

TOWNSHIP OF NORTH HURON



REQUEST FOR PROPOSAL:

**For SCADA Upgrades to Wingham & Blyth Water Systems
RFP PW 11-2025**

Proposals can be submitted to:

Township of North Huron
c/o Carson Lamb,
Director of Legislative Services/Clerk
274 Josephine Street
Wingham, ON
(519) 357-3550

This Request for Proposal Closes at: 2:00pm (local time), Friday October 3, 2025

Date of Issue: Friday September 19, 2025

Contracting Officer:

Kevin Watson
Director of Public Works and Facilities
Township of North Huron
kwatson@northhuron.ca
519-357-3550 ext. 129

Table of Contents

A General Instructions

- A. 1 Invitation
- A. 2 Contracting Authority
- A. 3 Project Authority
- A. 4 Terms and Conditions
- A. 5 Format of Contract
- A. 6 Insurance
- A. 7 Submission Format
- A. 8 Closing Location, Date and Time

B Project Description

- B.1 Project Background
- B. 2 Project Schedule

C Scope of Services

- C.1 Project Description and defined Scope of Work
- C. 2 Specifications

D Submission Requirements

- D. 1 Proposal Requirements
- D. 2 Understanding of the Requirement
- D. 3 Project Plan and Schedule
- D. 4 Overall Quality of Proposal

E Evaluation Process

- E. 1 Technical Evaluation of Proposals
- E. 2 Evaluation Committee
- E. 3 Evaluation Criteria Table
- E. 4 References

APPENDIX A-RFP Submission Form

A GENERAL INSTRUCTIONS

A.1 Invitation

The Township of North Huron is inviting qualified proponents to make proposals to update the Supervisory Controls and Data Acquisition (SCADA) systems on the 2 Water wells in Wingham and the 1 water well in Blyth.

The purpose of the Request for Proposal (RFP) is to enable the Township of North Huron to identify the Proponent that will carry out the work.

The RFP document sets out the requirements for the Proponents proposal and specifies the evaluation criteria and Consultant selection process for this phase. Consultants must be able to demonstrate a thorough understanding of the requirement, provide their approach and methodology, project plan and schedule.

A.2 Contracting Authority

The Contracting Authority for this Request for Proposal is:

The Corporation of the Township of North Huron
274 Josephine Street
Wingham, ON
N0G 2W0

Contracting Officer:

Kevin Watson, Director of Public Works and Facilities
Township of North Huron
274 Josephine Street
PO Box 90
Wingham, ON
N0G 2W0
Email: kwatson@northhuron.ca

A.3 Project Authority

The Project Authority for this Request for Proposal is:
Township of North Huron
274 Josephine Street
Wingham, ON
N0G 2W0

A.4 Terms and Conditions

A.4.1 Glossary of Terms

Proponent: The prime Consultant entity who submits a proposal. The entity that will execute the contract with the Township of North Huron and will have full contractual responsibility for the delivery of the required services.

Consultant Team: The prime consultant and its team of engineers, Key Personnel, sub-consultants, as applicable who are proposed for the services required.

Key Personnel: Key Personnel are the critical management and senior resources that carry the responsibility for project delivery. They are individuals that will have a direct and substantial involvement in the work and whose roles and responsibilities will be crucial to the successful completion of the project.

A.4.2 Mandatory and Advisory Clauses

Mandatory Clauses during the procurement are those containing the word “must”, “will” or “shall”. These clauses must be observed at all times, unless otherwise authorized by the Township of North Huron. Proponents not respecting these clauses will be disqualified and their proposals will not receive any further consideration. Advisory clauses during the procurement are those containing the word “may”, or “should”. Proponents not respecting these clauses may be scored lower.

A.4.3 Licensing Requirements

The Proponent assumes responsibility for compliance with all laws and regulations concerning its eligibility to provide a Submission and to perform the Services in the Province of Ontario.

By virtue of making a submission: The Proponent certifies that the Proponent has satisfied itself that it is in compliance with requirements of Item A.4.3.

The Proponent acknowledges that the Township of North Huron has the right to verify any information in respect of Item A.4.3. after contract award and that false, erroneous, or inadequate certification may require that the Proponent provide substitute personnel at the Proponents’ own expense, for the approval of the Township of North Huron.

A.4.4. Integrity of Consultant Team Key Personnel Maintained

Proponents are advised that the Key Personnel name in the Scope of Work (SofQ) submission shall remain in their designated roles throughout the RFP period and for the duration of the project.

If the Key Personnel named in a Proponents proposal leave or become unavailable or unable to perform their duties for circumstances beyond the Proponents reasonable control, the Proponent shall promptly notify the Contract Officer and submit resumes of proposed replacement personnel should possess professional and/or technical qualifications and comparable experience equivalent to the Key Personnel being replaced.

Should any of the Proponents' replacement personnel be considered in any respect unsatisfactory, alternative replacement personnel shall be proposed by the proponent within fifteen (15) days of receipt of the notice of dissatisfaction from the Township of North Huron.

No payment shall be made for fees incurred by Consultant Team members who were not approved by the Township of North Huron prior to work taking place. Failure to honour these requirements will result in rejection of the proposal.

A.4.5 Queries During the RFP

The Proponent will base their proposal on the Township of North Huron documents. It is the responsibility of the Proponent to obtain clarification of any terms, conditions or technical requirements contained in the RFP.

Any questions or requests for clarification during the solicitation period must be submitted in writing by the primary contact of the Proponent to the Contracting Officer identified on the front page of this RFP document. Inquiries relating to this solicitation are to be directed ONLY to the Contracting Officer. Non-compliance with this condition during the solicitation period may, for that reason alone, result in the disqualification of the Proponent.

Questions and requests for clarifications will be answered if received in writing by the Contracting Authority at least four (4) calendar days prior to the date stipulated for making the proposal.

The Township of North Huron will only respond to the prime contact of the Proponent, who will be responsible for further internal distribution as required.

A.4.6 Amendments to the RFP

Any Addendums will be posted to the Township of North Huron website and Bids & Tenders.

Proponents are advised that only written information issued by the Township of North Huron in this RFP document, and any appended documents and any associated Amendments shall be contractually binding.

A.4.7 Right to Initiate or Terminate Negotiations

The Township of North Huron shall have the sole right to initiate or terminate negotiations.

A.4.8 Right to Request Clarifications/Confirmations

The Township of North Huron reserves the right to request clarifications and/or confirmations from any or all Proponents regarding any aspect of the proposal. In the event such clarifications and/or confirmations are requested, the Contracting Officer will make the request. The request for clarification and/or confirmation will be directed to the individual named as the Proponents contact in their proposal. A written response to each communication is required from the Proponent.

A.4.9 Payment for Proposal

There will be no direct payment by the Township of North Huron for the document preparation and submission in response to this RFP.

A.4.10 Privacy and Access Legislation

Proponents are advised that the Township of North Huron is subject to the provisions of all applicable privacy and access to information legislation. Information submitted may be eligible for disclosure in accordance with the Proponents, unless there is an order made under the applicable act.

A.4.11 Debriefing

A debriefing will be provided to Proponents that are not successful in this competition, if request in writing to the Contracting Officer within thirty days of the notification. The debriefing will include an outline of the reasons the proposal was not successful, making reference to the evaluation criteria. The confidentiality of information relating to all other proposals will be protected. Debriefing elements will include identification not the strengths and weaknesses of the proposal along with

the overall and individual requirement scores. It will not include any information about other proposals.

The Township of North Huron will return the submission package to all unsuccessful bidders.

A.4.12 Order of Precedence of Documents

In the event of conflicts between the documents, the following will be the order of precedence:

RFP (and amendments)

SofQ (and amendments)

A.4.14 Selection of Successful Proponent

Selection will be based on finding the best fit for this project. The successful candidate will have the experience and best approach to this project. While fees may be considered, it will not be the primary criteria for this selection.

A.4.15 Financial Letter of Good Standing

The Proponent must provide a letter of Good Standing from the Proponents financial institution.

A.5 Form of Contract

The contract will be the written document that contains the terms and conditions signed by both parties to the agreement.

A.6 Insurance

The Proponent agrees to purchase and maintain in force for the duration of this Agreement, the following policies of insurance:

A.6.1

Professional Liability Insurance for errors and omissions in an amount of not less than One Million (\$1,000,000) per claim. Such insurance shall provide coverage for all errors and omissions made by the professional in the rendering of or failure to render, or the performance of services in connection with the Contract. Upon completion of the work the policy shall remain in force for twelve (12) months.

A.6.2

Commercial General Liability insurance subject to limits of not less than Two Million (\$2,000,000) inclusive per occurrence. Coverage shall include but not limited to bodily injury causing death, personal injury, property damage, blanket contractual liability, non-owned automobile and contain a cross-liability severability of insured clause. The Township of North Huron shall be named as an additional insured but only with respect to the operations of the successful proponent.

A.6.3

Standard OAP 1 Automobile Policy subject to a limit of Two Million (\$2,000,000) for all licensed Motor Vehicles owned or leased by the proponent.

All policies shall be endorsed to provide the Township with not less than 30 days written notice of cancellation.

All policies shall be with insurers licensed to underwrite insurance in the Province of Ontario.

Prior to commencement of any work and upon the placement, renewal, amendment, or extension of all or any part of the insurance, the proponent shall promptly provide the Township with confirmation of coverage and, if required, a certified true copy(s) of the policy(s) certified by an authorized representative of the insurer together with copies of any amending endorsements applicable to the tender.

As reasonably determined by the Township the Proponent may be required to provide and maintain additional insurance coverage(s), which are related to this tender.

All applicable deductibles under the above required insurance policies are at the sole expense of the Proponent.

All policies shall apply as primary and not as excess of any insurance available to the Township.

The Proponent shall provide the Township with a letter from their insurance provider confirming the proponent's ability to meet the insurance requirements as set out in the tender.

A.7 Submission Format

A.7.1 Number of Copies

Two (2) complete copies of the Proponents proposal are to be provided. Each copy of the Proponents proposal must include a completed and signed copy of Appendix A of this RFP document.

Documents must be in a sealed manilla envelope and delivered to the Township office no later than 2:00pm (local) time on Friday October 3, 2025, and addressed to:

Carson Lamb
Director of Legislative Services/Clerk
274 Josephine Street
Wingham. Ontario
N0G 2W0

Please refer to the check list provided on page 14. This has been provided as a guideline to help ensure your submission is complete.

A.7.2 Proposal Signature Requirements

The Proponents proposal is to be signed by the firm's signing authority.

A.7.3 Proposal Format

Documents must be formatted as follows:

-Paper size - 8.5 x 11" (metric equivalent A4) OR as indicated. A 11X17 page may be used to present a plan or schedule. Each 11X17 page will be counted as one page.

-Point size - 11-point ARIAL or equal.

-Margins – 25mm (1") left, 19mm (3/4") top, 12mm (1/2") right and bottom
Double-sided pages will be counted as two (2) pages.

-The Proposal cover, letter of introduction and tab dividers will not be counted.

-Appendix A may be reproduced by Proponents in their own format provided that the order of items and content remains unchanged.

-Proposals will be evaluated solely on the contents of the material as requested in this RFP. Supplementary material in the form of company brochures etc., if submitted, will not be forwarded to evaluators.

-Proposals exceeding the page counts will be considered non-compliant and will be disqualified. Refer to E.3 for maximum number of pages.

A.8 Closing Location, Date and Time

A.8.1 Closing Location

Complete Proposals shall be received at the following location. Faxed or e-mailed proposals will NOT be accepted.

Township of North Huron
c/o Carson Lamb
274 Josephine Street
Wingham, ON
N0G 2W0

A.8.2 Closing Date and Time

Proposals shall be received at the closing location by Friday October 3, 2026, at 2:00pm (local time).

A.8.3 Late Proposals

It is the responsibility of the Proponents to allow sufficient time to ensure delivery of their proposals to the designated location prior to the stipulated closing time and date. Late proposals will not be accepted.

B PROJECT DESCRIPTION

B.1 Project Background

The Township of North Huron is issuing this RFP to solicit statements of qualifications, proposed approach and pricing from suppliers capable of providing equipment and installation the Township of North Huron with an appropriate Supervisory Control and Data Acquisition (SCADA) operating system upgrade for Wingham Water System Wells #3 and #4 along with the Wingham Standpipe, and Blyth Water System Well #5 that will bring the Water system up to industry and compliance standards.

This RFP, issued in accordance with the provisions of the laws of Canada and Ontario, invites qualified Proponents to submit proposals to provide the services described.

B.2 Project Schedule

The following milestones are anticipated for the delivery of this project:

Milestone:	Date/Duration:
RFP Contract Documents	September 19, 2025
Award Contract	October 6, 2025
Construction Start	November 3, 2025
Construction Completion	November 28, 2025

Note that these construction dates will be dependent on contractor availability.

C SCOPE OF SERVICES TO BE PROVIDED

C.1 Project Description and Defined Scope of services

The successful Proponent shall provide at the Water Wells and Standpipe:

- All computer and electronic hardware and connections to existing infrastructure and new equipment to support the monitoring, recording and reporting functions to meet industry and compliance standards.
- Downtime for installation should not exceed an appropriate amount of time.
- As built drawings, if required in the system integration.
- A Process Control Narrative (PCN) describing how the new system works, what triggers an alarm and what set points were established during set up.
- Specification sheets on all equipment provided.
- Software licenses necessary to support the monitoring, recording and reporting functions required to meet industry and compliance standards.
- Three (3) year warranty for equipment with 24/7 onsite support for hardware repair and replacement.
- Remote access and communication to allow offsite monitoring of all systems and equipment: and to support offsite data backup.
- Annual software assurance program.

- Onsite training for staff (training program and system documentation to be documented).
- System testing and commissioning. Debugging is to be done before actual commissioning and included in the final price.
- Three (3) year system support and maintenance contract be included with 24/7 remote access with a 3-hour meantime to respond.

C.2 Specifications

ONTARIO REGULATION 170/03 COMPLIANCE REQUIREMENTS:

- Alarms must sound immediately if disinfection equipment malfunctions, loses power or ceases to provide appropriate levels of disinfection. The alarm must report where the equipment is installed, where a person is located and if a person is always present.
- An event logger is separate from the alarm logger is necessary. An ability to differentiate between acute and secondary alarms and a way to identify when a new alarm sound while an original one is still active would be useful.
- Continuous monitoring is required as specified in Ontario Regulation 170/03 Subsection 6-5(1) and is designed to ensure that no water is directed to users in the event of an alarm state.
- Records of what tests identified the alarm state must be recorded.
- Trending so an operator can view a specified day within the past year and real time CT calculations are required.
- A daily report of the past 24 hours including minimum, maximum, average and total values for all continuous analyzer data including but not limited to the following: (Raw and Treated Water Flows, levels, chemical dosages, filter effluent turbidity, free chlorine residuals) must be available.
- Where and when backup data is done and training for operator access is required as well as logon security for both in house and off site and a secondary workstation must be addressed.

D SUBMISSION REQUIREMENTS

D.1 Proposal requirements

Proponents' proposals are to be based solely on the criteria described below and any Amendments/Addenda issued thereto. Proponents are advised to present the requested information clearly and concisely. The information should be relevant and given in context to this particular project. For the convenience of evaluators, the proposal must be ordered to coincide with the proposal criteria specified herein. Failure to provide the requested information may result in rejection of the proposal.

Evaluations will be based on the criteria identified in the balance of this section.

The Township of North Huron will conduct a pre-submission tour on September 25 2025, at 1:00 PM at 435 Minnie Street, Wingham, ON, local time. Attendance at the pre-submission tour is not mandatory for all respondents.

D.2 Understanding of the Requirement

Proponents must describe their understanding of the requirements including a discussion of the challenges and associated resolutions.

D.3 Project Plan and Schedule

Provide a detailed project plan including all activities, milestones and dates and provide a narrative work breakdown structure. (Maximum 3 pages).

D.4 Overall Quality of Proposal

Proposals will be evaluated for quality, presentation and conformance to the prescribed format.

E EVALUATION PROCESS

E.1 Technical Evaluation of Proposals

The evaluation process will involve the review and scoring of the information provided in the proposal. The proposal will be evaluated out of 60 points.

E.2 Evaluation Committee

An Evaluation Committee will be convened by the Township of North Huron. A matrix will be used to compare the scores of each evaluator, and a consensus will then be reached through discussion internal to the Committee.

E.3 Evaluation Process

In the event that any of the invited Proponents declines the invitation to participate further in the RFP phase, the Township of North Huron reserves the right to invite the next highest scoring Proponent to participate in the RFP phase of this competition.

E.4 References

Township of North Huron reserves the right to contact any or all project references indicated in the Proponents submission and to use this information in the evaluation and scoring of submissions.

Your RFP submission must include the following:

1. RFP Submission Form
2. Financial Letter of Good Standing
3. Two (2) Hard copies of the RFP submission
4. A letter from the insurance provider confirming the proponent's ability to meet the insurance requirements as set out in the RFP.

Appendix A

Request for Proposal Submission Form

Date: _____

Submitted by: _____

1. The undersigned acknowledges receipt of the addenda listed hereafter:

Addenda No.	Date of Issue.
_____	_____
_____	_____

2. Pursuant to and in compliance with the RFP Documents and the addenda listed above, the undersigned, being familiar with the RFP Documents, and all relevant laws, rules, notices, directives, standards, orders and regulations, licensing and permit requirements, labour markets and other circumstances which may affect its submission, hereby submit a proposal to provide a Supervisory Control and Data Acquisition (SCADA) for the Water Treatment and Delivery system for the Township of North Huron.
3. The Proponent declares:
- a) that it has complied with the instructions;
 - b) that it accepts all of the terms, provisions, stipulations and requirements set out in the RFP;
 - c) that it is not relying on any information other than that set out in its RFP and addenda and SofQ and addenda issued pursuant thereto by the Township of North Huron;
 - d) that all statements and information set out in its RFP Submission Form or otherwise provided to the Township of North Huron in connection with the RFP, including statements and information hereafter provided, are and will be true, accurate and complete, not misleading and in accordance with the principals of full, true and plain disclosure.
4. Where a Proponent is comprised of more than one entity, all entities comprising the Proponent shall be jointly and severally liable.

The undersigned has completed this RFP Submission Form.

Signature of Proponent

Printed Name and Position

Signature

Date