



**Procurement Services**  
450 Cowie Hill Rd., PO Box 8388, RPO CSC  
Halifax, NS B3K 5M1  
Telephone: (902) 490-4998

## **REQUEST FOR PROPOSAL**

**P26.2019**

### **ISO Consulting Services – EMS Expansion**

Sealed bids submitted on the included bid form ONLY in a vendor identified envelope marked:

**RFP #P26.2019 – “ISO Consulting Services – EMS Expansion”**

Addressed to:

Halifax Water  
Attn: Brent Hickman  
450 Cowie Hill Road  
P.O. Box 8388, RPO CSC  
Halifax, NS B3K 5M1

Will be received until **2:00 p.m. Atlantic Time, Tuesday October 29, 2019** for the above RFP as per the specifications and terms and conditions.

**Check for changes to this request** – Before submitting your proposal, visit the Provincial Government Web Portal at [www.novascotia.ca/tenders](http://www.novascotia.ca/tenders) to see if any Addenda detailing changes have been issued on this proposal. Changes may be posted up until the proposal closing time. It is the Bidders' responsibility to acknowledge and take into account all Addenda.

Bidders shall be solely responsible for the delivery of their proposals in the manner and time prescribed. Proposals received after the date and time specified shall be rejected.

Electronic and facsimile proposals are not accepted.

The lowest or any submission will not necessarily be accepted.

**RFP Issue Date – October 8, 2019**

## PROPONENT'S SUBMISSION SHEET

The undersigned hereby acknowledges that he/she, as an officer of the stated corporation, has read and understands the specifications, requirements, and proposed agreement regarding **ISO Consulting Services – EMS Expansion** to Halifax Water. He/she further acknowledges that the seller's proposed product, equipment, materials, and services fully meet or exceed those as specified in Halifax Water's Request for Proposal. Additionally, the Proponent agrees that all its bid documents and responses to the aforementioned Request for Proposal will, at the option of Halifax Water, become a legally binding and essential portion of the final contract between the successful Proponent and Halifax Water.

***The following information must be completed to ensure proposal acceptance.***

\*ADDENDA No. \_\_\_\_\_ to \_\_\_\_\_ INCLUSIVE WERE CAREFULLY EXAMINED.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2019.

PROPONENT'S COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/ PROVINCE: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

PHONE NO.: \_\_\_\_\_ FAX NO.: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

WEBSITE: \_\_\_\_\_

CONTACT NAME (please print): \_\_\_\_\_

TITLE (please print): \_\_\_\_\_ PHONE NO.: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

HST REGISTRATION NO: \_\_\_\_\_

WCB COVERAGE: YES ☐ NO ☐

\* The proponent shall list and initial all addenda received during the period and shall take them into consideration when preparing their proposal submission. A signed copy of each Addendum must be included with the proposal submission. Failure to comply may be cause for rejection of proposal submission.

**HALIFAX WATER RESERVES THE RIGHT TO REJECT ANY OR ALL SUBMISSIONS. THE LOWEST OR ANY SUBMISSION WILL NOT NECESSARILY BE ACCEPTED.**

This proposal will adhere to Halifax Water's Standard Terms & Conditions. They can be found on our website at <https://halifaxwater.ca/procurement-tender-opportunities>

## **1.0 INTRODUCTION**

The Halifax Regional Water Commission (Halifax Water) is soliciting proposals for consulting services to assist the staff of the Regulatory Services Department in preparing to expand the Halifax Water ISO 14001-2015 program from drinking water and waste water facilities to corporate wide.

## **2.0 BACKGROUND**

Halifax Water has registered the J.D. Kline (Pockwock), Lake Major and Bennery Lake drinking water facilities and the Herring Cove and Dartmouth wastewater treatment facilities under the ISO 14001 Environmental Management System standard. Halifax Water now plans to expand the ISO 14001 program corporate wide.

## **3.0 SCOPE OF WORK**

The scope of work for this project is to include the following:

Supply all consulting support and services, recommendations as required for the expansion of Halifax Water's EMS from three water treatment plants and 2 wastewater plant to a corporate wide program.

This work will include, but is not limited to, the following:

1. Scheduling, tracking and coordination of the project.
2. Conducting regular meetings with the EMS Coordinator and the EMS Steering Committee.
3. Gap analysis.
4. Review the existing EMS manuals considering the expanded EMS. Identify required changes to the existing EMS documents.
5. Selection of the initial department for ISO 14001 expansion. Future expansion for the rest of Halifax Water.
6. Creation of a work plan to achieve the required steps and a plan to integrate the existing Water and Wastewater services into a corporate wide program.
7. Investigate the feasibility of incorporating the Halifax Water OH&S program under the 45001 ISO standard.
8. Arrange and assist with internal audits.
9. Conduct initial compliance and internal audits of the selected wastewater facilities prior to the registration audit to ensure that the system is working efficiently prior to the audit by the selected Registrar.

## **4.0 CONSULTANT ACTIVITIES AND DELIVERABLES**

### **4.1 Project Administration / Management**

The primary purpose of project administration / management is to keep the project within scope, budget, and on schedule and to ensure that appropriate quality control / quality assurance practices are used to provide the best product possible to Halifax Water. The anticipated timeframe for completion of this assignment is within six months of contract award.

#### ***Major consultant activities include:***

- Confirm client requirements and objectives at project outset;
- Initiate meetings;
- Maintain all project documentation;
- Provide written project updates to Halifax Water on a monthly basis. The updates are to include specific status updates on schedule and budget;
- Identify & manage risks associated with the project;
- Proactive and thorough communication with Halifax Water throughout the duration of the project;
- Manage overall project scope, schedule, budget & quality control;
- Ensure all project changes are discussed and approved by Halifax Water in advance of proceeding with the work.

#### ***Key Deliverables:***

- All recorded information including project reports, documents, templates, meeting minutes & correspondence;
- Regular written project updates outlining progress for the review period.
- Documentation of any project changes (scope, schedule, budget & quality impacts) including correspondence reflecting Halifax Water's approval prior to proceeding with the proposed changes.

### **4.2 Final Report**

#### ***Major consultant activities and Key Deliverables include:***

- Preparation of a Final report containing documentation of all recommendations, procedures and training materials.
- Provision of the Final Report in written and electronic (MS Word) format.

## **5.0 INFORMATION FOR PROPONENTS**

### **5.1 Proposal Submission**

The response to this RFP shall be submitted using the **two-envelope system** as follows:

- The technical proposal shall include an unencrypted searchable PDF electronic file, the hard copy original, bound and clearly marked “Original”, and four (4) additional bound copies of the proposal marked “Copy”. All copies of the technical proposal are to be clearly marked as “**TECHNICAL**” and cost information shall not be included in the Technical portion of the submission.
- The financial proposal shall be submitted in a separate, sealed envelope (one copy only) and clearly labeled “**FINANCIAL**”.

### 5.1.1 Technical Proposal

The Proposal shall include the following as a minimum; failure to do so may be cause for rejection of the proposal.

#### 5.1.1.1 General

Consultant shall provide the name of the firm, office address, telephone number and facsimile number.

#### 5.1.1.2 Project Understanding and Implementation Plan

The proposal shall include a section that clearly demonstrates the proponent’s understanding of the assignment and the deliverables requested. Note: Halifax Water does not want to see submissions that simply rewrite the content of this RFP. Proposals should include as a minimum:

- (a) The proponent’s understanding of the activities and deliverables quoted in the RFP and for the nature of the work required to meet the project objectives.
- (b) The proposed approach / methodology to be used to meet the project objectives and deliverables.
- (c) The proposed work program and schedule that identifies start and end times and key milestones (a Gantt chart in MS Project 2003 format is preferred).
- (d) A detailed breakdown of the total time each team member will be devoting to the tasks within the project – a Time Task Matrix showing the breakdown of activities and associated resource hours (Note: NO cost information shall be shown in the Time-Task matrix submitted in the **TECHNICAL** proposal. Costs may only be shown in the **FINANCIAL** proposal). Failure to adhere to this requirement will be grounds for disqualification of the proposal.

### **5.1.1.3 Company Experience and Project Team Qualifications**

The proposal shall include information on the key project resources including:

- (a) Identification of a Project Manager and provide resume.
- (b) A list of all other project resources and resumes.
- (c) Names of sub-consultant firms (if any) to be retained to complete this assignment including a description of the merits of their participation and a description of their qualifications.
- (d) A list of the sub-consultant personnel and associates (and resumes) that will be performing various tasks for this assignment.
- (e) A project team organizational chart that identifies the lead resource for each component of the project.
- (f) A statement indicating the percentage (%) of time available for this assignment versus percentage (%) of time already committed on other assignments for each of the proposed project resources.
- (g) A minimum of three (3) reference projects including the dates the projects were completed, a description of the project scope, a contact person and phone number from the owner of the project, estimated and actual budgets, and a commentary on schedule adherence.

Specific to this assignment, the project team for this assignment shall consist of personnel skilled and experienced in the following activities:

- ISO 14001 program development and facility registration.
- Conduct of ISO audits.
- Staff providing audit services shall hold up-to-date standing as a Certified Environmental Auditor, as issued by the Canadian Environmental Certification Approvals Board (CECAB).
- Knowledge of standard ISO management software packages.

The proposal must outline the resources to be used for this assignment, provide an explanation of the project resources' direct experience with the skills noted above, and identify specific projects and dates in which these skills were demonstrated. Curriculum vitae / resumes for the identified project resources may be submitted as part of the attachments / appendices.

In the event there would be a change in the personnel named and assigned to perform the services under the contract, the consultant shall be required to submit, for approval to Halifax Water, the credentials and resumes of the alternate personnel the consultant proposes to use in the performance of the contract. Substitutions of personnel from those identified in the response to the RFP must have like qualifications of the listed personnel. Changes must be submitted in writing by the proponent and approved in writing by Halifax Water.

#### **5.1.1.4 Project Management and Quality Control**

The proposal shall include information to help Halifax Water determine the proponent's approach to managing projects and quality including:

- (a) Description of the quality assurance / control practices used by the proponent's firm (including the resource leading this aspect of the project) including how scope changes, impacts to the schedule, and cost impacts will be managed on this project.
- (b) How the proponent will interact with Halifax Water staff to ensure that Halifax Water receives the product as requested to the level of quality necessary to make future decisions.
- (c) Description of communications protocols and progress reporting to be followed by the proponent.

#### **5.1.1.5 Acknowledgement**

A complete acknowledgement, in the form set forth in **Appendix "B"**, confirming that the Proponent acknowledges and agrees to all the conditions of participation in the RFP.

#### **5.1.1.6 Assumptions**

The proponent shall clearly identify all assumptions made in the preparation of the proposal. Additionally, the proponent is encouraged to outline other work considered essential to the successful completion of this project that was not identified by Halifax Water in this RFP.

### **5.1.2 Financial Proposal**

Submit the Financial Proposal in a separate, sealed envelope, clearly marked "Financial Proposal". The proponent shall submit a fee schedule for the major

components of the assignment and the associated subtasks for each component.

The cost proposal must clearly provide the following:

- (a) For each component and associated subtasks identify the individuals proposed to accomplish the work, their associated hours and their hourly rates.
- (b) Total all-inclusive cost for the project including billable expenses and identify this proposed Maximum Fee.
- (c) Prices are to be quoted in Canadian dollars; inclusive of duty, where applicable; exclusive of Harmonized Sales Tax (HST).
- (d) Price may not be the determining factor for award. Halifax Water may negotiate a final offer with the selected consultant.

#### **5.1.3 One Response**

Proponents may not submit more than one proposal.

#### **5.1.4 Address for Submission**

The proposals shall be delivered in a sealed envelope marked “Request for Proposals – ISO Consulting Services - EMS Expansion, **P26.2019, not later than 2:00 p.m. Atlantic Time, Tuesday October 29, 2019**, to the attention of:

Halifax Water  
Attn: Brent Hickman  
Procurement Services  
450 Cowie Hill Rd.  
P.O. Box 8388, RPO CSC  
Halifax, NS, B3K 5M1

Under no circumstance will proposals received after the Submission Closing Date / Time be accepted.

#### **5.1.5 Period of Submission Validity**

Proposals will be binding for ninety (90) Days: Unless otherwise specified, all formal proposals submitted shall be irrevocable for ninety (90) calendar days following proposal opening date, unless the proponent(s), upon request of Halifax Water, agrees to an extension.



## 5.2 Proposal Evaluation

Proposals will be evaluated on the basis of all information provided by the Proponent. Each proposal will be reviewed to determine if the proposal is responsive to the submission requirements outlined in the RFP. Failure to comply with these requirements may deem the proposal non-responsive.

In recognition of the importance of the procedure by which a proponent may be selected, the following criteria outline the primary considerations to be used in the evaluation and consequent awarding of this project (not in any order).

Selection of a proposal will be based on the following criteria and any other relevant information provided by the proponent in the submission. Halifax Water reserves the right to prioritize and weigh the importance of each *sub-criterion* within the identified Technical criteria confidentially.

Criteria	Weight	Score
<i>Technical</i>		
Project Understanding and Implementation Plan	25%	
Company Experience and Project Team Qualifications	25%	
Project Management and Quality Control	25%	
<i>Subtotal – Technical</i>		
<i>Financial</i>	25%	
<b>Total</b>	<b>100%</b>	

The score for the “Financial” criteria shall be allocated as follows: An average fee of all financial proposals will be calculated. The average fee shall receive an allocation of 100% of the available points for the “Financial” criteria. Proponents whose fees are within plus/minus 90% of the average fee, shall receive a lineal prorated percentage of the available points for the “Financial” criteria. Proponents who exceed plus/minus 90% of the average fee, shall receive 10% of the available points for the “Financial” criteria. For example if the average fee is \$100,000, the following fee proposals would receive points for the "Financial Criteria" as indicated:

Proponent A, Fee = \$100,000, receive 100% of points available for "Financial Criteria"  
 Proponent B, Fee = \$70,000, receive 70% of points available for "Financial Criteria"  
 Proponent C, Fee = \$40,000, receive 40% of points available for "Financial Criteria"  
 Proponent D, Fee = \$120,000, receive 80% of points available for "Financial Criteria"  
 Proponent E, Fee = \$180,000, receive 20% of points available for "Financial Criteria"  
 Proponent F, Fee = \$200,000, receive 10% of points available for "Financial Criteria"

### **5.3 Selection Process**

An Evaluation Team comprised of Halifax Water representatives will evaluate responses to the RFP. Proponents may be invited to make a presentation to the Evaluation Team. Proponents must be prepared to make a presentation and must have members of the proposed project team participate in the presentation. The Evaluation Team may use this opportunity to discuss the submitted proposal and request clarification of information provided in the proposal submission. Proponents are encouraged to provide any additional information that may be relevant in the evaluation of their proposal.

### **5.4 Award**

Provided that at least one of the received proposals meets the approval of the Evaluation Team, a recommendation on Contract award will be made on the basis of the evaluation. All awards are subject to the approval of Senior Management and the availability of funds. No announcement concerning the successful proposal(s) will be made until a complete report is prepared and approved by the appropriate bodies.

Written communication to the Successful Proponent of notification of award before the time of expiration specified by Halifax Water shall result in a binding Contract without further action by either party. Halifax Water may accept an offer whether or not there are negotiations after its receipt. Negotiations conducted after receipt of an offer do not constitute a rejection or counteroffer by Halifax Water.

Neither acceptance of a proposal nor execution of a contract will constitute approval of any activity or development contemplated in any proposal that requires any approval, permit or license pursuant to any federal, provincial, regional or municipal statute, regulation or by-law.

The successful Proponent will be expected to enter into a formal contract based on the Halifax Water standard form of contract.

## **6.0 OCCUPATIONAL HEALTH & SAFETY**

Consultants are advised that it is their responsibility to ensure that the personnel assigned to this work are familiar with and fully knowledgeable and comply with the Occupational Health and Safety Act of the Province of Nova Scotia, the Halifax Water Safety Policy and Procedures Manual, and other Provincial and Municipal safety requirements.

## **7.0 INSURANCE COVERAGE**

The Consultant is to provide a Certificate of Insurance stating that they have two (2) million dollars (\$2,000,000) Professional Liability Insurance covering the services described in the agreement. The policy

shall be continuous from the commencement of the services and continue for 12 months following completion of the services.

## **8.0 POLICE RECORD CHECK (PRC)**

All contractors, consultants and their employees working for Halifax Water must obtain a “Police Record Check” (PRC), which is valid for a three year period. The process for obtaining a PRC is outlined in “Appendix A”.

PRC’s must be completed and forwarded to Halifax Water for all employees working for or on behalf of the successful vendor prior to the start of the contract.

## **9.0 TERMS AND CONDITIONS**

### **9.1 INQUIRIES**

All questions related to this Request for Proposal shall be directed to;

Brent Hickman, S.C.M.P.  
Procurement Officer  
Halifax Regional Water Commission  
Email: [procurement@halifaxwater.ca](mailto:procurement@halifaxwater.ca)  
Phone: (902) 490-4998

### **9.2 TAXES EXCLUDED**

The Bid prices shall exclude HST. Do not include any Provincial or Federal Sales tax.

### **9.3 CURRENCY**

All prices should be quoted in Canadian dollars. Please Bid your net price on each of the above commodities or services, F.O.B. destination Halifax Water, prepaid.

### **9.4 PAYMENT & INVOICING**

Payment shall be based on Net 30 Days from date of invoice or receipt of goods/ services, whichever is later. If special payment terms or schedules are required, these must be specified in the Bid; otherwise, Halifax Water payment terms (net 30 days) will apply.

Invoices are to be sent to:

[Accounting@halifaxwater.ca](mailto:Accounting@halifaxwater.ca)

Halifax Water administers its payables via an electronic payment process known as EDI payment. Payments for this solicitation and following contract will be administered via the electronic payment process.

## **9.5 EXPLANATION TO BIDDERS**

No verbal agreement or conservation with any officer, agent or employee of Halifax Water either before or after execution of the contract shall effect or modify any of the terms or obligations contained in any of the documents comprising the said contract.

## **9.6 RIGHT TO REJECT; FINANCIAL STABILITY; NON-COMPLIANCE**

Failure to comply with any of the mandatory terms or conditions contained or referenced in the Request for Proposal (RFP) documents may result in the rejection of the Bid.

All of the terms, conditions and/or specifications stated or referenced in the RFP are assumed to be accepted by the Bidder and incorporated in the Bid.

Bidders may be required to demonstrate financial stability, authorization to provide the goods/services being acquired, and/or regulatory agency approval, licensing or registration as needed, or otherwise clarify Bidder's capability to satisfy the RFP requirements. Halifax Water reserves the right to reject Bids from any Bidder that it feels is incapable of providing the necessary labour, materials, equipment, financing or management resources to perform the work or supply the goods in a satisfactory and timely manner.

Halifax Water reserves the right to waive minor non-compliance where such non-compliance is not of a material nature in its sole and absolute discretion, or to accept or reject, in whole or in part any or all Bids, with or without giving notice. Such minor non-compliance will be deemed substantial compliance and capable of acceptance. Halifax Water will be the sole judge of whether a Bid is accepted or rejected.

Halifax Water reserves the right to split an award amongst Bidders as deemed in the best interest of Halifax Water.

## **9.7 CANCELLATION; NO AWARD**

Issuing a RFP implies no obligation on Halifax Water to accept any Bid or a portion of any Bid submitted. Halifax Water does not bind itself to accepting the lowest or any bid received, but reserves the right to award the RFP to its best advantage.

The RFP may be cancelled in whole or in part without penalty, when a) the price Bid exceeds the funds allocated for the purchase; b) there has been a substantial change in the requirements after the RFP has been issued; c) information has been received by Halifax Water after the RFP has been issued that Halifax Water feels has substantially altered the procurement; or d) there was insufficient competition in order to provide the level of service, quality of good or pricing required.

If no compliant Bids are received in response to the RFP, Halifax Water reserves the right to enter into negotiations with one or more vendors in order to complete the procurement.

Halifax Water will be the sole judge of whether there is sufficient justification to cancel any RFP. No action or liability will lie or reside against Halifax Water in its exercise of its rights under this section.

## **9.8 INDEMNIFICATION**

If the contract is awarded, the successful proponent agrees to indemnify and save harmless Halifax Water from and against all claims, actions, losses, expenses, costs or damages including Solicitors fees, howsoever arising or incurred, alleging damage to property or injury to, or death of, any person arising out or attributable to the contractor's performance of the contract awarded.

Any property or work to be provided by the contractor under this contract will remain at the proponent's risk until written acceptance by Halifax Water.

## **9.9 ADDENDA, CORRECTIONS OR EXTENSIONS OF THE REQUEST FOR PROPOSAL**

Periodically, Halifax Water is required to issue notification of changes or corrections to a bid document. Normally these notifications will have a direct bearing on the cost of a project and will influence the way you bid. Halifax Water reserves the right to modify the terms of the RFP at any time prior to closing, at its sole discretion.

It is the sole responsibility of the vendor to monitor the Nova Scotia Government website for any addenda that may be issued. Halifax Water will make information available to the public, regarding any changes made to the Solicitation, or any change in the closing date and time. Bidders are responsible for ensuring that they are aware of and have complied with any Addenda.

Bidders are instructed to sign the Addenda and return it with their bid submission.

When these changes occur within five (5) business days of the closing date, the closing date may be extended to allow for a suitable Bid preparation time.

Failure to comply with the instructions on an advisory of addendum may result in rejection of your submission, regardless of whether the changes noted in the advisory or addendum are included in the RFP or not.

#### **9.10 HOURS OF WORK**

Halifax Water's core hours of operation are Monday to Friday, 8:30 am to 4:30 pm.

#### **9.11 COOPERATIVE PURCHASING**

The Proponent may only provide the services specified under this RFP to the Province of NS and MASH Sector entities by entering into a separate contract "Subsequent Contract". The Proponent acknowledges and agrees that Halifax Water will not be a party to any Subsequent Contract, nor will Halifax Water be liable in any respect for any obligation under, or act or omission by a party to, a Subsequent Contract.

## **APPENDIX “A”**

### **PROCESS FOR OBTAINING POLICE RECORD CHECK FOR CONTRACTORS/CONSULTANTS**

1. All contractors, consultants and their employees working on-site for Halifax Water must obtain a “Police Record Check” (PRC). Questions about this process may be directed to [security@halifaxwater.ca](mailto:security@halifaxwater.ca).
2. It is the responsibility of the Halifax Water staff member that engages a contractor/consultant to ensure that a PRC is conducted.
3. To obtain a PRC, contractors or consultants will follow one of the approaches below:
  - a) Online using “Backcheck” (Preferred Approach):
    - i. Go online to <http://backcheck.net/hrwc/> and create a personal account with mybackcheck.
    - ii. The contractor or consultant must verify their identification by:
      - verifying their ID either online by answering a questions regarding their credit history; or,
      - in person at any of the 5000 participating Canada Post locations nationwide.
    - iii. Once identification is verified, the Police will complete the PRC.
    - iv. The individual will receive an email indicating the results are in. They must login to their mybackcheck account and choose to “Share” the results with Halifax Regional Water Commission, indicating:
      - the organization that employs them;
      - the Halifax Water Project Manager
      - the name of the project to which the PRC relates.
  - b) Alternate paper-based approach (Not Preferred):
    - v. The contractor or consultant must book an appointment to visit their local Police Department to request a PRC.
    - vi. Once completed, the result of the PRC should be sent via mail to the address below indicating:
      - the organization that employs them;
      - the Halifax Water Project Manager; and,
      - the name of the project to which the PRC relates.

**Halifax Water  
Safety & Security Dept.  
PO Box 8388, RPO CSC  
Halifax, NS B3K 5M1**

- c) An FBI record check is acceptable for residents of the United States.
- 4. The Safety & Security Department will notify the Halifax Water Project Manager who requested the PRC whether the contractor/consultant has received clearance.
- 5. If a contractor/consultant requires Card Access to a Halifax Water facility(s) the Project Manager will schedule an appointment with the Human Resources Department to have a Contractor Card created and access granted, based on the contractors/consultant's needs.
- 6. Certain contractors/consultants, depending on the work or services they are providing, may require a fingerprint-based check. Halifax Water reserves the right to request fingerprints where applicable.
- 7. All contractors, consultants and their employees are required to renew their PRC every **3 years**.



## **APPENDIX “B”**

### **ISO 14001 Environmental Management System (EMS)**

Halifax Water has established and is committed to maintaining an EMS which is consistent with the principles set out in the National Standard of Canada CAN/CSA-ISO 14001-04 (ISO 14001:2004).

The scope of the Halifax Water EMS includes potential environmental impacts and risks associated with the activities and operations of the specific facilities identified in this tender. The scope of this EMS is formally stated as follows:

“The J. Douglas Kline Water Supply Plant, the Lake Major Water Supply Plant, the Bennery Lake Water Supply Plant, the Herring Cove Wastewater Treatment Plant and the Dartmouth Wastewater Treatment Plant - facilities owned and operated by the Halifax Regional Water Commission. The EMS encompasses internal issues specific to the plant operations including water treatment processes, wastewater treatment process, sludge handling, fuel and chemical management, miscellaneous waste management, dam management and employee relations. It will also include external issues such as compliance obligations, climate change, water quality, severe weather, lack of resources and the needs of interested parties”.

Halifax Water has developed an Environmental Policy to document its commitment to the effective management of its environmental priorities and staff at the J. Douglas Kline, Lake Major and Bennery Lake water supply plants and the Herring Cove and Dartmouth wastewater treatment plants, and is committed to operating the facility and conducting associated operations in a manner which ensures implementation of these policy commitments. The policy has been endorsed by the General Manager of Halifax Water, and will be circulated to all staff and personnel working on behalf of Halifax Water.

Environmental aspects have been developed based on Halifax Water’s EMS scope and environmental policy that can have significant impact on the environment. Halifax Water shall ensure that any person performing tasks on its behalf will comply with the scope and the environmental policy.