

Township of Plummer Additional
Request for Proposal (RFP) 2026-03
Preliminary Engineering Services for Storm Drainage Improvements

Closing: July 17, 2026

Work to commence August 3, 2026, with completion by September 11, 2026.

Proposal may be submitted by mail, e-mail, courier or in person to the following address:

Township of Plummer Additional
38 Railway Crescent
Bruce Mines, ON
P0R 1C0
Attn: Line Webster

lwebster@plummertownship.ca

All submittals must be received no later than Friday July 17, 2026, at 2:00 p.m. (“Closing date and time”).

It is the sole responsibility of each Vendor to ensure that its Proposal is received on or before the closing date and time as stated in the Request for Proposal document. The closing time shall be determined by the National Research Council Canada Web Clock showing the official time for the Eastern Time Zone.

Proposals will be opened in accordance with the Township’s Procurement By-Law.

Questions regarding this proposal must be directed, in writing, to Line Webster (lwebster@plummertownship.ca). Please include “Preliminary Engineering Services – Storm Drainage Improvements” in the subject line of the email.

The lowest or any proposal will not necessarily be accepted. The Township reserves the right to reject any or all proposals, to waive irregularities and informalities therein, and to award the Contract in the best interest of the Township in its sole and unfettered discretion. All proposals will be forwarded to Council for review and consideration.

Description of Undertaking:

The Township is seeking proposals from qualified engineering firms to undertake a preliminary engineering assessment and provide recommendations for storm drainage improvements with the municipality. The purpose of this study is to evaluate existing drainage conditions, identify deficiencies, and develop feasible solutions to improve stormwater management.

Project Background:

The Township has identified concerns regarding the performance and capacity of an existing storm drainage system. Drainage issues and aging infrastructure have prompted the need for a

comprehensive preliminary engineering review to determine appropriate corrective measures and future requirements.

Scope of Work:

The successful proponent will be required to:

- Review available background information, reports, maps, and drainage records.
- Conduct site investigations and field assessments as required.
- Assess the condition and capacity of existing storm drainage infrastructure.
- Identify drainage deficiencies and areas of concern.
- Evaluate stormwater flow patterns and potential impacts on adjacent properties.
- Develop and assess alternative solutions for storm drainage improvements.
- Provide preliminary design concepts and cost estimates for each option.
- Identify regulatory approvals and environmental considerations that may be required.
- Attend meetings with Township Administration and Council as required.
- Prepare a final report outlining findings, recommendations, and estimated project costs.

Proposal Requirements:

Proposals shall include:

- Company profile and qualifications.
- Relevant experience with similar municipal drainage projects.
- Proposed project team and key personnel.
- Project schedule.
- Fee proposal, including a breakdown of costs.
- References from at least three similar projects.

Rights of The Township of Plummer Additional with Respect to the RFP:

The Township reserves the right to:

- Disqualify proposals not submitted in strict accordance with the terms and conditions contained herein;
- To cancel the RFP, at any time, without liability whatsoever to any Vendor;
- To reject any or all of the proposals;
- To accept any or all of the proposals;
- If only one proposal is received, elect to accept or reject it;
- Not to accept the lowest fixed fee amount;
- To alter the schedule; RFP process, procedures or objective of the project or any other aspect of the RFP, as it may determine, in its sole and absolute discretion;
- To negotiate with one or more Vendors to reach a final agreement for the services; and
- To not entertain any proposals from Vendors involved in litigation.

This RFP does not constitute an offer of any nature or kind whatsoever by the Township to the Vendor. The Township does not bind itself to accept any proposals and may proceed as it determines, in its sole discretion, following receipt of the proposals. The Township reserves the right to accept any proposal in

whole or in part, or to discuss with any Vendor different or additional terms to those envisaged in this RFP or in such Vendor's proposal. This RFP and/or the proposal in response to the RFP will not constitute a binding Contract but will only form the basis for the finalization of the terms upon which the Township and the chosen Vendor will enter a Contract and does not mean that the proposal is necessarily totally acceptable in the form submitted.

Negotiations:

The Township may award the Contract based on initial offers received, without discussion. Therefore, each initial offer shall contain the Vendor's best terms/information, including all required documentation as listed. The Township reserves the right to enter negotiations with the selected Vendor. If the Township and the selected Vendor cannot negotiate a successful Contract, the Township may terminate the negotiations and begin negotiations with the next selected Vendor. This process will continue until a Contract has been executed or all Vendors have been rejected. No Vendor shall have any rights against the Township arising from negotiations.

Vendor's Cost:

All costs and expenses incurred by a Vendor related to the preparation or presentation of its proposals shall be borne by the Vendor. The Township is not liable to pay such costs and expenses or to reimburse or to compensate a Vendor under any circumstances.

Municipal Freedom of Information and Protection of Privacy Act:

Materials supplied in response to the RFP become a record of the Township and are subject to the Municipal Freedom of Information and Protection of Privacy Act. The Township takes the position that such materials are not supplied in confidence and form part of the records made generally available upon request to the public. If you have any questions about this policy, please contact the CAO, Line Webster at lwebster@plummertownship.ca.