



Special Town Council Meeting
Council Chambers
Thursday, August 6, 2026
6 PM

AGENDA

1. Call to Order – Welcome
2. Approval of Agenda
3. Business
 - 3.1 RFD – 20260806-1 – Award RFP 2026-05-02-TOO
4. Adjournment



REQUEST FOR DECISION
Award RFP 2026-05-02-TOO
#20260806-1

Date: August 6, 2026	Subject: Award RFP 2026-05-02-TOO
Proposal Attached:	Submitted by: Linda Cloney and Ruthann Brookins

Proposal:	To Award RFP 2026-05-02-TOO to DesignPoint Engineering & Surveying and move to contract talks, subject to conditions, as recommended and presented.
Background:	It had been identified in our Asset Management Plan the need for renewal and expansion of critical water, wastewater, and stormwater infrastructure that supports community growth, public safety, and climate resilience. Staff were directed to apply to the Growth and Renewal for Infrastructure Development Program (GRID) and was successful in being awarded to complete a four-phase project titled “Service Renewal to Support Community Growth” for shovel-ready designs. Phase 1 – Across the Highway – detailed design and construction administration services for water and sanitary sewer extensions south of Highway 104. The project is intended to provide municipal servicing capacity to support planned commercial and residential development in this area. (RFP to be awarded) Phase 2 – Main Street Replacement of Water and Sewer Infrastructure – shovel ready design plans. This project will start at the Town Hall to the corner of Main and Hanlon Streets. This project includes the paving of Main Street. The design includes an accessible, active, and green lens. (The RFP for phase 2 is in draft now) Phase 3 – Pugwash Reservoir – shovel ready design plans to replace the reservoir on Pugwash Road. Phase 4 – Pugwash Road Replacement of Water and Sewer Infrastructure – shovel ready design plans. This project includes paving the entire road (within Oxford boundary) Currently, we have just finished evaluating the five proposals

	received for RFP 2026-05-02-TOO (Phase 1). Staff worked with Matt Delorme, from AIM Network, and the developers to evaluate the proposals received. The proposals were evaluated using a two-stage process. Technical Submission (70 points) were evaluated first and the top three from those evaluations moved to the next stage to evaluate the Financial Submission (30 points). DesignPoint scored 61 / 70 for technical and 21 / 30 for their financial. The bid was \$1,102,636 before tax. This includes all provisionary items. The developers and staff recommend DesignPoint Engineering & Surveying as the winning firm, and move to contract talks, subject to the conditions recommended. Recommended conditions: 1. The climate-change analysis for water supply is included, at no extra cost. 2. Cost estimates include drawings for full-width paving for the Main Street corridor and the Highway 204 section. 3. TriMac — the company DesignPoint plans to use for SCADA and controls work but didn't list on its team — is named formally as a subcontractor, with its qualifications on record. 4. The schedule is fixed so the ground investigation happens before the crossing design, not after, and both required Town sign-off points stay in place. 5. The \$130,907 fee for the conditional sewer design work is locked in, as the RFP requires. 6. Clarify revised schedule. DesignPoint's schedule proposes to finish the full tender package in January.
Benefits:	The evaluations have been reviewed by all parties interested in Phase 1 of the Service Renewal to Support Community Growth. The proposals were evaluated on both technical (70%) and financial (30%) scores, this lessens the risk of evaluating the proposals just on price alone. There was strong competition for this RFP and their proposal stood out above the rest.
Disadvantages:	New firm for Oxford.

Options:	1. Accept the recommendation as presented. 2. Reject the recommendation.
Required Resources:	The Town has already received estimated 50% funding for design plans through GRID. The costs of this proposal are within the amount estimated on the GRID application.
Source of Funding:	50% of the GRID and 50% of the developers
Sustainability Implications: (Environmental, Social, Economic and Cultural)	
Workplan Implications (now/future):	To enter into a contract with DesignPoint to design Phase 1 of the Service Renewal to Support Community Growth.
Communication Plan:	Update the public through social media, website, and Council Meetings.
Staff Comments/ Recommendations:	There was a thorough evaluation of all 5 proposals, with Matt Delorme, AIMS Network and staff. Following the evaluation there was a meeting with the developers and their recommendation was to award DesignPoint.
CAO's Review/ Comments:	All parties agreed and it is urgent that we get started with this project ASAP to meet timelines for future grant applications.

CAO Initials: _____

Target Decision Date: _____