REQUEST FOR PROPOSALS FOR OPERATION AND MAINTENANCE OF THE WATER AND WASTEWATER SYSTEMS IN THE TOWNSHIP OF NORTH HURON

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REQUEST FOR PROPOSALS FOR OPERATION AND MAINTENANCE OF THE WATER AND WASTEWATER SYSTEMS IN THE TOWNSHIP OF NORTH HURON

October 2, 2026

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Project No. 26183

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File No. 26183

REQUEST FOR PROPOSALS FOR THE OPERATION AND MAINTENANCE OF THE WATER AND WASTEWATER SYSTEMS IN THE TOWNSHIP OF NORTH HURON

1.0 INTRODUCTION

1.1 Project Background and Purpose

The Township of North Huron ("*the Township*") is requesting proposals for operational services of their water and wastewater systems.

Specific details regarding the individual water and wastewater systems within the Township, and the expected Scopes of Services, are included in the appendices, which form part of this Request for Proposal (*RFP*).

The facilities and systems under consideration are:

1.2 Drinking Water

- Blyth Drinking Water System
  - The system is a Class 2 System.
  - 3 groundwater wells at 2 sites. Each well has its own pumphouse (3 total).
  - 1 ground-level reservoir and high-lift pumphouse.
  - Approximately 13,500 metres of distribution watermain

- Wingham Drinking Water System
  - The system is a Class 3 system.
  - 2 groundwater wells with 2 pumphouses, at two sites
  - 1 standpipe
  - A 3,136m^3 elevated tank under construction. It will replace the standpipe.
  - Approximately 31,200 metres of distribution watermain

1.3 Wastewater

- Blyth Sewage Treatment & Collection System
  - The system is a Class 2 system for both collection and treatment.
  - 1 sewage treatment plant

  - 2 sewage pumping stations
  - Approximately 10,900 metres of sanitary sewer and 400 metres of forcemain

- Wingham Sewage Treatment & Collection System
  - The system is a Class 2 system for both collection and treatment.
  - 1 sewage treatment plant
  - 2 sewage pumping stations
  - Approximately, 26,200 metres of sanitary sewer and 3,300 metres of forcemain

Additional system information is provided in Appendix A.

Approval documents for the WWTPs, the Water Systems, and the Sanitary Collection Systems are identified in Appendix A

Mapping for the sewer collection and water distribution systems is included in Appendix B.

1.4 The Request for Proposals Process

The Township has issued this request for proposals seeking the most effective means of delivering the services to its residents. The Township will determine whether to proceed to negotiate a services contract with a private proponent following the conclusion of the submission and selection process outlined in this document.

If they decide to proceed, the Township intends to negotiate an operations and maintenance agreement (*the "Services Agreement"*) with the successful proponent ("the Contractor") for an initial term extending from **April 1, 2027 to March 31, 2032** with an option for a further five (5) year term, at the discretion of the Township.

Subject to the objectives set out in this RFP, the Township has purposely left it up to the proponents to define the final parameters of the working relationship between the Township and the successful proponent, as well as the pricing of that relationship. It is intended that the successful proponent will be the Contractor that, in the judgement of the Council for the Township of North Huron, best meets the Township's objectives.

1.5 Discrepancies or Omissions

Proponents finding discrepancies or omissions in the RFP or having doubts as to the meaning or intent of any provision, should immediately notify the Township Representative. If the Township determines that an amendment is required to this RFP, the Township Representative will issue an addendum in accordance with Section 1.7. No oral conversation will affect or modify the terms of this RFP or may be relied upon by any Proponent.

1.6 Accessible Documentation

Should you require a copy of this document in a format compliant with the Accessibility for Ontarians with Disabilities Act (AODA), please contact the Township Representative(s) listed herein.

1.7 Addenda

If the Township of North Huron determines that an amendment is required to this RFP, the Township Representative will issue a written addendum. The only way this RFP may be added to, or amended in any way, is by a formal written addendum. No other communication, whether written or oral, from any person will affect or modify the terms of this RFP or may be relied upon by any Proponent. By delivery of a Proposal, the Proponent is deemed to have received, accepted and understood the entire RFP, including any and all addenda.

1.8 Litigation

In addition to any other provision of this RFP, the Township of North Huron may, in its absolute discretion, reject a Proposal if the Proponent, or any Officer or Director of the Proponent submitting the Proposal, is or has been engaged directly or indirectly in legal action against the Township of North Huron, its elected or appointed officers, representatives or employees in relation to any matter.

In determining whether or not to reject a Proposal under this section, the Township of North Huron will consider whether the litigation is likely to affect the Proponent's ability to work with the Township of North Huron, its consultants and representatives and whether the Township of North Huron will incur increased staffing and legal costs in the administration of the Contract if it is awarded to the Proponent

1.9 General Conditions

1.9.1 No Township Obligation

This RFP is not a tender and does not commit the Township in any way to select a Preferred Proponent, or to proceed to negotiations for a Contract, or to award any Contract, and the Township reserves the right to, at any time, reject all Proposals, and to terminate this RFP process.

1.9.2 Proponent's Expenses

Proponents are solely responsible for their own expenses in preparing, and submitting Proposals, and for any meetings, negotiations or discussions with the Township or its representatives and consultants, relating to or arising from this RFP. The Township and its representatives, agents, consultants and advisors will not be liable to any Proponent for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by the Proponent in preparing and

submitting a Proposal, or participating in negotiations for a Contract, or other activity related to or arising out of this RFP.

1.9.3 No Contract

By submitting a Proposal and participating in the process as outlined in this RFP, Proponents expressly agree that no contract of any kind is formed under, or arises from, this RFP, prior to the signing of a formal written Contract.

1.9.4 Conflict of Interest

A Proponent shall disclose in its Proposal any actual or potential conflicts of interest and existing business relationships it may have with the Township, its elected or appointed officials or employees. The Township may rely on such disclosure.

1.9.5 Solicitation of Council Members, Township Staff and Township Consultants

Proponents and their agents will not contact any member of the Township Council, Township staff or the Township consultants with respect to this RFP, other than the Township Representative named in Section 1.10 at any time prior to the award of a contract or cancellation of this RFP.

1.9.6 Confidentiality

All submissions become the property of the Township and will not be returned to the Proponent. All submissions will be held in confidence by the Township unless otherwise required by law. Proponents should be aware that the Township of North Huron is a “public body” defined by and subject to the Freedom of Information and Protection of Privacy Act of Ontario.

1.9.7 Occupational Health and Safety

The proponent has read and agrees to comply with the Township’s Corporate Statement regarding Occupational Health and Safety while conducting any meetings, inspections, etc. required to administer this proposal or a resulting policy.

1.10 The Township Representative

The Township’s representative for purposes of this RFP shall be B. M. Ross and Associates Limited (BMROSS).

All contacts and questions concerning any part of the proposal process shall be submitted in writing by e-mail to Stephen Burns, Project Engineer (BMROSS) at **sburns@bmross.net**.

Contact with any elected or administrative officials from the Township is absolutely prohibited and may be considered as grounds for disqualification from the selection process. This shall not prevent Veolia, who is currently contracted to the Township, from carrying on normal business operations.

2.0 PROJECT OBJECTIVES

2.1 General

The following represent, in no particular order, the Township's objectives in pursuing a public-private partnership in delivering the services. In preparing responses to this RFP, proponents should ensure that their proposals address and meet the objectives of the Township as described herein.

Proponents should note that at all times the Township will retain ownership of all facilities including any future modifications thereto.

2.2 Effective Management

The Township requires a level of service consistent with or better than what is currently provided and which complies with all applicable regulations, as amended from time to time. It is expected that the successful proponent will demonstrate within its Proposal its ability to achieve and sustain the level of service required by the Township as generally described in this document. It is also intended that the level of service agreed to will be maintained throughout the term of the Services Agreement and through any transition period to any future provider of the services.

2.3 Control and Accountability

The Township will retain the rate-setting function in any proposed partnership relating to the services. The Township will require access to all available information relating to the facilities as well as regular reporting and input into material decisions relating to the facilities. It is intended that the successful proponent will recognize its role as a full partner in the servicing of the residents of the Township and address itself to meeting the information needs of the Township and serviced public in connection with providing the services.

2.4 Cost of Services

The Township is seeking the best value for each dollar expended in connection with the delivery of the services.

It is expected that there will be a direct linkage between the delivery of services and what the Township pays for the service. Failure to deliver the Scope of Work will result in a reduction in what the Contractor is paid for providing service. Reference should be made to Section 3.3 for details regarding potential reductions in payment.

2.5 Capital Improvements

The Township intends that the successful proponent will have a role in proposing capital projects and introducing innovations to the facilities. Implementation will be subject to the consent of the Township. The Township will also retain the right to make capital improvements to the facilities on its own initiative and at its sole discretion during the term of the Services Agreement. Any capital projects authorized by the Township will be paid directly by the Township. With the exception of improvements mandated by senior governments, the Township will at no time during the term of the Services Agreement be under any obligation to make such investments.

2.6 Innovation and Improvement

The successful proponent is expected take an active role in bringing innovative strategies to the Township for enhancing performance and reducing the overall costs of providing the services to the Township and their ratepayers. The Township is prepared to consider savings-sharing formulae for dealing with savings that result from innovations proposed and implemented by the successful proponent.

2.7 Asset Protection

Unless specifically excluded, the facilities include all physical components of the systems including: structures, grounds, mechanical and electrical equipment, HVAC, instrumentation, communication, computers and SCADA.

The successful proponent will be a steward of the facilities on behalf of the Township and its residents, and will preserve and return the facilities in accordance with the terms of the Services Agreement between it and the Township. It is intended that the facilities be returned in as good or better condition than their current condition subject to reasonable expectations for normal wear and tear.

The successful proponent is expected to routinely review and report the condition of the assets and ensure that the condition is recorded in a database that is either owned by or readily accessible to the Township.

2.8 Environmental Responsibility

The successful proponent will also be a steward for the rich natural resources from which the Township derives significant economic and other benefit. The successful proponent must ensure compliance with all applicable legislation and directives from the Ministry of the Environment, Conservation and Parks (MECP).

2.9 Limited Liability

The Township is seeking the optimum balance of risk and benefit throughout the term of their contractual relationship with the successful proponent.

2.10 Working With Others

The successful proponent will be required to be pro-active and cooperative when working with other entities that the Township may employ from time to time on related work.

2.11 Future Changes to Scope of Work

The Township notes that some facilities may experience increased usage through population growth, service area changes, and/or customer changes. Some facilities within the Township may require physical changes including both expansion and modification. Further, some systems may be altered so as to delete facilities or reduce their usage. Also, some requirements may change as a consequence of new or amended regulatory or statutory requirements. The proponents must acknowledge the potential for changes in their proposals and propose a method to acknowledge these changes and appropriately adjust the Scope and compensation.

2.12 Indemnification from Charges or Claims

The Contractor shall defend, indemnify and save harmless the Township of North Huron, its elected officials, officers, employees and agents from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury, sickness, disease or death or to damage to or destruction of tangible property including loss of revenue or incurred expense resulting from disruption of service, arising out of or allegedly attributable to the negligence, acts, errors, omissions, misfeasance, nonfeasance, fraud or willful misconduct of the Contractor, its directors, officers, employees, agents, contractors and subcontractors, or any of them, in connection with or in any way related to the delivery or performance of this Contract. This indemnity shall be in addition to and not in lieu of any insurance to be provided by the Contractor in accordance with this Contract and shall survive this Contract.

The Contractor shall agree defend, indemnify and save harmless the Township of North Huron from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever arising out of or related to the Contractor's status with WSIB. This indemnity shall be in addition to and not in lieu of any proof of WSIB status and compliance to be provided by the Contractor in accordance with this Contract, and shall survive this Contract.

2.13 Renewal

The intent is that the Township will enter into an agreement for a five (5) year period; ending on **March 31, 2032**. The Township may choose to extend the agreement for a further term. There shall be no automatic renewal.

3.0 SCOPE OF SERVICES TO BE PROVIDED

3.1 General Description

The services include the operation and routine maintenance, including asset evaluation and protection, of the facilities. The description of the services in the RFP is for general purposes only and does not necessarily reflect the entire scope of the services to be provided by the preferred proponent. Proponents should nevertheless address these general descriptions in their response to this RFP.

Routine maintenance includes any work required to address equipment performance including repair and replacement, corrective maintenance, and preventative maintenance as required to maximize the service life of any component.

Additional details relating to the specific scope of services have been provided in Appendix C.

While the Services Agreement will contemplate the Township's approval of capital improvement projects, it is not expected that the project will include a capital improvement component at this time. The Township will have an approval right over any capital projects proposed by the Contractor during the term of the Services Agreement. Capital improvements may be funded wholly by the Township, wholly by the Contractor, or pursuant to some other financing structure, to be agreed by the Township and the Contractor. It is intended that the sharing of cost savings between the Township and the Contractor will depend on the method of financing the capital improvement.

The Township does not intend to transfer or lease any of the facilities. All information, logs, operator manuals, policy and procedure manuals, software, trademarks, SCADA equipment, property and all documents and records required to operate the facilities shall belong to the Township. It is intended that, where applicable, the Contractor shall provide the Township with a licence to use any proprietary software, design, or process to be used by the Contractor at any of the facilities.

3.2 The Role of the Township of North Huron

3.2.1 The Township's Expectations

The Township will be an active partner in the provision of the services provided in its jurisdiction. It is expected that the Business and Operations (B&O) Plan will clearly indicate expectations for the Township's role in the following:

- Provision for up-to-date monitoring and reporting of operations including, without limitation; regulatory compliance, technologically current methods and means, and compliance with the terms of the Services Agreement.
- Provision for managing system assets including transfer of information and record keeping.
- Provision for review of budgets, expenditures, and updated business planning.

- Provision for review of annual fees.
- Provision for the Township's approval of capital projects and other innovations.
- Provision for Cyber Security as related to the water and wastewater systems.

3.2.2 Equipment and Related Supplied by the Township

The following will be provided by the Township at no cost to the Contractor:

- Access to the water and sewer mapping available in the Township's GIS database.
- Use of the Township's vac truck. The Township will provide a single operator who will drive the vehicle and ensure proper use. It would be beneficial if the W&WW Operator has a DZ Licence.
- Water meter reading equipment.

Upon termination of the Services Agreement the Contractor is responsible for returning all equipment that the Township has supplied in as good a condition as it was originally provided, subject to normal wear and tear.

In addition, the Township is prepared to offer the current physical space occupied by the existing Contractor.

3.3 General Description of Services

3.3.1 General

In general, the successful proponent will provide the services identified below and in Appendix C including using all necessary personnel, including trained and certified operators, to properly operate, maintain and preserve the water supply and distribution systems and the wastewater treatment and collection systems so as to:

- Meet all applicable government standards.
- Be completely conversant with new regulations or amendments to regulations that may be applicable from time to time and to implement those regulations when required by the regulations.
- Comply with all Certificates of Approval, Permits to Take Water, Environmental Compliance Approvals, Licenses, Permits and other relevant government regulations.
- Provide insurance coverage for all facilities and vehicles.
- Develop and manage a Quality Management System that meets provincial regulatory requirements.
- Have in place adequate contingency and emergency plans and a proper safety program.
- Provide recommendations for rehabilitation and capital replacement programs.
- Deliver to the Township detailed reports that clearly demonstrate environmental compliance, budget control, capital requirements, asset condition, and future planning.

- Manage all human resource functions such as payroll, recruitment, termination and employee relations for the Contractor's employees.
- Have a comprehensive plan to address Cyber Security in its operations, record keeping, and reporting.
- Provide Cell Phones including related expenses for all staff assigned to the project.

All of the above shall be done in a manner that gives the Township confidence in the operation and future of the facilities and ensures appropriate interaction with regulatory bodies and customers of the systems.

3.3.2 Initial Condition Assessment and Inventory

Within 90 days of the start of operation of the system the successful proponent shall provide the Township with a comprehensive, written Inventory and Initial Condition Assessment ("the Inventory") of the existing facilities and equipment (i.e. the assets). The Inventory must include a list, in tabular form, of all civil and structural assets and electrical and mechanical equipment at each location where the value of the individual asset is greater than $1,000, and should identify and document the approximate age and provide an opinion of:

1) Its condition at the time of the inventory.
2) When and what repairs or replacements will be required.
3) Anything else that is relevant to defining its condition at the time the contract is initiated.

Photographs or video records to support the information will be required. Expectations for when major maintenance or replacement will be required must be noted. The information will be used to assess the Contractor's maintenance performance during and at the end of the contract. Both the successful proponent and the Township must sign off on the Inventory document.

The Township may, in its discretion, withhold two thousand dollars ($2,000) of the monthly payment of the Service Fee for every month or part of a month if the Contractor does not provide the Inventory as noted above. Any amounts retained by the Township for non-compliance will not be reimbursed.

If the Inventory is not provided, or is deemed, by the Township, to not be sufficiently comprehensive, the Township may arrange for a third party to conduct the inventory and all costs will be deducted from monies owed to the successful proponent by the Township.

3.3.3 Computerized Maintenance Management System

a) The Contractor shall provide a Computerized Maintenance Management System ("**CMMS**"), generally as described in Appendix D, for the Contractor's use to maintain the water and wastewater facilities. The Contractor shall implement and

install the CMMS licence and software that will allow the Township to monitor all corrective, predictive and preventive maintenance of the Township's assets.

b) The Contractor shall be responsible for all costs associated with using and maintaining the CMMS.

c) The Contractor shall develop and implement a comprehensive bar coding or similar identification system for all equipment to populate the CMMS. The system shall be integrated with the Initial Condition Assessment and Inventory. The Contractor shall maintain and update the CMMS including data entry, troubleshooting, backup and all necessary software upgrades for the duration of the Services Agreement.

d) The Township shall have direct on-line access at all times to the Contractor's CMMS for monitoring purposes only. The Contractor shall be responsible for obtaining and maintaining any licences required for the Township's access to the CMMS.

e) The Contractor shall enter one hundred percent (100%) of all necessary data in the CMMS within three (3) months of the Start Date. All data in connection with the construction, installation, and/or implementation of new equipment must be entered within three (3) months of installation of the new equipment.

f) The Township may, in its discretion, withhold two thousand dollars ($2,000) of the monthly payment of the Service Fee for every month or part of a month if the Contractor does not achieve the performance levels stated above. Any amounts retained by the Township for non-compliance will not be reimbursed.

g) Upon termination of the Services Agreement, the Contractor shall provide to the Township any data and any database(s) related to the CMMS in a useable electronic format.

3.3.4 Five Year Capital Improvement Plans

By October 1st of the first contract year of this Agreement and annually by October 1st thereafter, the Contractor shall provide a list of recommended Capital Improvements required over the next five years. This is inclusive of the water distribution system and the sewer collection system. The anticipated cost of the improvements shall be provided.

The Contractor will not be relieved of its responsibility to perform if the recommendations are not implemented; provided however, that a Capital Improvement necessary to: (1) meet permit requirements; or (2) meet applicable laws, shall not be optional and must be implemented by the Township.

The Township will make arrangements for the design and construction of said improvements. Under no circumstance will the Contractor be held liable or responsible

or considered in breach of its obligations under the Service Agreement if the Township's failure or omission to implement the recommendations for Capital Improvements causes damage, impairs or prevents the Contractor from meeting its obligations under this Agreement.

The Township may, in its discretion, withhold two thousand dollars ($2,000) of the monthly payment of the Service Fee for every month or part of a month if the Contractor does not provide the Capital Improvement Plan as described above. Any amounts retained by the Township for non-compliance will not be reimbursed.

3.3.5 Development of Unidirectional Flushing and Valve Exercising Plans

Within six (6) months of the start of operations the Contractor shall develop and provide for Township approval, unidirectional flushing and distribution valve operation (i.e. exercising) plans consistent with the recommendations of AWWA Manual M44.

The Township may, in its discretion, withhold two thousand dollars ($2,000) of the monthly payment of the Service Fee for every month or part of a month if the Contractor does not provide the plans as described above. Any amounts retained by the Township for non-compliance will not be reimbursed.

3.3.6 Sampling and Analysis

The Contractor shall be responsible for all water and wastewater sampling required by Regulation including all sampling identified on current approval documents. This includes taking samples, submitting them for analysis including all the costs of analysis and sample transportation.

This includes sampling requirements for the North Huron Children's Centre.

Should the regulatory sampling requirements change during the term of the Agreement it will be the responsibility of the Contractor to bring it to the attention of the Township for a discussion about compensation adjustments.

3.3.7 Repairs and Improvements

The successful proponent will record information on the frequency of equipment breakdown and repair costs to determine replacement needs. Parts of the facilities requiring upgrading or improvement will be identified and regularly brought to the attention of the Township. This is to include repairs and improvements that are required for any structures located on the property of each facility.

3.3.8 Municipal Work Orders

The Township currently does not issue Work Orders to the Contractor, but such a system may be implemented during life of the Services Agreement.

3.3.9 Watermain Construction

In case of new watermain construction, the Contractor will provide any support services, including the attendance of a certified operator, as required and be responsible for taking, and submitting for analysis, any bacteriologic samples required following the completion of the installation. Expenses related to the laboratory analysis will be reimbursed at cost.

The Contractor will also be responsible for notifying affected residents and businesses as soon as possible in case of a service interruption.

3.3.10 Optimization of Operation

The successful proponent will continually investigate and implement measures to improve the effectiveness and efficiency of the facilities.

3.3.11 Reporting and Communication

a) Weekly Communication

The Contractor shall make a weekly report to the Township, by telephone or virtually, to communicate any issues that might have occurred during the previous week and identify planned activities for the week ahead.

b) Regular Meetings

The Contractor will be expected to communicate with the Township regularly including participating in semi-annual in-person/hybrid project meetings. The Agenda, developed by the Township jointly with the Contractor, shall include review of the Operation and Maintenance Reports explained in (e) below, discussion of active or planned capital and repair and maintenance projects, changes in staffing, and other items as required by the Township.

c) Event Reports

The Contractor will notify the Township immediately by telephone or e-mail of any significant repair requirement such as a watermain leak, or break, or other system failure. A written “event” report of the activity in question is required to be submitted within three business days of the occurrence.

d) Compliance Reports

The Contractor shall provide and submit all reporting required by system regulatory documents. Submissions shall be directly to the Ministry with a copy to the Township.

e) Operations and Maintenance Reports

The Contractor will provide a monthly “Operations and Maintenance Report” identifying repairs, preventive maintenance and operations activities carried out in the preceding month. This report will be submitted by the tenth business day of the following month.

In addition, the Contractor will provide reports on a monthly basis which must include as a minimum the following information:

For Wastewater:

- Flows (average, maximums).
- Volumes (treated, by-passed).
- Loadings and Concentrations (raw and treated).
- Chemical usage.
- Facility and equipment repair and maintenance details.
- Sewer blockage and backups.
- Forcemain and forcemain service breaks for pressure sewer systems.
- Complaints and other public inquiries received and action taken.
- Regulatory issues – inspections, orders and reports filed with regulators.
- Health and safety issues.
- Status of capital projects.

For Water:

- Flows (average, maximums).
- Volumes (raw and treated).
- Raw and treated water quality, distribution sample results.
- Chemical usage.
- Facility and equipment repair and maintenance details.
- Watermain and water service breaks.
- Complaints and other public inquiries received and action taken.
- Regulatory issues – inspections, orders and reports filed with regulators.
- Adverse water quality responses.
- Health and safety issues.
- Status of capital projects.

In addition, the contractor will provide all regular and special circumstance reporting as identified in Appendix C, SCOPE OF WORK.

3.3.12 Insurance

Property Insurance for all Township owned assets will be provided by the Township. Subject to an alternative proposal in the B & O Plan acceptable to the Township, the Proponent will arrange for insurance coverage as summarized in Appendix E.

3.3.13 Regulatory Matters

The Contractor will be responsible for the day-to-day regulatory requirements and contacts, as well as interaction with regulatory authorities in respect of operating issues concerning the facilities. The Contractor will review any inspection reports prepared by regulatory authorities that are provided to the Contractor. Subject to approval of the Township, the Contractor will either correct all deficiencies identified in such inspection reports (*within the Scope of Services*) or negotiate changes with the regulatory authorities. It is required that the Contractor assist the Township to resolve issues and any of the Contractor's administrative time spent (e.g. meetings) is considered to be included the Service Fee.

3.3.14 Inspections

Provide staff for all regulatory inspections of the works, and where possible notify the Township that an inspection is to occur and allow Township staff, or their designate, to be present.

3.3.15 Operational Plan Maintenance, Operating Authority Certification and System Licensing

Under the provisions of the Drinking Water Quality Management Standard, the Township has a drinking-water works permit (DWWP) and a municipal drinking water licence (MDWL) for each Drinking Water System. It will be the responsibility of the Contractor to make any adjustments to the Operational Plan and any applications required for the transfer of Operating Authority. The Contractor will carry out the responsibilities of the "Operating Authority" in regard to the maintenance of the necessary Operational Plan and other licensing requirements and make the necessary renewal applications on behalf of the Township. The Contractor may adopt the current Operational Plan or may obtain approval for a new Operational Plan at its discretion. The periodic updating and maintenance of the Operational Plan and associated requirements will be part of the on-going operational duties of the contract. The transfer of Operating Authority and licensing renewals will be completed as a one-time lump sum cost activity. The Township will cooperate fully as "Owner" of the system in meeting the requirements of the DWQMS.

3.3.16 Cyber Security

The Business and Operations Plan submitted with the Proposal shall provide detail regarding how the Contractor will integrate Cyber Security into its operations, record keeping, and reporting including all planned electronic communications and interaction with the Township.

Reference shall be made to correspondence from the MECP dated November 19, 2024 regarding the Ministry's expectations in this regard.

3.4 Water Supply Operations

3.4.1 General

In addition to the work specified in this section and in Appendix C, the proponent is responsible all activities required to properly fulfil the general requirements identified in '*Section 3.3, General Description of Services*'. This includes, but is not necessarily limited to, performing regularly scheduled inspections and carrying out associated operational duties at the facilities, including maintenance of all related equipment, buildings and property to ensure that the facilities are operating effectively and the service life of all components is maximized.

The Contractor shall return to the Township, at the end of the term, the Facilities in as good or better condition as of the commencement of the Term, subject to such normal wear and tear.

The Contractor shall be responsible for the maintenance of the Drinking Water Quality Management System.

3.4.2 Day-to-Day Maintenance - General

The Contractor shall provide day-to-day maintenance of the facilities in accordance with industry standards and equipment manufacturer's instructions. Work shall include but not necessarily limited to:

- Implementation of a CMMS. Access to the CMMS shall be provided to the Township within three months of the beginning of the term. Any amendments to the CMMS shall be provided to the Township when they are made.
- Performing maintenance for all equipment by following the preventive maintenance measures for the particular equipment and by checking mechanical and electrical equipment and overhauling the equipment when necessary.
- Undertake watermain flushing and a valve exercising program based on plans developed by the Contractor and approved by the Township.
- Ensure the security of the facilities by locking doors and gates.
- The Contractor shall undertake interior building cleaning, and maintenance of the general aesthetics of the buildings and grounds.
- Grass cutting, weed control, and snow removal will be the responsibility of the Township.

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3.4.3 Operation of Water Supply Facilities and Pumping Stations

The Contractor shall:

- Inspect and adjust, as required, all process control equipment to ensure proper operation of all pumps and treatment systems, chemical feed systems, etc.
- Check storage sites and pumping stations to ensure that everything is in order and take routine readings.
- Arrange for supply, mix and monitor chlorine and other process chemicals.
- Take and analyse samples as required for regulatory compliance and proper operation.

3.4.4 Operation of Storage Facilities

The Contractor shall:

- Inspect all works on a regular basis to ensure that they are secure and fully capable of operation as intended.
- Work with the Township to coordinate and facilitate an internal/external inspection of the integrity of the concrete or steel and any interior and exterior coating systems at least once every five years. The Township shall be provided with copies of the inspection reports.
- Inspect and adjust, as required, all process control equipment, monitoring and alarm systems to ensure proper operation.

3.4.5 Operation of Distribution Systems

The Contractor shall be responsible for the operation of the water distribution systems including:

- Provision of a unidirectional flushing plan for Township approval.
- Twice yearly unidirectional flushing.
- Developing, for Township approval, a valve inspection and operation plan consistent with AWWA M44.
- Routine valve operation consistent with the approved plan.
- Routine inspection and operation of hydrants and valves including any special valving such as for pressure regulation.

3.4.6 Meter Reading

There are currently approximately 240 customer water meters to be read by the Contractor. Approximately 15% to 20% of these must be manually read, the balance can be read remotely. During the term of the Service Agreement the number to be read

may increase to approximately 300 meters. New meters will be capable of being read remotely.

The Contractor will be required to read the meters and provide the data to the Township for billing purposes. The meters must be read monthly at the direction of Township. Meter repair costs will be considered an Out of Scope item. Billing and collection services will be the responsibility of the Township.

3.4.7 Winterizations

Carry out any required hydrant and blow-off winterizations per year. A winterization may also consist of curb stop shut off as directed by the Township. The reverse function is required each spring. Currently only one hydrant requires winterization.

3.4.8 Locates and Service Requests

Carry out any required system locates for the water and sewer systems and respond to customer initiated or Township directed service requests. It is estimated that there will be up to 325 pipe system locates and 45 miscellaneous service requests per year. Service requests are situations where a customer has required a call out (e.g. low pressure, water quality questions, poor drainage of a lateral).

Locates for construction projects (requiring more than 5 locates) will be considered as Out of Scope work.

Where feasible, location services shall be provided on both the public and private side of the service.

3.4.9 Inspection of New Service Installations

Provide inspection for services on public property up to and including the curb stop or clean out for any new services that are installed excluding situations where the Township has arranged for alternative inspection. Service records sheets shall be provided to the Township within 30 days of a service installation.

3.4.10 Additional Sampling

Provide routine sampling as required (O.Reg. 319/08) sampling for lead at the North Huron Children's Centre.

3.5 Wastewater Operations

3.5.1 General

In addition to the work specified in this section and in Appendix C, the proponent is responsible for all activities required to properly fulfill the requirements identified in '*Section 3.3, General Description of Services*'. This includes, but is not necessarily

limited to, performing regularly scheduled inspections and carrying out associated operational duties at the facilities, including maintenance of all related equipment, buildings and property to ensure that the facilities are operating effectively and the service life of all components is maximized.

The Contractor shall return to the Township, at the end of the term, the Facilities in as good or better condition as of the commencement of the Term, subject to such normal wear and tear.

3.5.2 Day-to-Day Maintenance

Provide day-to-day maintenance of the facilities in accordance with industry standards and equipment manufacturer's instructions. Work shall include, but will not necessarily be limited to:

- Implementation of the CMMS. The CMMS shall be provided to the Township within three months of the beginning of the term. Any amendments to the CMMS shall be provided to the Township when they are made.

- Performing maintenance duties on equipment by following the preventive measures procedures recommended by the manufacturer; by checking machinery and electrical equipment routinely and repairing or replacing equipment when required.

- Ensuring the security of the facilities by locking doors and gates.

- The Contractor shall undertake interior building cleaning, and maintenance of the general aesthetics of the buildings and grounds.

- Grass cutting, weed control, and snow removal will be the responsibility of the Township.

3.5.3 Wastewater Treatment Plants and Pumping Stations

In addition to the work identified in Appendix C, the Contractor shall:

- Inspect process control equipment to ensure proper operation of the treatment facilities and pumping stations including alum and other chemical feed systems.

- Check pumping stations to ensure that everything is in order (also take routine readings).

- Operate pump controls and valve controls for all process streams; clean. Make operational adjustments as required such as increasing chemical feed.

- Arrange for delivery and storage, mix and monitor alum and other process

chemicals.

- Check chemical feed pumps, complete routine calculations and determining operational adjustment requirements.
- Record and analyse wastewater flow, electricity used, and process wastewater flow calculations.
- Calculate, record, and analyse the amount of wastewater treated, the daily flows and monthly flows, pumping station running hours, diesel running hours, amount of electricity and chemicals used.
- Perform and record routine wastewater tests such as suspended solids, BOD, total solids, dissolved oxygen, total phosphorus, temperature, including calculating plant process control parameters.
- Collect samples for routine micro-organism and chemical analysis and ensure that they are shipped to the proper laboratories to ensure a representative and accurate analysis.
- Ensure that the daily operations comply with and fulfil the requirements of the Environmental Compliance Approvals and other legal documents.
- On a routine basis, complete daily operating forms for computer input and output to ensure proper monitoring of plant flows and the treatment process and to permit statistical analysis of the wastewater treatment.

3.5.4 Wastewater Collection System

In addition to the work identified in Appendix C, the Contractor shall:

- Provide the necessary personnel with the appropriate licensing to be responsible for and supervise the operation and maintenance of the sanitary collection system.
- Prepare and maintain records of system condition.
- Evaluate methods for reducing peak flows and equalizing flow to treatment facilities.
- Investigate and report on non-compliant wastewater influent, identify the source or sources.
- Conduct an inspection of all sanitary system maintenance holes such that every maintenance hole is examined and a detailed report provided at least once every three years.
- Provide reports to the Township on all maintenance holes inspected including identifying the condition and making recommendations for repairs.

- Provide coordination and supervision for an annual flushing and cleaning of the sanitary collection system. The personnel and equipment will be provided by the Township.

- Where system defects are identified during flushing or cleaning, these are to be reported to the Township as soon as possible.

- Annually provide recommendations for system flushing and CCTV inspection including reporting to the Township regarding the results.

- Work with the Township annually to develop plans for additional flushing and CCTV inspection of the collection system.

- Supervise any required CCTV work.

4.0 PROPONENT'S RESPONSE

4.1 Structure of Response

Proponents are required to submit the following documents in response to this RFP:

- Covering Letter, complete with contact information.
- Executive Summary.
- Business and Operations Plan.
- Cost Proposal.
- Transition Plan.
- Draft Services Agreement.

Subject to the format requirements set out in the following Sections, proponents should feel free to develop a written format that best and most effectively presents their proposals. Business and Operations Plans should be limited to no more than 20 pages in length and should follow the order of specific items as presented in Section 4.4. If additional explanatory information is necessary, it may be included in a succinct and concise form in appendices to the proposal. Other components of the proposal should generally follow the order of items identified in this document. Submissions should be signed and sealed by an authorized representative of the proponent.

Responses shall be submitted on one side of the page only and shall reflect no less than a 10-point font with no less than 2.5 cm margins per page. Additional information supporting the response submitted after the stated due date and time will not be accepted unless it has specifically been authorized in writing by the Township as part of the evaluation process.

4.2 Covering Letter

The covering letter shall confirm the proponent's contact and include a mailing address,

e-mail address, and telephone and facsimile numbers. The covering letter shall also contain a clear statement that the response constitutes a firm and binding offer to the Township that shall remain effective until **April 30, 2027**.

4.3 Executive Summary

The Executive Summary should provide a brief synopsis of the proponent's proposal and must be a maximum of six pages.

4.4 Business and Operations (B & O) Plan

As indicated above, the Township intends to negotiate an agreement with an initial term of five (5) years with a renewal option at the discretion of the Township.

The parties may enter into negotiations to extend the initial term of the agreement for an additional term and duration mutually agreeable to both parties and may similarly negotiate for successive additional terms. Either party shall notify the other in writing at least nine (9) months prior to the expiration of the Term of its desire to renew the agreement and the parties shall then commence negotiation of the pricing and any other terms during such nine (9) month period. In the event the parties are unable to or do not wish to negotiate mutually acceptable terms for any additional term prior to the expiration of the then-current term, this agreement shall expire and become null and void except with respect to any outstanding obligations accruing prior to the date of such expiration.

With this in mind, the Township requires each proponent to develop and submit a B&O Plan for at least a five (5) year period following the proponent's assumption of the duties to provide the services on the Township's behalf. It is expected that the first year of the B&O Plan will be detailed with the second and subsequent years containing less detail. The Township will expect the Contractor to update the plan on an annual basis and the B&O Plan may form part of the Services Agreement between the Township and the Contractor.

The B&O Plan portion of the proposal should generally outline the objectives of the proponent in delivering the services as well as the strategies for meeting the Township's objectives, as described in Section 2.0, within the appropriate time frame. The B&O Plan should also address the proponent's proposals for providing the residents of the Township with the best value regarding provision of the services.

Specifically, the B&O Plan should address the items set out below in the order shown.

- <u>Objectives and Goals</u>

  Specifically describe the objectives and goals of the proponent during the first five (5) year term (*and beyond, if relevant*) of the Services Agreement.

- <u>Corporate and Operating Philosophy</u>

Provide succinct statements of the proponent's corporate and operating philosophy or approach relating to the facilities and the services.

- Staffing, Training, and Corporate Resources

  Detail the corporate structure of the proponent and its related or affiliated companies. Describe, by organizational charts, the management structure to be implemented at the facilities including coordination with Township staff and elected officials. Provide details including resumes for the individuals expected to be performing managerial or supervisory functions on the proponent's behalf.

  Note: During the term of the Agreement the Contractor shall not change the personnel performing managerial or supervisory functions without obtaining the approval of the Township.

  Present information regarding the proposed staffing of the facilities, training, salary/wage/benefits relative to industry standards, and any other matters relating to the human resources aspects of the Services Agreement. Explain the distribution of staff, including the number of staff, where they will be located, how they will be shared amongst the Township systems and potentially with other systems, and any other information relevant to allowing the Township to judge levels of service to be provided. Detail how existing staff, if necessary, will be integrated into operations.

- Reporting

  Detail the manner in which the proponent will facilitate the Township's active role in monitoring the operations. This section should address:

  1) Regular routine reporting.
  2) Special circumstance reporting to Township staff or Council.
  3) Any suggestions for changes to the SCADA system as a means of improving monitoring or reporting functions.
  4) How the inventory document required by Section 3.3 will be completed and provided.

- Public Relations

  Proponents should address the manner in which they will make themselves available to the residents of the Township to respond to inquiries and deal with concerns.

- Operations and Asset Maintenance Procedures

  Describe in detail the specific services to be provided by the proponent to the Township. These include sections dealing with the general asset maintenance approach, maintenance of the asset inventory, operations procedures for the systems, environmental compliance and reporting, and any other services to be provided by the proponent. Any specific changes to the current operating

procedures employed by the Township in connection with its operation and maintenance of the facilities should be described.

Proposed procedures for coordinating with ERTH regarding Work Order initiation and completion including designation of a primary point of contact should be described.

- Operational Plan Maintenance, Operating Authority Certification and System Licensing

  Describe the program that will be implemented to meet the regulatory requirements under the DWQMS with reference to any requirements that may be made upon the Township for support. Identify separately the measures that will be taken to meet the on-going requirements for maintenance and improvement of the Operational Plan.

- Innovation

  Detail the innovations for immediate or future implementation that address any identified inefficiencies in the facilities.

- Capital Investment Recommendations

  Provide detail and recommendations for any capital improvement projects that the proponent would recommend during the term of the Services Agreement so that capital items that are recommended by the Contractor can be budgeted for by the Township.

  This is in addition to, but may form part of, the Five Year Capital Plans described in Section 3.3.

- Emergency Preparedness

  Detail the proponent's disaster recovery, contingency, or emergency programs including discussions of potential problems and solutions as well as integration of the plan with the Township's, or another agency's, similar plans.

  Included in this discussion should be an explanation of how the proponent would maintain service during a strike or similar work stoppage.

- Insurance

  Provide an explanation of how indemnification will be provided for the Township and their agents, officers, assigns, and employees from any loss or liability for claims, damages, and lawsuits for reasons resulting from the Operator's operation of the facilities. Without limiting the scope of this indemnity in any way, such indemnification shall include indirect, consequential, and pollution damages that are within the control of the selected Contractor.

Provide details of the comprehensive liability insurance policies naming the Township as additionally insured for bodily injury and/or property damage in an amount to be agreed between the Township and the selected Contractor. A certificate of such insurance shall be submitted to the Township no less than 10 days prior to commencing operations.

The Township is open to considering a proposal by the selected Contractor that insures the facilities in a manner different from that suggested in Section 2.12 and Appendix E.

- Remedying Identified Deficiencies

  Identify any immediate needs for remedying deficiencies that the proponent feels are essential. Proponents should ensure that the costs of remedying such deficiencies are identified and included during the appropriate years in their price proposals.

- Any Additional Matters Identified by Proponent

  Describe any "value added" services that the Proponent will provide that the Township should consider in its evaluations.

4.5 Cost Proposal

4.5.1 General

It is the Township's intention that the annual fees or the service fee component of the annual fees, as the case may be, shall be for a period of five (5) years with provision for renewal as described in Section 4.4. It is expected that each Proponent will prepare and submit a binding Price Proposal containing at least the information described below.

Subject to any specific requirements identified in this document, Proponents shall submit a fixed aggregate annual fee referred to as the Service Fee for each year of the term of the Services Agreement. Proponents must also provide detail regarding any adjustments to the Service Fee, which would be available during the term of the Services Agreement.

In addition to the Service Fee, Proponents should provide costs for the development and maintenance of the Condition Assessment and Asset Inventory and the CMMS.

Proponents should explain any assumptions (*including supporting calculations*) upon which the Price Proposal is based including, without limitation, staffing levels at the facilities, wage rates for Out of Scope work (*including benefits and related payroll expenses*), utility charges excluding electricity costs, and any other expenses associated with providing the services.

Pricing adjustments for changes that result from adding or deleting facilities or changing

the scope of work should be agreed in advance of the change and come into effect as soon as the facilities or the scope changes.

4.5.2 Definitions

The following definitions shall be applicable to the cost items requested in this section:

- Administrative Services: to include, but not necessarily be limited to: the labour and expense costs of maintaining accreditation, assisting with the periodic renewal of system licensing and permitting, legal fees, registrations, telephone, courier, postage, freight, dues, subscriptions, advertising, printing, insurance and 3rd party professional services. Year One costs are to include all costs related to transitioning any DWQMS requirements and achieving accreditation.

- Chemicals: to include all chemicals for water or wastewater treatment. The Contractor will be responsible for ordering chemicals, paying for the chemicals, and coordinating delivery.

- Equipment: to include, but not necessarily be limited to, vehicles, office, laboratory, safety, communications and maintenance tools and devices as required to perform the services.

- Inventory: to include the total of all labour and expenses related to creating and maintaining the required Initial Condition Assessment and Inventory including reporting to the Township. Labour costs for this item will be EXTRA to that included under Personnel services.

- Maintenance and Repair Limit: the total maintenance and repair expenditures that the Proponent has included in the Annual Fee, and as set forth in Section 4.5.7. Such expenditures exclude any labour costs for the Contractor's staff assigned at the Project, which costs are included in the Annual Fee. The Contractor's specialized maintenance personnel, not assigned at the Project, who provide such specialized services such as, but not limited to, vibration, thermographic and electrical analyses, instrumentation maintenance and repair, and major equipment repair will be charged to the Maintenance and Repair Limit.

- Materials and Supplies: to include, but not be necessarily limited to: equipment rentals, gasoline, diesel fuel, office supplies, in-house laboratory expenses and clothing.

- Other: to include any and all expenses not identified in any other specific category.

- Personnel Services: to include, but not necessarily be limited to, salaries, wages, overtime, pay differential, longevity, unemployment compensation, holiday pay, meal allowance, education assistance, hospital, medical, dental plans, life insurance, retirement contribution, sick leave and all other costs directly

attributable to operations exclusive of labour related to Administrative Services and Repairs. Temporary and Part-time help are to be included here.

4.5.3 Application of the Maintenance and Repairs Limit

a) If actual Maintenance and Repairs expenditures are less than the Maintenance and Repair Limit for any contract year under this Agreement, the Contractor will issue a rebate for the difference to the Township. If actual Maintenance and Repairs expenditures exceed the Maintenance and Repair Limit, the Township will pay the excess to the Contractor. The Contractor will notify the Township when actual Maintenance and Repairs expenditures equal 50, 75, and 90 percent of Maintenance and Repair Limit. At any time, upon request, the Contractor will provide the updated total to the Township.

b) The following cost allocations shall apply to costs for the Project:

- For each contract year, the Contractor shall be responsible for and pay the cost of all routine Maintenance and Repairs that are equal to or less than $5,000 per one Maintenance or Repair expenditure, up to the “Maintenance and Repair Limit”.
- The Township shall be responsible for payment for any repair and maintenance incidents where the cost exceeds $5,000, including operator’s labour. These incidents are considered to be Out of Scope work and not included in the M&R limit. Any Maintenance and Repair incidents where the cost exceeds, or is expected to exceed, $5,000 per incident requires the prior written approval of the Township.
- For each contract year, the Township shall be responsible for and pay the entire additional cost of any Maintenance and Repairs of the facilities and equipment after the Contractor has reached the annual Maintenance and Repair Limit, as Out of Scope Work. Correspondingly, the Contractor shall re-imburse the Township the difference if the annual costs for Maintenance and Repair are less than the Limit and the Township has paid the Limit amount.
- The Township shall be responsible for the approval of and payment of all inventory and supply, repair or new construction products related to the Water Distribution System and the Wastewater Collection System.
- The Township shall be responsible for building repairs, meter supply and installations, electricity, property and buildings insurance, and facility/property security infrastructure.
- The Township shall be responsible for payment for any Out of Scope Work.
- The Township shall be responsible for any 3rd party costs related to Drinking Water Quality Management Standards (DWQMS) accreditation, such as application fees and auditor’s fees.

4.5.4 Billing

The Contractor will provide separate monthly invoices to the Township for Water and Wastewater services including separate invoices for the Annual Fee and the Maintenance and Repair Limit. The invoices shall include a breakdown in accordance with the requirements of the Township and the Cost Proposal

4.5.5 Expenses to be paid by the Township

In preparing the Price Proposal, the following should be noted:

The Township of North Huron will pay all of the costs of:

- All utilities including electricity and telephone. Telephone costs paid by the Township are exclusive of Cell Phone expenses which are the responsibility of the Contractor.
- Water supply to the facilities
- Insurance on buildings
- CCTV examination of the sewer systems – 3rd Party expenses.
- Providing one person and the Township's Vac Truck for sewer flushing and cleaning
- Watermain swabbing – 3rd Party expenses
- Sludge disposal – 3rd Party expenses
- Building repairs – 3rd Party expenses
- New water meter installations.

4.5.6 Additional Detail for the Fee Calculation

a) <u>General</u>

Additional details regarding the calculation and presentation of the fee are as follows:

- Separate Fees for Water and Wastewater: All fee and cost information, including invoices, is to be kept separate for the water and wastewater systems.

- <u>Annual Fixed Service Fee:</u> The proponent shall provide the amount of an annual fixed fee for each year of the Agreement. The Annual Fee for Year 1 shall exclude the costs to develop the; Five Year Capital Plans, the CMMS, flushing and valve exercising programs, and the Condition Assessment and Asset Inventory. Costs for these items are to be identified separately. Except as indicated otherwise the annual fee is to include all costs and profit.

- <u>Inflation</u>: The annual service fee presented in the proposal shall **exclude** an allowance for inflation. The actual amount of the fixed fee invoiced to the Township each year may be adjusted to reflect annual changes in the CPI for Ontario as reported in September of each year by Statistics Canada. The

adjustment will take place beginning in January following the annual change in CPI reported for the previous December.

- Flow and Loading Variation: The fixed fee presented should not have an adjustment for changes in flow or loading. If the proponent believes that a flow and loading variation is justified they are free to submit an alternate price proposal on that basis.

- Materials: With the exception of general operational materials and supplies as described in Section 4.5.2, the Township is responsible for the cost of all inventory, supply, repair or new construction product. However, it is the responsibility of the Contractor to decide what they want/need, and to prepare a purchase order. The Contractor has prior approval for purchases up to $1,000. Purchases in excess of that must be pre-approved by the Township and the Contractor shall follow the Township of North Huron' 'Purchasing and Procurement Policy'. Material purchased for the Township systems must be kept within the Township and used only for Township systems unless approved otherwise by the Township.

- Maintenance and Repairs: The annual service fee shall include a budget amount (i.e. an allowance) known as the "Maintenance and Repairs Limit" as defined and described in Sections 4.5.2. and 4.5.3. The Maintenance and Repair Limit shall be the value stated in the RFP. The value will increase annually consistent with the cost escalation provisions noted in this Section. Proponents should establish, and clearly state in their proposals, any mark-up provisions that they would propose to impose.

- Utility Locates and Service Requests: The fixed fee shall include for the provision of up to 325 utility locates and 45 miscellaneous service requests per year. The costs for these shall be included in Personnel Services. Additional locates and service request visits will be paid for, per each, by the Township at a unit cost provided in the B&O Plan.

b) Out of Scope Work

If Out of Scope work is required, then the cost is to be agreed to by the Township and the Contractor before, or in the case of an emergency immediately after, the work has been performed.

- Costs for Out of Scope work must be identified separately on all invoices; including a separate value for the labour, material and equipment costs. The proposal should clearly identify how the proponent will calculate charges for Out of Scope work including stating the amount of the initial labour rate. Any Out of Scope work must be invoiced no later than the 15th of the month following completion of the work.

- A monthly statement must be submitted to the Township with relevant invoices attached.

- The fixed annual price should include costs related to callouts 24 hours per day and 7 days per week. The Township will not pay extra for callouts unless they are for work that is outside the defined scope of work.

Proponents should ensure that the submission considers all of the services to be provided by the Contractor to the Township. Where services are not included, the Township may, at its discretion, estimate the additional cost that may be required to address the services that were apparently not included in the Proponent's response.

In addition to the fixed cost proposal, the Contractor may propose alternate compensation arrangements in the cost proposal for consideration, for example, cost plus.

The cost proposal shall include for, and identify separately, all applicable taxes.

The cost proposal shall be submitted according to the format provided and shall identify all terms and conditions associated with the figures included in the proposal.

4.5.7 Cost Proposal for Years 1 to 5

Cost proposals shall be provided according to the following format. Each year begins on April 1 and ends on March 31 of the following year.

Table 4.1 - Cost Proposal - Water Facilities

Expenditures	Year One	Year Two	Year Three	Year Four	Year Five
The Service Fee					
Administrative Services					
Personnel Services					
Equipment					
Chemicals					
Materials/Supplies					
Other (Identify)					
Maintenance and Repair Limit	$20,000	$20,000	$20,000	$20,000	$20,000
Total for the Annual Service Fee					
Development of the Condition Assessment and Asset Inventory		$0	$0	$0	$0

Expenditures	Year One	Year Two	Year Three	Year Four	Year Five
Maintenance of the Condition Assessment and Asset Inventory	$0				
Development of the CMMS		$0	$0	$0	$0
Maintenance of the CMMS	$0				
Development of uni-directional flushing and valve exercising plans.		$0	$0	$0	$0
Development of, and Annual updates of the Five Year Capital Plan					
Transition to initiate service		$0	$0	$0	$0
Transition to terminate service.	$0	$0	$0	$0	
Total Fee for the Year					

The initial effort and on-going work for maintenance of the system Operational Plan, Certification and License will be included in the Administrative Services item.

Table 4.2 - Cost Proposal - Wastewater Facilities

Expenditures	Year One	Year Two	Year Three	Year Four	Year Five
The Service Fee					
Administrative Services					
Personnel Services					
Equipment					
Chemicals					
Materials/Supplies					
Other (Identify)					
Maintenance and Repair Limit	$35,000	$35,000	$35,000	$35,000	$35,000
Total for the Annual Service Fee					
Development of the Condition Assessment and Asset Inventory		$0	$0	$0	$0
Maintenance of the Condition Assessment	$0				

Expenditures	Year One	Year Two	Year Three	Year Four	Year Five
and Asset Inventory					
Development of the CMMS		$0	$0	$0	$0
Maintenance of the CMMS	$0				
Development of, and Annual updates of the Five Year Capital Plan					
Transition to initiate service		$0	$0	$0	$0
Transition to terminate service.	$0	$0	$0	$0	
Total Fee for the Year					

4.5.8 Value Added

The proposal should identify opportunities for community investment or involvement in the Township of North Huron. This should include corporate social responsibility programs offered that may provide direct financial investment in Township projects or programs or other organizations and charities in the community and direct employment investment in the Township.

The proposal should also identify the proponent's plans for periodic attendance at Township Council meetings to keep the Council informed of potential issues and the on-going status of water and wastewater service delivery.

4.5.9 Cost Proposal for Years 6 to 10

The Proponent should identify how, in the 5th year, the proponent will proceed to establish fees for the 6th to 10th year should the Township elect to extend the term of the agreement.

4.6 Provision of References

The Proponent shall provide a minimum of **three references**, including detailed contact information. The references shall be for similar size systems and a similar scope of work.

4.7 Transition Plan

Each proponent should prepare and submit a transition plan with two aspects. The first aspect (*the "Initial Plan"*) will deal with transition issues associated with the proponent commencing operation of the facilities and provision of the services as of the effective date. The Township expects this period to last approximately two weeks including one week of job shadowing.

The initial plan shall address the following issues in addition to any other issues identified by the proponent:

- Transition timetable.
- Conduct of initial condition survey.
- Issues that the proponent will deal with during the transition period.
- Issues that the Township will deal with during the transition period.
- Cost to the Township and requirements for staff, resources to deal with issues.
- Issues relating to immediate implementation of suggested improvements.
- Procurement policies.

The second aspect (*the "Ending Transition Plan"*) shall deal with transition issues associated with the proponent ceasing to operate the facilities and to provide the service upon the termination of the Services Agreement.

The Contractor will be responsible for preparing and submitting any annual performance reports required for the calendar year in which the ending transition is to take place.

The ending transition plan shall identify and describe in sufficient detail the proponent's estimate of the costs associated with the transition at the conclusion of the Services Agreement. The ending transition plan should further identify any other issues which would be required to be addressed in order to ensure the smooth transition back to the Township or to a new operator upon termination of the Services Agreement including, without limitation, staffing issues and the licensing or transfer of any proprietary software, designs, or processes used at any of the facilities.

Proponents should ensure that the costs associated with the initial and ending transition are set out in the price proposals during the appropriate years.

4.8 Draft Services Agreement

The Services Agreement must make specific reference to this RFP.

The proponent shall provide a draft Services Agreement in the form that it would propose to adopt with the Township. The draft shall be fully consistent and compliant with this RFP. As noted in Section 4.9 alternative proposals not consistent with the RFP should be clearly identified in the relevant sections of the proposal and identified for consideration in a prologue to the draft Services Agreement.

The successful proponent must acknowledge that the Township has relied on statements made in the proponent's proposal in the selection of the Operator for the Project. On this basis the proposal by the successful proponent to operate the Facilities shall form part of the Agreement. Any terms, conditions, activities or services included in the proposal and not specifically mentioned or excluded in the agreement are taken to be included in the Agreement and to be within the base fee.

4.9 Alternative Responses and Price Proposals

The Township will consider alternative responses in addition to the requested response provided the proponent clearly identifies the response as an alternative response and otherwise provides the responses required by this RFP. Proponents should ensure that the alternative response is capable of being assessed against the other responses in the manner provided herein. An alternative response should contain all relevant information (*including, where applicable, all relevant cost/benefit analyses, financial and other assumptions, and related calculations*) as are necessary to properly understand and evaluate the alternative response. The format for an alternative response should adhere to the prescribed format as closely as possible and should address the objectives of the Township as set out above.

5.0 SUBMISSION and EVALUATION PROCESS

5.1 Schedule

The Township intends to adhere to the following schedule in its evaluation of submissions to this RFP. Each of the items set out in the schedule are described in greater detail below. The Township reserves the right in their sole discretion to extend any deadline contained in this schedule or elsewhere in this RFP at any time.

Table 5.1 – Schedule for the RFP

Action	Date/Period
Issuance of RFP	October 2, 2026
Due Diligence Period	October 3 to November 20, 2026
Site Tour	October 15, 2026
Submission of Requests for additional information	November 6, 2026
Submission of Proposals	November 20, 2026
Tentative Interview date	December 8 - 9, 2026
Award date	1st Council Mtg. in January 2027
Transition Period	March 17 to March 31, 2027
Completion and Commencement	April 1, 2027

5.2 Due Diligence Period and Responses

Proponents are solely responsible for conducting their own independent research, due diligence, or other work necessary for the preparation of responses to this RFP.

All contacts and questions concerning any part of the proposal process shall be submitted in writing by e-mail to Stephen Burns, Project Engineer, B. M. Ross and Associates Limited at sburns@bmross.net. Contact with any elected or administrative officials from the Township is absolutely prohibited and may be considered as grounds for disqualification from the selection process. This shall not prevent Veolia, who is currently contracted to the Township, from carrying on normal business operations.

The Township will use best efforts to make relevant information available to proponents in connection with their preparation of responses to this RFP. **To this end, The Township invites proponents to make requests for information in writing on or before 4:00 p.m. on November 6, 2026**. The Township will use its best efforts to respond to such requests on or before **November 12, 2026** and will make available to each proponent copies of all such requests and responses thereto. Proponents shall not rely on any oral statements made by the Township, its employees, or its advisors.

Notwithstanding the foregoing, the Township is under no obligation to provide any of the information requested by any proponent. In addition, the Township shall have the right to disregard any request for additional information by the proponents after the deadline noted above. The Township may, at its discretion, establish a data room that will contain all of the relevant materials requested by the proponents and make such materials available to the proponents for their review at times and dates established by the Township.

All requirements, designs, documentation, plans or other information obtained from the Township by the proponents in connection with this RFP are the property of the Township and shall be treated as confidential and not used for any purpose other than responding to this RFP or for the fulfilment of the Services Agreement.

5.3 Deadline for Submissions

Each proponent must submit a response to this RFP to the Township by no later than:

3:00 p.m. on Friday, November 20, 2026

to the addresses given below. The Township will not accept responses sent by fax or email.

One (1) copy to:

Stephen Burns, P. Eng.
B. M. Ross and Associates Limited
Engineers and Planners
62 North Street
Goderich, ON N7A 2T4

Two (2) copies to:

Kevin Watson
Director of Public Works and Facilities
Township of North Huron
274 Josephine Street, Box 90
Wingham, ON N0G 2W0

The outside of the shipping carton must be clearly marked as to who it is from, the name of the proponent’s contact person, and their phone number, and the following:

Response to Request for Proposals for the
Operation and Maintenance of Wastewater and Water Systems
3:00 p.m. on Friday, November 20, 2026

Submissions received after the due date and time will be returned unopened and that proponent will be disqualified from any further consideration.

5.4 Evaluation Process

Responses shall be evaluated according to the following evaluation criteria that are designed to measure each proponent's responsiveness to the objectives of the Township as set out above.

Description	Weighting
Experience and Reputation	20 points
Business and Operations Plan	45 points
Price Proposal	30 points
Transition Plan	5 points
TOTAL	**100 points**

The review will give special consideration to the following:

- Staffing including number, administration, and office location.
- Reporting format and frequency.
- Approach to operation and maintenance.
- Approach to development and maintenance of the asset inventory.
- Approach to Communication with the Township
- Operational Plan Preparation, Operating Authority Certification and System Licensing Program
- Insurance.
- Transition effort and approach.
- Price including approach to Out of Scope work.

The Township is under no obligation to release information concerning how it has scored a proposal or why it has selected a particular proponent.

As part of this evaluation, the Township reserves the right to contact any of the references provided to the Township in connection with the RFP process and, with the co-operation of the proponents, to arrange site visits to the facilities.

The Township also reserves the right to conduct interviews with all of the proponents during the selection period described above, at such times and dates and in such order as The Township may determine in its sole discretion. The Township will contact the proponents on or before **November 27, 2026 i**f it decides that such interviews are

necessary. There will be no separate weighting or evaluation of oral interviews by the Township.

5.5 Additional Information

The Township (*without having any obligation whatsoever to do so*) reserves the right to seek clarification from any proponent to assist the Township in evaluating that proponent's response. Any supplementary information that may be accepted by the Township for any response shall be considered to form part of the proposal received from those proponents. After the submission deadline, only the supplementary information specifically requested by the Township for purposes of clarification shall be considered as additions to the response.

6.0 NEGOTIATION PROCESS

6.1 Negotiation of Services Agreement

It is intended that the Township will select a proponent (*the "preferred proponent"*) on or before **January 30, 2027**.The Township intends to immediately commence negotiations with the preferred proponent to reach a final Services Agreement. The Services Agreement must be approved by Council prior to **March 31, 2027**.

Notwithstanding the foregoing, it is not the Township's intention to engage in price negotiations with the preferred proponent. The materials contained in the preferred proponent's response to this RFP may be attached to any Services Agreement reached between the preferred proponent and the Township.

The Township intends to negotiate a Services Agreement with the preferred proponent in good faith and, at least initially, on an exclusive basis. Notwithstanding the foregoing, The Township may, at any time in its sole discretion, cease negotiations with the preferred proponent and commence negotiations with another proponent. In addition, the Township may elect, at any time in its sole discretion, to cancel the entire process without liability for any costs or expenses incurred by the preferred proponent or any other proponent in conducting negotiations with the Township or in responding to this RFP.

The Township expects the preferred proponent to negotiate a Services Agreement in good faith in a timely and efficient manner. The Township shall not be under any obligation whatsoever to any proponent until such time as the Township has executed a Services Agreement with the preferred proponent.

6.2 Effective Date

It is the Township's intention that the successful proponent will assume the duties to provide the services effective **April 1, 2027**.

7.0 ADDITIONAL PROVISIONS

7.1 Confidentiality Provisions

Proprietary information contained in submissions made pursuant to this RFP should be indicated as such. The Township will use its best efforts to ensure that all proprietary information remains confidential within the evaluation process. The Township will not be responsible for ensuring the confidentiality of any such proprietary information or for any trade secrets included in any of the submissions.

7.2 Rights and Disclaimers

The Township requires that all submissions made pursuant to this RFP shall be in accordance with the laws of the Province of Ontario and Canada applicable thereto.

The Township is under no obligation to confirm whether any proponent's submissions are accurate or complete or to request a proponent to provide additional detail or clarification of any material provided pursuant to this RFP process.

Notwithstanding anything contained in this RFP, the Township is under no obligation to negotiate with any of the proponents participating in this RFP process and may elect to modify or cancel the entire process at any time. Without limiting the generality of the foregoing, the Township shall have the following rights:

- To accept a submission that does not represent the lowest cost if the proposal provides the Township with the best value.
- To accept an incomplete submission, reject any or all of the submissions, or to seek further clarification from all or any one of the proponents.
- To cancel this RFP and, if so determined, to issue a subsequent RFP relating to the services and the facilities.

The Township will not be responsible for any expense incurred by any proponent in preparing or submitting a submission in response to this RFP or in providing any additional information necessary for the evaluation of the submissions made under this RFP. In submitting a response to this RFP, the proponent waives any right of action or claim against the Township and its employees, advisors, and consultants.

If the RFP is withdrawn or cancelled by the Township at any time, the Township shall not be liable for any proponent's costs, losses, damages, or expenses incurred in the preparation and submission of a response to this RFP.

The Township retains the right throughout the RFP process to conduct all due diligence which may be necessary to confirm the representations made by a proponent in a submission in response to this RFP.

The Township makes no warranties as to the accuracy of the information provided to proponents at any time during the conduct of this RFP.

The Township does not intend to modify the project described above or the scope of the services to be provided by the successful proponent. Notwithstanding this intention, The Township reserves the right to modify any part of this RFP at any time upon notice in writing (*delivered in accordance with provisions above*) to the proponents. The Township will provide proponents with sufficient time to respond to such modifications including, without limitation, the opportunity to make necessary revisions to their respective submissions.

APPENDIX A

BACKGROUND INFORMATION
for
WATER and WASTEWATER SYSTEMS

BACKGROUND INFORMATION ABOUT SYSTEMS

1.0 CONTACT INFORMATION

Municipality: Township of North Huron
Contact Name: Kevin Watson
Email address: kwatson@northhuron.ca

2.0 SYSTEMS TO BE OPERATED

Note: Quantities have been taken from a number of different sources and should be considered as estimates only.

2.1 Drinking Water

- Blyth Drinking Water System
  - The system is a Class 2 system.
  - 3 groundwater wells over 2 sites each well has its own pumphouse (3 total).
  - 1 ground-level reservoir and associated high-lift pumphouse.
  - Approximately 13,500 metres of distribution watermain.
  - Approximately 103 valves and 60 hydrants.
  - Approximately 465 customers.

- Wingham Drinking Water System
  - The system is a Class 3 system.
  - 2 groundwater wells with 2 pumphouses, over two sites.
  - 1 standpipe currently being replaced with a 3,136 m^3 elevated tank.
  - Approximately 31,200 metres of distribution watermain.
  - Approximately 474 valves and 151 hydrants.
  - Approximately 1240 customers.

2.2 Wastewater

- Blyth Sewage Treatment & Collection System
  - The system is a Class 2 system for both collection and treatment.
  - 1 sewage treatment plant rated at 730 m^3/day.
  - 1 sewage pumping station.
  - Approximately 10,900 metres of sanitary sewer and 400 metres of forcemain.
  - Approximately 131 Maintenance Holes
  - Approximately 465 customers.

- Wingham Sewage Treatment & Collection System
  - 1 sewage treatment plant rated at 3,400 m^3/day.
  - 1 sewage pumping station

- Approximately 26,600 metres of sanitary sewer and 3,300 metres of forcemain
- Approximately 344 Maintenance Holes
- Approximately 1240 customers.

3.0 SYSTEM DESCRIPTIONS

3.1 Blyth Drinking Water System

The Blyth water system is supplied from three drilled bedrock wells at two sites, located at different locations in the community. The Blyth water system supplies water to residential, commercial, and industrial development serviced by sanitary sewers. This water system also includes a 379m^3 in-ground storage reservoir located at 201 Thuell Street.

Well No. 1 is located at 201 Thuell Street. This well was constructed in 1953 with a 200mm dia. casing to a depth of 73.2m into bedrock. The approved water taking is a maximum of 653m^3/day. The well discharges raw water to a pumphouse, where it is treated for disinfection (sodium hypochlorite) and iron sequestering (sodium silicate). The water is then transferred to the baffled storage reservoir for chlorine contract time. From the reservoir, water flows to the high lift pumphouse building.

Well No. 2 is also located at 201 Thuell Street. This well was constructed in 1972 with a 200mm dia. casing to a depth of 79.3m. The approved water taking is a maximum of 1,123m^3/day. The well discharges raw water to a pumphouse, where it is treated for disinfection (sodium hypochlorite) and iron sequestering (sodium silicate). The water is then transferred to the baffled storage reservoir for chlorine contract time. From the reservoir, water flows to the high lift pumphouse building.

The in-ground storage reservoir/chlorine contact tank is 18.3m long x 9.1m wide x 2.4m deep with 8 reinforced polypropylene geomembrane baffles.

The High Lift pumphouse contains two high lift pumps with one standby diesel fire pump rated at 63L/s. High Lift Pump No.1 is rated at 11.4L/s and High Lift Pump No. 2 is rated 9.5L/s. From this building water is pumped to the distribution system. This building also contains four pressure tanks, each with a capacity of 450L. This site contains a 50kW diesel generator.

Well No. 5 is located at 377 Gypsy Lane. This well was constructed in 2014 with a 200mm dia. casing to a depth of 35.0m and second 175mm dia. casing from the depth of 4.9m to 47.5m. The approved water taking is a maximum of 1,728m^3/day. The well discharges raw water to a pumphouse, where it is treated for disinfection (sodium hypochlorite) and iron sequestering (sodium silicate). The pumping system provides disinfectant contact time, and discharges to the distribution system. The chlorine contact consists of 150m of 300mm dia. watermain that is located on the well site. This site also contains an 80kW diesel generator.

The Blyth water distribution system also supplies water to the commercial lands along the south side of Blyth Road/County Road 25 within Central Huron.

3.2 Wingham Drinking Water System

The Wingham water system is supplied by two drilled bedrock wells located at two sites, in different parts of the community. The Wingham water system supplies water to residential, commercial, and industrial development serviced by sanitary sewers.

Well No. 3 is located at 209 Water Street. This well was constructed in 1973 with a 323mm dia. casing to a depth of 102.1m. The approved water taking is a maximum of 6,537.6m^3/day. The well discharges raw water to a pumphouse, where it is treated for disinfection (sodium hypochlorite) and iron & manganese sequestering (sodium silicate). The pumping system provides disinfectant contact time, and discharges to the distribution system. The chlorine contact consists of 18.5m of 2550mm dia. pipe, connected to the existing well discharge header complete with baffled inlet and outlet. This site also contains a portable 80kW diesel generator with manually operated transfer switch.

Well No. 4 is located at 23 Albert Street West. This well was constructed in 1996 with a 356mm dia. casing to a depth of 98.7m. The approved water taking is a maximum of 5,270m^3/day The well pumps raw water to the on-site reservoir and high lift pumping station. There are three high-lift pumps each with a rated capacity of 33L/s. The on-site treatment includes disinfection (sodium hypochlorite) and iron & manganese sequestering (sodium silicate). The below grade reservoir/chlorine contact tank is complete with turning vanes and a capacity of 100m3, with 4m of 1500mm dia. pipe providing additional chlorine contact time. The site also has a 160kW diesel generator with automatic switch over.

The elevated storage standpipe located at 199 John Street East has been removed, and a new 3,136m^3 elevated tank is being constructed. The new storage tank is expected to be operation by July 2027. During this construction period the Wingham supply system will maintain system pressure by means of the system pumps only.

The Wingham system services commercial facilities in the Township of Morris-Turnberry.

3.3 Blyth Sewage Treatment & Collection System

The Blyth Sewage Treatment Plant (STP) is located at 117 North St, in the northwest corner of the community. It was built in 1980, with upgrades in 2000, 2003, 2010 & 2026. The STP is an extended aeration mechanical plant, that is classified as having tertiary treatment. This STP has a rated capacity of 730m^3/day.

The STP consists of a control building with office/laboratory space, workshop garage area, blower room and equipment room. Other buildings include the ferric chloride building and existing sand filter building. There are is an inlet works and chlorine contact

chamber, two-compartment aeration tank with a total volume of 708m^3, one final clarifier, and effluent filtration system with a backwash equalization storage tank. Chemical storage includes one 27.3m^3 alum/ferric chloride storage tank and 200L liquid sodium hypochlorite.

There is one aerated sludge digester tank with a total volume of 85.1m^3 and one aerated biosolids holding tank with a total storage volume of 930m^3 to provide on average 180 days of storage with course bubble aeration. The STP discharges treated effluent to Blyth Creek. The site includes a sludge transfer station and one 125kW emergency standby generator set.

The 2026 updates include new filter and UV treatment building, filling in the basement of the existing filter building, placing a new floor slab at grade, and yard piping changes. The proposed post-secondary treatment includes two new cloth media disk filters units with peak hourly flow rate of 113.75m^3/hr. This system will include an integrated backwash. One UV disinfection system consisting of one channel with two UV banks (one duty, one stand-by) with a treatment capacity of 113.75m^3/hr. The STP filtration upgrades are expected to be completed by December 2026. Replacement of the existing blowers and generator may extend construction into 2027. The existing sand filters, chlorine dosing/ dichlorination systems and associated equipment will be decommissioned, once the new systems are operational.

The Blyth collection system has one main sewage pumping station located at 173 Thuell Street known as the Blyth Sewage Pumping Station. It was built in 1980 and is approximately 300m southeast of the Blyth STP. The pump station capacity is 39.0m/s at 23.0m TDH. There are three submersible pumps, a forcemain by-pass chamber. Emergency power is supplied by the generator set at the STP. There is approximately 50m^3 of emergency storage and the emergency overflow outlets to Blyth Creek.

The collection system also receives sanitary sewage from the commercial lands along the south side of Blyth Road/County Road 25 within Central Huron.

3.4 Wingham Sewage Treatment & Collection System

The Wingham Sewage Treatment Plant (STP) is located at 60 Lloyd Street, just south of the community of Wingham. Access is through the Hutton Heights subdivision. It was built in1964, with upgrades in 1991, 2011, 2014. This STP is designed to operate as an extended aeration plant with effluent polishing lagoons (Sutton Process). The STP has a rated annual average daily flow of 3,400m^3, discharging to the Maitland River.

The STP consists of an inlet works, two aeration tanks with an approximate volume of 1,327m^3, two rectangular secondary clarifiers with two sludge pumps with a maximum capacity of 80L/s and UV disinfection. There are two effluent polishing lagoons with storage volumes of 107,100m^3 (excludes sludge storage) in Cell No. 1 and 81,600m^3 in Cell No. 2, that are used for storage of the effluent from the mechanical plant as required. Phosphorous removal includes one 27,000L alum storage tank. Additional on-site works include a control building with office/laboratory, washroom, workshop/storage and chemical storage space and plant outlet chamber.

The sludge storage cell is located within lagoon cell No.1 where a section of the southeast corner was partitioned off with a clay berm, the capacity is 3,500m^3. There is also a 10kW standby diesel generator that provides standby power to the UV disinfection system.

The Wingham collection system has two sewage pumping stations:

- The Wingham Main Sewage Pumping Station (SPS) is located at 120 Josephine Street. The current SPS was constructed in 1990 with updates in 2009. The control building is located above the 6m x 4m wet well and 6m x 4.15m dry well. The wet well is divided into two compartments and is equipped with a bar screen and level/flow indicators. The dry well contains three sewage pumps. The peak design flow is 101L/s. The facility has a 60kw standby diesel generator and 500mm dia. emergency overflow outlet that discharges to an open channel that outlets to the Maitland River. The emergency storage is approximately 33.6m^3.

- The Hutton Heights SPS is located at 15 Crawford Street. It was constructed in 2024 to service existing and proposed development. This facility is operational but there are no connections to it as this time. This station has a peak design flow of 17.6L/s and contains one duty pump and one stand-by pump in a 3.0m dia. precast wet well. The emergency storage is approximately 5.3m^3 and the standby diesel generator is 20kW. The overflow outlet an open channel that outlets to the Maitland River. Note: once the Hutton Heights area is built out, the ultimate peak design flow will be 54.99L/s

The sanitary collection system also contains a 200mm dia. sanitary syphon that crosses under the Maitland River near 95 Water Street, close to the site of the old Howson Dam at Park Street. The design peak flow capacity is 20L/s. There is an alarm dialer with alarm indicator light at the upstream structure, there is also a flushing line to the syphon maintenance valve chamber. An existing 150mm dia. forcemain under the river was modified to be a secondary syphon, if needed.

The Wingham collection system services commercial/industrial facilities in the Township of Morris-Turnberry.

4.0 APPROVAL DOCUMENTS

4.1 Water

System	Municipal Drinking Water Licence	Drinking Water Works Permit	Permit to Take Water
Blyth Drinking Water System	Licence #: 090-101 Issue #: 5	Permit #: 090-201 Issue #: 6	Ground Water P-300-73552828769
Wingham Drinking Water System	Licence #: 090-102 Issue #: 6	Permit #: 090-202 Issue #: 6	Ground Water 1450-B38HKS

4.2 Wastewater

System	Certificate of Approval	Date Issued
North Huron Municipal Sewage Collection System	ECA #: 090-W601 Issue #: 1	August 1, 2023
Blyth Sewage Treatment Plant and Blyth Main Sewage Pumping Station	ECA # A-500-3378147209	April 8, 2026
Wingham Sewage Treatment Plant	ECA# 1040-9HAN94	May 30, 2014

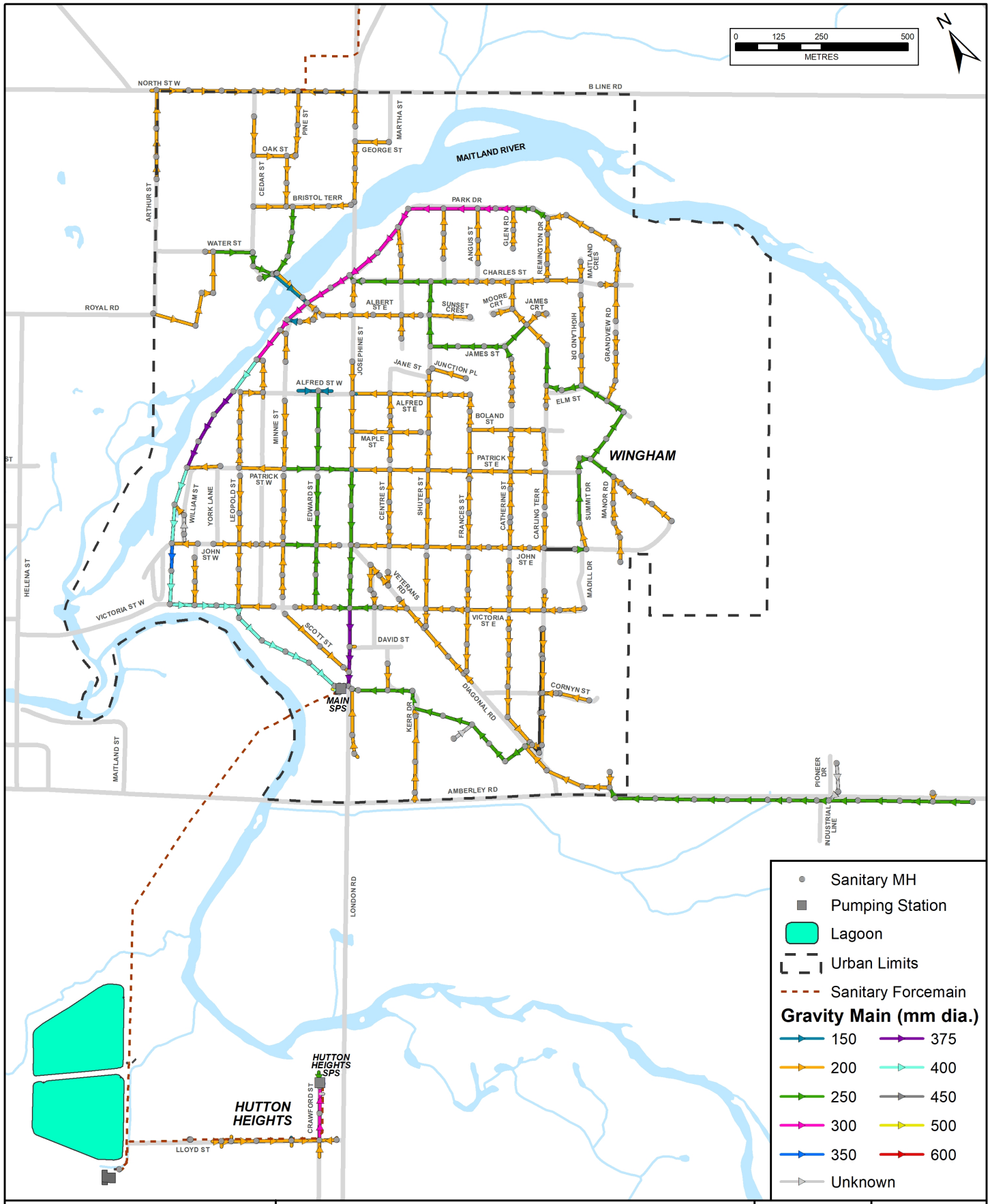
4.3 Additional Notes

- The Auburn Drinking Water System is operated by the Municipality of Central Huron. All operations and maintenance on this system are entirely under the responsibility of Central Huron and not part of the scope of this RFP.

- The Belgrave Drinking Water System is operated by the Municipality of Morris-Turnberry and their operating authority. All operations and maintenance on this system are entirely the responsibility of Morris-Turnberry and not part of the scope of this project.

APPENDIX B

MAPS OF EXISTING SYSTEMS



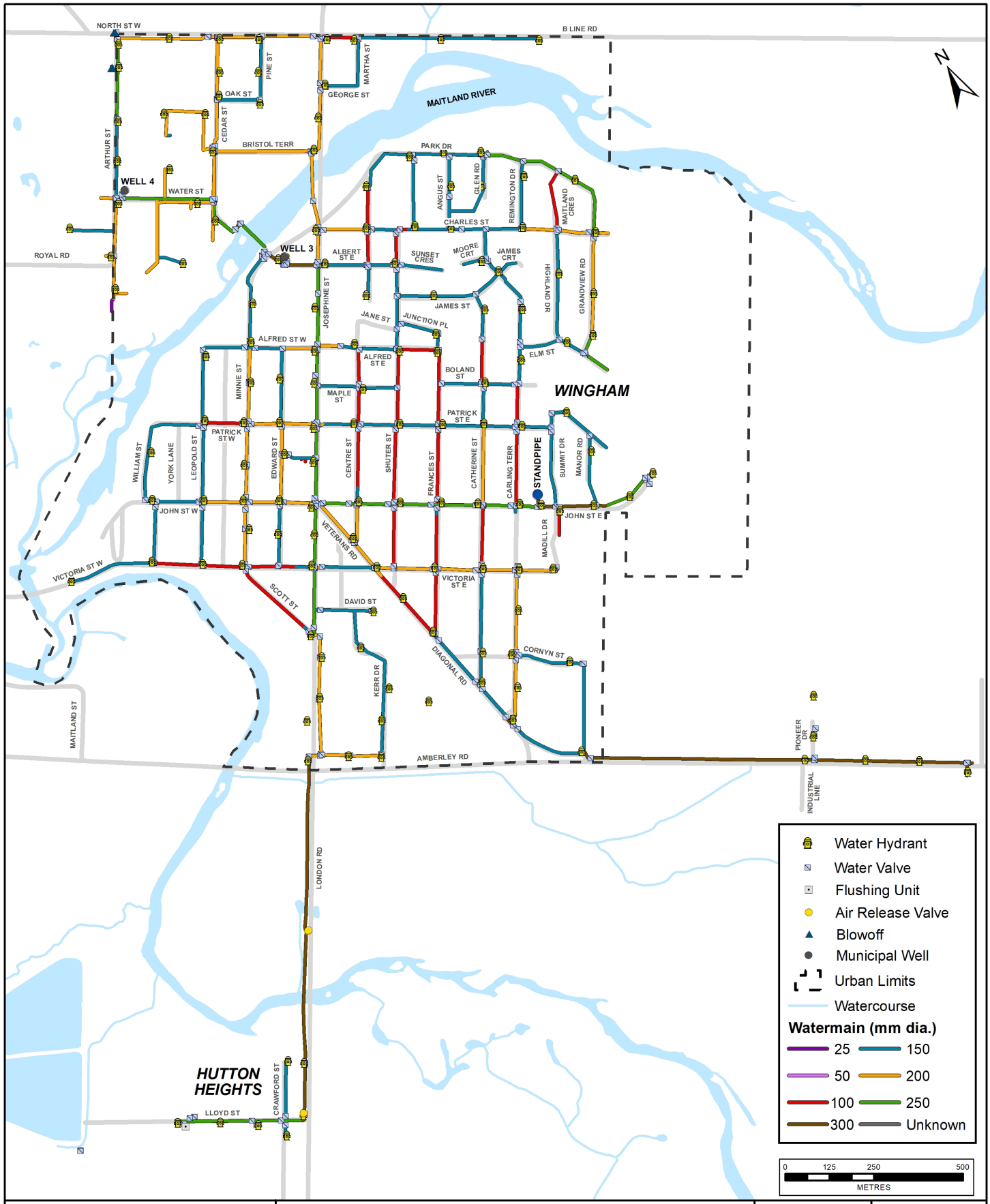
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TOWNSHIP OF NORTH HURON

ENGINEERING SERVICES FOR WATER AND WASTEWATER OPERATIONS - RFP

WASTEWATER SYSTEM - WINGHAM

DATE	PROJECT No.
SEPT. 30, 2026	26183
SCALE	FIGURE No.
AS SHOWN	



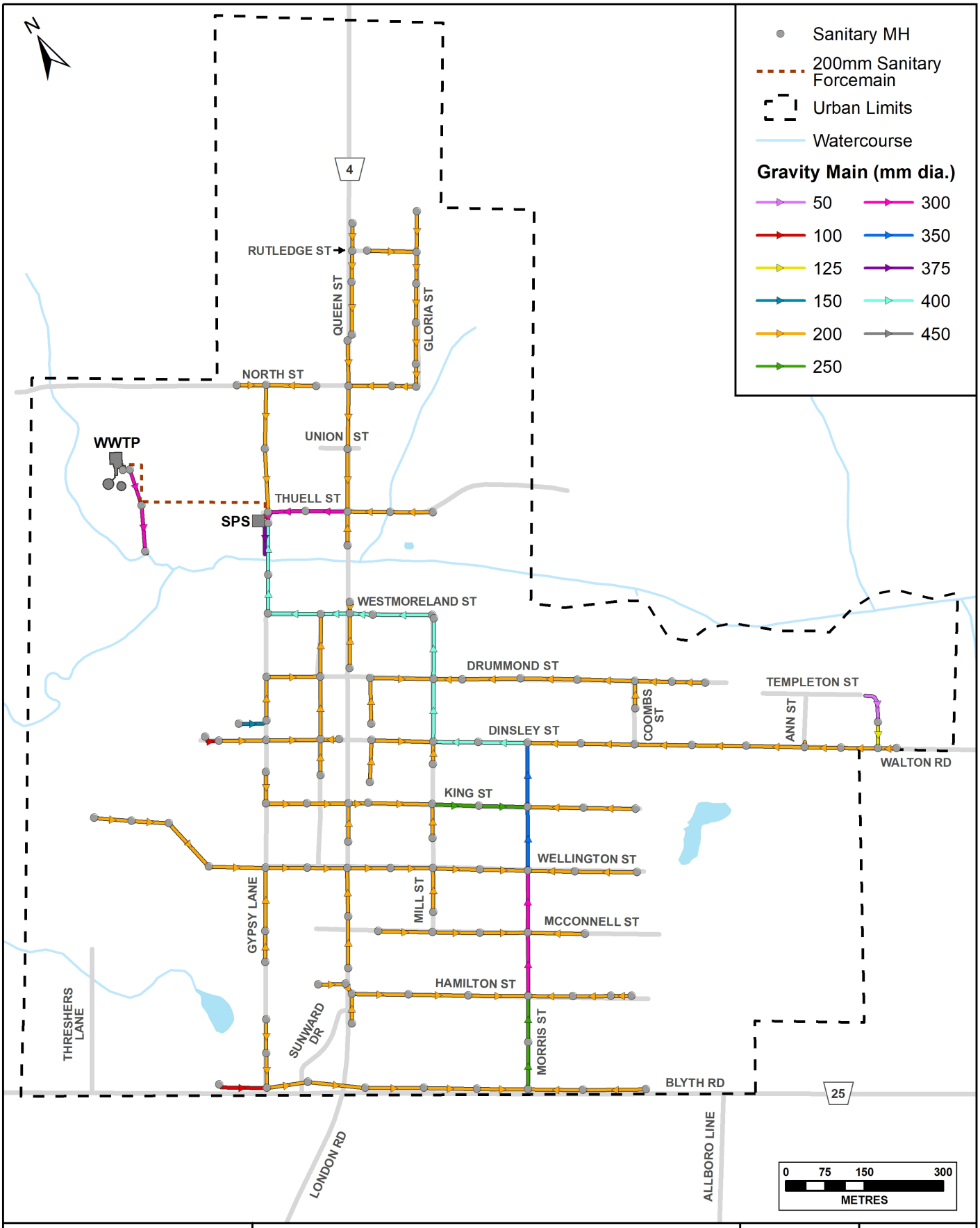
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TOWNSHIP OF NORTH HURON

ENGINEERING SERVICES FOR WATER AND WASTEWATER OPERATIONS - RFP

WATER SYSTEM - WINGHAM

DATE	PROJECT No.
SEPT. 30, 2026	26183
SCALE	FIGURE No.
AS SHOWN	



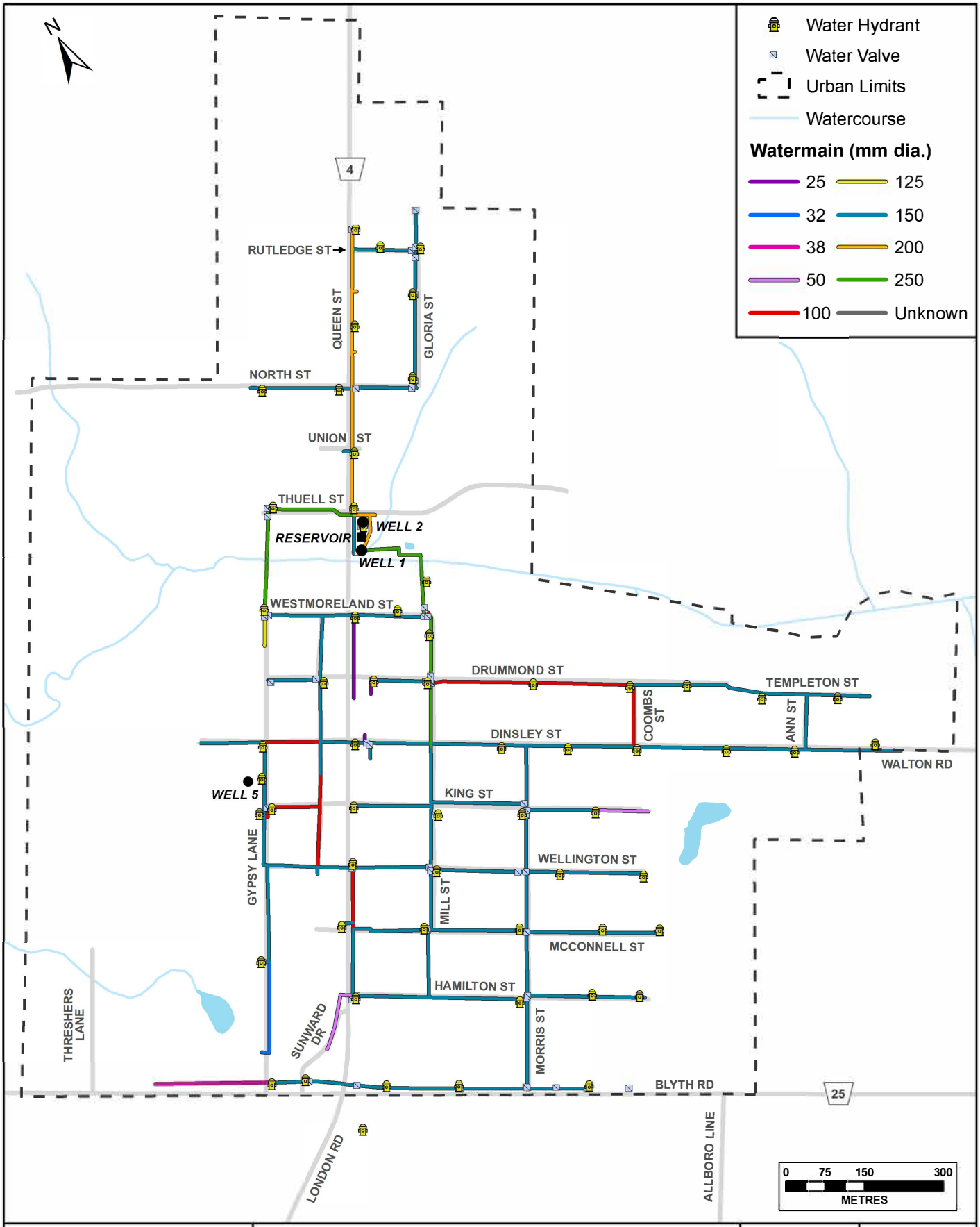
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TOWNSHIP OF NORTH HURON

ENGINEERING SERVICES FOR WATER AND WASTEWATER OPERATIONS - RFP

WASTEWATER SYSTEM - BLYTH

DATE	PROJECT No.
SEPT. 30, 2026	26183
SCALE	FIGURE No.
AS SHOWN	



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TOWNSHIP OF NORTH HURON

ENGINEERING SERVICES FOR WATER AND WASTEWATER OPERATIONS - RFP

WATER SYSTEM - BLYTH

DATE	PROJECT No.
SEPT. 30, 2026	26183
SCALE	FIGURE No.
AS SHOWN	

APPENDIX C

SPECIAL REQUIREMENTS AND SCOPE OF WORK

SPECIAL REQUIREMENTS AND SCOPE OF WORK

The Contractor shall operate and maintain the Project consistent with Sections 2 and 3 of this RFP and Appendix C. In the event of inconsistency between this Appendix C and any other section of this Agreement, the other sections of the Agreement shall prevail.

1.0 PART 1 -- GENERAL

1.1 Undertake an Initial Condition Assessment and Inventory of the Facilities

1.1.1 Within the time period identified in the RFP complete an inspection of the civil and structural facilities and electrical and mechanical equipment and systems (i.e. the assets). The purpose of the inspection is to develop an inventory and identify the condition of assets.

1.1.2 Report the individual assets and their condition in tabular form including:

a) The asset's condition at the time of the inspection.
b) Any required repairs or replacements.
c) The expected remaining life of the asset in the absence of repair or replacement.
d) Where applicable, provide photographs or a video record of the asset.

1.2 Optimization and Compliance of Operation

1.2.1 With the Township's approval, investigate and make efforts to implement measures to improve the effectiveness and efficiency of the Facilities.

1.3 Regulatory and other General Matters

1.3.1 Conduct day-to-day regulatory requirements and contacts with regulatory authorities in respect of operating issues concerning the facilities.

1.3.2 Accompany MECP inspectors for onsite inspections and review any inspection reports prepared by regulatory authorities that are provided to the Contractor.

1.3.3 Cooperate with the Township to either correct deficiencies identified in such inspection reports or negotiate changes with the regulatory authorities and/or the Township's engineers.

1.3.4 Ensure all sampling, testing and laboratory analysis are in accordance with the monitoring requirements.

1.3.5 Conduct regular performance testing of monitoring equipment ("Monitoring Equipment") in accordance with regulatory requirements, and in material compliance with established industry procedures and standards.

1.3.6 Prepare and certify all discharge monitoring reports and all other reports which are required by the regulatory approvals or under any Applicable Law.

1.3.7 Submit the reports in Subsection 1.3.6 to the appropriate Governmental Agencies.

1.3.8 Respond promptly to problems and emergencies relating to the facilities and the facilities assets and rectify such problems as expeditiously as is reasonably practicable.

1.3.9 Prepare and revise, as necessary, an emergency preparedness plan for the facilities consistent with the requirements of applicable law and the Township's Emergency Plans.

1.3.10 Establish procedures for managing foreseeable emergencies or abnormal conditions affecting the facilities.

1.3.11 Supply and restore drinking water and wastewater treatment services as rapidly as possible in the event of an emergency. In the event of such an emergency, interact and coordinate with Township Departments including, but not limited to, Fire, Police and Public Works, and take all reasonable steps to comply with emergency plans when emergencies constitute Uncontrollable Circumstances.

1.3.12 Provide users with a means of telephone access to appropriate staff members at the facilities for the purpose of making inquiries relating to the facilities.

1.3.13 During reasonable business hours, make staff available to meet the reasonable demands of users from time to time including, without limitation, and commensurate with past practices, to respond to reasonable system or quality control inquiries, complaints or concerns of users.

1.3.14 Provide cost/material information to the Township for use in billing third-parties.

1.3.15 When requested by the Township remove and/or replace water meters related to municipal park locations.

1.3.16 Provide water and sewer locates and respond to service requests for individual sites within the Township boundaries and adjacent serviced lands, as set out in the RFP.

1.3.17 Operating Authority Certification and System Licensing.

Under the provisions of the Drinking Water Quality Management Standard, the Township is required to apply for and maintain drinking-water works permits and municipal drinking water licenses. It will be the responsibility of the Contractor to carry out the responsibilities of the "Operating Authority" in regard to the maintenance of the necessary Operational Plans and other licensing requirements and to provide information to the party retained by the Township to make the necessary applications on behalf of Township. This will be done as part of the responsibility for regulatory matters. The on-going update and

maintenance of the Operational Plan and associated requirements will be part of the on-going operation duties of the contract. The Township will cooperate fully as “Owner” of the system in meeting the requirements of the DWQMS.

2.0 PART 2 -- WASTEWATER OPERATIONS

2.1 General

2.1.1 Subject to the terms and conditions of the Services Agreement, perform regularly scheduled inspections and carry out associated Operational/Maintenance duties at the facilities to ensure that the facilities are operating effectively.

2.1.2 Subject to the terms and conditions of the Services Agreement, conduct daily operations to ensure compliance with the requirements of the Certificates of Approval or Environmental Compliance Approvals (Sewage) included in Appendix A.

2.2 Maintenance and Repairs

2.2.1 Perform all maintenance and repairs, including routine lubrication, at the treatment facilities and sewage pumping stations.

2.2.2 Perform maintenance duties to equipment by following the preventive maintenance management plan including checking machinery and electrical equipment and components when required and overhauling equipment as necessary.

2.2.3 Hose down weirs, walls and channels when and where necessary.

2.2.4 Maintain the cosmetic look of all of the facilities and equipment.

2.2.5 Maintain an inventory on all equipment and tools provided by the Township.

2.2.6 Ensure the security of the facilities by locking doors and gates.

2.3 Operations

2.3.1 Inspect and adjust as necessary process control equipment.

2.3.2 Operate pump controls and valve controls for pumping of all process streams.

2.3.3 Take routine readings of pumping station equipment and check pumping stations to ensure that everything is in order.

2.3.4 As required, clean wet wells out, using a sanitary truck, and inspect each pumping station and its equipment, make repairs as necessary, change oil and lubricate the necessary equipment.

2.3.5 Periodically facilitate the measurement lagoons for sludge depth to ensure proper operation. Coordinate removal of residual sludge if required.

2.3.6 Check chemical feed pumps, compare to routine calculations, and determine and make operational adjustment requirements.

2.3.7 Rake bar screens.

2.3.8 As required, scrub and/or hose down weirs and walls of all tanks and channels; routinely clean weirs, channels; make repairs and cosmetic improvements.

2.3.9 Mix and monitor alum in feed tanks and other process chemicals. Order additional chemical when necessary.

2.3.10 Perform routine wastewater tests such as suspended solids, dissolved oxygen, temperature, pH, and record results. Calculate plant process control parameters and make operational adjustments as required such as increasing chemical feed.

2.3.11 Collect and submit samples for heavy metals and trace organics, conduct routine analysis for coliform bacteria and chemicals as required, and ensure that samples are shipped to the proper labs.

2.3.12 Observe, calculate, record and analyze amount of wastewater treated, the daily flows and the monthly flows, pumping station running hours, diesel running hours, amount of chemicals used, and the sludge hauled.

2.3.13 On a routine basis, complete the daily logbook, and complete operating forms for statistics for computer input and output forms and correct the results of the output forms to ensure proper monitoring of plant flows and process for wastewater treatment.

2.3.14 Evaluate methods for reducing peak flows and equalizing flow to treatment facilities.

2.3.15 Investigate and report on non-compliant wastewater influent, identify the source or sources.

2.3.16 Conduct an inspection of all sanitary system maintenance holes such that every maintenance hole is examined at least once every three years. Supervise any camera work and/or flushing required. Provide reports to the Township on all maintenance holes inspected including identifying the condition and making recommendations for repairs.

2.3.17 When repairs of service laterals are required, arrange for Public Works forces or if necessary a 3rd party contractor to attend and make the repair. Be responsible for ensuring the repair is performed correctly and documenting the event.

3.0 PART 3 -- WATER SUPPLY OPERATIONS

3.1 General

3.1.1 Subject to the terms and conditions of the Services Agreement perform regularly scheduled inspections and carry out associated Operational/Maintenance duties at the facilities to ensure that the facilities are operating effectively.

3.1.2 Subject to the terms and conditions of the Services Agreement conduct daily operations to comply with the requirements of the Licenses and Permits included in Appendix A.

3.1.3 If the Township adopts residential water metering during the term of this or subsequent agreements the Scope of Work will be adjusted to comply with any associated needs.

3.1.4 Work with the Township on the periodic submissions for license and permit renewals. This includes additional sampling and compilation of data.

3.1.5 Develop, for the approval of the Township Unidirectional Flushing and Valve Operational plans.

3.2 Maintenance and Repairs

3.2.1 Provide day-to-day operation and maintenance of the facilities, including routine lubrication, in accordance with industry standards.

3.2.2 Return to the Township, at the end of the term, the Facilities in as good or better condition as of the commencement of the Term, subject to such normal wear and tear.

3.2.3 Prepare and implement a Preventative Maintenance Management Plan and submit such plan to the Township for its records, together with any amendments thereto implemented by Contractor from time to time.

3.2.4 Perform maintenance duties to all equipment by following the preventive maintenance management plan including checking machinery and electrical equipment when required and overhauling the equipment as necessary.

3.2.5 Maintain an inventory on all equipment and tools provided by the Township.

3.2.6 Ensure the security of the facilities by locking doors and gates.

3.2.7 Maintain the cosmetic look of all of the facilities and equipment.

3.3 Operations

3.3.1 Inspect and adjust process control equipment to ensure proper operation of all pumps and treatment systems, chemical feed systems, etc.

3.3.2 Check pumping stations to ensure that everything is in order.

3.3.3 Take routine readings of pumping station equipment.

3.3.4 Operate pump controls and valve controls for pumping of all process streams.

3.3.5 Facilitate cleaning chambers, reservoirs, settling tanks and other equipment at water supply facilities.

3.3.6 Mix and monitor chlorine and other process chemicals.

3.3.7 Take and analyze samples as required for regulatory compliance and proper operation.

3.3.8 Facilitate internal/external inspection of all storage facilities at least once every five years and provide copies of the inspection reports to the Township.

4.0 PART 4 -- DISTRIBUTION SYSTEM

4.1 General

4.1.1. Supervise and perform regular scheduled inspections, and operational and maintenance duties of the systems to ensure that the facilities are operating effectively.

4.2 Operations

4.2.1 Carry out a documented semi-annual unidirectional flushing of the distribution systems.

4.2.2 Perform annual flushing, inspection, operation and maintenance of all known municipal hydrants and blow-offs.

4.2.3 Based on the plan developed and approved, perform an inspection, operate and maintain all known distribution system valves.

4.2.4 Install hydrant markers for winter operations and advise the Township when hydrants require snow removal.

4.2.5 Document all valve and hydrant maintenance work.

4.2.6 Maintain a record of all watermain and service leaks, documenting condition of main and or service in problem area.

4.2.7 Provide 24 hour, 7 day per week, response and repair to all watermain breaks and service leaks.

4.2.8 Assist the Township with maintaining an inventory and mapping of all watermains, services, valves and hydrants.

4.2.9 Procure, as necessary, repair materials for all hydrants, and water meters on behalf of the Township.

4.2.10 Prepare and implement a documented meter recalibration and/or replacement program.

4.2.11 Respond to all water meter repair needs for meter installations including single family residential properties. These can be considered as miscellaneous service requests.

4.2.12 Provide installation services for new and replacement meters and new installations in the commercial and industrial areas.

4.2.13 Maintain an inventory of all water meters.

4.2.14 When requested by the Township remove and/or install existing water meters at municipal parks.

5.0 PART 5 -- CUSTOMER SERVICE

5.1.1 Direct all calls of inquiry/complaint to the Township at the earliest opportunity.

5.1.2 Maintain good communications with the public and media.

5.1.3 Be prepared to, and if asked by the Township, conduct facility tours during normal business hours.

5.1.4 Be a resource for educational services when required.

6.0 PART 6 -- MONITORING and REPORTING OBLIGATIONS

6.1.1 Meet all regulatory reporting obligations as required by approvals, licenses, and permits.

6.1.2 Prepare data to be included in monthly and quarterly reports to the Township including the following information and monitoring results as well as any other pertinent information.

For Wastewater:

- Flows (average, minimums, maximums).
- Volumes (treated, by-passed, Leachate, other).
- Loadings and concentrations (raw and treated), By-pass concentrations, primary effluent, effluent, mixed liquors.
- Chemicals used for the process.
- Sludge treated and disposed of
- Equipment Maintenance details including:
    - Work completed.
    - Work proceeding during the next period.

For Water:

- Flows (average, maximums, minimums).
- Volumes (treated).
- Chemicals used.
- Raw and treated water quality.
- Equipment Maintenance details including:
    - Work completed.
    - Work proceeding during the next period.

APPENDIX D

COMPUTERIZED MAINTENANCE MANAGEMENT SYSTEM (CMMS)

Computerized Maintenance Management System

The CMMS system will be utilized by the Project Manager and Facility staff to monitor and administer the following maintenance activities:

1. Preventive Maintenance (PM),
2. Predictive Maintenance (PdM),
3. Engineered Solutions, and
4. Unplanned or Corrective Maintenance (CM).

Predictive Maintenance monitored through the CMMS will include the following procedures on an as required basis:

1. Vibration Analysis (off-site corporate resource),
2. Oil Analysis,
3. Infrared Thermography (off-site corporate resource), and
4. Motor Circuit Evaluation.

The Project Manager and Facility staff will use the CMMS for following tasks:

1. Organize a regular preventive maintenance program for each piece of equipment.
2. Prioritize and schedule preventive and corrective maintenance.
3. Track corrective and preventive maintenance work orders and summarize corrective and preventive maintenance work by area, craft, and equipment type.
4. Analyze maintenance program and equipment repair costs.
5. Ensure that equipment operating time is rotated to minimize damage to equipment caused by extended idle periods.
6. Assign preventive and predictive maintenance tasks from the calendar to create a balanced workload schedule.
7. Maintain a complete maintenance history on each piece of equipment by tracking maintenance activities and costs.
8. Make cost-effective decisions, such as repair or replacement, based upon the historical maintenance records of the equipment
9. Maintain a record of predictive maintenance measurements and provide the means to more accurately identify future problem areas.

APPENDIX E

INSURANCE

Insurance Provisions

The Contractor shall provide insurance coverage as set out below.

Boiler and Machinery Insurance
Insuring against loss or damage arising from an accident with Pressure Objects, Production Machines, and Machinery and Service Supply in use or connected ready for use. Coverage shall include fired and unfired pressure vessels (Excess of 100 kpA) piping, production machinery and service supply.

Commercial General Liability Insurance
Commercial General Liability, underwritten by an insurer licensed to conduct business in the Province of Ontario, for a limit of not less than $5,000,000 per occurrence, an aggregate limit of not less than $5,000,000 within any policy year with respect to completed operations and a deductible of not more than $50,000. The policy shall include an extension for a standard provincial and territorial form of non-owned automobile liability policy. This policy shall include but not be limited to:

(a) Name the Municipality as an Additional Insured
(b) Cross-liability and severability of interest
(c) Blanket Contractual
(d) Products and Completed Operations
(e) Premises and Operations Liability
(f) Personal Injury Liability
(g) Contingent Employers Liability
(h) Tenant's Legal Liability
(i) Work performed on Behalf of the Named Insured by Sub-Contractors
(j) The policy shall include 30 days' notice of cancellation.

Automobile Insurance
Standard Form Automobile Liability Insurance that complies with all requirements of the current legislation of the Province of Ontario, having an inclusive limit of not less than $5,000,000 per occurrence for Third Party Liability, in respect of the use or operation of vehicles owned, operated or leased by the Proponent.

Professional Liability Insurance
The Contractor shall take out and keep in force Professional Liability insurance in the amount of $5,000,000 providing coverage for acts, errors and omissions arising from their professional services performed under this Agreement. The policy SIR/deductible shall not exceed $25,000 per claim and if the policy has an aggregate limit, the amount of the aggregate shall be double the required per claim limit. The policy shall be underwritten by an insurer licensed to conduct business in the Province of Ontario and acceptable to the Township of North Huron. The policy shall be renewed for 3 years after contract termination. A certificate of insurance evidencing renewal is to be provided each and every year. If the policy is to be cancelled or non-renewed for any reason, 90-day notice of said cancellation or non-renewal must be provided to the

Township of North Huron. The Township of North Huron has the right to request that an Extended Reporting Endorsement be purchased by the Contractor at the Contractor sole expense.

Environmental Impairment Liability Insurance
The Manager shall carry an Environmental Impairment Liability Policy, underwritten by an insurer licensed to conduct business in the Province of Ontario for a limit of not less than $10,000,000. Coverage shall include bodily injury, property damage, clean-up and remediation costs.

Data Liability Insurance
Data liability/Network Security coverage, underwritten by an insurer licensed to conduct business in the Province of Ontario and in an amount not less than $5,000,000. Coverage is to respond to but not be limited to the following occurrences:

1. Privacy violations as a result of but not limited to unauthorized access to or dissemination of private information; failure to properly handle, manage, store, destroy or control personal information and include the failure to comply with privacy laws and their respective regulations regarding the collection, access, transmission, use and accuracy. Coverage shall extend to include the costs associated with notification of affected parties, regardless if required by statute as well as any fines or penalties or costs imposed as a result of the breach including defense of any regulatory action involving a breach of privacy.
2. Network Security to protect against incidents arising from system security failures such as, but not limited to, unauthorized access, theft or destruction of data, electronic security breaches, denial of service, spread of virus within the Contractor's computer network or other third-party computer information systems and will further include expenses related to third party computer forensics.
3. Data Breach Expenses, including crisis management and credit monitoring expenses related to electronic and non-electronic breaches.

The policy shall be maintained continuously during the term of this Agreement and for an additional (two) years after the termination or expiration of the Agreement. If coverage is to be cancelled or non-renewed for any reason, 90-day notice of said cancellation or non-renewal must be provided to the Customer. The Customer has the right to request an Extended Reporting Endorsement by purchased by the Contractor at the Contractor's sole expense. The term of the Extended Reporting Endorsement will be decided by the Customer and Contractor.

Primary Coverage
The proponent's insurance shall be primary coverage and not additional to and shall not seek contribution from any other insurance policies available to the municipality.

Certificate of Insurance
1. The proponent shall provide a Certificate of Insurance evidencing coverage in force at least 10 days prior to contract commencement.