

TOWN OF OXFORD, NOVA SCOTIA
REQUEST FOR PROPOSALS RFP 2026-09-01-TOO

TOWN OF OXFORD

Nova Scotia

REQUEST FOR PROPOSALS
RFP 2026-09-01-TOO

Service Renewal to Support Community Growth Project

Phase 2: Main Street Renewal

James Street to Hanlon Street

Issued By:	Town of Oxford 105 Lower Main Street Oxford, Nova Scotia B0M 1P0
Issue Date:	September 10, 2026
Submission Deadline:	2:00 p.m. ADT, Tuesday, September 29, 2026
Procurement Contact:	Linda Cloney, CAO (902) 447-2624 lcloney@oxfordns.ca

Proposals must be received by the deadline stated above. Late submissions will not be considered.

Section 1 Introduction and Background

1.1 About the Town of Oxford

The Town of Oxford is a small municipality located in Cumberland County, Nova Scotia, with a current population of approximately 1,320 people. The Town owns and operates a municipal water distribution system and a wastewater collection and treatment system. Oxford Frozen Foods (OFF) is the Town's largest employer and largest water user, accounting for 70–90% of total municipal water demand.

Oxford is situated at the confluence of the River Philip, Black River, and Little River. Large portions of the community lie within or adjacent to these floodplains and the Town has a documented history of stormwater and riverine flooding along its Main Street corridor.

1.2 Project Background

Main Street (Highway 321) from James Street to Hanlon Street is the Town's commercial and civic core. The corridor contains aging water, sanitary sewer, and stormwater infrastructure installed in the late 1960s. Current service levels do not meet modern standards; the existing stormwater system was designed for a 5-year return period and predates climate change considerations, and the street section is wider than necessary for safe traffic operations and pedestrian accommodation.

The Town of Oxford has identified Main Street stormwater renewal and streetscape reconstruction as its highest-priority climate adaptation investment, with extreme precipitation as the primary driver. The existing 150 mm storm sewer is undersized for current conditions and areas near James Street and Water Street, in front of and beside the Town Hall at 105 Main Street, currently experience surface flooding in heavy rainfall.

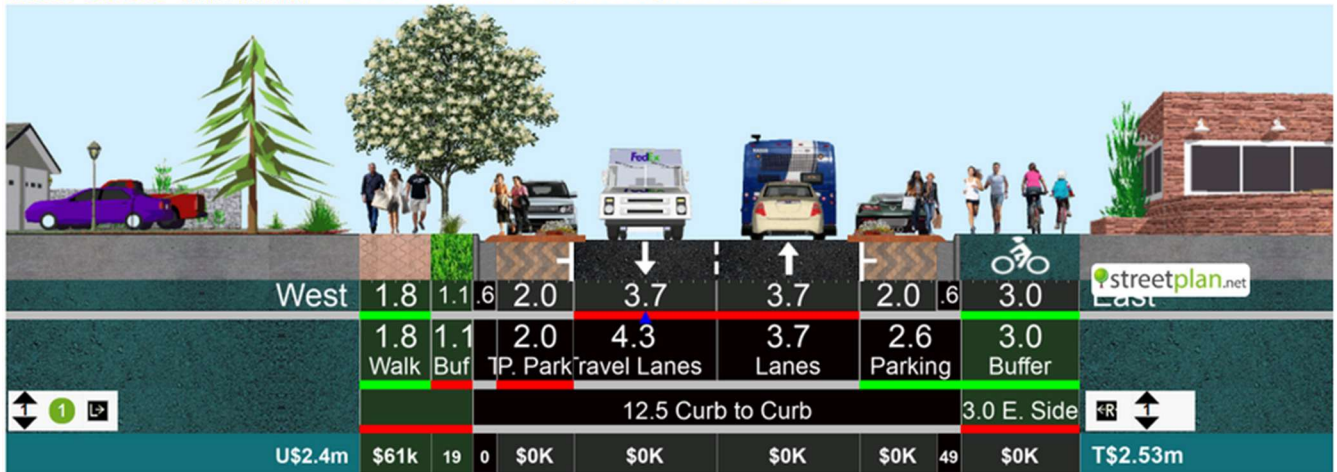
This project is not intended to assess climate adjusted flood levels in the river system, and hydraulic modelling for these river systems are not required. Tailwater conditions to assess the storm system and performance of backwater control can be derived from evidence of the ordinary high-water mark and future flood levels based on coastal flood mapping from the province of Nova Scotia at <https://nsgi.novascotia.ca/chm>. A detail model of water surface elevation under high flows is not in scope.

The stormwater analysis shall consider storm sewer sizing for rainfall intensity based on the 10-year, SSP2-4.5 climate-adjusted projections and assess overland flow relief based on the 100-year, SSP5-8.5 climate adjusted projections. The design must incorporate reduced paved area, must consider permeable surfaces for parking, must include rain gardens at catchbasin locations and increase the vegetative cover in boulevard areas.

The Phase 1 water and sewer extension project (RFP 2026-05-02-TOO) addresses southern service expansion. This Phase 2 project addresses the Main Street corridor, delivering service renewal, climate adaptation, nature-based solutions, beautification, and accessible streetscape improvements as an integrated single construction contract.

Figure 1 is included as a non-binding concept of the updated streetscape that has been presented to council in development of the project. The successful proponent is not bound to any aspect of the concept presented below. ***However, funding secured for the project requires that the design incorporate nature-based solutions and achieve climate-adjusted performance.***

Main Street James to Hanlon **Boulevard Alt 1** Right-of-Way 18.4 of 18.4 meters Length: 0.25 mi



Main Street James to Hanlon **Existing Conditions** Right-of-Way 18.4 of 18.4 meters

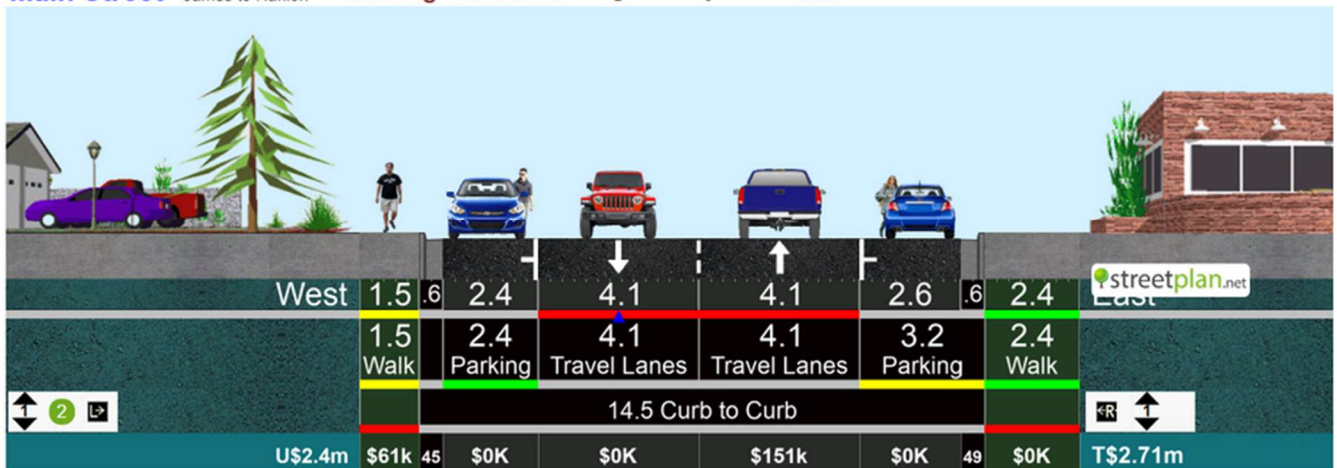


Figure 1: Streetscape Concept

Note: This is a multi-objective project. The successful Proponent must be equipped to integrate four concurrent goals: (1) replacement of aging underground services to current standards; (2) climate-adapted stormwater design; (3) nature-based and low-impact development features; and (4) streetscape beautification and active transportation improvement. Proposals that treat any of these as secondary or optional will score poorly.

1.3 Reference Documents

The following documents are provided as appendices to this RFP:

- **Appendix A:** Proposal Declaration Form

Section 2 Project Overview and Objectives

The Town of Oxford is seeking proposals from qualified engineering consulting firms to provide detailed design and construction administration services for the renewal of Main Street from 105 Main Street to Hanlon Street, with the storm outlet continuing to Black River.

2.1 Project Objectives

The Proponent shall achieve the following objectives:

- Replace the existing undersized stormwater system with climate-adjusted infrastructure capable of conveying the SSP2-4.5 10-year climate-adjusted return period storm and overland flow relief capable of conveying the SSP5-8.5 100-year climate-adjusted return period storm.
- Install backflow prevention (flap gate or equivalent) at the storm outlet to Black River to prevent river inflow into the stormwater system during flood events if required to meet performance requirements.
- Reduce paved area (impervious percentage) in the corridor and include low-impact development (LID) features: permeable pavers for parking surfaces and rain gardens at catchbasin locations. Rain garden design shall be consistent with the bioretention design criteria in the CVC/TRCA Low Impact Development Stormwater Management Planning and Design Guide (sustainabletechnologies.ca), adapted for Atlantic Canada climate conditions including mandatory underdrain provision and frost-resistant soil media specifications. Proponents may also find resources through the Ecology Action Centre and Halifax Regional Municipality helpful in ensuring long-term performance in the Atlantic climate.
- Replace the water main within the project limits to current standards, consistent with ACWWA Atlantic Canada Water Supply Guidelines (2022).
- Replace the sanitary sewer within the project limits to current standards, consistent with ACWWA Atlantic Canada Wastewater Systems Guidelines (2022), subject to a CCTC condition inspection.
- Resurface Main Street from Hanlon Street to the extents of Phase 1 paving at Oxford Frozen Foods.
- Reconstruct the street to reduce the travelled-way width, accommodate accessible pedestrian routes and active transportation consistent with an aging community demographic and greater support of active transportation, and improve streetscape aesthetics.
- Maintain the turning radius required for heavy freight vehicles at the intersection of Main Street and Water Street (Highway 321) through all design options. The right turn lane on Main Street and Water Street may be removed to allow traffic calming and lane narrowing measures, subject to review by NSDPW.
- Prepare a complete tender-ready construction document package for a single construction contract.
- Provide construction administration services through project closeout.

2.2 Project Location and Extent

The project is located on Main Street (Highway 321) in Oxford, Nova Scotia, between James Street and Hanlon Street, a corridor length of approximately 370 metres. The corridor passes through the Town's commercial and civic core, including the Town Hall frontage and the intersection with Water Street, but excludes the Black River bridge.

The intersection of Main Street and Water Street is the southern limit of the project. Water Street is also Highway 321; all design decisions affecting the right-of-way at this intersection are subject to Nova Scotia Department of Public Works (NSDPW) review and comment.

2.3 Funding and Compliance Requirements

This project has been developed in part relying on funding through the Federation of Canadian Municipalities (FCM) Green Municipal Fund (GMF). Funding conditions require the project to demonstrate nature-based solution (NBS) and climate adaptation principles including, at minimum:

- Decreased impervious area within the project limits, with permeable parking areas highly desirable unless technical rationale determines they are not feasible.
- Rain gardens at catchbasin locations along the project corridor.
- Storm sewer sizing based on climate-adjusted IDF curves consistent with the IDF Change Factors appropriate to the climate projections identified.
- Stormwater design that addresses the potential for backflow from Black River during heavy rainfall coinciding with high river stage.
- A design approach that demonstrably addresses flood risk at Main Street and James Street / Water Street.

These are conditions of the design and the Financial Submission must include these elements within the base design scope.

Section 3 Scope of Services

The scope of services is organized into six tasks. All tasks shall be performed by or under the direct supervision of a Professional Engineer licensed to practice in Nova Scotia. The Proponent shall confirm the scope as part of their proposal and identify any clarifications or assumptions.

3.1 Task 1: Project Initiation, Background Review, and Field Investigation

3.1.1 Background Review and Project Initiation

Schedule and oversee a project initiation meeting with Town staff to confirm design objectives, establish communications protocols, and confirm any outstanding data needs. Prepare and issue meeting minutes within five (5) business days.

3.1.2 Topographic Survey and Utility Investigation

Commission and complete a topographic survey of the Main Street corridor from James Street to Hanlon Street, sufficient to support detailed design of road, stormwater, water, and sanitary sewer infrastructure. The survey shall capture:

- Existing roadway and boulevard grades, curb and gutter geometry, and drainage features including catchbasin locations and inverts.
- Tie-ins to existing infrastructure.
- Above-grade features including trees, utilities, power poles, streetscape furnishings, and building soffits or frontage structures where relevant to design.
- Black River channel and outlet structure elevations at the storm sewer outfall, sufficient to confirm backflow prevention sizing and installation requirements.

3.1.3 Design Standards for Pavement, Parking, and Utility Trenches

Pavement reconstruction for the Main Street travelled way shall conform to NSDPW standards for Highway 321. The Proponent shall confirm the applicable NSDPW pavement section with the Department as part of the permit application and shall use that section as the design basis.

Permeable pavement in the designated parking areas shall be designed for a downtown delivery vehicle load (single-unit truck, equivalent to CSA/TAC SU-8 or equivalent design vehicle as appropriate), not highway loading. The Proponent shall specify a compatible permeable surface system with a base course and subbase appropriate to that load case and to the seasonal frost depth for Cumberland County. NSDPW highway pavement standards do not govern the parking areas.

Utility trench construction, backfill, and compaction shall conform to NSDPW standard specifications for work within the highway right-of-way. The Proponent shall reference the applicable NSDPW standard in the contract documents and shall not deviate from it without prior written acceptance from NSDPW.

Main Street shall be resurfaced from Hanlon Street to the extents of Service Renewal to Support Community Growth Project Phase 1, in front of Oxford Frozen Foods. Drawings need only specify area and method of resurfacing, along with depth patching where surface distress indicates subgrade failure.

3.1.4 Subsurface Investigation for LID Features

The Proponent shall conduct limited subsurface investigation to confirm the suitability of native soils and groundwater conditions for the proposed rain gardens and permeable pavement parking areas. This shall

include a test pit coordinated with Town public works staff at a representative location within the project footprint, field infiltration testing of native soils, and estimation of seasonal groundwater depth.

Investigation findings shall determine whether native soil infiltration is feasible or whether underdrained systems discharging to the storm sewer are preferred, and to establish the required depth of engineered subbase material beneath permeable pavement sections. Results shall be incorporated into the Detail Design Packages submitted under Task 3.2.

3.2 Task 2: Concept Design and Public Engagement

3.2.1 Concept Design

The Proponent shall prepare a Concept Design Package for the Main Street corridor by November 15, 2026.

The Concept Design Package shall include:

- Concept-level plan drawings showing the proposed street cross-section, lane and boulevard configuration, sidewalk and active transportation placement, catchbasin and rain garden locations, and permeable paver parking extents.
- Illustrative cross-section(s) at representative locations showing the proposed streetscape elements in relation to the right-of-way width.
- A preliminary stormwater management summary identifying the proposed storm sewer size, climate-adjusted design return period, and overland flow relief strategy.
- Preliminary horizontal geometry at the Water Street intersection confirming that the proposed lane configuration maintains adequate turning radius for heavy freight vehicles (WB-20 or other recommended by engineer or as confirmed with NSDPW).
- An opinion of probable cost for the full project. Note that cost estimates are to be presented with stormwater and surface works as a separate cost package (but not a separate construction package) for funding purposes.

The Concept Design is a basis for public engagement and Town direction before design commences. The Proponent shall incorporate any direction received from the Town and public engagement following concept review before proceeding to 30% preliminary design. Proponents may substitute this phase for 30% design if deemed appropriate.

Note: *The non-binding concept street section provided with this RFP is a planning-level illustration only. The Proponent is not required to replicate it. The Proponent is required to satisfy the mandatory design elements in Section 3.3 and to present a concept that can be supported by professional engineering judgment. If the Proponent's proposed section differs materially from the non-binding concept, the differences shall be explained at the public engagement session.*

3.2.2 Public Engagement

The Proponent shall plan and facilitate a minimum of one (1) public engagement session on or before November 30, 2026. The session shall:

- Present the Concept Design to Town residents, including the project rationale, climate adaptation context, nature-based features, and proposed streetscape changes.
- Explain the role of the concept as an illustration and invite feedback on streetscape priorities, pedestrian and active transportation needs, business access requirements, and any concerns. The Town expects that

the number of parking spaces will decrease with the proposed design as a trade-off for climate resiliency and access to funding streams.

- Document attendance, feedback received, and questions raised.

The Proponent shall prepare an Engagement Summary Memorandum within five (5) business days of the session summarizing feedback received and identifying any items that may warrant design modification. The Proponent shall include a response to each substantive item, indicating how it has been or will be addressed in the detailed design.

The public engagement session shall be coordinated with the Town; the Town will arrange venue and public notice. The Proponent is responsible for presentation materials, facilitation, and documentation. The session shall be accessible and shall be held at a location and time that maximizes participation by Oxford residents, including older adults.

3.3 Task 3: Primary Infrastructure Design

Task 3 covers the design of all primary infrastructure within the Main Street corridor from James Street to Hanlon Street. Design shall be advanced through coordinated milestones from 30% design (if required following the public engagement) through Issued for Tender documents.

3.3.1 Stormwater System

Climate-Adjusted Design Standard. *All new stormwater infrastructure shall be designed using climate-adjusted IDF curves.* Overland flow relief paths shall be confirmed as stable for storms up to the 100-year climate-adjusted event.

The storm sewer design shall at minimum:

- Replace the existing 150 mm storm sewer with a minimum 300 mm pipe for the section from Hanlon Street to the Water Street outlet. The Proponent shall confirm the required diameter by hydraulic analysis using the climate-adjusted design storm.
- Design the system to convey the 10-year climate-adjusted storm event within the closed pipe system and demonstrate that overland flow from events exceeding the pipe capacity can be safely conveyed to a suitable outlet without causing building flooding or unsafe conditions on Main Street or adjacent properties.
- Include subdrain systems as required under permeable pavement and rain garden features to protect the roadway subgrade from water intrusion and saturation during freeze-thaw cycles.

Backflow Prevention: The stormwater outlet to Black River shall be assessed to determine if a one-way backflow prevention device is required to prevent riverine inflow into the stormwater system during flood events. The Proponent shall confirm the appropriate device type, sizing, and installation method based on the outlet geometry confirmed by topographic survey and provincial flood hazard mapping. The design shall account for head conditions at the maximum flood stage to confirm the gate will remain closed under riverine flooding scenarios.

Low-Impact Development Features: The following LID features are required as part of the base design:

- **Rain gardens** at catchbasin locations along the corridor. Rain gardens shall be sized to retain and treat stormwater from their contributing drainage area and shall overflow to the adjacent catch basin. Species selection shall prioritize salt-tolerant, cold-hardy native species suitable for Nova Scotia conditions and

resistant to both periodic inundation and summer drought, consistent with the guidance in the Climate Hazard Analysis.

- **Permeable pavers** for designated parking areas within the project limits. The permeable paver design shall include a compliant base course and subdrain system to prevent saturation of the underlying road structure. The Proponent shall confirm the appropriate paver type and drainage system based on geotechnical recommendations.

The LID features shall be designed with sufficient structural depth to function under Nova Scotia winter conditions and shall include maintenance access provisions documented in the design specifications.

3.3.2 Water Main Replacement

Replace the existing water main within the project limits to current standards. The design shall conform to ACWWA Atlantic Canada Water Supply Guidelines (2022). Halifax Regional Municipality's Infrastructure Standards may be referenced as a non-binding guide for design approaches and material specifications where ACWWA does not provide sufficient detail, but ACWWA requirements are the binding standard.

The replacement watermain shall be designed to achieve minimum residual pressures and fire flows required for the land uses served, including fire protection for the commercial and civic uses along the Main Street corridor. The Proponent shall coordinate the watermain replacement design with outcomes from Phase 1 water modelling; which will be provided to the proponent by the Town.

Drawings shall confirm service connections, valve spacing, and hydrant locations meeting ACWWA requirements. All pressure testing, disinfection, and commissioning requirements per ACWWA shall be specified in the contract documents.

3.3.3 Sanitary Sewer Replacement

Replace the existing sanitary sewer within the project limits to current standards. The design shall conform to ACWWA Atlantic Canada Wastewater Systems Guidelines (2022). Halifax Regional Municipality's Infrastructure Standards may be referenced as a non-binding guide for design approaches where ACWWA does not provide sufficient detail.

The Proponent shall confirm that the replacement sewer integrates with the existing collection system at the project limits without creating bottlenecks or backwater conditions under design flows. Any sewer connections or service laterals affected by the reconstruction shall be included in the scope.

The Proponent shall assess the condition of the existing sanitary system using CCTV investigation to characterize the existing alignment, depth, and condition, and recommend whether replacement is required to meet the expected design life of the road.

3.3.4 Road Reconstruction, Streetscape, Sidewalks, and Active Transportation

The road reconstruction shall be full-width pavement reconstruction (edge of travelled way to edge of travelled way) for the full project length. Trench-only restoration is not an acceptable design basis for this corridor.

Lane Configuration: The design shall reduce the travelled-way width from the existing cross-section with standard widths consistent with Transportation Association of Canada (TAC) guidelines. The current right turn lane on Main Street at Water Street may be removed; the Town has accepted this outcome. The Proponent shall confirm the proposed lane configuration and pavement markings with NSDPW as part of the permit application.

Freight Turning Radius at Water Street: Notwithstanding the potential removal of the dedicated right turn lane, the design at the Water Street (Highway 321) intersection shall maintain a turning radius adequate to accommodate heavy freight vehicles (WB-20 design vehicle or as required by NSDPW).

Pedestrian and Active Transportation: The design shall provide sidewalks meeting the requirements of the Nova Scotia Accessibility Act. Boulevard areas shall be designed to support streetscape trees and LID features. The proposed active transportation accommodation shall reflect the demographic profile of Oxford (median age 46, 31% over 60 years) and prioritize accessible, low-gradient pathways.

Streetscape: The design shall include boulevard improvements consistent with the project's beautification and community character objectives. Streetscape elements may include trees, planters, pedestrian lighting, and coordinated furniture where budget allows, subject to Town direction following public engagement. The Proponent shall identify streetscape elements in the concept design and confirm which are included in the base construction contract, and which may be optional additions.

3.3.5 NSDPW Submission

Main Street is Highway 321, a provincial highway. The Proponent shall prepare and submit to NSDPW all documentation required to obtain approval for the proposed work within the highway right-of-way, including the road reconstruction, lane configuration change, removal of the right turn lane, and any stormwater outfall or drainage work affecting the highway or its drainage structures.

The Proponent shall prepare the NSDPW Work Within Highway Right-of-Way Permit application and any supporting design brief or engineering report required by NSDPW. The Proponent shall manage the submission, respond to NSDPW review comments, and track permitting status, providing updates in monthly progress reports. If NSDPW requires a traffic study as a condition of approval, the Proponent shall notify the Town immediately.

NSDPW permit fees are paid by the Town.

3.4 Task 4: Permitting Support and Regulatory Approvals

The Proponent shall identify all required permits and regulatory authorizations and shall prepare and submit applications on behalf of the Town. Required approvals are expected to include, but may not be limited to:

- NSDPW Work Within Highway Right-of-Way Permit (prepared under Task 3.3.5).
- NSECC Application to Alter (or equivalent) for any work within or affecting the watercourse corridor at the Black River outlet, including the flap gate installation.
- NSECC notification for water main and sanitary sewer replacement where required.

Permit fees are paid by the Town. The Proponent shall track permitting status and include updates in monthly progress reports.

3.5 Task 5: Detailed Design, Cost Estimates, and Tender Documents

The Proponent shall advance design to 30% (if required following public consultation), 60%, and 90% completion milestones for Town review, followed by Issued for Tender (IFT) documents targeting completion by March 31, 2027. The following applies to all design submissions:

- Drawings prepared in AutoCAD (latest version) in metric SI units using A1-size (594 × 841 mm) title blocks. Electronic CAD files provided in bound AutoCAD format with all external references embedded. Note: the

standard A1 size is 594 × 841 mm; if NSDPW requires a specific sheet format, that format governs for NSDPW submission drawings.

- **Class C cost estimate** prepared by December 18, 2026, in elemental format with a Basis of Estimate. The Class C estimate at this date is required for funding purposes.
- Class B cost estimates prepared at 60% and 90% milestones in elemental format with a Basis of Estimate identifying all assumptions, allowances, exclusions, and contingency rationale.
- All IFT drawings signed and sealed by the Professional Engineer of Record, licensed in Nova Scotia.
- Complete Tender Package including IFT drawings, technical specifications, supplementary general conditions, form of agreement, and instructions to bidders, for issuance by the Town.
- Pre-tender site meeting, responses to bidder enquiries, addenda as required, bid review, and written recommendation for award.

3.6 Task 6: Construction Administration and Site Services

Task 6 construction administration services shall be provided on an hourly and day-rate basis as described in Section 6.3. The Proponent shall provide:

- **Engineer of Record (EOR) oversight:** Site reviews, construction administration decisions, RFI responses, site instruction and change order preparation, substantial performance and final completion certifications, and record drawing review and certification.
- **Design support:** Technical support to the EOR, including drawing revisions, specification interpretation, and design clarification during construction.
- **CAD support (tender and construction):** Preparation of IFC (Issued for Construction) drawing revisions to reflect design changes during construction and preparation of record drawings in AutoCAD format.
- **Geotechnical inspection on a callout basis:** Testing and field inspection for backfill compaction and asphalt work. The Proponent shall include callout rates in the Financial Submission for:
 - (i) nuclear density testing of backfill;
 - (ii) proctor compaction testing;
 - (iii) asphalt core extraction and Marshall testing or equivalent; and
 - (iv) compaction testing of granular base course. Rates shall be on a per-call-out or per-test basis as appropriate.
- **Construction inspection day rate:** Full-day and half-day rates shall be provided for a construction inspector with relevant municipal road, utilities, and stormwater inspection experience. The Proponent shall describe in the Technical Submission a proposed approach to inspection frequency by construction phase, demonstrating risk-based allocation of inspector attention rather than uniform full-time presence. The approach to risk based inspection allocation will be considered in the technical assessment. The financial assessment will apply the rates to a common allocation for all proponents. This allocation will be based on a review of the technical submissions prior to assessing the financial submissions.
- Shop drawing and submittal review.
- Coordination with NSDPW on highway right-of-way matters during construction.
- Post-construction NSDPW record drawing submission and any required NSECC closeout documentation.

Section 4 Deliverables and Milestones

The following table summarizes key deliverables, milestones, and Town review periods. The Proponent shall propose a detailed project schedule in their Technical Submission.

Deliverable / Milestone	Description	Town Review
Project Initiation Meeting and Minutes	Agenda and minutes within 5 business days of meeting	N/A
Concept Package: Target November 15, 2026	Concept geometry, streetscape cross-section(s), NBS feature locations, opinion of probable cost	5 business days
Public Engagement Session: Target on or before November 30, 2026	Minimum one public session; engagement summary memorandum within 5 business days	N/A
30% Preliminary Design Package (not mandatory if proponent proposes to move directly from public session to 60% design with Basis of Design memo)	Basis of Design memo, 30% drawings, preliminary storm sewer sizing, horizontal alignment confirming freight turning radius at Water Street	10 business days
Class C Cost Estimate: no later than December 18, 2026	Elemental format with Basis of Estimate. Required for funding program.	5 business days
60% Design Package	Issued for Review drawings, Class B cost estimate and Basis of Estimate	10 business days
90% Design Package	Issued for Approval drawings, near-final specs, updated Class B cost estimate	10 business days
NSDPW Submission Package	Work Within Highway Right-of-Way permit application and supporting design brief	Per agency
Issued for Tender Package: Target March 31, 2027	Final sealed drawings, specifications, supplementary conditions, form of agreement, instructions to bidders	10 business days
Tender Support and Award Recommendation	Pre-tender meeting, addenda, bid review, written recommendation	N/A
Construction Administration (ongoing)	EOR oversight, RFIs, shop drawings, inspections, commissioning	Per contract
Record Drawings and Project Closeout	As-built AutoCAD drawings, NSDPW closeout, NSECC post-construction compliance	5 business days

Section 5 Proponent Qualifications and Experience Requirements

Proposals will only be considered from Proponents who can demonstrate the following minimum qualifications. Failure to satisfy all mandatory requirements will result in rejection of the proposal without further evaluation.

5.1 Mandatory Requirements

- Prior experience with municipal road and utility reconstruction in Nova Scotia or other Atlantic Canada jurisdictions, with working knowledge of ACWWA guidelines, NSECC permitting, and NSDPW right-of-way requirements.
- The lead Professional Engineer responsible for the Project must be licensed with Engineers Nova Scotia (ENS), or eligible for registration in Nova Scotia, at the time of contract award. All sealed drawings and reports shall bear the seal and signature of a Professional Engineer licensed in Nova Scotia.
- The Proponent (or Proponent team) must demonstrate at least two (2) completed municipal road and underground utility reconstruction projects in the past seven (7) years, at least one of which included stormwater system replacement or upgrade, in which the proposed Project Manager or Engineer of Record served in a lead engineering role. Understanding of low-impact development and climate-change adaptation is mandatory.
- The Proponent must demonstrate understanding of design considerations for low-impact development features (rain garden, bioswale, permeable pavement, or equivalent) designed and constructed in a Nova Scotia or Atlantic Canada climate context.
- Workers' Compensation: The Proponent and all sub-consultants shall be in good standing with the Workers' Compensation Board of Nova Scotia at the time of proposal submission and throughout the contract.

5.2 Preferred Experience

While not mandatory, the Town will assign higher scores to Proponents who demonstrate:

- Prior experience with a provincial highway right-of-way reconstruction project involving NSDPW submissions and approvals.
- Prior experience with public engagement on a streetscape or active transportation project, particularly in small Nova Scotia municipalities.
- Demonstrated experience with climate-adjusted stormwater design using IDF Change Factors consistent with PCIC or climatedata.ca projections.
- Familiarity with the Town of Oxford's existing infrastructure network, drainage system, or the Black River catchment.

5.3 Project Team Stability

The Project Manager, Engineer of Record, and key sub-consultants named in the proposal are considered material to the Town's evaluation. The Proponent shall not substitute key personnel after award without the Town's prior written consent. If a named key individual becomes unavailable, the Proponent must propose a replacement of equivalent qualification for the Town's written approval before any substitution takes effect.

Section 6 Proposal Requirements and Format

6.1 Submission Format

Proposal Technical Submissions shall be submitted electronically as a single password-free PDF file to the Procurement Contact identified on the cover page of this RFP, by the submission deadline. It is the Proponent's responsibility to confirm receipt by following up with the Procurement Contact. Proposals submitted by fax or telephone will not be accepted.

Proposals shall use a two-section structure within the PDF:

- **Section 1** Technical Submission (as described in Section 6.2)
- **Section 2** Financial Submission (as described in Section 6.3)

The Financial Submission shall be submitted electronically as a separate, password-protected PDF file to the Procurement Contact. Following review of technical submissions, the top three proponents will be contacted for the financial submission password.

The Technical Submission must not contain any pricing information or dollar amounts.

6.2 Technical Submission Page Limit and Content

The main body of the Technical Submission **shall not exceed ten (10) pages**, single-sided, minimum 11-point font, with standard margins. The following supplementary materials are excluded from the page count:

- Cover letter (maximum 1 page)
- Completed Proposal Declaration in Appendix E of this RFP (required)
- Resumes for key personnel (**maximum 2 pages per person**, with relevant experience)
- Signed acknowledgement of all addenda issued

Note: *The page limit is strictly enforced. Pages beyond 10 in the main body will not be evaluated. Attempts to circumvent the limit through reduced font size, compressed kerning, or by relocating substantive methodology content into appendices will not be accepted.*

The Technical Submission main body shall be organized as follows:

Section A: Proponent Team (maximum 2 pages)

Provide a brief firm profile and an organization chart identifying the Project Manager, Engineer of Record, stormwater/drainage lead, geotechnical sub-consultant, landscape or LID specialist (if a sub-consultant), public engagement lead, and any other key roles. For each key individual, state their professional designation, relevant years of experience, and available commitment for this Project. Resumes shall be included as supplementary material outside the page limit.

Section B: Relevant Project Experience (maximum 2 pages)

Describe up to three relevant completed projects demonstrating the team's experience with: (i) municipal road and utility reconstruction; (ii) stormwater system design or climate-adapted drainage; (iii) low-impact development or nature-based solutions; and (iv) public engagement on streetscape or infrastructure projects. For each project, include client name and reference contact, project location, brief description, Proponent's

specific role, approximate construction value, and completion year. All projects must have been completed within the past seven (7) years.

Section C: Understanding of the Project and Technical Approach (maximum 6 pages)

Demonstrate that the Proponent has read and understood the Climate Change Adaptation Risk Assessment and Climate Hazard Analysis provided in the RFP appendices. Describe the Proponent's understanding of the key technical challenges, including the climate-adjusted stormwater design requirement, the Black River backflow risk, the LID integration in a constrained urban right-of-way, freight accommodation at Water Street, and the multi-objective nature of the project. Articulate the proposed methodology for:

- Stormwater system design and climate-adjusted sizing; overland flow strategy; flap gate type selection and design.
- Rain garden and permeable pavement design, including species selection principles and subdrain approach.
- Water main and sanitary sewer replacement coordination and design.
- Road reconstruction standard and proposed cross-section approach, including how freight turning radius at Water Street will be maintained.
- NSDPW engagement strategy and permit submission approach.
- Public engagement facilitation approach, including how the Proponent will communicate the climate and NBS rationale to a lay audience.
- Construction oversight strategy: proposed approach to construction administration by phase, demonstrating risk-based allocation of EOR attention and inspection intensity.

Provide a level of effort summary in task and resource hours that the lump sum cost estimate is based on. Include assumptions and exclusions on scope.

This section carries the most evaluation weight. Generic or templated methodology descriptions will score poorly. The Town expects proposals to engage with the specific technical, regulatory, and community context of the Town of Oxford.

Section D: Project Schedule (1 page or fold-out, excluded from page count)

Provide a project schedule in bar chart format showing all major tasks, key milestones, and Town review periods. Use calendar months. Identify the assumed contract award date and confirm the following key dates:

Concept for public engagement by November 15, 2026;

Public engagement on or before November 30, 2026;

Class C cost estimate December 18, 2026;

IFT March 31, 2027, or demonstrate timing to allow construction in 2027.

Identify any critical path items and dependencies.

6.3 Financial Submission

The Financial Submission shall include:

- A summary of the fee basis and key assumptions and exclusions. Fee basis shall be presented according to the work breakdown structure from the schedule.
- **Design phase lump sum fees:** The design phase lump sum is the basis for financial evaluation.
- **Construction phase hourly rates by role:** The Financial Submission shall include a table of all-inclusive hourly billing rates (no separate mark-up) for the following roles for Task 6:
 - (i) Engineer of Record;
 - (ii) design support engineer or technologist; (
 - (iii) CAD technician (tender and construction support).

Rates are time-and-materials; the Town will manage scope through the construction contract documents.

- **Construction phase geotechnical testing callout rates:** Callout rates for the following testing services:
 - (i) nuclear density testing of backfill (per call-out, including minimum mobilization);
 - (ii) proctor compaction testing (per test);
 - (iii) asphalt Marshall test or equivalent (per core or per test);
 - (iv) compaction testing of granular base course (per call-out).
- **Construction phase inspection day rates:** A full-day rate and a half-day rate for a qualified construction inspector.
- A disbursements basis (travel, printing, survey sub-consultant, geotechnical sub-consultant, etc.). No mark-up on sub-consultant disbursements will be paid unless otherwise stated.

The Proponent shall not exceed quoted lump sum fees for Tasks 1–5 without prior written authorization.

Construction-phase services (Task 6) are invoiced against time records at the stated hourly or day rates. Scope changes require a formal Change Order executed by both parties.

Section 7 Evaluation Criteria and Weighting

Proposals will be evaluated using a two-stage process. Technical Submissions will be evaluated first. Only proposals achieving a Technical score of 60 or more points out of 70 will have their Financial Submission opened and scored. Proponents falling below the technical threshold will be notified without financial evaluation.

Evaluation Criterion	Points	Scoring Guidance
TECHNICAL SUBMISSION (70 points total)		
A Proponent Team Qualifications	10	Relevance and depth of team experience in municipal street reconstruction, stormwater, LID, and public engagement; NS licensure; completeness of team including specialist roles.
B Relevant Project Experience	10	Quality and direct relevance of referenced projects to municipal road and utility reconstruction, stormwater/drainage design, nature-based solutions or LID, and NSDPW right-of-way submissions.
C Understanding and Technical Approach	30	Demonstrated understanding of the project's multi-objective character; quality and specificity of proposed methodology for stormwater, NBS features, service integration, freight accommodation, and public engagement. Generic or templated responses: 0–10. Strong, project-specific responses: 28–35.
D Project Schedule	10	Realistic, well-sequenced schedule; concept design by November 15, public engagement by November 30, Class C estimate by December 18, IFT by March 31, 2027. Identifies critical path items and Town review periods.
FINANCIAL SUBMISSION (30 points total)		
Design Phase Lump Sum Fee (Tasks 1–5) and Construction-Phase (Task 6)	40	Points allocated by formula: $40 \times (\text{Lowest Fee} / \text{Proponent's Fee})$. Total design fee is the sum of all Tasks 1 through 5 lump sums plus construction-phase hourly and day rates applied with an equal distribution for all proponents. The Town will determine this distribution based on the technical submissions.
TOTAL	100	

The Proponent achieving the highest combined score will be identified as the Preferred Proponent. The Town will negotiate a contract with the Preferred Proponent. If negotiations are unsuccessful, the Town may proceed to the next-highest ranked Proponent.

Note: *The Town reserves the right to conduct reference checks, request written clarifications, and seek supplementary information from any Proponent. Requests for clarification will be directed to all Proponents simultaneously. No information provided after the submission deadline will be considered unless specifically requested by the Town.*

Section 8 Contract Terms Summary

The following summarizes key contract terms. A form of Professional Services Agreement using ACEC 31 will be provided to the Preferred Proponent following evaluation.

8.1 Payment and Holdbacks

Payment for design phase services (Tasks 1–5) will be made monthly against invoices reflecting work completed in the prior month, drawn against the applicable lump sum task budgets. Monthly invoices shall be accompanied by a brief progress narrative and a percent-complete estimate by task.

Construction-phase services (Task 6) shall be invoiced monthly against time records at the agreed hourly rates and day rates. Geotechnical testing callout invoices shall be accompanied by field test reports. The Town will process invoices within thirty (30) days of receipt.

8.2 Intellectual Property

All plans, drawings, specifications, reports, and engagement materials produced specifically for this Project shall, upon payment, become the property of the Town of Oxford for the Town's use in connection with this Project and future phases.

The Proponent retains ownership of pre-existing tools, software, proprietary methodologies, calculation templates, standard details, and specifications incorporated into the Project Deliverables ("Background IP"). By submitting the Project Deliverables, the Proponent grants the Town a perpetual, irrevocable, royalty-free licence to use any Background IP embedded in the Project Deliverables to the extent necessary for the Town to use, maintain, modify, and extend the Project Deliverables for municipal purposes.

The Proponent may retain copies of the Project Deliverables for its own records, quality assurance, and professional liability purposes, and may reference the Project for marketing and qualification purposes, provided no confidential Town information is disclosed.

8.3 Insurance Requirements

The Proponent shall obtain and maintain the following coverage for the duration of the contract:

- Commercial General Liability: not less than \$2,000,000 per occurrence and in aggregate. The Town of Oxford named as additional insured. Policy to contain cross-liability and severability of interest provisions.
- Professional Liability (Errors and Omissions): not less than \$2,000,000 per claim and in aggregate, on a claims-made basis. Coverage maintained for a minimum of two (2) years following completion of services.
- Automobile Liability: not less than \$2,000,000 inclusive per occurrence.
- Workers' Compensation: The Proponent and all sub-consultants shall be in good standing with the Workers' Compensation Board of Nova Scotia at the time of proposal submission and throughout the contract.

Certificates of insurance with thirty (30) days notice of cancellation shall be provided to the Town prior to commencement of services.

8.4 Conflict of Interest

Proponents shall disclose in their proposals any actual or potential conflicts of interest, including any prior engagement with the Town of Oxford or involvement in studies related to this Project. Prior involvement does

not disqualify a Proponent but must be disclosed. Failure to disclose a material conflict may result in disqualification at the Town's sole discretion.

8.5 Confidentiality

Information provided with this RFP are provided solely for proposal preparation and may not be reproduced, distributed, or used for any other purpose without the Town's consent. Proponents shall not initiate new contact with NSDPW or NSECC specifically regarding this Project during the evaluation period without prior written permission from the Town.

8.6 Dispute Resolution

Disputes shall be addressed first through good-faith negotiation involving senior management of both parties. If not resolved within thirty (30) days, either party may initiate mediation with a jointly selected mediator, costs shared equally. If mediation fails, disputes shall be resolved by a court of competent jurisdiction in Nova Scotia, governed by the laws of Nova Scotia.

8.7 Termination

The Town may terminate for convenience upon fifteen (15) days written notice, paying the Proponent for services properly rendered and disbursements properly incurred to the date of termination. The Town may terminate for default if the Proponent fails to correct a material default within thirty (30) days of written notice, without prejudice to any other remedy.

8.8 Procurement Compliance

This procurement is subject to the Nova Scotia Public Procurement Act and the Canadian Free Trade Agreement (CFTA). The Town will not give preference to local proponents in ways that conflict with CFTA obligations. Proposal packages may be subject to disclosure under the Nova Scotia Municipal Government Act (FOIPOP). By submitting a proposal, the Proponent agrees to appropriate disclosure of information provided, subject to governing law.

Section 9 Submission Instructions

9.1 Closing Deadline

Proposals must be received by 2:00 p.m. Atlantic Daylight Time (ADT) on Wednesday, September 30, 2026. Proposals received after this deadline will not be accepted or considered. The time of receipt recorded by the Town email system will govern. Delays caused by electronic delivery services will not be grounds for extension.

9.2 Submission

Proposals shall be submitted electronically in PDF format by email to the Procurement Contact:

Linda Cloney, CAO

Town of Oxford

105 Lower Main Street

Oxford, Nova Scotia B0M 1P0

Tel: (902) 447-2624

lcloney@oxfordns.ca

The email subject line shall read: 2026-09-01-TOO_Proposal Submission_Firm Name.

It is the Proponent's sole responsibility to confirm receipt. Replacements for undelivered or corrupted files will not be accepted after the deadline. If file size is expected to exceed 20 MB, contact the Procurement Contact in advance to arrange secure file transfer.

9.3 Questions and Addenda

Questions regarding this RFP must be submitted in writing by email to the Procurement Contact no later than 2:00 p.m. ADT on Tuesday, September 22, 2026. Questions and responses of general interest will be issued as addenda to the Nova Scotia procurement site by end of day Friday, September 25. No list of registered bidders will be retained. No oral communication will modify the terms of this RFP.

Requests for extension of this response period must be submitted no later than Thursday, September 17, 2026, with a reason for the additional time requirement.

Proponents are responsible for monitoring for addenda. Failure to acknowledge all issued addenda in the proposal may result in rejection.

9.4 Proposal Validity

Proposals must remain valid and irrevocable for not less than ninety (90) days from the submission deadline.

9.5 No Commitment

This RFP does not commit the Town of Oxford to award a contract, to proceed to negotiations, or to reimburse any costs incurred by Proponents in preparing or submitting proposals. The Town reserves the right to cancel this RFP at any time, to reject any or all proposals, to waive formalities, and to accept the proposal deemed most advantageous to the Town.

Section 10 Appendices

The following appendices are attached to and form part of this RFP:

Appendix	Title	Notes
A	Proposal Declaration Form	Must be completed and included with all Technical Submissions. See following page.

Appendix A Proposal Declaration Form

This Proposal Declaration must be executed by the Proponent and included with the Technical Submission. By executing this Declaration, the Proponent agrees to all terms and conditions of this RFP.

TO: Town of Oxford, Attention: Linda Cloney, CAO

RE: RFP 2026-09-01-TOO Service Renewal to Support Community Growth Project Phase 2: Main Street Renewal

The undersigned Proponent, having carefully reviewed this RFP including all appendices and any addenda issued, hereby declares as follows:

- The Proponent has the legal capacity to enter into a contract and to fulfill all obligations under this RFP.
- This proposal has been prepared without collusion or fraud, and the Proponent has not communicated or agreed with any other Proponent regarding pricing or proposal content.
- The Proponent and all key team members have reviewed all background documents provided in this RFP, including the Climate Change Adaptation Risk Assessment (Appendix A) and the Climate Hazard Analysis (Appendix B).
- The Proponent acknowledges receipt of all addenda issued as of the submission deadline. Addenda acknowledged (list by number):

- The Proponent declares the following actual or potential conflicts of interest (if none, state 'None'):

- The Proponent agrees that this proposal will remain valid and irrevocable for a period of ninety (90) days from the submission deadline.
- The Proponent authorizes the Town to conduct reference checks and background inquiries as it deems appropriate.

Signed this _____ day of _____, 2026

Name of Firm:

Authorized Signatory Name:

Signature:

Title:

Address:

Telephone:

Email:
