



THE MUNICIPALITY OF

LAMBTON SHORES

Public Works

9577 Port Franks Road

Theford, ON N0M 2N0

T: 519-243-1400 / 1-866-943-1400

www.lambtonshores.ca

THE MUNICIPALITY OF LAMBTON SHORES

**Request for Proposal – 2025-07
Engineering Services – Forest Stormwater
Management Masterplan**



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The Municipality of Lambton Shores

9577 Port Franks Road, Theford ON

Telephone: (519) 243-1400

Email: nverhoeven@lambtonshores.ca

[The Municipality of Lambton Shores](http://www.lambtonshores.ca)

January 22, 2025

SUBMISSIONS shall be received no later than the closing time and date noted below to the attention of Nick Verhoeven, Director of Public Works, and must contain the below information.

Request for Proposal Number	2025-07
Project Name	Engineering Services – Forest Stormwater Management Masterplan
Anticipated Council Meeting for Award	February 25, 2025
Tentative Project Start Date	March 2025
Project Completion Deadline	October 23, 2025
Open for Acceptance	90 days from Proposal Closing Time and Date
Question Period Closing Time and Date	February 7, 2025, 2:00:00 p.m., local time
Proposal Closing Time and Date	February 12, 2025, 2:00:00 p.m., local time

INFORMATION TO BIDDERS DOWNLOADING THIS DOCUMENT

Bidders downloading this document from the Municipality of Lambton Shores website must register with the Public Works Department to be added to the Bidders List. Interested Bidders are required to complete the information below and return this form via email to:

nverhoeven@lambtonshores.ca

Bidders who do not register may not receive any additional information or addendums relating to this project.

Bidder Registration Form

Company Name: _____

Address: _____

City/Town: _____

Contact Name: _____

Phone Number: _____

Email Address: _____

Project Name: 2025-07 – Engineering Services – Forest Stormwater
Management Masterplan

1.0 Request for Proposal Details

1.1 Purpose

The Municipality of Lambton Shores (“the Municipality”) is issuing this Request for Proposal (“RFP”) to seek interested Proponents for engineering services to complete a Stormwater Management Masterplan for the Town of Forest within the Municipality of Lambton Shores, in Ontario. The scope of work is further detailed within the RFP documents.

With this RFP, the Municipality is seeking proposals which provide the best financial and overall value to the Municipality.

1.2 Background

The Municipality requires a Stormwater Management Masterplan that satisfies Phases 1 and 2 of the Municipal Class Environmental Assessment process using the Master Plan methodology.

1.3 Named Parties

For the purposes of this RFP, the following parties are identified:

Owner:	The Corporation of the Municipality of Lambton Shores
Contact for Enquiries:	Nick Verhoeven, Director of Public Works
Telephone No.:	519-243-1400 ext. 8213
Email:	nverhoeven@lambtonshores.ca

All inquiries, clarifications, or questions shall be communicated through the above noted Lambton Shores contact email address. Answers shall be addressed through an addendum which will be provided to registered bidders and through the Municipality website.

[Tenders and RFPs - Lambton Shores](#)

1.4 Request for Proposal (RFP) Procedure

This RFP was released on January 22, 2025. The process regarding the submission of proposals and the RFP opening will be applicable for this RFP. Proponents must adhere strictly to the instructions concerning submissions. The Municipality reserves the right to amend the schedule.

All submissions will only be received electronically by nverhoeven@lambtonshores.ca before 2:00:00p.m. Local Time, February 12, 2025, and be addressed in the email as follows:



Request for Proposal: No. 2025-07
Engineering Services – Forest Stormwater Management Masterplan
Attention: Nick Verhoeven, Director of Public Works
Municipality of Lambton Shores
9577 Port Franks Road
Thedford, ON N0M 2N0

- A. The Municipality of Lambton Shores reserves the right to accept or reject any or all proposals. The lowest price will not necessarily be accepted as outlined in the evaluation criteria.
- B. Proposals received later than the time specified will not be accepted or considered. Submissions must be plainly marked to reveal contents and the proponent's name and address.
- C. Proposals are to be open for acceptance for a period of 90 days beyond the closing date.
- D. Costs shall be provided in Canadian dollars with HST shown separately as 13%.
- E. Proposals will be reviewed for compliance, and the unofficial results will be shared on the Municipality website when available.

1.5 Question Period Cut-Off Date

During the RFP period, inquiries may only be in writing following the aforementioned directions until February 7, 2025, after which time no further inquiries will be accepted. All other inquiries may not be considered or acknowledged.

Inquiries received after this date will only be answered if deemed by the Municipality to be fundamental to the integrity of the RFP. The Municipality may also issue an addendum for administrative corrections and clarifications at any time prior to the proposal's closing date.

1.6 Withdrawal of Proposal

Proponents will be permitted to withdraw their Proposal, unopened, after it has been deposited, if such a request is received by the Municipality of Lambton Shores, in writing by email, prior to the time specified for the opening of Proposals.

1.7 Negotiations

The Municipality of Lambton Shores reserves the right to enter into negotiations with the selected Proponent who is determined to offer services in the best interest of the Municipality of Lambton Shores with the intent to arrive at a mutually satisfactory arrangement.



1.8 Sub-Contracts

Any Proponent intending to sub-contract for equipment, labour, services, or supplies must clearly identify all sub-consultants in the proposal submission. The Municipality of Lambton Shores reserves the right to accept or reject any sub-contracts.

1.9 Incurred Costs

The Municipality of Lambton Shores will not be liable nor reimburse any Proponents for costs incurred in the preparation of proposals, site inspections, demonstrations, or any other services that may be requested as part of the evaluation process.

1.10 RFP Award

Proponents may be required to make a presentation to the Municipality. The presentation may assist the Municipality in selecting a proponent and may alter scoring. The award of this RFP may be subject to Councils approval and will be subject to a review and evaluation of the proposal submissions. This RFP will not necessarily be awarded to any proponent. Work shall only commence following approval and subsequent Agreement execution.

1.11 Payment

Payment will be made monthly, after submission of a detailed invoice and reports. Invoices will be accepted for payment following substantiation.



2.0 Submission Requirements

2.1 General Requirements

- a) The Municipality is requesting responses from Proponents who are both interested and capable of undertaking the project.
- b) The onus is on the Proponent to show their knowledge, understanding and capacity to conduct the work outlined in this RFP.
- c) All information provided in response to this RFP must contain sufficient detail to support the services being proposed. Incomplete Responses will not be considered.
- d) Proponents shall ensure they have carefully examined the provisions, plans, specifications, and conditions attached to this RFP and has carefully examined the site and location of the work to be done under this contract, and the Proponent understands and accepts the said provisions, plans, specifications and conditions and, for the prices set forth in this RFP, hereby offers to furnish all machinery, tools, apparatus' and other means of construction, furnish all materials, except as otherwise specified in the RFP, and to complete the work in strict accordance with the provisions, plans, specifications, and conditions attached to this RFP.
- e) It is agreed that any quantities noted within this RFP are estimates only and may increase or decrease slightly by the Municipality without alteration of the contract price.
- f) The Proponent, by way of submission of an RFP, promise to commence work on an "as required basis" and to diligently perform the work continuously when requested by the Municipality, upon acceptance of the RFP, without undue delay as specified and completes the Masterplan in its entirety by October 23, 2025.

If the Proponent fails or neglects to commence or to execute the work diligently, and at a rate of progress that will ensure the entire completion of the work within a reasonable time, or fail to observe and perform any of the provisions of this RFP, the Municipality may notify the Proponent to discontinue all work under this RFP. The Municipality may then employ such means necessary to complete the work, and in such a case, the Proponent shall have no claim for further payment in respect of work performed.

2.2 Specific Requirements

- a) RFP submissions for the included scope will be received via email until 2:00:00 p.m., local time on February 12, 2025, to:



Lambton Shores Public Works Department
9577 Port Franks Road
Thedford, ON N0M 2N0
Attn: Nick Verhoeven, Director of Public Works
nverhoeven@lambtonshores.ca

- b) This RFP in its entirety must form part of the submission packages.
- c) Submissions shall be witnessed and/or sealed.
- d) Submissions must be fully legible. Submissions that are incomplete, unbalanced, conditional, or obscure, or which contain erasures or alterations not properly initialed, or irregularities of any kind, may be rejected as informal or void.
- e) The Proponent shall take out and keep in force until the date of acceptance of the entire work by the Municipality of Lambton Shores, a comprehensive policy of public liability and property damage insurance acceptable to the Municipality providing insurance coverage in respect of any one accident to the limit of at least \$5,000,000.00 exclusive of interest and cost against loss or damage resulting from bodily injury to, or death of, one or more persons and loss of or damage to property and such policy shall name the Municipality as an additional insured there under and shall protect the Municipality against all claims for all damage or injury including death to any person or persons and for damage to any property of the Municipality or any other public or private property resulting from or arising out of any act or omissions on the part of the Proponent or any of their employees or agents during the execution of the contract and the Proponent shall forward a certified copy of the policy or certificate to the Municipality before the work commences.
- f) The Proponent shall provide a certificate of coverage from the Workplace Safety and Insurance Board (WSIB) prior to commencement of the work.
- g) The Proponent will be required to supply an Executed Agreement to the satisfaction of the Municipality prior to the work commencing. This Agreement will be prepared by the Municipality and be based on the MEA/CEO Client/Consultant Agreement for Municipal Works. A mutually agreed upon timeline will also be appended to the Agreement, in addition to the successful Proponent's proposal submission in its entirety.
- h) Gantt Chart style project schedule and associated project costs fully broken down via all required tasks and associated cost.

2.4 Evaluation Process

All accepted proposals will be reviewed by the Municipality. Any proposals not accepted will not be evaluated and Proponents will be informed as such.



2.5 Evaluation Criteria

The proposal evaluation team will consist of staff from the Municipality of Lambton Shores Public Works Department. The evaluation will be based on a points system as follows:

Technical	
Project Work Plan, Understanding & Familiarity with the Problem/Issues and Municipality	45
Consultant Qualifications & Experience	25
Sub-Total	70
Cost	
Cost and Fees	30
Total	100

The order of the items listed should not be taken as an indication of the relative importance of any particular criteria in the evaluation process.

Scoring will be based on the following scale. This scoring sheet will be utilized to score all subsections noted within this RFP that will form part of the Proponents overall score.

Evaluator Scoring	
0-1	Response was significantly lacking or missing
2-4	Met some expectations but not all
5-6	Met minimum expectations
7-8	Exceeded expectations
9-10	Greatly exceeded expectations

Project Work Plan, Understanding & Familiarity with the Problem/Issues and Municipality

Demonstrates a clear understanding of issues and constraints, consultation process, and desired outcome. Provides a detailed work program that explains the approach that will be taken as well as methodology for the different key points of the work plan. Proponents should also detail their proposed schedule that meets the Municipality’s requirements.

Consultant Qualifications & Experience

Qualifications of personnel and experience on similar projects. Experience of the firm on similar projects. The Proponent should also fully detail their proposed Project Manager and proposed project team.

Cost and Fees

Weighted score based on relative price. Cost breakdown and deliverables that provide a clear understanding of the work plan.



3.0 Submission Information

- 3.1 Responses must be received via email no later than the specified closing time and date, as per this RFP requirements.
- 3.2 Proponents may edit or withdraw a submitted Response at any time up to the official closing time. Respondents are solely responsible to:
- make any required adjustments to their Response;
 - acknowledge the Addendum/Addenda; and
 - ensure the re-submitted Response is **RECEIVED** no later than the closing time and date.
- 3.3 The Municipality reserves the right to accept or reject any and all responses.
- 3.4 Responses are to remain firm for acceptance for a period of **90** days from the closing time and date.
- 3.5 The acceptance and award of the Response, and any potential subsequent procurement processes, and/or execution of an agreement, contract or purchase order may be subject to approval by Council.
- 3.6 By submitting a response, the Respondent acknowledges and accepts all terms and conditions in this Response solicitation document and all policies and procedures as per the Municipality Procurement and Asset Disposal Policy.
- 3.7 Interested firms should submit a proposal outlining how they can assist with the work that has been requested. The proposal will include:
- a) The proposed approach to the project, which should be consistent with the terms of reference.
 - b) Identification of key personnel and the project manager involved in all phases of the project. Also include any proposed sub-consultants.
 - c) Describe relevant experience of the firm and key personnel involved in the project.
 - d) A work plan outlining time requirements and completion of key milestones of the project. This should include start and finish dates of main tasks, milestone dates for deliverables, submissions to approval agencies, and provision of Municipal consultation.
 - e) Time breakdowns of estimated hours required to complete the project.
 - f) Clear statement of total proposal costs as an upset limit.

It is expected that every Proponent will have general knowledge of the existing field conditions and have reviewed the attached reference documents.



Identified key personnel will not be substituted without justifiable reasons for a change and written approval by the Municipality.

3.8 Summary of Proposal Costs

The Proposal cost shall include a breakdown of activities and include overhead costs. A list of the hourly rates of all those involved with the work shall be included. The cost shall be an upset limit estimate of all things necessary to complete the work.

The Municipality will directly pay any advertisements or fees from approval agencies.

Bidders shall identify and include any costs believed not to be covered in this RFP but considered necessary for completion of the project. Bidders should also clearly propose innovations where deemed they would provide better overall value.



4.0 Terms and Conditions

4.1 Questions/Addenda

- a) All questions, inquiries and clarifications regarding this RFP are to be submitted through email to the aforementioned Municipality contact. Inquiries must not be directed to other employees or Elected Officials. Submitting inquiries outside of this framework may result in your Response being rejected.
- b) The Municipality assumes no responsibility for any verbal (spoken) information from any Municipality staff or from any Consultant firms retained by the Municipality, or from any other person or persons who may have an interest in this Response.
- c) Amendments or changes to this RFP prior to the closing date and time stated herein will only be in the form of written addenda issued by the Municipality and distributed through email to the registered plan takers. It is the Proponents sole responsibility to inform itself of any distributed addenda.

Proponents must acknowledge all addenda as part of their submission. Failure to do so may result in rejection.

- d) The Municipality makes no promise or guarantee that addenda will be delivered by any means to any Respondent. By submitting a Response, the Respondent acknowledges and agrees that addenda shall only be emailed to registered plan takers and it is the sole responsibility of the Respondent to check for said addenda.
- e) Where a request results in a change or a clarification to the RFP, the Municipality will prepare and issue an addendum. No addendum will be issued within the 48 hours prior to closing - not including Saturdays, Sundays and Statutory Holidays observed by the Municipality for regular business hours **with the exception of an addendum postponing the closing or cancelling of this RFP, or a piece of information may be critical to the results of the RFP.**

Respondents that have submitted Responses prior to the date and time cut-off for addenda issuance are solely responsible to monitor their email for further addendum and are therefore also solely responsible for submitting a complete new Response acknowledging any said addenda prior to the closing date and time of the RFP solicitation.

4.2 Cancellation



- a) The Municipality reserves the right, at its absolute sole discretion, to cancel this contract with 30 days written notice, without cause and without penalty.
- b) The Municipality reserves the right, at its absolute sole discretion, to cancel this contract with seven (7) days written notice, with cause and without penalty.

4.3 Rights Reserved by the Municipality

- a) The Municipality reserves the right to modify any and all requirements stated in the RFP at any time prior to the possible awarding of a contract.
- b) The Municipality reserves the right to cancel this RFP at any time, without penalty or cost to the Municipality.
- c) In the event of any disagreement between the Municipality and the Respondent regarding the interpretation of the provisions of the RFP, the Municipality shall make the final determination as to interpretation.

4.4 Verification of Information

The Respondent shall cooperate in the verification of information and is deemed to consent to the Municipality verifying such information.

The Municipality shall have the right to:

- a) Verify any Respondent statement or claim by whatever means the Municipality deems appropriate, including contacting persons in addition to those offered as references.
- b) Access the Respondent's premises where any part of the work is to be carried out to confirm Response information quality of processes and to obtain assurance of viability.

4.5 Professional Responsibility

Only qualified and experienced licensed Professionals in the Province of Ontario will be considered. The consultant will be expected to seal all reports, and specifications and/or drawings for this project. The successful Proponent shall, in all respects, comply with all statutes, laws, and regulations applicable to the work and to persons employed on or in connection with the work, and pay all assessments required or levied by the Workplace Safety and Insurance Board, Revenue Canada, the Employment Insurance and specifically the Ministry of Labour.



5.0 Project Specifications

5.1 Description of the Problem

The Town of Forest has a wide range of existing stormwater management systems consisting of combinations of Open ditches, tiles, and modern storm sewers. The systems are comprised of Municipal Drains under the Drainage Act and Storm sewers. The Town has various areas prone to flooding and capacity issues. The Municipality wishes to engage an engineering consultant to develop a Stormwater Management Masterplan for the town that provides long term recommendations and projects with associated costs to provide solutions to gaps, improvement stormwater management service, and identify long term projects to incorporate growth and climate.

5.2 Description of Services to be Provided

The project will satisfy Phase 1 and 2 of the Municipal Class Environmental Assessment (EA) process using the Masterplan methodology. A range of solutions are to be evaluated during the project including a do-nothing option, and different alternatives to provide stormwater infrastructure to Municipality Standards, Provincial Guidelines, the Municipality's Combined Linear Infrastructure (CLI) Environmental Compliance Approval (ECA), and all other required standards and guidelines.

The major tasks to be addressed are outlined below, at a minimum. Consultants are encouraged to elaborate, expand, or modify any step based on their experience and understanding of the project and EA process.

Gather and Review Background Information

The goal of this task is to obtain adequate background information to gain a full understanding of the Municipality's existing network and infrastructure. Some tasks within this step include, but are not limited to, the following:

- Meet with key Municipal staff to refine the schedule and workplan and identify any key relevant background information.
- Collect and review reports, record drawings, operating and maintenance manuals and records, GIS information, database information, the Municipality's existing stormwater model, and other relevant information.
- Interview key Public Works staff to gain their knowledge of current policies, problem areas, maintenance procedures, etc.
- Review the Official Plan, other planning documents, Municipality design standards and guidelines, Municipality Combined Linear Infrastructure



Environmental Compliance Approval, and future development projects as necessary.

- Collect any other information considered relevant.

Identify the Problem or Opportunity Statement

A summary of the activities to be taken in this task, as a baseline, is as follows:

- Develop the Problem or Opportunity Statement.
- Prepare a Master Plan Notice of Study Commencement and assist the Municipality in coordination of distribution that may include advertisement online, social media, direct mailing, emailing, etc.
- Maintain inventory of stakeholders and agencies.
- Meet with project team to review comments received.

Prepare Supporting Studies

- Geotechnical Study – Engage a Consultant to perform boreholes and analyze soil conditions in the study area to determine soil hydraulic conductivity.
- Hydrogeological Study – Prepare models to analyze major and minor stormwater drainage systems for various options considered during the EA.
- Prepare an Environmental Impact Study for various options as required.
- Perform any other studies that the Consultant deems necessary based on their knowledge and experience for successful completion of this project.

Class EA Masterplan

- Formulate alternative servicing solutions.
- Develop an evaluation criterion including lifecycle costing and construction feasibility.
- Develop likely financial impacts on all options considered.
- Evaluate all options and select a preferred solution.
- Undertake Public Information Centre(s) presenting existing conditions, alternatives and preferred solutions.
- Evaluate and incorporate all comments and feedback received into a final Masterplan EA Project File.
- Present final Masterplan Class EA to Municipal Council.
- Prepare Notice of Study Completion and file with the MECP as required.
- Consult with the Project Team throughout all steps and document drafts and incorporate comments into various items within the Project File.
- Resolve any Part II Orders.

In the event that a Part II Order Request(s) is made to the MECP, the Consultant is responsible to prepare and respond to the Part II Order Request(s) and inquiries



of the MECP until the Part II Order Request(s) is approved or denied by the Minister. The Consultant will be compensated for their time responding to any Part II Order Request on a time and materials basis using the rates provided within their proposal.

Overall Project Management

The Proponent is expected to actively manage the project overall and is responsible for ensuring the project is completed in accordance with the Engineering Agreement and within the schedule and budget. A summary of these activities include, but is not limited to:

- Co-ordinate activities of any sub-consultants.
- Provide regular and as requested updates to the Municipality.
- Arrange, schedule, and chair project meetings.
- Develop and maintain a project schedule.
- Be available to respond to public consultation inquiries.
- Prepare and submit invoices and progress reports to Municipality's satisfaction.

5.3 Available Background Information

- Shapefiles of the Municipality's road network, stormwater infrastructure, water infrastructure, wastewater infrastructure, and parcel mapping.
- Municipality PCSWMM stormwater infrastructure model for use as a baseline to develop and progress.
- Municipality of Lambton Shores Construction and Design Standards.
- Municipality of Lambton Shores Stormwater Combined Linear Infrastructure Environmental Compliance Approval.
- Historical capital and operating budget details for maintenance and capital works related to stormwater management.
- Planning documents (Official Plan, Zoning, etc.) and information on current/forecasted Development projects.



6.0 Form of Proposal

I/We hereby submit the attached proposal documents to satisfy the requirements as laid out by the Municipality of Lambton Shores, inclusive of Addenda No(s): _____ (as applicable).

I/We agree that we have reviewed and understand the proposal documents and I/We are capable and willing to perform the requirements of the contract and enter into a legal agreement with the Municipality in regard thereto and where the proposal is submitted by a Corporation, it shall be signed by a duly authorized officer of the company. Should the proposal be submitted by a Partnership or Proprietor, it shall be signed by the partners or owner.

I/We agree that this offer shall be irrevocable from the time the proposals are opened and for a period of 90 calendar days.

PROPOSAL SUBMITTED BY: (Please type/print)

NAME OF SIGNING OFFICER(S)/OWNER(S)/PARTNER(S):

FIRM NAME:

ADDRESS:

TELEPHONE: _____ DATE: _____

I/We agree to perform all necessary work in accordance with the proposal documents for the sum, including HST, of

_____ (\$ _____)

SIGNED AND DELIVERED IN THE PRESENCE OF:

SIGNING OFFICER

WITNESS

NOTE: This proposal will be received by the **Public Works Department** on or before 2:00:00 p.m., local time, **February 12, 2025**.

