



Special Town Council Meeting
Council Chambers
Wednesday, October 21, 2026
6 PM

AGENDA

1. **Call to Order – Welcome**
2. Approval of Agenda
3. Business
 - 3.1 RFD – 20261021-1 – Award Tender
Pages 2 – 3
4. Adjournment



REQUEST FOR DECISION
Award Tender – RFP 2026-09-01-TOO

**Service Renewal to Support Community Growth
 Project – Phase 2: Main Street Renewal
 (detailed design and construction administration
 services)**

#20261021-1

Date: October 21, 2026	Subject: Award Tender – RFP 2026-09-01 TOO
Proposal Attached:	Submitted by: Linda Cloney and Ruthann Brookins

Proposal:	To award RFP 2026-09-01 TOO to Harbourside Transportation Consultants for \$193,440 before HST and direct staff to proceed to prepare and sign contract.
Background:	The Main Street Renewal is phase two of four phases of the Service Renewal to Support Community Growth. This Proposal is for Phase 2 – Main Street Replacement of water, sewer, storm and pavement infrastructure – shovel ready design plans. The project will start at the intersection of Water and Main streets to the corner of Main and Hanlon Streets. Additional paving will proceed past Hanlon to meet the across the Highway phase number 1, thus paving all Main Street. The design includes an accessible, active, green lens for the storm and pavement portion of phase 2. Staff and consultant Matt Delorme from AIMS evaluated five proposals received to complete design work for Main Street renewal. The proposals were evaluated using a two-stage process. Technical proposal (60 points) and the financial proposal (40 points). The technical proposal was evaluated first, if the proposal scored 42 or above, then the financial proposal was opened. All five proposals scored 42 or above on the technical evaluation, so all five financial proposals were opened. Harbourside Transportation Consultants scored 44.75/ 60 for technical and 40/40 for their financial. The bid was \$193,440 before tax. Staff recommend awarding the RFP to Harbourside Transportation Consultants.

Benefits:	Harbourside Transportation Consultants was the lowest bid. Their proposal costs are below the amount estimated on the GRID application \$280,455
Disadvantages:	New firm for Oxford. Harbourside Transportation Consultants had the second lowest technical score.
Options:	1. Accept the recommendation as presented. 2. Reject the recommendation.
Required Resources:	The Town has received 50% funding for design plans through GRID.
Source of Funding:	50% from the Town Capital Reserves
Sustainability Implications: (Environmental, Social, Economic and Cultural)	
Workplan Implications (now/future):	To enter into a contract with Harbourside Transportation Consultants to design Phase 2 of the Service Renewal to Support Community Growth.
Communication Plan:	
Staff Comments/ Recommendations:	Staff recommend Harbourside Transportation Consultants as the winning firm.
CAO's Review/ Comments:	

CAO Initials: _____

Target Decision Date: _____