



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: October 14, 2025

Subject: RFP Award — Integrated Resource Plan

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 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 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

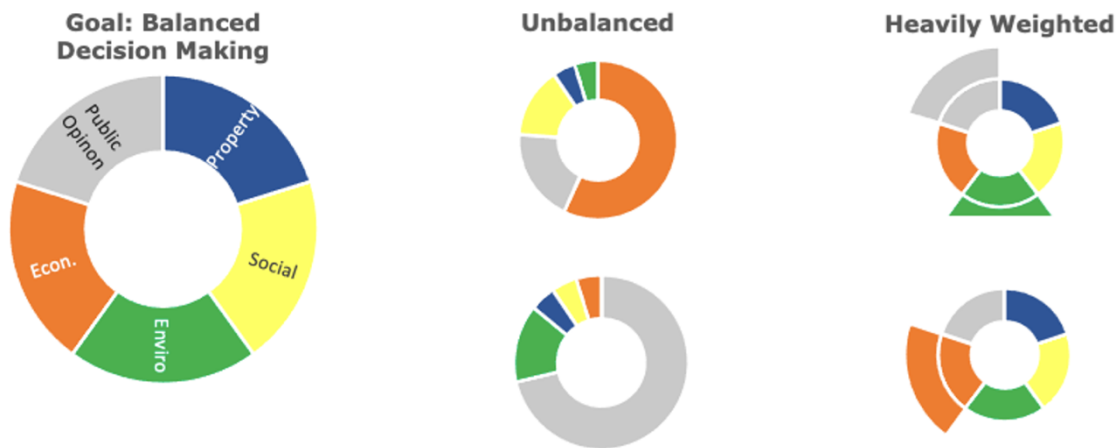
- None

CHIEF ADMINISTRATIVE OFFICER REVIEW

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: [Signature]

Mark Phillips, Chief Administrative Officer