

REQUEST FOR PROPOSAL

STRUCTURAL ENGINEERING SERVICES
RETAINING WALL REPLACEMENT PROJECT

Quote No.

2026-013

Closing: February 24, 2026

Joie de vivre



www.westnipissingouest.ca

**MUNICIPALITY OF WEST NIPISSING
STRUCTURAL ENGINEERING SERVICES
RETAINING WALL REPLACEMENT PROJECT**

**SECTION 1.0
INSTRUCTIONS TO BIDDERS**

REQUEST FOR PROPOSALS

The Municipality of West Nipissing is seeking proposals from experienced Structural Engineering Consultants to provide professional engineering services for the replacement of an existing retaining wall.

The scope of services will include, the preparation of structural design and construction drawings, technical specifications, tender documents, and the provision of contract administration and inspections services during construction.

Owner: Municipality of West Nipissing
101-225, Holditch Street
Sturgeon Falls, ON P2B 1T1
Phone: 705-753-2250
Fax: 705-753-3950

**MUNICIPALITY OF WEST NIPISSING
STRUCTURAL ENGINEERING SERVICES
RETAINING WALL REPLACEMENT PROJECT**

**SECTION 1.0
INSTRUCTIONS TO BIDDERS**

PROPOSAL SUBMISSION

- 1.1) Proposals must be returned by electronic bid submission through MERX only. Bids must be submitted prior to February 24, 2026 at 11:00 AM (local time). It is the respondent's responsibility to ensure submissions are submitted through MERX by the submission deadline. The Municipality assumes no obligation for issues caused by electronic or telecommunications issues affecting the delivery of the submission.
- 1.2) Proposals submitted facsimile will not be considered.
- 1.3) All pages contained in the request for proposal form an integral part of this process.
- 1.4) The lowest or any proposal will not necessarily be accepted. The owner may decide, at its sole discretion, that no proposal submitted will be accepted and no contract will be awarded pursuant to this procurement process. If the owner elects to reject all proposals, all proponents will be notified and the owner will not be liable to any proponent in preparing the proposal, damages, loss of anticipated profit in connection with the work, or any matter whatsoever.
- 1.5) Proponents are advised that the Municipality functions through its Policy No. 2006-332 "Validity of Tenders" and by its By-Law No 2016-89 (including the most current amendments), "By-law to Establish Purchasing Policies and Procedures for the Municipality of West Nipissing" (Purchasing By-Law).
- 1.6) Proponents are required to check the Municipality of West Nipissing website for addenda issued before the closing date and time. If the contract administrator determines that an amendment is required to the bid documents, the contract administrator will prepare an addenda and post it to the Municipality of West Nipissing website.
- 1.7) Partial or incomplete proposals will not be considered.

QUESTIONS AND CLARIFICATIONS

- 2.0) Enquiries, request for explanation, interpretations or clarifications must be submitted by email to jbelanger@westnipissing.ca , only those inquiries submitted by email will be considered. Emails submitted must include the bid title and bid reference number.
- 2.1) Enquiries will be received up to noon local time February 19, 2026. Enquiries received after the date and time noted will not receive a response.

**MUNICIPALITY OF WEST NIPISSING
STRUCTURAL ENGINEERING SERVICES
RETAINING WALL REPLACEMENT PROJECT**

**SECTION 1.0
INSTRUCTIONS TO BIDDERS**

PROPOSAL OPENING

- 3.0) Proposals will be opened privately.

ADJUSTMENT OR WITHDRAWAL OF BIDS

- 4.0) Adjustment by telephone, facsimile or letter for a proposal already received will not be considered. A proponent desiring to make adjustment to a bid must withdraw the submission and/or supersede it with another offer.
- 4.1) Proponents may withdraw its proposal at any time prior to closing provided the withdrawal:
- i) is in the form of a letter and,
 - ii) state the name of the bidder and clearly identifies the bid that is being withdrawn and;
 - iii) is signed by the proponent's duly authorized signing officer;
- 4.2) Proposals may not be withdrawn after the closing time.

EXAMINATION OF SITE CONDITIONS

- 5.0) It is the responsibility of the proponent before submitting a Proposal to carefully examine the site of the proposed work. Proponents shall fully inform themselves as to the existing site conditions and limitations to determine all factors relating to the place of work that may affect the performance of the work, conditions such as weather and availability of labour, the ground, quality and quantity of the material to be encountered, the equipment and facilities needed preliminary to and during the execution of the work, the general local conditions, and all matters which are necessary for the full and proper completion of the work and the conditions under which it will be performed.

Any failure to fully investigate the sites of the work or the foregoing conditions shall not relieve the proponent from his responsibility for estimating properly the difficulty or cost of successfully performing the work. Neither the owner, nor any of his representative or agents, assumes any responsibility for the accuracy of site information indicating in the bid documents and the proponents must evaluate such information relative to the actual conditions at the place of the work.

**MUNICIPALITY OF WEST NIPISSING
STRUCTURAL ENGINEERING SERVICES
RETAINING WALL REPLACEMENT PROJECT**

**SECTION 1.0
INSTRUCTIONS TO BIDDERS**

DOCUMENT DISCREPENCIES AND OMISSION

- 6.0) Proponents are responsible to review the request for proposal documents and to verify they are complete. If the proponent finds discrepancies or omissions from the drawings, specifications and other documents, the proponent should submit a written request for correction to the contract administrator. Written request for corrections must be received no later than February 12th, 2026. Any required correction, addition, deletion or revision to the bid documents will be by written addenda to the bid documents issued by the contract administrator by posting to the Municipality of West Nipissing website.

RESPONSE MATERIAL OWNERSHIP

- 7.0) All material submitted regarding this RFP becomes the property of the Municipality and will only be returned to the Contractor at the Municipality's discretion. Disqualification of a Contractor does not eliminate this right.

ACCEPTANCE OF PROPOSAL CONTENT

- 8.0) The contents of the proposal of the successful Contractor may become contractual obligations if the Municipality wishes to execute a contract based on the submitted proposal. Failure of the successful Contractor to accept these obligations in a purchase agreement, purchase order, contract, or similar instrument may result in cancellation of the award, and such Contractor may be removed from future solicitations.

INSURANCE

- 9.0) The successful proponent shall, within (7) calendar days after receipt of the owner's notice of award, deliver to the owner one (1) copies of certificates attesting to the fact that the required policies of insurance as outlined in the contract documents have been obtained by the proponent.
- i) General Commercial Liability in the amount of \$2,000,000 (two million)

**MUNICIPALITY OF WEST NIPISSING
STRUCTURAL ENGINEERING SERVICES
RETAINING WALL REPLACEMENT PROJECT**

**SECTION 1.0
INSTRUCTIONS TO BIDDERS**

- ii) The Municipality of West Nipissing shall be included as additionally insured, but only in respect of and for the duration of the services to be performed under this agreement.

PROJECT SCOPE OF WORK

- 1.0)** The Scope of Work outlined in this section describes the design intent and technical requirements of the project only and does not include construction services. The successful consultant's responsibilities are limited to engineering design, preparation of tender documents, tender review support, and contract administration/inspection during construction.

All physical construction, demolition, supply, and installation work will be completed by a separate construction contractor procured through a competitive tender process and is not part of this RFP.

Design Services: Design services include site review, design development, and preparation of engineering drawings and specifications suitable for inclusion in tender documents.

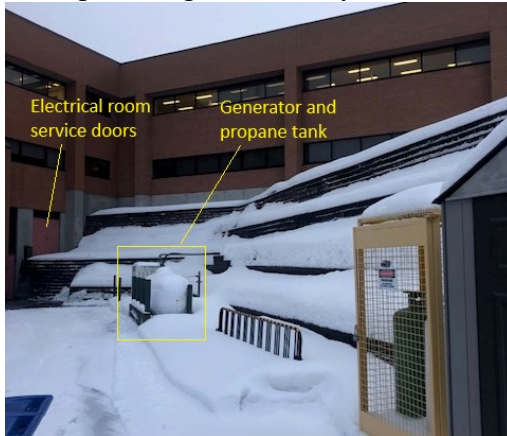
Tender Administration: Tender administration includes preparation of tender documents, responses to bidder inquiries during the tender period, review of tender submissions, and preparation of an award recommendation to the Municipality.

Contract Administration: Contract administration includes coordinating and administering the construction contract in accordance with a CCDC 2 stipulated price contract, including review and coordination of shop drawings, responses to contractor inquiries, review of progress claims, coordination of building permit documentation, and related contract administration activities.

Site Inspections and Project Close-Out: Site inspections include periodic site visits during construction to observe the work for general conformance with the contract documents, participation in deficiency reviews, final verification of completed work, issuance of a final acceptance letter, and completion of final project close-out documentation.

- 1.1)** The successful consultant shall design a new retaining wall utilizing a precast concrete block retaining wall system, consistent with the existing adjacent retaining wall. The design shall also include a chain-link fence installed at the top tier of the retaining wall, extending from the building to the end of the wall, to protect maintenance workers and the public.

Existing retaining wall to be replaced



Existing adjacent wall



- 1.2)** The dimensions of the new retaining wall, including height and length, should be similar to the existing wall dimensions. However, proposals shall allow for minor dimensional variations if required during the design process. The Municipality prefers simplicity and practical solutions and anticipates that either a continuous vertical wall or a two-tier wall be designed.
- 1.3)** In addition, the design shall incorporate a maintenance loading zone at the main electrical power distribution doors to facilitate safe access for future maintenance and operational activities (no stairs or steps required).
- 1.4)** As part of the design, nearby damaged pavement along the wall and in front of the garage shall be replaced



**MUNICIPALITY OF WEST NIPISSING
STRUCTURAL ENGINEERING SERVICES
RETAINING WALL REPLACEMENT PROJECT**

**SECTION 2
SCOPE OF WORK**

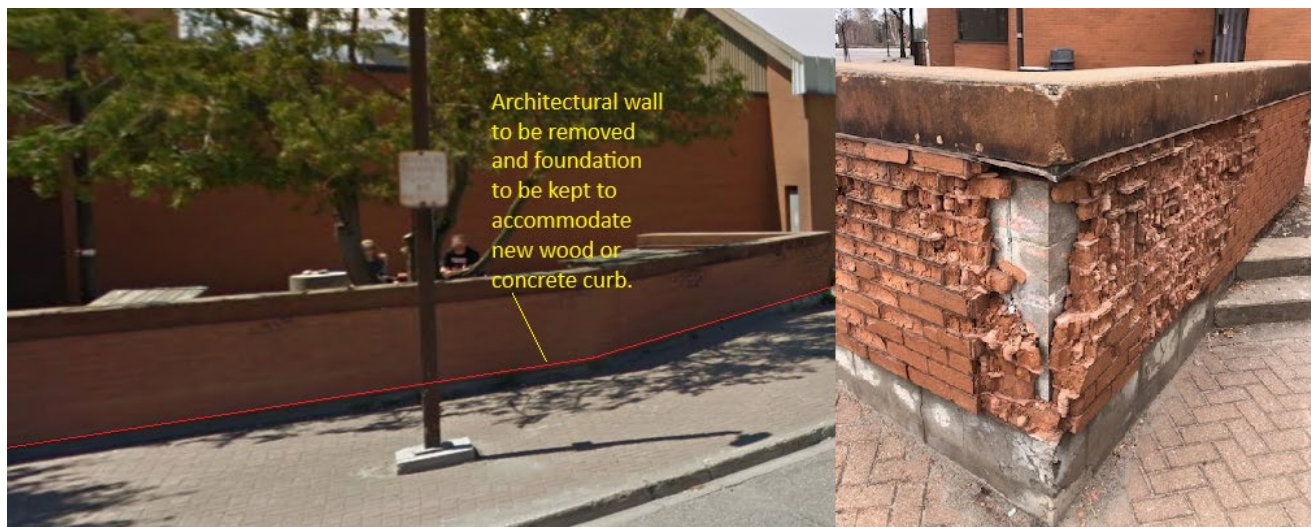
- 1.5)** As a separate fee to the proposal, the Municipality is seeking a permanent solution to address vegetation growth in the rip-rap area of the adjacent retaining wall. If approved, this scope will form part of the overall project.

The consultant shall develop and recommend a permanent design solution, including material substitutions and details suitable for inclusion in the project tender documents, in accordance with the consulting services outlined in Item 1.

- 1.6)** As a separate fee to the proposal, the Municipality is seeking to address the architectural wall located on Holditch Street and introduce a curb to address the difference in surrounding elevations (see picture). If approved, this scope will form part of the overall project.

The consultant shall develop and recommend an engineering design solution, including details suitable for inclusion in the project tender documents, in accordance with the consulting services outlined in Item 1.

- 1.7)** Separate fees provided by the successful consultant will only be approved following preliminary discussions with the Municipality and confirmation that construction budgets can be met.



DELIVERABLES

- 2.0)** The Municipality intends to complete this project in 2026. Proponents are required to include their proposed timelines as part of their submission. The successful design team shall be prepared to commence work within approximately one (1) week of receiving written authorization to proceed.

The following outlines the Municipality's anticipated project phases for reference purposes. Proponents are expected to include a complete project schedule outlining all tasks and associated durations required to deliver the project.

Anticipated proposal approval: February 26, 2026

- (1) Site review and design development
- (2) Draft design submission
- (3) **Municipal review and approval of draft design:** approx. 1 week
- (4) Preparation of tender documents
- (5) **Municipal approval of tender documents:** approx. 2 weeks
- (6) Tender period
- (7) **Council award of tender:** approx. 2 weeks
- (8) Pre-construction meeting
- (9) Shop drawing submissions and approvals
- (10) Construction
- (11) Project close-out and final documentation

Phases related to construction are included for scheduling and contract administration purposes only. The consultant's role during construction is limited to contract administration, review of shop drawings, site inspections, and project close-out, in accordance with the consulting services outlined in Item 1.

PROPOSAL SUBMISSION

- 3.0)** Proposals must include all incidental costs, and the respondent must be satisfied as to the full requirements of the RFP. No claims for extra work will be entertained and any additional works must be authorized in writing prior to commencement accompanied by a corresponding purchase order (PO). Should the Respondent require more information or clarification on any point, it must be obtained in writing prior to the submission of the proposal.
- 3.1)** Submissions shall include, but not be limited to, the following information.
- i) Contact information, including the business or individual's full name, complete address, telephone number, fax number, contact person's full name and email address
 - ii) A brief description of the firm, its clients, its history, its projects, its staff
 - iii) An outline of the services to be provided
 - iv) An outline of past experience in similar projects
 - v) A minimum of three references, including a contact name and phone number
 - vi) Any other supporting information you may wish to include with your submission

**MUNICIPALITY OF WEST NIPISSING
STRUCTURAL ENGINEERING SERVICES
RETAINING WALL REPLACEMENT PROJECT**

**SECTION 2
SCOPE OF WORK**

- vii) Fee breakdown: Proponents are required to provide a detailed fee breakdown corresponding to the service phases and separate fee items identified below.
- (1) Site review, design development, drawings, and specifications
 - (2) Tender administration and award recommendation
 - (3) Contract administration (CCDC 2 contract, shop drawing review and coordination)
 - (4) Site inspections during construction and final project close-out certification
 - (5) Separate fee #1 (Remedial work at adjacent wall)
 - (6) Separate fee #2 (Remedial work at architectural wall)

4.0) PROPOSAL EVALUATION CRITERIA

	BEST VALUE EVALUATION CRITERIA	Weighted Score
1.	Overall Experience of Company and Demonstrated Results. Our evaluation will include an assessment of the history of your company, your experience as it relates to the requirements within this RFP, evidence of past performance, quality and relevance of past work, references and related items.	30%
2.	Schedule. Outline schedule and timelines for project milestones (prior experience of the firm in meeting timelines will be factored in here)	20%
3.	Understanding of the Municipality needs Understanding of the requirements of the scope of work. The proposed approach of the firm to complete the project.	20%
4.	Overall Cost. Effective and efficient delivery of quality services is demonstrated into the budget allocation. The allocation is reasonable and appropriate. Quality and Value of Materials will be considered.	30%
5.	TOTAL	100%

In making a proposal, the Respondent hereby certifies that they have reviewed this RFP and are familiar with all conditions contained therein.

HEALTH & SAFETY

- 1.0) General:** Contractor must comply with the Occupational Health and Safety Act (OHSA) and the Municipality of West Nipissing safety policy.
- 1.1) Competent person:** Contractor is responsible using their training, knowledge and experience to protect the health and safety of their workers and others, reporting to their supervisor the absence of, or defect in any protective equipment or device, and reporting to their supervisor, any circumstances or conditions that may limit their ability to comply with the requirements of the OHSA and the Municipality of West Nipissing Safety policy.
- 1.2) Equipment & tools:** All equipment and tools used by the Contractor shall conform to Canadian Standards Association (CSA) or manufacturer specifications. The Municipality of West Nipissing reserves the right to prohibit the use of any equipment and methods or practices that do not conform to acceptable standards. Defective equipment and tools shall be removed from the work site premises immediately.
- 1.3) PPE:** All workers must wear appropriate CSA approved eye protection, hearing protection, CSA approved hard hats, CSA approved foot protection and CSA approved gloves at all time while working in prescribed areas.
- 1.4) Reporting:** Contractor must report immediately to the contract administrator all workplace incidents, near misses, injuries and illnesses and environmental damages. Contractor shall also report accidents/incidents to the Ministry of Labour or any other appropriate authority required by legislation.
- 1.5) Proof of training:** The Contractor shall submit within five (5) calendar days after the contract award, copies of WHMIS, copies of health and safety awareness, first aid certificate and certificates pertaining to the work being done for all workers working on the job site.
- 1.6) Supervision:** Contractor shall comply with OHSA regulations.
- 1.7) Health & Safety Station:** Contractor shall provide at all time a dedicated station for workers to have access to the contractors H&S manual, the OH&S Pocket book, MSDS sheets, WSIB information, eye wash stations and emergency first aid kit.
- 1.8) WSIB:** Contractor shall provide the Municipality with a current WSIB Clearance Certificate within five (5) days of contract award.

**MUNICIPALITY OF WEST NIPISSING
STRUCTURAL ENGINEER SERVICES
RETAINING WALL REPLACEMENT PROJECT**

**SECTION 3.0
GENERAL CONDITIONS**

GENERAL LIABILITY INSURANCE

- 2.0)** The successful Bidder's General Liability Insurance policy shall not be less than \$5,000,000 (five million dollars) per occurrence. The successful Bidder agrees to provide proof of a General Liability insurance policy in the amount of not less than \$5,000,000, (five million dollars) per occurrence, to indemnify the Corporation of the Municipality of West Nipissing against any damages occasioned through any act, omission or neglect of the successful Bidder while carrying out the service under this Proposal.
- 2.1)** The Municipality shall be included as an "additional insured" on the successful Respondent's insurance policy.

PROTECTION OF WORK & PROPERTY

- 3.0)** The successful Respondent shall provide continuous and adequate protection of all work from damage and shall protect the Municipality's property from injury or damage arising from or in connection with this work. The successful Respondent shall make good any such damage or injury.

PERFORMANCE

- 4.0)** Any undue delays in the execution of the work and/or costs incurred by the Municipality due to inefficiencies in performance on behalf of the successful Respondent shall be deemed to be the responsibility of that Respondent and as such, any and all costs, as deemed appropriate and reasonable compensation for the Municipality, will be assessed to the successful Respondent.

CHARACTER AND EMPLOYMENT OF STAFF

- 5.0)** The successful Respondent shall employ only orderly, competent and skilful employees to ensure that the services are carried out in a respectable manner.
- 5.1)** In the event that any person employed by the successful Respondent in connection with the service arising out of this Proposal gives, in the opinion of the Municipality, just cause for complaint, the successful Respondent upon notification by the Municipality in writing, shall not permit such person to continue in any future service arising out of this Proposal.

AGREEMENT BETWEEN OWNER AND CONTRACTOR

- 6.0)** Upon acceptance of the RFP, the Municipality will submit a purchase order.

**MUNICIPALITY OF WEST NIPISSING
STRUCTURAL ENGINEER SERVICES
RETAINING WALL REPLACEMENT PROJECT**

**SECTION 3.0
GENERAL CONDITIONS**

ASSIGNMENT OF CONTRACT

- 7.0)** The successful Respondent shall not assign transfer, convey, sublet or otherwise dispose of this contract or his/her right, title or interest therein, or his power to execute such contract, to any other person, company or Corporation, without the previous consent, in writing, of the Municipality's officials, which consent shall not be unreasonably withheld.

SUB-CONTRACTORS

- 8.0)** No portion of the work under this award may be sub-contracted without the written authorization of the Municipality. The Respondent is fully responsible to the Municipality for the acts and omissions of sub-respondents and/or persons directly or indirectly engaged by the Respondent in respect to this work. Sub-respondents will be required to abide by all the requirements of the Proposal document as though the primary successful Respondent (Insurance, WSIB, Health & Safety Policy, etc.). The Respondent agrees to bind every sub-respondent by the terms of the Proposal documents as far as it is applicable to their work.

LOCATES

- 9.0)** The contractor shall be responsible to coordinate with utility companies locates of all buried utilities and services.

PAYMENT

- 10.0)** All Invoices submitted by the proponent must show the project name, the Project reference number and the Contract administrator's name.
- 10.1)** Change orders will only be processed if submitted with a change order notice signed by the contract administrator.
- 10.2)** Only original copy of invoices will be processed for payment.