



REQUEST FOR PROPOSALS

Exploration Test Well Drilling Brierly Brook to James River Area

Issued by: Town of Antigonish (TOA)

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RFP Issued: September 11, 2025

Responses Due: September 29, 2025, before 2:00pm Atlantic

1. Introduction

The Town of Antigonish is seeking proposals from qualified drilling contractors for the exploration drilling of test wells to assess potential municipal water supply sources in the Brierly Brook to James River area. The selected contractor will provide all labour, equipment, supervision, and incidentals necessary to complete the drilling, sampling, and preliminary testing of the wells.

This initiative supports the Town's long-term water supply strategy. The Town reserves the right to accept or reject any submission and is not obliged to accept the lowest-priced proposal.

2. Scope of Work

The scope of this RFP includes all labor, equipment, and materials required to drill and construct up to three exploratory test wells at locations within the Brierly Brook to James River area (exact coordinates to be provided by the Town). The successful proponent will be responsible for performing drilling and associated activities to meet the following requirements:

- **Drilling Method & Diameter:** Drill each test well using a dual-rotary drilling rig with a 6-inch diameter bore (nominal 6-inch casing).
- **Number of Wells & Depth:** Drill three (3) test wells to depths specified by the Town's hydrogeologist or as required by subsurface conditions (for proposal purposes, proponents may assume an approximate total drilled depth on the order of 450–550 feet across all wells, e.g. about 150–185 feet per well). Final termination depths will be determined in the field based on geological observations and yield indications. All wells shall be advanced to the targeted depth unless unsafe or impractical to continue (e.g. due to loss of circulation or equipment limitations).
- **Casing Installation:** Install steel casing of 6-inch nominal diameter in each well as drilling progresses, and leave all casing in place upon completion of drilling.
- **Geological Sampling:** Conduct continuous geological sampling during drilling. At minimum, representative samples shall be collected at 2-foot intervals from the ground surface to total depth for each well. The proponent is expected to maintain an accurate drilling log (record of strata encountered, drilling rates, etc.) and provide it to the Town as part of the deliverables.
- **Air-Lift Yield Testing:** At the discretion of the Town's on-site representative, the driller shall perform occasional air-lift yield tests at selected depth intervals during or after drilling of each well. This involves using compressed air to lift water and assess the approximate yield of water-bearing zones. The contractor must have suitable equipment (e.g., air compressor, discharge piping) to conduct these short-duration tests.
- **Site Restoration:** The drilling contractor is responsible for maintaining a clean and safe work site. Upon completion of each well, any drilling fluids, cuttings, or debris around the borehole shall be properly contained and removed or spread on site as directed by the Town (in compliance with environmental regulations). The site should be left in a tidy, safe condition, with each test well casing securely capped. The Town will separately arrange any significant site access preparation (e.g., clearing or access road improvements) if required, so proponents need not include major civil works in their scope. However, the contractor should outline any site requirements (such as space for equipment, water supply for drilling if needed, etc.) in their proposal.

All work must be performed in compliance with the Nova Scotia Well Construction Regulations and any other applicable provincial standards for groundwater well drilling. The contractor will be required to

ensure that a certified Nova Scotia Well Driller oversees the work, and that a Well Completion Report (well log) for each test well is submitted to Nova Scotia Environment as required, with copies provided to the Town.

3. Contractor Qualifications

Proponents must be experienced water well drilling contractors licensed to operate in Nova Scotia, with the capability to perform the work as specified. The Town will evaluate contractor qualifications to ensure competent performance, including but not limited to:

- **Experience:** Demonstrated experience in drilling groundwater wells of similar scale and complexity. The proponent should have successfully completed at least two (2) comparable drilling projects in the past 5–10 years (e.g., exploration or production well drilling using dual-rotary or similar advanced techniques). Provide a brief description of relevant past projects, including the location, depth of wells, methods used, and client references.
- **Technical Capability:** The proponent must have access to appropriate drilling equipment and personnel. Preference will be given to contractors utilizing a dual-rotary drilling rig for 6-inch wells. If proposing an alternative method, the proponent must clearly outline the equipment and methodology, and explain how it will meet or exceed the performance of dual-rotary drilling in terms of borehole advancement through unconsolidated materials, sample recovery, and well integrity. All drilling personnel must be properly trained, and at least one member of the crew on site must hold a valid Nova Scotia Well Driller's Certificate of Qualification.
- **Regulatory Compliance:** The contractor must be in good standing with Nova Scotia Environment and comply with all permit and reporting requirements for well construction. Proponents should confirm they will obtain or possess any necessary permits and will complete and submit Well Completion Reports for each well as per provincial regulations. Any required notifications or compliance with environmental protection measures are the responsibility of the contractor (the Town will assist with landowner permissions or overarching regulatory approvals if required).
- **Health and Safety:** The proponent should have a strong safety record and adhere to all Occupational Health and Safety (OHS) regulations. Provide an overview of your company's health and safety program or policies, including any incident prevention measures and training. The Town may request the successful proponent to submit a site-specific safety plan prior to commencement of work. Additionally, the contractor should carry appropriate insurance coverage (see Terms and Conditions) and be registered in good standing with the Workers' Compensation Board (WCB).

4. Submission Requirements

Proponents are requested to format their proposals to include the following components, to facilitate a fair and consistent evaluation:

- **Work Plan and Technical Approach:** Describe in detail how you intend to carry out the drilling program. Include the drilling method and equipment to be used (rig type, capacity, and specifications), crew composition, and your approach to achieving the required 6-inch bore and continuous sampling. Discuss how you will handle anticipated challenges (e.g., boulders, collapsing sands, groundwater inflows) and ensure borehole stability and safety. Outline the procedure for sample collection at 2-foot intervals and any on-site testing (e.g., air-lift yield tests).

- **Project Schedule:** Provide an expected timeline for the work. Clearly state when you are able to commence drilling after contract award and the estimated duration to complete all three wells. If the schedule is weather-dependent or if you have specific constraints (e.g., a limited seasonal window or equipment availability), please specify. The Town's preference is to complete the test well drilling in October 2025, if possible. Indicate any critical milestones such as mobilization, completion of each well, demobilization, and submission of final logs/reports.
- **Pricing and Payment:** Submit a detailed cost proposal. Break down the pricing into components, including at minimum:
 - **Mobilization/Demobilization:** Lump sum cost for moving drilling equipment to the site and removal after completion.
 - **Drilling and Casing:** Unit prices (rate per foot) for drilling the borehole and for supplying/installing steel casing. If different rates apply for different diameters or drilling through different materials (overburden vs. rock), specify clearly. Otherwise, assume a consistent rate per foot for the purposes of comparison.
 - **Materials and Incidentals:** Itemized costs for any additional required materials or components, such as drive shoes, well caps, welded casing joints or grout (if applicable).
 - **Testing and Standby:** Hourly rates for any activities such as air-lift yield testing or standby time (if, for instance, the Town requests a pause in drilling for inspections or decisions). Provide an assumed number of hours for air-lift testing (e.g., 2 hours per test, 2 tests per well) to allow the Town to calculate a comparative cost.
 - **Crew Expenses:** If accommodation or meal per diems for the drilling crew will be charged (e.g., if the crew must stay near the remote site), provide either a lump sum or per-day cost, and the assumed number of days. Alternatively, state if such expenses are included in your unit rates.

Prices should be quoted in Canadian Dollars (CAD) and exclusive of HST (Harmonized Sales Tax). HST, if applicable, should be listed separately. The Town reserves the right to award the contract on a unit-price basis, with actual payment based on the work performed (e.g., actual feet drilled), and to adjust the scope (such as drilling fewer wells or different depths) with corresponding adjustments in compensation per the provided unit rates.

- **Payment Terms:** State your proposed payment terms. The Town's standard preference is payment upon completion of the work (net 30 days on receipt of invoice).
- **Qualifications and Experience:** Provide a brief company profile emphasizing your qualifications for this project. Highlight the experience of key personnel who will be involved and their certifications or licenses. Include copies (or a listing) of relevant licenses, such as a Nova Scotia Well Driller certification number, and any safety training certificates.
- **Additional Information:** You may include any other information you deem pertinent to your proposal. This could include value-added services or recommendations (for instance, suggestions on well development or pump testing after drilling, contingency plans for unexpected conditions, or environmentally friendly practices you employ). Clearly identify any deviations from the requirements of this RFP and provide rationale. The Town will assume your proposal fully complies with all requirements unless specific exceptions are stated.

Proposals should be clear, concise, and complete. All required information should be provided to ensure a fair evaluation. Proponents are encouraged to use the same section numbering and headings as this RFP

for clarity. Failure to provide the requested information, may result in a lower evaluation score or rejection of the proposal.

5. Evaluation Criteria

All proposals received by the Town will be evaluated based on the following criteria (not necessarily listed in order of importance):

- Technical Compliance and Approach
- Proponent's Experience and Qualifications
- Project Schedule
- Cost and Value
- Optional Services and Value-Adds
- Clarity and Completeness of Proposal

The Town may assign weighted values to these criteria and will rank proposals accordingly. During the evaluation, the Town reserves the right to seek clarifications from proponents if any part of a submission is unclear. The Town may also negotiate minor adjustments or improvements to the top-ranked proposal prior to award, provided such changes do not materially affect the competitive nature of the RFP or give an unfair advantage.

6. Submission Instructions

Proposals must be received by September 29th, before 2:00pm Atlantic Time. Late submissions will not be accepted. It is the proponent's responsibility to ensure that the proposal is received on time.

Submission Format: Proposals may be submitted as follows:

- Hard Copy Submission: Provide one (1) original and [two (2)] copies of the proposal in a sealed envelope or package. The outside of the envelope must be clearly labeled with:

RFP No. 092025 – Exploration Test Well Drilling Proposal

and addressed to:

Attn: Lindsay Basinger – Project Manager
Town of Antigonish – Infrastructure & Engineering Department
274 Main Street
Antigonish, NS B2G 2C4

Hard copy proposals must be delivered during business hours (Monday to Friday, 8:30 AM to 4:30 PM) and received by the closing deadline. The Town will timestamp received packages but will not open them until after the submission deadline.

- Electronic Submission: As an alternative to hard copies, proposals may be submitted electronically via email. The proposal must be in PDF format and attached to an email with the subject line:

RFP No. 092025 – Exploration Test Well Drilling Proposal

Send the email to: Lindsay.basinger@townofantigonish.ca The onus is on the proponent to ensure the email and attachment are transmitted successfully before the closing time. The Town's email system will

not accept emails larger than [10] MB; if necessary, proponents should compress the PDF or split the submission into multiple emails (clearly labeled “Email 1 of 2”, “Email 2 of 2”, etc.). Upon receipt of an electronic proposal, the Town will reply with a brief acknowledgement email. If you do not receive an acknowledgement within one business day, please contact the RFP contact person to confirm receipt.

Faxed submissions will not be accepted.

All proposals, whether hard copy or electronic, will be held unopened until the closing date and time have passed. There will be no public opening of proposals.

7. Inquiries

Prospective proponents may submit questions or requests for clarification regarding this RFP. All inquiries must be in writing (email is preferred) and should be directed to:

Lindsay Basinger – Project Manager
Email: Lindsay.basinger@townofantigonish.ca
Phone: 902-318-8883

Inquiries should be submitted no later than four (4) business days before the RFP closing date. Substantive questions and answers that clarify or modify the RFP will be issued in the form of a written addendum to all known proponents (i.e., those who have received or requested the RFP documents). Proponents are responsible for ensuring that they have received all addenda prior to submitting a proposal. Proponents are encouraged to notify the Town of their intent to bid (by emailing the above contact) to ensure they are included on the distribution list for any addenda or clarifications.

No verbal information or clarification provided by the Town or its representatives will be binding unless confirmed through a written addendum. Proponents should refrain from contacting other Town staff or officials regarding this RFP, except as directed above. All inquiries and responses will be communicated in a manner that ensures no proponent receives preferential information.

8. Terms and Conditions

- **Rights Reserved by the Town:** The Town of Antigonish reserves the right to accept or reject any or all proposals, to waive any informality or irregularity in any proposal, and to negotiate changes to the scope or price with the highest-ranked proponent if it is deemed in the best interest of the Town. This RFP shall not be construed as a contract or a commitment by the Town to purchase goods or services unless and until a formal agreement or purchase order is executed.
- **No Obligation to Award:** Issuance of this RFP does not commit the Town to award a contract. The Town may, at its sole discretion, cancel this RFP at any time, or withdraw any portion of the work from award consideration. The Town shall not be liable for any costs or expenses incurred by proponents in the preparation and submission of their proposals, or for any other activities related to this RFP (including but not limited to site visits, interviews, or contract negotiations).
- **Partial or Split Award:** The Town reserves the right to award the work in whole or in part. For example, the Town may initially proceed with only two test wells instead of three, or may award only the drilling portion of the scope and handle laboratory services separately, depending on budget availability and what is deemed most advantageous. Proponents may be asked to validate or adjust their pricing if the scope is modified. Any partial award will be made in a manner consistent with obtaining the best overall value for the Town.

- **Contract Award and Execution:** Any award resulting from this RFP will be subject to approval by the appropriate Town authorities. The Town will issue a Notice of Award to the selected proponent, after which the proponent will be expected to promptly enter into a contract with the Town. The contract will include this RFP, any addenda, the successful proponent's proposal, and the Town's standard contractual terms. The Town may elect to use a simplified agreement or a purchase order that references these documents. If the successful proponent fails to execute an agreement within a reasonable time, or is unable to meet any pre-condition of award (such as providing proof of insurance or WCB coverage), the Town may withdraw the award and proceed to the next-ranked proponent or cancel the RFP.
- **Proposal Validity Period:** Proposals shall remain valid for a period of sixty (60) days from the RFP closing date. This validity period may be extended by mutual agreement between the Town and the proponents. Proposals may not be withdrawn by the proponent during the validity period except with the written consent of the Town.
- **Confidentiality and FOIPOP:** All proposals submitted will be treated as confidential by the Town to the extent permitted by law. However, proponents acknowledge that the Town is subject to the Nova Scotia *Freedom of Information and Protection of Privacy Act* (FOIPOP) and may be required to disclose certain records upon request. Any proprietary or confidential information in the proponent's submission should be clearly identified as such. The Town will endeavor to protect sensitive information marked confidential, but complete confidentiality cannot be guaranteed if disclosure is required under FOIPOP or other legal processes.
- **Conflict of Interest:** Proponents must disclose in their proposal any actual or potential conflicts of interest that may exist with respect to their participation in this RFP or their provision of the required work. The Town reserves the right to disqualify any proponent that, in the Town's opinion, has an unresolved conflict of interest or an unfair advantage, whether existing now or arising in the future. Proponents must also disclose any relationship or partnership with other firms that could be seen as a conflict in performing the services.
- **Indemnification and Insurance:** The successful contractor shall indemnify and hold harmless the Town of Antigonish, its officers, officials, employees, and agents from and against all liabilities, claims, demands, suits, losses, damages, and costs (including legal fees) arising from the contractor's performance of the work or breach of the terms of the contract, except those arising from the Town's own negligence. The contractor shall, at its own expense, maintain in force insurance policies appropriate to the work, including at minimum Commercial General Liability insurance with a policy limit of not less than \$2,000,000 per occurrence (with the Town of Antigonish named as an additional insured) and appropriate automobile liability insurance for any vehicles used. Evidence of insurance coverage shall be provided to the Town upon request and prior to commencement of work. The contractor must also be registered and in good standing with the Nova Scotia Workers' Compensation Board (WCB), and ensure that all sub-contractors (if any) are similarly insured and registered.
- **Governing Law:** This RFP and any resulting contract shall be governed by the laws of the Province of Nova Scotia. The courts of Nova Scotia shall have jurisdiction over any dispute arising under this RFP or subsequent agreement.
- **Acceptance of Terms:** By submitting a proposal, the proponent indicates acceptance of all the foregoing terms, conditions, and specifications of the RFP (including any addenda). The Town of Antigonish reserves the right to enforce the terms of this RFP and the contract strictly. Failure by

the successful proponent to comply with any requirement outlined herein may result in contract termination.

The Town of Antigonish thanks all proponents for their interest in this project. We look forward to reviewing your proposal.