



THE MUNICIPALITY OF

LAMBTON SHORES

Public Works

9577 Port Franks Road

Thedford, ON N0M 2N0

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

www.lambtonshores.ca

THE MUNICIPALITY OF LAMBTON SHORES

**Request for Proposal – 2026-16
Kinnaird Road Culvert Replacement Engineering
Services**

1.0 INFORMATION TO PROPONENTS

1.1 Introduction

The Municipality of Lambton Shores is requesting proposals for engineering services for a culvert replacement project located on Kinnaird Road approximately 450m South of Ravenswood Line.

1.2 Date and Place for Receiving Proposals

All proposals may be emailed to:

Municipality of Lambton Shores
9575 Port Franks Road
Theford, Ontario, N0M 2N0
awilliams@lambtonshores.ca

By the following time:

Time: 11:00 a.m.

Date: February 12th, 2026

Proposals received later than the time specified will not be accepted. Proposals may be submitted by hard copy or by email.

All proposal entries must be either typewritten or legible and any erasures or cross-outs must be initialed by the signing officer.

The Municipality of Lambton Shores reserves the right to accept or reject any or all proposals. Lowest price will not necessarily be accepted as outlined in the evaluation criteria.

The contact person for this RFP will be:

Alex Williams, C.E.T.
9575 Port Franks Road
Theford ON N0M 2N0
519-243-1400 x 8215
awilliams@lambtonshores.ca

It will be the proponent's responsibility to clarify any questions before submitting their proposal. All inquiries must be directed **in writing**. A written addendum issued by the Municipality of Lambton Shores is the only means of changing, amending or correcting this RFP. In the process of responding to this RFP, the proponent should not utilize any information obtained outside this protocol.

1.3 Form of Proposal

Prices are to be submitted on the “Form of Proposal” form provided herein. The Form of Proposal will be signed and witnessed by responsible officers of the company and the company will be clearly identified.

1.4 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, prior to the time specified for the opening of Proposals.

1.5 Proposal Expiry Date

Proponents hereby acknowledge that proposals contained within their proposal shall remain open for acceptance by Municipality of Lambton Shores for a period of not less than sixty (60) days from the closing date established for Proposals.

1.6 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 Municipality of Lambton Shores with the intent to arrive at a mutually satisfactory arrangement.

1.7 Prices

All prices submitted are to be in Canadian Funds. Prices shall be quoted only on the attached Form of Proposal. HST is to be shown separate at 13%.

1.8 Sub-Contracts

Any company intending to sub-contract for equipment, labour, or supplies must clearly identify all sub-contracts 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 Liability Insurance Policy

The successful lead consultant will be required to provide evidence of Errors and Omissions insurance coverage in an amount of not less than one million dollars (\$1,000,000.00) in regard to this project. A certificate will be required within ten (10) calendar days of award.

1.11 Workplace Safety and Insurance Board

The successful proponent must be in good standing with the Workplace Safety and Insurance Board and shall furnish the Municipality of Lambton Shores with satisfactory evidence that they have complied with all provisions of the Act.

1.12 Proponent's Responsibility

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.

1.13 Schedule

For planning purposes, the following schedule is anticipated for this project. The Municipality may deviate from this schedule at any time.

RFP Issue:

January 2026

Proponent Selection:

February 2026

Project Completion:

Before November 30, 2026

1.14 Agreement

The successful proponent will enter into an agreement with the Municipality. The Agreement will be prepared by the Municipality and based on the MEA/CEO Client/Consultant Agreement for Municipal Works. A mutually agreed to timeline will also be appended to the agreement.

1.15 Payment

Payment will be made monthly, after submission of a detailed invoice and reports. Invoices will be accepted for payment following substantiation. Each claim shall include a current WSIB Clearance Certificate.

2 PROPOSAL SUBMISSION

2.1 General

Interested firms should submit a proposal outlining how they can assist with the work that has been requested. Proposals do not need to be formal and bound. Memo and letter format are preferred. It is the municipality's expectation that proposals will be **BRIEF** and **SUCCINCT**, no longer than **5 pages**.

The proposal will include:

- a) Completed Form of Proposal
- b) The proposed approach to the project which should be consistent with the terms of reference
- c) Identification of key personnel and the project manager involved in all phases of the project. Also include any proposed sub-consultants.
- d) Describe relevant experience of the firm and key personnel involved in the project.
- e) 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.
- f) Time breakdowns of estimated hours required to complete the project.
- g) 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 from the Municipality.

2.2 Summary of Proposal Costs

The Proposal cost shall include a breakdown of activities and include overhead costs. For the purposes of this proposal, the costs of the services will be broken out between Detailed Design and Construction Administration.

Detailed Design: Detailed design and tender document preparation, tendering, tender review and award of tender

Construction Administration: project approvals, documentation, contract administration and construction inspection

A list of 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.

Retention of geotechnical and land surveying services will be coordinated by the proponent in consultation with the Municipality. The Municipality will pay any sub-consultants directly for their services.

Bidders shall identify and include any costs believed not be covered in this RFP but considered necessary for completion of the project.

2.3 Proposal Evaluation

The proposal evaluation team will consist of staff from the Lambton Shores Community Services Department. The Evaluation will be based on a points system as described:

Project Work Plan, Understanding & Familiarity with the Problem/Issues and Municipality – 40 Points

Demonstrates a clear understanding of issues and constraints, consultation process, and desired outcome. Detailed work program that explains the approach that will be taken as well as methodology and cost for the different key points of the work plan. Schedule that meets the Municipalities requirements.

Consultant Qualifications & Experience – 30 Points

Qualifications of personnel and experience on similar projects. Experience of the firm on similar projects.

Price – 30 Points

Weighted score based on relative price. Cost breakdown and deliverables that provide a clear understanding of the work plan. The total proposal price shall be the sum of the services required to complete the work. Please provide a breakdown with your proposal of services.

3 TERMS OF REFERENCE

3.1 Professional Responsibility

Only qualified and experienced professional engineers licensed in the Province of Ontario will be considered. The consultant will be expected to seal all specifications and drawings for this project.

3.2 Description of the Problem

The subject structure is corrugated steel culvert that has reached the end of its useful life and is in need of replacement. The Municipality requests that the successful proponent select a preferred culvert replacement structure, undertake detailed design, liaise with approval agencies, and prepare tender documents for the completion of these works in the 2026 construction season.

3.3 Description of Services to be Provided

The following are the expected steps to complete the project. Consultants are encouraged to elaborate, expand, or modify any step based on their experience and understanding of the project.

Deliverables include:

Investigation and Background Information

- Consult and meet with Municipal staff to identify background information and initiate project
- Collect and review background information
- Inspect existing site/infrastructure as required
- Complete survey work, the proponent shall coordinate a legal survey of the road allowance in the general area to confirm available work area
- Confirm the location of any underground infrastructure as deemed necessary
- Confirm sizing of culvert(s) required (hydraulic analysis)
- Evaluate and recommend preferred design solution
- Prepare preliminary design for municipal review
- Consult with regulatory agencies (CA, MNR, DFO) as required

Final Design and Probable Construction Cost Estimates

- Incorporate Municipal comments into final design
- Develop probable cost estimates for final design
- Prepare contract documents in accordance with Ontario Provincial Standards (OPS) and Municipal standards
- Submit final tender package to Municipality

Tendering

- Finalize plans and liaise with necessary regulatory agencies to obtain all necessary approvals and permits
- Release construction tender documents, maintain bidders list and respond to tender inquiries
- Prepare and release addenda as required
- Tender result review and recommendation letter to Municipality
- Prepare contract documents for successful contractor and Municipality to execute

Contract Administration

- Review of contractors traffic plans and any other necessary documents required by construction contract
- Shop drawing review
- Site inspection/supervision
- Progress review and payment certificate preparation/recommendation to Municipality
- Provide contract clarification where required to contractor
- Coordinate with third party sub consultants as required
- Coordinate construction meetings and associated documentation
- Liaise with Approval Agencies as required
- Produce as-recorded drawings of final construction

Project Management

The consultant is expected to actively manage the project and is responsible for ensuring the project is completed in accordance with the Engineering Agreement and within the budget. A summary of these activities includes:

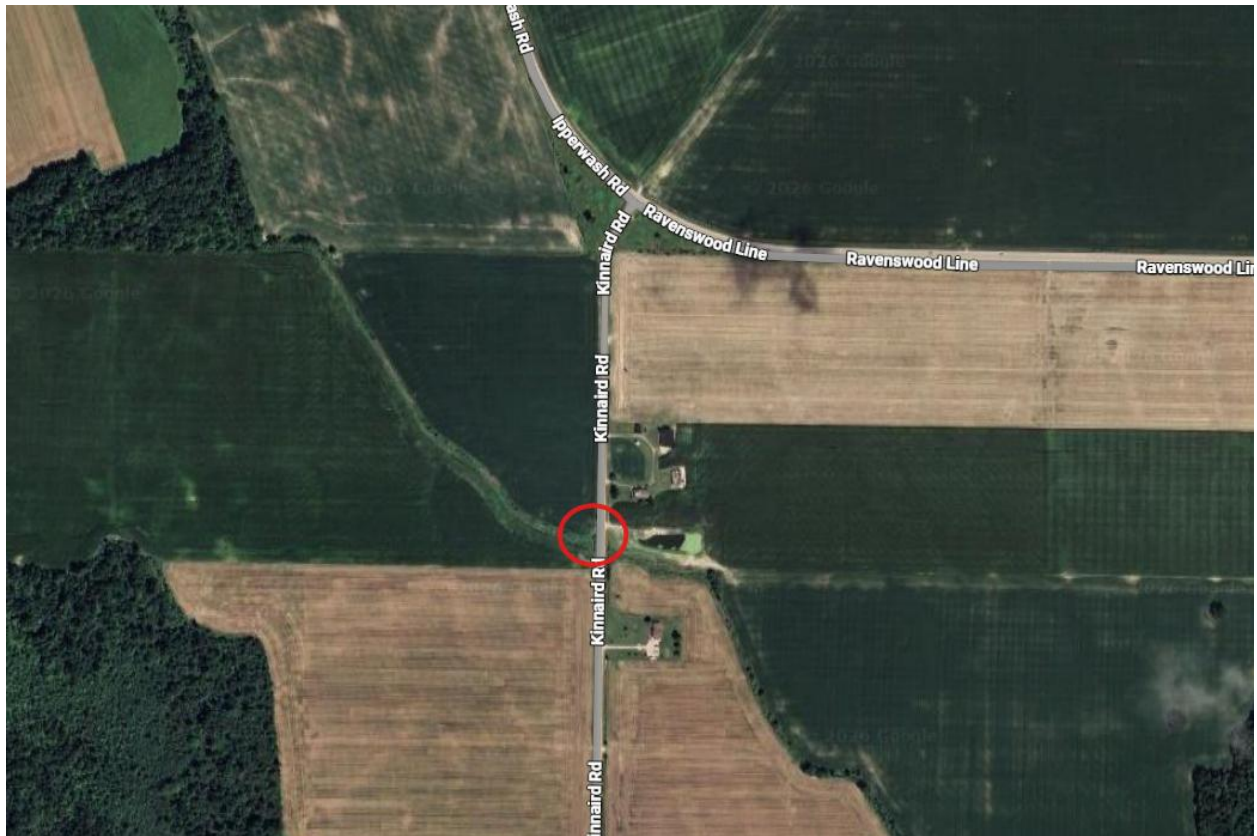
- Co-ordinate activities of any sub-consultants
- Provide regular and as requested updates to the Municipality
- Arrange, schedule, and chair project meetings
- Develop and maintain a project schedule
- Be available to respond to public consultation inquiries
- Prepare and submit invoices and progress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

3.4 Background Information

The Municipality does not have as-built drawings of this structure. The OSIM report is attached to this proposal.

Aerial Photos

Subject Area



Located approximately 450m South of the intersection of Kinnaird Road and Ravenswood Line.

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: FAX: _____ 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 11:00 A.M., local time, **Thursday February 12, 2026**