



9/15/2026

Request for Proposals

Municipality of Pictou County

Thorburn STP Improvements

RFP NUMBER: MOPC PWD 2026.09.15

DEADLINE FOR PROPOSALS: September 22, 2026 (4:00 PM)

Appendix A – Thorburn STP Record Drawings

Municipality of Pictou County

Proposals are invited for improvements to the Thorburn Sewer Treatment Plant (STP) located at 523 Marsh Road in Thorburn, NS. This document provides information related to the project scope and schedule. STP record information is provided in the Appendix.

1. Proposal Description and Scope:

The purpose of this RFQ is to identify qualified contractors to complete improvements to the Thorburn STP in keeping with NSECC requirements. Work must include:

1.1. Replacement of the Existing RBC Structure:

The existing rotational biological contactor (RBC) has been damaged by snow loading, causing it to collapse in on one of two RBC units at the plant. This fiberglass structure must be either repaired or replaced to allow for the RBC to function. Additional damage to the RBC is unknown but not considered to be extensive. At the completion of the project, the RBC must be fully operational. Final construction details shall be determined by the contractor with the approval of the Municipality.

1.2. Driveway Improvements:

The addition of gravel material to establish a loading area to the door of the sand filter building. This will include up to 450 MM of gravel material complete with driveway upgrades.

***** Important Note:**

An additional contract is expected to be awarded for the replacement of two (2) blowers at the Thorburn STP. That contract also includes replacement of two (2) additional blowers at the Hopewell-Eureka STP. That blower replacement project shall be referred to as the "STP Blower Replacement Project." Work completed as a part of this proposal may be required to be completed simultaneously with STP Blower Replacement Project; in the case of simultaneous work, contractors for both projects will be required to plan each to work appropriately such that they can be completed together efficiently.

2. Site Visit:

Prospective bidders are encouraged to visit the site the MOPC staff to review project requirements. No compensation will be provided for issues that may arise during the work of the project that could have been reasonably foreseen.

3. Term of the Project:

The term of any contract arising from this Request for Proposals will extend from the date the contract is signed until the project is deemed complete.

4. Project Authority and Involvement:

This Request for Proposals shall be administered under the direction of the Director of Public Works and Development (Director). All inquiries regarding this proposal must be directed as specified in subsequent sections of this document.

5. Inquiries:

Any inquiries related to this Request for Proposals shall be directed to:

Logan McDowell, P.Eng., PMP
Director of Public Works & Development
Municipality of Pictou County
PO Box 910, Pictou, Nova Scotia, B0K 1H0
Phone: (902) 485-4085
E-mail: logan.mcdowell@munpict.ca

Verbal responses to any question or enquiries are not binding on either party.

6. Submission Conditions and Schedule:

The submission of a proposal for these services will be considered as a representation that the Bidder has carefully investigated all conditions which affect or may, at some future date, affect the performance of the services covered by the proposal. Furthermore, it shall reflect that the Bidder is fully informed concerning the conditions to be encountered, quality and quantity of work to be performed and materials to be furnished.

The Request for Proposals Tentative Schedule is as follows:

Issue Date:	September 15, 2026
Deadline for Questions:	September 18, 2026 – 4:00 p.m.
Submission Deadline:	September 22, 2026 – 4:00 p.m.
Anticipated Award Date:	September 23, 2026
Deadline for Work Completion:	November 30, 2026

All proposals must be received by the Director of Public Works and Development no later than the deadline noted above. Proposals received after that deadline will not be considered and will be returned unopened to the proponent. All times noted herein are local (Atlantic) time.

The project schedule may be altered at the sole discretion of the Municipality.

7. Address for Municipality of Pictou County:

General Address:

Municipality of the County of Pictou 46 Municipal Drive
PO Box 910
Pictou, Nova Scotia B0K 1H0

Courier Address:

Administration Building
Municipality of the County of Pictou
46 Municipal Drive Pictou, Nova Scotia B0K 1H0

8. Proposal Packages:

All proposals are to be submitted duly signed by an authorized official able to commit the proponent to the terms outlined in the proposal.

Proposals may be submitted by email to logan.mcdowell@munpict.ca or by mail to the Director of Public Works and Development.

Paper submissions may be sent to 46 Municipal Drive, Pictou Nova Scotia, B0K 1H0 complete this the following label:

**PRIVATE AND CONFIDENTIAL
Request of Proposals
Thorburn STP Improvements**

The Municipality will not be held responsible for any proposal which is not properly identified on the outside of the envelope as herein indicated. Facsimile proposals will not be accepted.

9. Proposal Submissions:

Proposals and accompanying documents submitted by the proponent for consideration are the property of the Municipality and will not be returned.

10. Public Opening:

As this is a Request for Proposals, there will not be a public opening. However, proposals shall be opened as soon as practical after the closing time.

11. Proposal Modification:

Email modifications to submissions already submitted shall be allowed if received before the date and time fixed for the closing of submissions.

The Municipality will not accept any liability for any claim, demand or other actions for any reason should an electronic or physical communication be interrupted, not received in its entirety, received after the stated closing time and date, incorrectly received, or for any other reasons. The Municipality cannot guarantee the confidentiality of information contained in a proposal amendment.

12. Proposal Changes and Amendments:

The Municipality may issue addenda and/or clarifications to this Request for Proposals as necessary. If any changes are made to the Request for Proposal, the Municipality will post such an addendum on the public tenders website. When an addendum is issued, the closing time shall, where necessary, be adjusted to reasonably allow proponents to receive the addendum and adequately consider, prepare and submit their proposals, considering the impact of the addendum.

13. Cancellation of Request for Proposals:

The Municipality has exclusive right to cancel this RFP at any time and reissue it for any reason whatsoever without incurring any liability and no proponent will have any claim against the Municipality as a consequence.

14. Bidder Expenses:

Bidders are solely responsible for their own expenses in preparing, delivering or presenting a proposal and for subsequent negotiations with the Municipality, if any.

15. Validity of Bid Conditions:

The terms and conditions of the proposal are to remain firm for 60 days from the closing date.

16. Withdrawal of Proposals:

Proposals may be withdrawn on written request of the proponent any time before the time of closing.

17. Principal Contact:

Each proposal should include the name, title, telephone number, fax number and e-mail of one individual who may be contacted in the event further clarification of the proposal is required.

18. Rejection or Acceptance of Proposals:

The Municipality reserves the right to accept or reject any or all proposals, not necessarily accept the lowest cost proposal, or not accept any proposal that is not in its best interest. The Municipality also reserves the right to waive formality, informality, or technicality in any proposal.

19. Form of Contract:

Any contract signed as a result of this Request for Proposals will contain the relevant provisions of this RFP and of the successful submission by the Proponent, as well as any other terms that may be mutually agreed upon, whether arising from the proposal or as a result of negotiations.

20. Confidentiality:

Whereas the Municipality has requested proposals rather than specific tender documents, we will endeavor to keep specific details of each submission confidential where possible. The confidentiality agreement will not be enforced where it is contrary to any legislative requirements for disclosure. The Municipality cannot guarantee the confidentiality of information contained in the proposal.

21. Agreement and Contracts:

The terms and conditions of the Proposal are to remain firm and irrevocable from the proposed closing date for ninety (90) days thereafter. A Proponent that receives a letter of acceptance shall be deemed to have been entered into a contract with the Municipality.

22. Termination of Agreement:

MOPC may terminate any agreement that is signed as a result of this RFP if work is found to be inadequately completed, too expensive, too varied from initial project objectives, too late, or otherwise deemed to be unacceptable in its sole discretion.

23. Dispute Resolution:

If a dispute arises out of, or in connection with, this RFP or subsequent Contract, the parties agree to pursue resolution through negotiation or other appropriate dispute resolution processes before resorting to litigation.

All information exchanged during this dispute resolution process shall be regarded as “without prejudice” communications for the purpose of settlement negotiations and shall be treated as confidential by the parties and their representatives, unless otherwise required by law. However, evidence that is independently admissible or discoverable shall not be rendered inadmissible or non-discoverable by virtue of its use during the dispute resolution process.

24. Closure:

Should you have any questions or comments related to the items herein, please contact the undersigned.

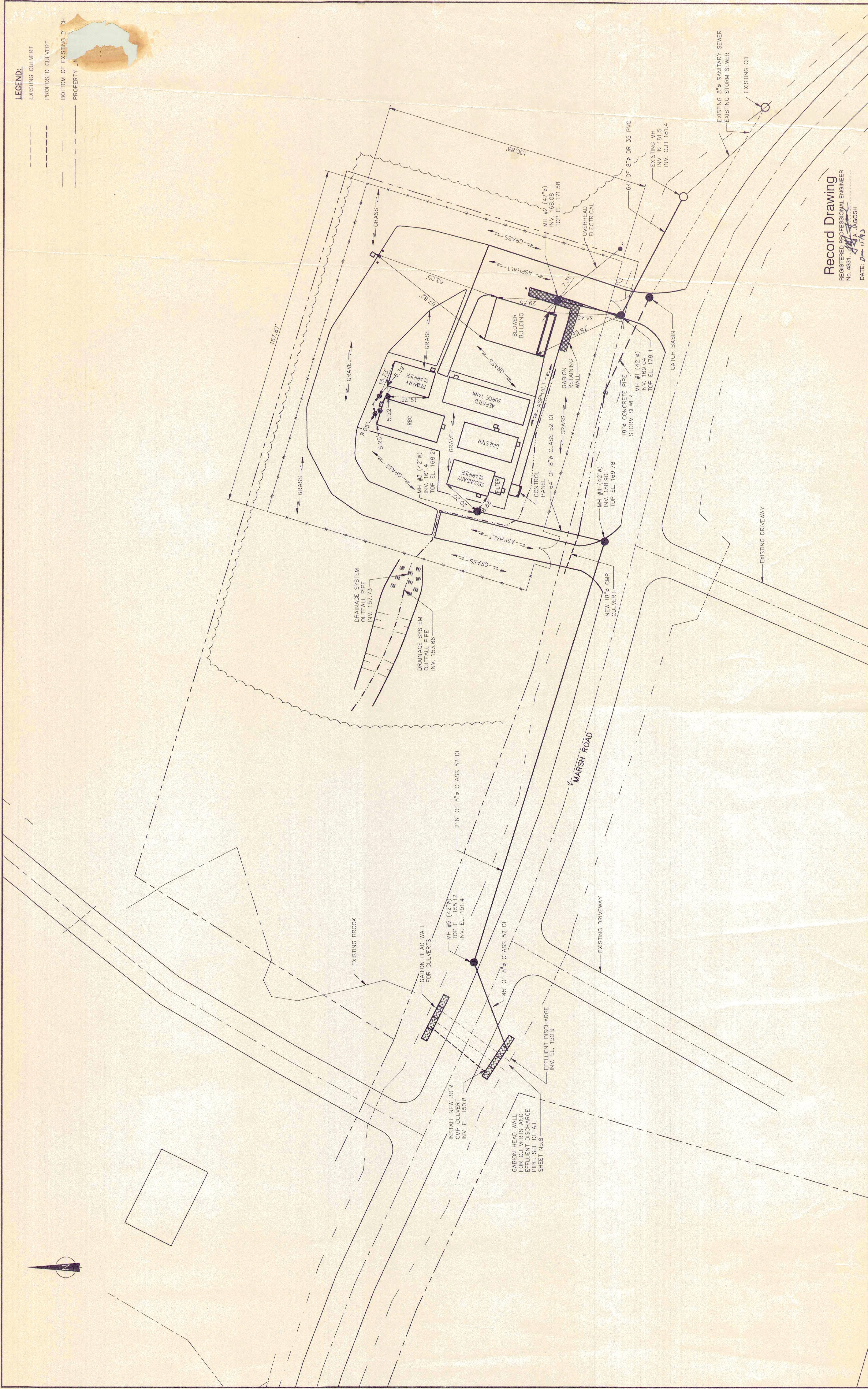
Regards,

A handwritten signature in blue ink, appearing to read 'Logan McDowell', with a long horizontal flourish extending to the right.

Logan McDowell, P.Eng., PMP
Director of Public Works & Development
Municipality of Pictou County



Appendix A



LEGEND:
--- EXISTING CULVERT
--- PROPOSED CULVERT
--- BOTTOM OF EXISTING D'WH
--- PROPERTY LINE

Record Drawing
REGISTERED PROFESSIONAL ENGINEER
No. 4331 J.A. JAGOSH
DATE: Dec 17/93

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