, therefore no general operating or borrowing costs will be incurred through this project. The total project costs are within the approved budget. The staff recommendation for Council consideration remains to award this project to CBCL for the reasons outlined in the original COTW report and in this supplemental report.

ALTERNATIVES

- Council may choose to award the Engineering Services to WSP Canada Inc. if costing is deemed a higher priority than overall value. In this case, the available contingency would be \$17,536.65 + HST.

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

ATTACHMENTS

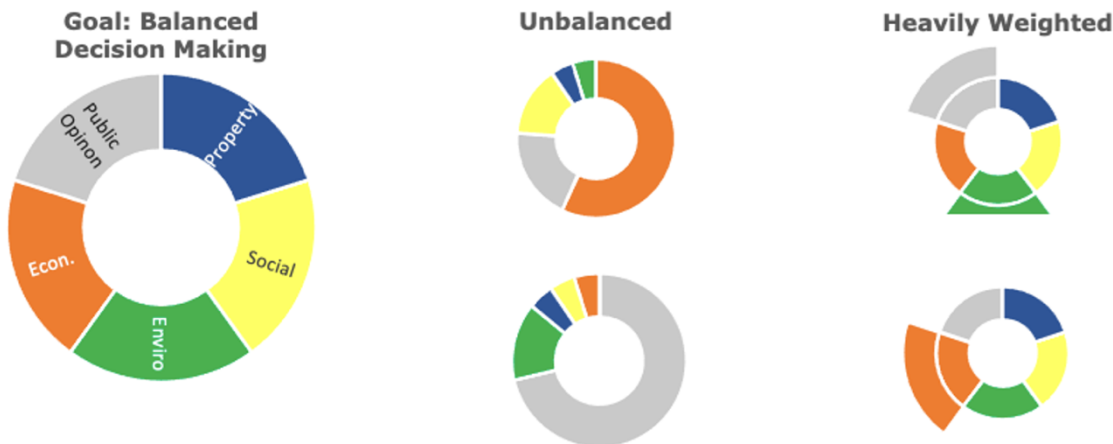
- October 14 COTW Report: RFP Award — Integrated Resource Plan

CHIEF ADMINISTRATIVE OFFICER REVIEW

The IRP is a critical component supporting the future growth of the municipality. It continues to support the housing accelerator action plan and is funded through this program. The scoring of the proposals and the rationale for the vendor selection is provided.

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



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To: Committee of the Whole

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LEGISLATIVE AUTHORITY

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RECOMMENDATION or DECISION REQUEST

Committee of the Whole recommends that Council:

- 1. Approve the award of the Integrated Resource Plan to CBCL Ltd. for the price of \$229,795.00 before applicable taxes.***
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BACKGROUND

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On August 7, 2025, the Public Works Department issued an RFP for engineering services from pre-qualified Consultants for the creation of an Integrated Resource Plan (IRP) for West Hants Regional Municipality (WHRM). The IRP's purpose is to deliver a robust, data-driven roadmap for infrastructure planning and investment over 25-year horizon, directly supporting sustainable growth, regulatory compliance, and enhanced quality of life for WHRM's residents. The IRP will

focus primarily on WHRM's water and wastewater infrastructure, with a secondary focus on stormwater management (integrating existing studies/priorities into the IRP), transportation and asset management.

The IRP will enable WHRM to operate more strategically, sustainably, and efficiently — delivering better value to the community while making the most of limited resources. Some key benefits of the IRP include the following:

- **Long-term Sustainability**
 - Confirms existing operational capacities.
 - Incorporates population growth and development forecasts.
 - Aligns infrastructure requirements and investments with future needs.
- **Improved Decision-Making**
 - Provides a data-driven foundation for prioritizing projects.
 - Supports long-term planning while remaining flexible for short-term needs.
- **Strategic Investment**
 - Identifies major capital improvement projects for the next 5, 10, and 25 years.
 - Identifies opportunities for cost savings through resource sharing, joint procurement, and preventive maintenance.
 - Justifies budget requests through clear, integrated plans.
 - Facilitates funding and financing readiness.
- **Transparency and Accountability**
 - Provides a clear roadmap of priorities and actions for stakeholders, elected officials, and the public.
 - Enhances accountability through measurable outcomes and performance metrics.
- **Better Service Delivery**
 - Ensures more reliable and responsive public services.
 - Reduces service interruptions and improves public satisfaction.
- **Holistic Resource Management**
 - Aligns infrastructure, staff, equipment, and budget across all public works functions (e.g. water, sewer, storm, roads).
 - Optimizes use of existing resources and identifies gaps or redundancies.
- **Enhanced Coordination**
 - Encourages collaboration across departments and disciplines (e.g. planning, engineering, operations) and with external stakeholders.
 - Reduces siloed operations and promotes shared goals.
- **Risk Management & Resilience**
 - Helps anticipate and mitigate risks (e.g., climate change, infrastructure failure).
 - Improves WHRM's ability to adapt to emergencies or changing conditions.
- **Regulatory and Policy Compliance**

- Assists in meeting municipal, provincial and federal requirements for infrastructure and utilities.
- Supports sustainability and climate action goals.

The project schedule includes the following milestones:

- Kick-off meeting — week of November 2, 2025
- Background Data Review — November, 2025 to January, 2026
- Detailed Analysis — February, 2026 to July, 2026
- Submission of Draft IRP — August, 2026
- WHRM Review and Workshop — September, 2026
- Submission of Final IRP — November, 2026

DISCUSSION

On September 18, 2025, three submissions were received for engineering services for the IRP. Proposals were scored by Engineering and Planning staff based on the following evaluation criteria outlined in the RFP:

Criteria	Weight
A. Compliance with RFP (demonstrated understanding of the requirements and objectives outlined in RFP)	20
B. Qualifications/Experience of Consultant	20
C. Quality of Proposal (Completeness and Presentation)	5
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.	\$229,795.00	94.4
Dillon Consulting Ltd.	\$297,483.13	79.3
WSP Canada Inc.	\$217,672.00	90.3

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 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	August 7, 2025
Closing Date	September 18, 2025
Price Expiry Date	N/A
Days Remaining	N/A

2025-26 Capital Budget - Integrated Mangement Plan

Tender Pricing	\$	229,795.00
Scope Development Costs	\$	5,500.00
Contingency (2.4%)	\$	5,413.65
Non-Recoverable Tax (3.86%)	\$	9,291.35
Total Project Costs	\$	250,000.00
2025-26 Budget Value	\$	250,000.00
Variance (nil)	\$	0.00
<u>Proposed Funding</u>		
Housing Accelerator Fund (HAF) (Action Item 9)	\$	250,000.00

The total project costs are within the budget, leaving 2.4% remaining for contingency items. This is funded through the Housing Accelerator Fund, under action item nine.

ALTERNATIVES

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

ATTACHMENTS

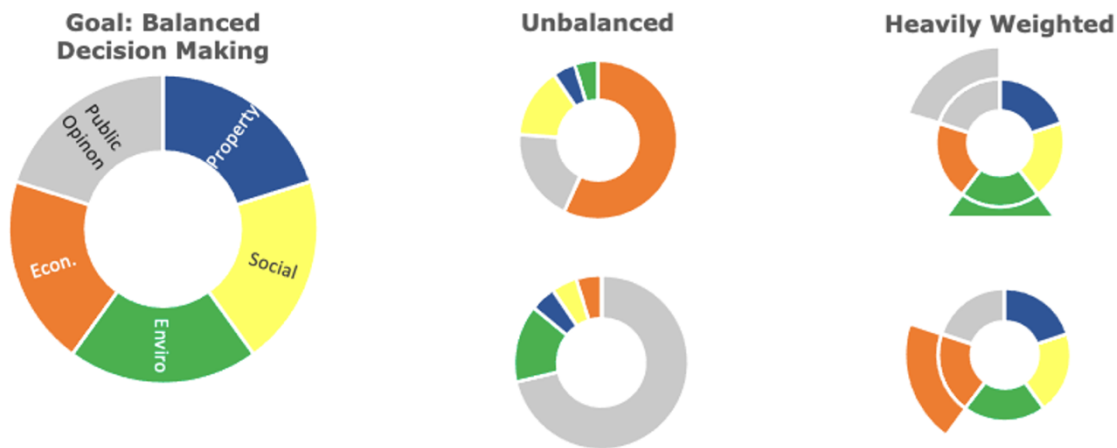
- None

CHIEF ADMINISTRATIVE OFFICER REVIEW

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