



## Request for Proposals

*Consulting Services –3-D Visualization for Flood Hazard Communication*

*Municipal Flood Line Mapping - 2025-26*

August 2025

Project MCC-CD03-2508  
Issued: August 7, 2025  
Deadline: August 28, 2025

## 1. INTRODUCTION

The Municipality of Colchester and the Town of Truro are seeking the services of a qualified consulting firm to obtain and operate 3-D Flood Mapping software as a critical communication and planning tool.

### 1.1 Client

This is a joint project between the Municipality of Colchester and the Town of Truro. While the RFP and the subsequent contract shall be held with the Municipality of Colchester (“the Municipality”), the clients for the report shall be the Municipality of Colchester and the Town of Truro, jointly (“the Clients”).

### 1.2 Overview and Objectives

Nova Scotia is one of the provinces most vulnerable to the impacts of flooding and climate change, notably through the combination of land subsidence, sea level rise, and increased precipitation. Most of the development in the province is located along the coastline or a major watercourse, meaning that the issue of flooding is a significant concern in Nova Scotia.

One of the tools available to Municipalities to protect public safety is the development of flood maps. Policies and regulations within Municipal Planning Strategies and Land Use By-laws can then be developed to control the type of development that may take place within flood-prone areas.

In 1999, the Province of Nova Scotia enacted regulations under the Municipal Government Act (MGA), through the Statements of Provincial Interest (SPI), to set minimum criteria and planning standards within floodplain areas. The MGA is administered by the Department of Municipal Affairs (DMA).

The Municipal Flood Line Mapping (MFLM) Program endeavours to create a set of standards that will apply across the entire province, creating consistency in how flood line mapping is carried out. It is structured to provide guidance to municipalities as their staff or consultants to carry out the work, while providing specific technical specification to be followed. Its end goal is to ensure that all municipalities are applying the SPI regarding Flood Risk Areas to land that may be subject to flooding in their jurisdiction. A Municipal Flood Line Mapping Document began development in 2018 and went through several drafts and reviews. Mapping was completed using the MFLM Technical Specifications starting in 2019 with insight from each study used to make improvements

to the MFLM document.

Flood hazard maps created under the MFLM program are used by municipalities to regulate development in known floodplains. 3-D visualizations are a tool that municipalities can use to engage with the public and other stakeholders as they develop or update policy to address flooding in their municipal planning strategies.

The MFLM program is funded, in part, through the *Climate Change Plan for Clean Growth* produced by the Department of Environment and Climate Change (ECC) and the Federal Flood Hazard Identification and Mapping Program (FHIMP). The program is managed by the Department of Municipal Affairs (DMA), with support provided by other relevant provincial, municipal, and federal government departments.

The Municipality adopted a county-wide municipal planning strategy and land use by-law in June of 2025 and is using the MFLM data for the Minas Basin region. The North Shore data will be adopted when available. The Town of Truro is using flood mapping data from a 2016 regional study by the consulting firm, CBCL, in their 2023 Strategy and By-law.

## **2.0 Requirements**

### **2.1 Project Scope**

The project is to obtain and operate 3D Flood Mapping software as a critical communication and planning tool. The 3D visualizations will include the results of the completed flood studies under Municipal Flood Line Mapping (MFLM) Program.

The 3D Mapping software should allow for:

1. **Comprehensive Flood Hazard Assessment:** It should support a more detailed analysis and assessment of flood hazards, helping to understand exposure of critical infrastructure and prioritize resources and efforts.
2. **Enhanced Communication:** The visualization should improve communication with the public and stakeholders with interactive software that allows for dynamic perspectives and scenarios.
3. **Data-Driven Decision Making:** The software should enable access to accurate, easy to understand and up-to-date information, to improve decision-making processes.
4. **Compatibility with Existing Resources:** The visualizations must incorporate the results of any flood studies completed using the Municipal Flood Line Mapping Technical Specifications and be compatible with existing 3D visualizations used in Nova Scotia.

#### **2.1.2 Time Frame & Deliverables**

The project is administered by **the Municipality** and may include support from relevant

First Nations, provincial, municipal, and federal government departments where applicable. **The Municipality** will receive the deliverables and evaluate the work of any consultants which may include support from other parties.

Project deliverables include the following, but can be refined with input from the Parties after this agreement is in place:

- Successful proposal selection: September 9 2025
- Project Kick-Off Meeting: September 2025
- Interim Report: December 2025
- Draft Visualization: Winter 2026
- Final Deliverables: Winter 2026

### ***2.1.3 Project Costs***

The project budget and corresponding level of effort for the consulting services required shall not exceed \$125,000 including HST. Should respondents to this RFP feel this budget requires an adjustment, an explanation of any changes should be outlined and justified in the Proposal.

## ***2.2 Project Tasks, Deliverables and Responsibilities***

### ***Project Kick-Off***

Once the proposal has been selected, we will set a date for the Project Kick-off meeting. It will be a virtual meeting of the project advisory team. The team should be composed of representatives of DMA, and any municipalities that will be covered by the visualizations; this could also include representatives from any relevant First Nation communities, provincial, and federal government departments if appropriate. This ensures any questions about the process can be addressed immediately and all parties can ensure the deliverables meet their needs.

### ***Interim Report***

The Interim Report is provided by the consultant to **the Municipality**. It is meant to provide information on the project's progress and occur approximately halfway through the proposed project. The interim report should include:

- **Executive Summary** outlining work to date and a discussion of challenges faced and how they have been or will be overcome. Any barriers that would prevent the proponent from completing the project requirements on time should be communicated to the DMA contact in this report.
- **Updated Gantt Chart** based on project timeline submitted with original consultant proposal, clearly indicating any changes.

### ***Draft Visualization***

The Draft Visualization is meant to provide an opportunity for **the Municipality** to provide feedback to the consultant on the proposed deliverables. The deliverables should be substantially complete with the draft provided with sufficient time to allow for changes to be made before the final deliverables are due. **The Municipality** may want to request a presentation from the consultant on the draft visualization so feedback can be provided immediately.

### ***Final Deliverables***

Final deliverables include the 3D visualizations and a short report outlining the work completed with specific references to how the results of the completed MFLM study have been included.

All project deliverables are to be provided to **the Municipality** who will share them with DMA, for review, approval, and acceptance. All deliverables are to be submitted in electronic format. All deliverables are the property of **the Municipality** and the Province of Nova Scotia and can be freely shared with the Federal government and other relevant organizations for use and dissemination.

### ***2.3 Inquiries***

All questions related to this RFP should be directed to:

Pam Macintosh, LPP, MCIP  
Manager of Planning Services, Community Development  
Municipality of the County of Colchester  
1 Church Street, Truro, NS, B2N 3Z5  
Phone: (902) 897-3170  
Email: [pmacintosh@colchester.ca](mailto:pmacintosh@colchester.ca)

### ***2.4 Proposal Submission***

Proposals marked “Colchester 3D Visualization” and addressed to the Manager of Planning Services, Community Development, will be received at the Municipal Building, Community Development Department until **August 28, 2025, at 4:00PM**, local time at the address below. Submissions received after the deadline will be disqualified without being opened.

Municipality of the County of Colchester  
c/o Pam Macintosh  
Community Development Department  
1 Church Street,  
Truro, NS, B2N 3Z5

All applicants must submit *3 paper copies* and *1 digital PDF copy*. The digital copy must be submitted in an appropriately labeled USB drive. Lengthy appendices may be submitted digitally only.

The Clients will proceed with private openings. Proponents will be advised of the results after the Contract has been awarded.

### ***2.5 Fees, Expenses, & Disbursements***

Payment shall be made as work is completed and upon receipt of detailed invoices. The Consultant may also wish to propose a payment schedule for work components or milestones. Monthly progress payments, less a ten percent (10%) holdback on the value of the work, may be disbursed by the Municipality in accordance with its policies and practices.

The proposal shall include a schedule of fees and expenses detailing the hourly rates for project team members, an estimate of the amount of time each member will devote to the project, and the resulting cost *excluding HST*, all subtotalled by task. A breakdown of estimated disbursements and expenses *excluding HST* shall similarly be included. Fees and expenses for meetings with the Clients shall be included in the proposed total cost. The Municipality wishes to firmly establish the total cost of the contract work prior to entering a Contract. The Municipality requires that proponents supply a detailed estimate of the total cost including all fees, expenses, and disbursements. Actual costs that exceed the estimated total cost without prior written approval of the Municipality will not be paid.

### ***2.6 Tax***

The Accepted Consultant shall pay all Federal and Provincial Taxes as required by the appropriate enactments. The Accepted Consultant shall indicate on each application for payment, as a separate amount, the Harmonized Sales Taxes that the Municipality is legally obligated to pay. This amount will be included in payments to the Accepted Consultant.

In the event of changes in applicable tax legislation to provide additional tax relief during this Contract, it is the intent of the Contract that any benefits therefrom shall accrue to the Municipality who shall deduct any overpayment of taxes from moneys due to the Accepted Consultant.

In the event of additional taxes being imposed during the Contract, it is the intent of the Contract that the additional amounts paid by the Accepted Consultant will be reimbursed by the Municipality in accordance with the requirements of the applicable tax act.

## ***3.0 Evaluation Criteria for Consulting Services***

### ***3.1 Project Plan***

Responses to this Request for Proposals will be reviewed by the Selection Committee and other specialists as appropriate. Proposals must comply with all requirements outlined in this document.

The consultant's project plan should include a project timeline or Gantt Chart that contains tasks that will fulfill the requirements of the project and detail how:

- any consultation with stakeholders or rightsholders will be carried out
- necessary data will be gathered
- the proponent will deal with minimal data availability
- the proponent will ensure visualization software will meet the needs of the stakeholders
- the proponent will ensure that the stakeholders will have access and understanding of how to operate the software (i.e., training)
- the proponent will ensure that the reporting and visualization deliverables are **provided by the deadlines.**

All submissions will be evaluated and ranked against the following criteria and associated weights:

45% *Project approach, methodology, and management:*

- understanding of project and approach to the scope of the services required;
- management of project and suitability of the proposed work plan;
- compliance with the Project Objectives and Work Description; and
- ability to meet all project timelines.

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30% *Consulting team information and experience:*

- team composition and representation by all necessary disciplines of the primary consultant and sub-consultants assigned to the project;
- experience of the proponent and key team members with similar projects and the range of specified services;
- proposed organizational structure and coordination of the individual team members including reporting relationships, identification of lead members, and communication;
- availability of back-up personnel and/or provision to access specialized skills; and
- results of reference checks for previous projects.

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15% *Proposed costs, value for money, and acceptance of terms and conditions:*

- value for money represented by the proposed level of effort; and
- creative and cost-effective solutions

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5% *Consideration of environmentally sustainable practices and approaches*

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#### **4.0 Vendor Information Template for RFP**

Please provide your Vendor Contact Information.

<b>Vendor Name</b>	
<b>Contact Name</b>	
<b>Contact Phone</b>	
<b>Contact Fax</b>	
<b>Contact e-Mail</b>	

#### **5.0 General Conditions**

##### **5.1 Personnel**

The Accepted Consultant is advised that the Clients expect the project lead and key personnel listed in the proposal to perform the work indicated and written permission must be obtained before changing any key member of the work team. In the case of personnel being changed, the Clients require that the new personnel being assigned have a similar length and breadth of experience relevant to this project as the personnel being replaced and otherwise be acceptable to the Clients.

##### **5.2 Proposal Acceptance**

The Clients reserve the right to reject any or all proposals. The Clients reserve the right to accept a proposal that is not the lowest price or to accept any proposal which it may consider to be in its best interests. The Clients reserve the right to waive formality, informality, or technicality with the acceptance of proposals for this work. Any proposal not supported by the information requested in this RFP may be rejected. The Clients reserve the right to negotiate with any proponent who has submitted a proposal or with other parties as deemed in the best interest of the Clients.

This Request for Proposals is not to be construed as an offer. The Clients reserve the right to not proceed with any or all aspects of this work without compensation for expenses to contractors.

### ***5.3 Proposal Validity***

Proposals shall be valid for acceptance for a period of sixty (60) days from the closing date or such additional time as may be mutually agreed upon in writing.