



**REQUEST FOR PROPOSALS
Infrastructure Master Plan
ES-2026-07**

**DUE:
11:00 AM (Local Time)
April 15, 2026**

Deliver To:

(and have delivery acknowledged)

**Grant Machan
Director of Environmental Services
80 Gore Street East, Perth, Ontario
K7H 1H9**

Email: gmachan@perth.ca

**Tel: 613-267-3311 Ext 2233
Website: www.biddingo.com**

1.0 - INFORMATION FOR CONSULTANTS

1.1 OVERVIEW

The Corporation of the Town of Perth (hereinafter may be referred to as the “Town”) is requesting proposals from qualified engineering firms and/or multidisciplinary teams to undertake the development of the Infrastructure Master Plan (IMP) for the Town.

The Town of Perth continues to grow and develop. It has undergone boundary restructuring and annexations over the last 15 years and has significant future plans for growth and repurposing within these boundaries. An updated IMP is required to undertake a comprehensive evaluation of the Town’s existing public infrastructure systems and to establish a framework for the planning, implementation, operation, and lifecycle management of future infrastructure assets. This IMP should generate a long-term direction for improvement, growth, and sustainability while supporting the town’s conservation and preservation efforts.

This IMP is to be prepared in accordance with the Municipal Class Environmental Assessment (MCEA) process for Master Plans in Ontario. Bidders shall familiarize themselves with all aspects of the work needed for this Request for Proposal (RFP). Further information regarding the scope of work is contained in Section 3.0 of this document.

All Consultants shall demonstrate a clear understanding of the assignment, including the Town’s growth context, existing infrastructure constraints, and regulatory environment. The proposal should show a thorough appreciation of the existing infrastructure and recognize existing development pressures related to roads, water, and sewer systems.

1.1.1 Purpose

The purpose of the IMP is to:

- Review the Town’s existing infrastructure systems.
- Recognize and assess existing and anticipated development pressures.
- Identify capacity constraints and system vulnerabilities.
- Develop, evaluate, and recommend integrated servicing strategies and a phased capital program.

1.2 CLOSING DATE AND SUBMISSION REQUIREMENTS

Proposal submissions shall be sealed in an envelope, with three (3) copies of the Technical Package and one (1) separate copy of the Financial Package, clearly marked with the return address label (attached). These submissions will be received at the front counter at the Perth Town Hall, 80 Gore Street East, Perth, ON, K7H 1H9 until:

11:00 AM (LOCAL TIME) – April 15, 2026

- **Late proposals will NOT be accepted and will be returned unopened to the Consultant, no exceptions.**
- Facsimile (fax) responses for this RFP will **NOT** be accepted.

- Delivery of the RFPs by a courier service shall be the responsibility of the Bidder and will be rejected if the envelope/package is delivered to a location other than which is stated in the document and the envelope/package fails to be delivered to the Town prior to the closing date and time.
- The costing estimate(s) shall be enclosed in a separate sealed envelope. Bids not meeting this requirement will be disqualified.
- Proposals must be signed by the person authorized to sign on behalf of the Consultant and bind the Consultant to statements made in the response to this RFP.
- **Three (3) complete copies of the Technical Package must be submitted as part of the RFPs process. One (1) copy of the Financial Package of the proposal package must be submitted in its own sealed envelope. Note that within the three copies of the proposal package, no pricing details are to be included.**
- The terms and conditions of this RFP offer shall remain firm and open for acceptance by the Town of Perth for a period of ninety (90) days.
- The Consultant must agree to abide by all the clauses and conditions laid out in this document and the successful Consultant's accepted RFP.
- The Town of Perth accepts no liability for the costs and expenses incurred by the Consultant during the proposal process.
- The Consultant shall be solely responsible for the delivery of their RFPs in the manner and time prescribed.
- The Town of Perth reserves the right to:
 1. Cancel the RFPs call and not accept any Proposal at all and/or re-issue the RFPs in its original or revised form.
 2. Cancel the RFPs call and not accept any Proposal at all if the costs exceed the budget amount.
 3. Reject any Proposal that fails to comply with the response requirements. Adherence to the response requirements is required to ensure an effective evaluation of all proposals.
- The Proposal will not necessarily be accepted based solely on the lowest bid.
- The Town of Perth may select one or more Consultants from those Requests for Proposals received for an interview/presentation session prior to making a final selection.
- Submission Format: It is recommended that the submission not exceed sixteen (16) single-sided or eight (8) double-sided letter-size pages, minimum 10-point font, including spreadsheets, which can be submitted in 8.5" x 11" format. Attachments such as resumes will not be included in the page count.
- Review Section 1.5 Evaluation for Award.

1.3 **CONSULTANT TEAM/SUB-CONSULTANT ARRANGEMENTS**

Consultant team arrangements may be desirable to enable the companies involved to complement each other's unique capabilities, while offering the best combination of performance, cost, and delivery for the services required by the Town of Perth. The Town of Perth will recognize the integrity and validity of Consultant team arrangements provided that:

- The arrangements are identified, and relationships are fully disclosed.
- A prime Consultant is designated, which will be fully responsible for all contract performance.

Reference Appendix 'C' for further details.

1.4 **DELIVERABLES**

Consultant's proposals in response to the RFP will be incorporated into the final agreement between the Town of Perth and the selected Consultant. Consultant proposals must be in two separate envelopes. **The envelopes one, two, and three shall contain copies of Appendix A, B, C, D, E, F, and G (the technical package) with Appendix H attached to the outside of the envelope. The fourth envelope shall contain Appendix I (the financial package) with Appendix H attached to the outside of the envelope.**

1.4.1 **Approach**

This section will present a synopsis of the Consultant's response to the RFP. It should generally describe the approach to the various aspects of the work as described in Appendix 'A'.

1.4.2 **Project Timeline**

This section should detail the various tasks and deliverables of the project and relate them to a project timeline. A listing of the steps to complete the work described in Section 3 should be included along with the timeline (Appendix 'B').

1.4.3 **Consultant Teams/Sub-Consultants**

Identify and list the Consultant team members, including Sub-Consultant relationships in Appendix 'C'.

1.4.4 **Addenda Acknowledgement**

Acknowledge and include signed copies of all Addenda, attached as part of Appendix 'D'.

1.4.5 **Declaration**

Consultants must complete the Declaration form, attached as Appendix 'E'.

1.4.6 **Consultant's References**

Consultants must complete the Consultant's References form, attached as Appendix 'F'.

1.4.7 **Consultant's Checklist**

The Consultant checklist should be used to ensure that all required documents have been included in the RFP submission, attached as Appendix 'G'.

1.4.8 Return Address Label

Affix the label to the front of the Consultant's sealed proposal, attached as Appendix 'H'.

1.4.9 Price and Taxes (to be submitted in a separate envelope)

The Consultant must provide a breakdown of related costs as required in Appendix 'I'.

1.4.10 Agreement Template

(For reference only, to be used at the time of contract award. Not required to be submitted as part of the response to RFP.)

NOTE: Failure to include the response requirements listed above may result in your proposal being disqualified.

1.5 EVALUATION FOR AWARD

A committee ('Evaluation Committee', or 'Committee') made up of representatives from the Town of Perth Environmental Services team or other Town resources, as well as a third-party consultant, will review and evaluate the proposals received. This evaluation will be regulated by a determined score sheet with particular criteria and set thresholds. The proposals will be ranked based on an overall compilation of all individual evaluations during an Evaluation Workshop. The Committee will determine a proponent recommendation based on the resulting scores, which will become the preferred proposal(s).

Upon selection of the preferred proposal, the Town of Perth may, if necessary, begin scope clarifications, draft contract revisions, and final price negotiations. Should the negotiations fail to result in an executed contract with the preferred proposal(s), the Town of Perth may, in its sole discretion, elect to terminate negotiations with the preferred proposal(s) and begin negotiations with the next preferred proposal(s), and so on; or cancel the procurement process. Prior to commencing any work, the successful respondent will be required to enter into a contract with the Town of Perth, the form of the contract as per Appendix 'J'. Price adjustments to reflect process and/or scope modifications may be negotiated after selection by the Town of Perth.

The evaluation of the proposals will be scored based on the following breakdown:

| Mandatory Requirements | | |
|--|--|-----------|
| 1 | Provided Schedule C - Confirmation of Project Team | |
| 2 | Proof the Proponent is Licensed/Registered to Work in Ontario | |
| 3 | Provided Schedule D - Fee Proposal | |
| 4 | Proof of Insurance (post project award) | |
| 5 | Clearance Certificate - Ontario's Workplace Safety and Insurance Board (WSIB) (post project award) | |
| 6 | Time Received - Before 11:00 AM EST | |
| 7 | Acknowledge all, if any, issued Addendum(s) | |
| Corporate Qualifications and Project Team | | 25 |
| 1 | Statement of Qualifications | |

| | | |
|---------------------------|--|-----------|
| 2 | Project Team - Identify the Project Manager and key team members of the project team to be employed on this assignment, including those from specialist or sub-consultant firms Include individual capabilities, relevant experience, respective roles, availability for this project. | |
| 3 | Project Experience - highlight individual experience with regard to similar work | |
| Project Delivery | | 35 |
| 1 | Methodology - Describe the approach and methodology to be followed in completing all aspects of the assignment in order to achieve the stated project objectives. | |
| 2 | Proposed Work Plan, Schedule, and Level of Effort – Provide a work plan and schedule, including a breakdown of the major tasks, including the team members designated to the tasks identified | |
| References | | 10 |
| 1 | Reference Form (Appendix 'F') | |
| 2 | Reference Letters | |
| Financial Proposal | | 30 |
| 1 | Financial Evaluation will include the total upset limit price (to include all engineering fees, third party services, disbursements, and taxes) to complete this assignment in accordance with the services detailed herein and in the Consultants proposal. The financial proposal is to be broken down by category, with expected timing identified in order to allow for budgetary control. | |

The Bidder acknowledges that the Town may rely upon all criteria which the Town deems relevant to reviewing submissions to this RFP, even though such criteria may not have been disclosed to the Bidder. By filing a submission, the Bidder acknowledges the Town's rights under this Section and absolutely waives, any right, or cause of action against the Town and any consultants it may use to assist in the bid evaluation, by reason of the Town's failure to accept the Bidder's submission, whether such right or cause of action arises in contract, negligence, or otherwise.

1.6 **QUESTIONS / DISCREPANCIES**

- Consultants who find any discrepancies or omissions in this RFP, or who have any doubt as to the intent or meaning of anything contained therein, shall direct questions, in writing (by e-mail), to the following:

Name: Noah Greer
Manager of Construction & Development Services
Email: engtech@perth.ca

- All questions/discrepancies identified must be sent to the municipality as per the date identified in Section 1.8 Request for Proposals / Project Schedule.
- Copies of all questions and answers and any addenda will be sent to each Consultant as per the date identified in Section 1.8 Request for Proposals / Project Schedule.
- Only formal written responses to properly submitted questions will be binding on the Town of Perth.
- All responses by the Town of Perth (addenda) must form part of the RFPs submission by

the Consultant.

1.7 **ADDENDA**

Consultants may be advised by addenda of required additions, deletions, or alterations in the requirements of the RFPs documents. All such changes shall become an integral part of the RFPs documents and shall be allowed for in arriving at the total submission price. Consultants shall insert and state on the Addenda Acknowledgement Form (Appendix 'D'), in the space provided, any addenda received by them during the RFP period.

1.8 **REQUEST FOR PROPOSALS / PROJECT SCHEDULE**

The schedule for this RFPs is as follows:

| Event | Date |
|---|--------------------------|
| RFP distribution to Consultants | March 18, 2026 |
| Deadline for questions | April 8, 2026@ 11:00am |
| Last date for issuance of Addenda | April 10, 2026 @ 11:00am |
| Proposal due date | April 15, 2026 @ 11:00am |
| Target date for contract award | May 29, 2026 |
| Target date(s) for the submission of the first detailed draft IMP to the Town | November 30, 2026 |
| Target date for final IMP submission | February 28, 2027 |

1.9 **PUBLIC OPENING**

All submissions, excluding Appendix 'I', will be opened at the Perth Town Hall at 80 Gore Street East, Perth, Ontario, K7H 1H9 on the same day and time as the closing date. This opening will be available for public attendance. All submissions will be deemed to be public documents and subject to public information requests.

2.0 - GENERAL CONDITIONS

The following section forms an integral part of this RFP and must be considered in completing a response to this RFP.

The Consultant must agree to abide by all the clauses and conditions laid out in this RFP.

2.1 DEFINITIONS

Wherever the word "**Owner**" is used in these documents, it shall mean the Town of Perth.

Whenever the word "**Request for Proposal**" or "**RFP**" is used, in singular or plural, it shall mean and include the agreement to do the work entered into with the Owner, the Information for Consultants, General Conditions, Scope of Work / Special Provisions, Form of Submission, the Request for Proposals and other documents referred to or connected with the said Request for Proposals.

Whenever the word "**Bidder**" is used, it shall mean the individual, firm, company, or corporation who have responded to this RFP and/or been confirmed as qualified to compete for this RFP.

Whenever the words "**Successful Bidder**", "**Successful Consultant**", or "**Consultant**" are used, it shall mean the individual, firm, company or corporation whom a contract is awarded to upon conclusion of the RFP bid process.

Whenever the singular or masculine is used in this document, it should be considered as if the plural or feminine has been used where the context so requires.

2.2 WITHDRAWAL

A Submission may be withdrawn at any time prior to the closing date and time at the Consultant's discretion. Withdrawal notification must be in written form, signed, and submitted to Noah Greer, Manager of Construction & Development Services at 80 Gore Street East, Perth, Ontario. No Facsimile, telephone calls, or emails will be accepted. After the official closing date and time, all Submissions received shall be irrevocable.

2.3 AWARD OF CONTRACT

The award of this contract will be subject to approval of funding by the Town of Perth, and such approval to be finalized no later than ninety (90) days after the Proposal closing. This condition is for the benefit of the Town of Perth only and may be waived by the Town at any time. In no event will the successful Consultant be permitted to alter or withdraw the bid during that time period. Should the required funding not be approved by the Town, the Town reserves the right to reject all Proposal's. The Proposal will be awarded in whole.

2.4 INSURANCE

2.4.1 COMPREHENSIVE GENERAL

The successful Consultant shall, at their expense, obtain and keep in force during the term of this Agreement, Comprehensive General Liability Insurance satisfactory to the municipality, including the following:

- i. Issued on an occurrence basis for an amount of not less than \$2,000,000 per occurrence / \$2,000,000 annual aggregate for any negligent acts or omissions by the Consultant relating to its obligations under this Agreement. Such insurance shall include but is not limited to bodily injury and property damage including loss of use; personal & advertising injury; contractual liability; premises, property & operations; non-owned automobile; broad form property damage; owners & Consultants protective; occurrence property damage; products & completed operations; employees as Additional Insured(s); contingent employer's liability; tenants legal liability; cross liability and severability of interest clause. Such insurance shall not contain a failure to perform exclusion.
- ii. The municipality shall be named as an additional insured.
- iii. This insurance shall be non-contributing with and apply as primary and not as excess of any insurance available to the municipality.

2.4.2 AUTOMOBILE LIABILITY INSURANCE

Automobile liability insurance with respect to owned or leased vehicles used directly or indirectly in the performance of the services covering liability for bodily injury, death and damage to property with a limit of not less than \$5,000,000. inclusive for each and every loss.

2.4.3 INDEMNITY

The Successful Consultant agrees to fully indemnify and hold harmless the municipality from and against all suits, judgments, claims, demands, expenses including reasonable legal fees, actions, causes of action and losses of any kind and for any and all liability which the municipality may incur, sustain or suffer as a result of, arising out of or in any way related to the matters addressed in this Agreement occasioned wholly or in part by any negligent act or omission whether willful or otherwise by the Consultant, their agents, officers, employees or other persons for whom the Consultant is legally responsible, unless such losses are caused solely by the municipality's own negligence or misconduct.

The policies shown above shall not be cancelled unless the Insurer notifies the municipality in writing at least thirty (30) days prior to the effective date of the cancellation. The insurance policy will be in a form and with a company which are, in all respects, acceptable to the municipality.

2.4.4 PROOF OF INSURANCE

The successful Consultant shall at their own expense within 10 days of notification of acceptance and prior to the commencement of work, obtain and maintain until the termination of the contract or otherwise stated, provide the municipality with evidence of coverage as noted above.

2.4.5 WORKPLACE SAFETY AND INSURANCE BOARD (WSIB)

The successful Consultant must be covered by WSIB and is required to provide a valid WSIB certificate for the duration of the contract.

2.5 ASSIGNMENTS AND SUB-CONSULTANTS

The successful Consultant shall not assign, transfer or sublet this contract or any part thereof without the written consent of the Owner. This contract and everything therein contained

shall be binding upon the parties hereto, their respective successors and assigns.

If the services proposed by the Consultant include the use of sub-Consultants, they must be identified. The Consultant will assume full responsibility for any services provided by any sub-Consultant. Consultants shall indicate and state on the Price Submission Form all sub-Consultants doing work on this project.

2.6 INTERPRETATION

Should a dispute arise regarding the meaning or intent of the contract documents, the decision of the Owner shall be final. The Owner will be represented by the Director of Environmental Services.

2.7 VERBAL ARRANGEMENT

In all cases of misunderstandings and disputes, verbal arrangements will not be considered. The Successful Consultant must produce written authority in support of their contentions and shall advance no claim in the absence of such written authority, or use, or attempt to use, any conversation with any parties against the Owner, or in prosecuting any claim against the Owner.

2.8 DOCUMENT REQUIREMENTS AT TIME OF CONTRACT EXECUTION

Subject to an award of the Proposal, the successful Consultant is required to submit the following documentation in a form satisfactory to the Owner for execution within ten (10) working days after being notified to do so:

- a. Insurance documents listing all coverages and amounts as indicated.
- b. Workplace Safety and Insurance Board (WSIB) Clearance Certificate.

2.9 AGREEMENT

Should the Consultant's submission be acceptable to the Owner, then the Consultant shall enter into an agreement with the Owner. The form of Agreement shall be the sample Agreement as attached in this Request for Proposals document as Appendix 'J'.

2.10 PRICE AND TAXES

All prices submitted shall be FIRM and shall include, without limitation, all required labour, materials, tools, supplies, equipment, and other services as described herein and elsewhere in this document. The quoted prices must clearly show the Harmonized Sales Tax (HST) as a separate item.

The price shown on the Price Submission Form must be fixed. All costs incurred by the Consultant in carrying out research, investigation or otherwise as may be necessary for the preparation of a response to this Request for Proposals, shall be borne by the Consultant and will not be chargeable in any way to the Town of Perth.

2.11 WARRANTY

This section has been removed.

2.12 NON-PERFORMANCE

The Owner reserves the right to withhold any payment in the event of non-performance. The Owner will give reasonable notice in writing prior to taking such action unless the non-performance prejudices the successful completion of the election.

2.13 DISQUALIFICATION OF CONSULTANT

A Consultant offering products/services to the Town of Perth certifies that it has not communicated directly or indirectly their Request for Proposals to any competitor, or any other person engaged in such line of business. Any or all submissions may be rejected if the Owner believes that collusion exists among the Consultants. Submissions in which the prices are obviously unbalanced may be rejected.

2.14 INCOMPLETE PROPOSALS

Responses to this Request for Proposals, which do not, in the sole opinion of the Owner, adequately address all the requirements listed in this Request for Proposals, may result in a request for clarification to the Consultant or be rejected outright, at the discretion of the Owner.

2.15 FREEDOM OF INFORMATION

Any personal information collected by or on behalf of the Town of Perth under this Request for Proposals is subject to the Municipal Freedom of Information and Protection of Privacy Act. The information provided to the Town of Perth may be used to confirm certain information provided in the submissions for this project. The person submitting this Proposal consents to such collection and use of the information. The person submitting this Proposal acknowledges the Proposal is a public document and that the information contained in the Proposal may become public and consents to the release of that information. By responding to this Request for Proposal, respondents waive any challenge to the Town of Perth's decision in this regard. Any questions regarding the collection, use, or disclosure of the information should be directed to the Clerk of the municipality/Owner.

2.16 TERMINATION

The Owner may terminate the agreement for breach of contract with thirty (30) days notice in writing to the other party. The Owner may terminate the contract if the successful Consultant does not fulfill any part of the terms and conditions or requirements of the agreement.

In case the Consultant defaults or delays in executing the work satisfactorily, the Owner may give notice to the Consultant in writing that the Consultant has made such default. Should the Consultant fail to remedy satisfactorily such defaults without delay, or should the Consultant become insolvent or abandon the work or otherwise fail to observe the provisions of the agreement, then and in any part of such cases, the Owner may immediately take the work or portions thereof out of the Consultant's hands and employ person or persons such as he may see fit to complete the work so taken over. In any case, the Consultant shall be chargeable with and remains liable for all loss or damage, which may be suffered by the Owner by reason of such default.

2.17 PAYMENT

Monthly payments shall be made based on time expended following receipt and acceptance of an invoice by the project manager. The invoice should include a breakdown by hours worked by individual team members on each major task, and progress indicated by percentage complete to the date on the invoice. Invoice payments are due to be made 30 days following the submission of the invoice.

2.18 DISBURSEMENTS

All reasonable and proper expenses incurred by the Consultant shall be reimbursed under this item without any allowance thereon for overhead and or profit. The following costs shall not be reimbursed:

- Communication expenses including facsimile, local phone, and cellular charges
- Standard PC or computer aided design and drafting equipment (excludes specialized Equipment or software as identified in consultant's proposal).

3.0 – SCOPE OF WORK & SPECIAL PROVISIONS

3.1 SCOPE OF WORK

The Town of Perth is issuing this Request for Proposals to solicit qualifications, detailed methodologies, and fee proposals from consulting firms with the expertise to develop a comprehensive IMP which encompasses the Town's municipal systems, including water, wastewater, stormwater, roads and transportation, active transportation, and associated infrastructure. The IMP will guide the Town's short and long-term capital planning and support growth management, asset management, environmental protection, and infrastructure resilience.

3.1.1 Requirement Overview of IMP

The IMP shall:

- Provide an integrated servicing strategy for the full study area.
- Assess existing infrastructure condition and capacity across all systems.
- Identify servicing needs and constraints under existing and projected growth scenarios.
- Develop, evaluate, and recommend alternatives in accordance with the MCEA Master Plan process.
- Provide a phasing and implementation plan with planning-level cost estimates to support Capital Budgeting, Asset Management Planning, and Development Charges.

At a minimum, the IMP should address:

- Capacity of sewage pump stations and sanitary loading.
- Bottlenecks in the sanitary collection system.
- Water distribution improvements (e.g., fire flow, redundancy, pressure).
- Connections between road networks and buried infrastructure to support growth.
- Road water drainage and associated storm sewer.
- Storm sewer catchments, surface drainage patterns, and potential improvements.
- Preventive maintenance guidelines and condition-based intervention triggers for all buried infrastructure and road network.

3.1.2 Key Background Documents / Resources

The following documents and resources shall be considered and incorporated into the IMP as required:

- The Town of Perth 'Official Plan', Comprehensive Update Including Amendments

Per By-law 3304-16 (OP Amendment #16), Passed April 16, 2019. This document includes significant information on the development strategies for Perth and the future direction.

- Jp2g Consultants Inc. (November 2019). Infrastructure Master Plan: Western Annex in the Town of Perth report provides a framework for transportation, water supply, sanitary sewer, and stormwater servicing for the study area. The IMP gave the Town an understanding of both the short- and long-term opportunities and constraints associated with the development of this unique area.
- Jp2g Consultants Inc. (February 2020). North of 7 Master Plan: Environmental Assessment Addendum provides conclusions based on re-analysis and an alternative approach to the Environmental Assessment for the 2013 IMP, prepared by Dillion Consulting.
- Parsons Inc. (November 2024). Town of Perth: Active Transportation Plan provides a comprehensive approach to planning, implementing, operating, and maintaining the active transportation system for the Town of Perth.
- Highway 7 reconstruction documents being developed by EGIS are currently at the 90% completion stage.
 - i. A new subdivision under development by Perthmore Developments includes a planned Arterial Road connection to Highway 7, providing tertiary access to the subdivision and an alternate entrance/exit for Perth. This is a partnered project between the Town, the County of Lanark, and the Developer.
 - ii. The Ministry of Transportation Ontario is proposing a 2027/28 Highway 7 reconstruction study, supported by engineering firm EGIS. The study covers approximately 4.5 km of Highway 7, from 1.3 km west of County Road 511, through Perth, to Wayside Drive West, and is a partnered project between the Province of Ontario and the Town of Perth. The Province will address surface and drainage improvements, while the Town will replace buried infrastructure. Design documents are currently 90% complete and should be referenced for inclusion.
- The buried infrastructure within the Town of Perth is mapped and available via a Geographic Information System (GIS).
- Caivan Developments, a real-estate developer and home builder, is currently in arbitration with the Ontario Land Tribunal regarding a development of 1000 residential units on the former Links of Tay Golf Club. There is a new force main being incorporated as part of this development.

3.1.3 Project Administration

The Consultant will be responsible for:

- Preparing a detailed work plan and schedule, including deliverable milestones, review points, and project governance structure.
- Identifying staffing resources and key personnel.
- Holding regular progress meetings with Town staff (frequency to be confirmed at project initiation).

- Supporting Town staff with inter-agency coordination (if necessary, Conservation Authority, MECP, Parks Canada, any other related governing body).
- Preparing notices, Council presentations, and public information materials in accordance with MCEA requirements.

3.1.4 Wastewater Servicing (Sanitary Sewer Collection & Pumping)

The IMP shall include:

- Hydraulic modelling and capacity assessment of existing sanitary sewers and pumping stations.
- Identification of required trunk sewers, pump stations, and potential upgrades.
- Development of an incremental improvement strategy that identifies phased, scalable wastewater infrastructure upgrades aligned with projected growth, system performance, and capital affordability.
- Evaluation of feasibility of connecting to oversized or legacy infrastructure.
- Assessment of downstream capacity and impacts on existing pumping stations.
- Recommendations for optimal routing to minimize interim pump stations, which are discouraged unless unavoidable.
- Determination of EA Schedules for each sanitary infrastructure project.

3.1.5 Water Distribution System

The Consultant shall evaluate:

- Capacity of existing watermain networks, pumping stations, and storage facilities.
- Feasibility and need for extending oversized services.
- Required new trunk mains, system looping, pressure zone adjustments, and fire flow considerations.
- Impacts on existing towers, booster stations, and any required new facilities.
- Opportunities for water conservation and system resiliency enhancements.
- All water system improvements shall list expected EA classification and design triggers.

3.1.6 Stormwater Management & Drainage

The IMP shall address:

- Existing drainage patterns, storm sewer capacity, and overland flow routes.
- Identification of new trunk storm sewers and local drainage systems for future subdivisions.
- Requirements for stormwater management facilities (retention/detention ponds, Low-Impact Development features, or distributed systems).
- Compliance with the Mississippi–Rideau Source Protection Plan.
- Coordination with Rideau Valley Conservation Authority (RVCA) regarding floodplain limits, flood hazards, wetlands, and other regulated areas as required.
- Additional survey work if elevation data is incomplete or insufficient.
- Integration of Low-Impact Development (LID) and climate-resilient stormwater design.
- EA classifications shall be confirmed for all stormwater infrastructure.

3.1.7 Key Issues to Be Addressed

The Consultant shall consider:

- Routing of sanitary flows to avoid operational or downstream constraints.
- Minimizing or eliminating interim lift stations.
- Stormwater elevation data gaps and required supplemental survey work.
- Integration with Development Charges calculations, including identification of benefitting areas and cost-sharing.
- Application of best environmental practices (eco-design, energy efficiency, water conservation, LID, climate resilience).
- Compatibility with the Town's Official Plan, Asset Management Plan, and other relevant studies.

3.1.8 IMP Deliverables

At a minimum, the Consultant shall produce:

- Project Charter / Work Plan
- Payment Schedule Matrix
- Data Inventory & Gap Analysis
- Growth and Servicing Demand Forecasts
- Modelling Outputs (Water, Wastewater, Stormwater)
- Transportation Capacity Assessment
- Alternatives Assessment (MCEA-compliant)
- Preferred Servicing Strategy
- Phasing Plan & Class D Cost Estimates
- 10–20 Year Capital Program
- Development Charges Inputs (Servicing need & benefitting area)
- Draft IMP (1)
- Revised Draft IMP (2)
- Final IMP (3) including GIS files, CAD exports, and native model files.
- Presentation materials for Council, Public Information Sessions, and Agency Meetings.

3.2 MANDATORY SITE MEETING

This section has been removed.

3.3 TOWN REPRESENTATIVE

The Town's Project Coordinator for this project is Noah Greer, Manager of Construction & Development Services (see Section 1.6 for contact information).

3.4 SCHEDULE OF MEETINGS

After the Proposal has been awarded, a meeting schedule will be arranged between the Consultant(s) and the Town Representative to facilitate the development of the IMP. The Town Representative will be conducting meetings as appropriate with the Consultant throughout all phases of the work.

All communications with the Town of Perth are to be coordinated through the Project Manager. This includes data collection, field study work, and meetings.

Meetings:

- Kickoff Meeting to discuss plan of action – document sharing, schedule of project deliverables, contact information, means of communication, schedule of meetings, etc. Agenda to be provided.
- Monthly progress meeting to review the status of the report.
- Meetings will be held to review any comments that may fall out of the review of the first and second detailed report submissions.
- Final meeting for review and handover of the final Infrastructure Master Plan.
- Presentation to Council

3.5 UNDERGROUND SERVICE LOCATES

It will be the responsibility of the successful Consultant to request all underground service locates. Any damage that occurs to the property of these utilities, caused by neglect of the successful Consultant, shall be the Consultant's responsibility.

3.6 SUPERVISION OF INSTALLATION

The provision of inspection staff by the Corporation is not to be considered by the Consultant a substitute for proper supervision of the work. The Consultant shall provide proper supervision on site to ensure the quality of the work and time for completion is in keeping with the contract.

3.7 REGULATIONS

This section has been removed.

3.8 WORKING HOURS

This section has been removed.

3.9 CLEAN SITE CONDITION AND RESTORATION

This section has been removed.

3.10 WORKMANSHIP

This section has been removed.

3.11 FINAL REVIEW – PROJECT COMPLETION

Final payment for the provision of the Infrastructure Master Plan will be made upon the representative for the Town of Perth being satisfied that the report has been successfully completed.

APPENDIX 'A'
APPROACH – (Reference 1.4.1)

APPROACH DESCRIPTION

1. The Consultant shall state the “Approach to Project” in point form to ensure that the Project Bid is in compliance with the “Deliverables”, as detailed in Section 1.4.
2. This page shall be signed/dated by the Consultant.

APPENDIX 'B'
TIMELINE – (Reference 1.4.2)

PROJECT TIMELINE

Consultant to confirm report submission timelines identified in Section 1.8 “**REQUEST FOR PROPOSALS / PROJECT SCHEDULE.**”

Consultants to provide a timeline of report submissions for first and second drafts in conjunction with the below mentioned, agreed upon, dates.

| Event | Date |
|---|-------------------|
| Target date(s) for the submission of the first detailed draft IMP to the Town | November 30, 2026 |
| Target date for final IMP submission | February 28, 2027 |

APPENDIX 'D'
ADDENDA ACKNOWLEDGEMENT – (Reference 1.4.4)

ADDENDA

I have received and allowed for Addenda number(s) _____ in preparing my Request for Proposal.

I have included signed copies of all Addenda with this submission

Company Name

Signature

Print Name

Title

APPENDIX 'E'
DECLARATION – (Reference 1.4.5)
(TO BE SIGNED AND SUBMITTED WITH PROPOSAL)

THIS PROPOSAL IS SUBMITTED BY: _____

TO THE TOWN OF PERTH

1. I, _____ of _____

DECLARE that no person, firm or corporation other than the one whose signature or the signature of whose proper officers is or are attached below has any interest in this submission or in the contract proposed to be taken.

2. **I FURTHER DECLARE** that this Proposal is made without any connection knowledge, comparison of figures or arrangement with any other company, firm or person making a Submission for the same project and is in all respects fair and without collusion or fraud.

3. **I FURTHER DECLARE** that no, Employee of the Town of Perth, Elected Officials, other than the person(s) shown on the Form of Proposals, is or will become interested directly or indirectly as a contracting part or otherwise in the performance of the contract or in the supplies, work or business to which it relates or in any portion of the profits thereof, or in any such supplies to be used therein or in any of the monies to be derived therefrom.

4. **I FURTHER DECLARE** that the several matters stated in the said Submission are in all respects true.

5. **I FURTHER DECLARE** that I have carefully examined the Request for Proposals document, and hereby acknowledge the same to be part and parcel of any contract to be let for the project therein described or defined and do all the work and to provide the services, and system mentioned for the municipal election for the prices stated on the Price Submission Form.

6. **I FURTHER DECLARE** that I have a clear understanding of all the work involved in this contract.

7. **I FURTHER DECLARE** that this offer is to continue open to acceptance until the formal contract is executed by the successful Consultant for the said project OR for a period of ninety (90) days after the closing date, whichever first occurs and that the Owner may, at any time, within that period, without notice, accept this Submission whether any other Submission has been previously accepted.

8. **I FURTHER DECLARE** that the awarding of the contract based on this Request for Proposals by the Owner shall be an acceptance of this Proposal.

9. **I FURTHER DECLARE** that in the event of default or failure on our part, that the Owner shall be at liberty to advertise for new Request for Proposals, or to carry out the works in any other way they deem best, and I also agree to pay to the said Owner the difference between this Request for Proposals and any greater sum which the said Owner may expend or incur by reason of such default or failure or by reason of such action as aforesaid, on their part, including the cost of any advertisement for new Request for Proposals; and to indemnify and save harmless the said Owner and their officers from all loss, damage, cost charges and expenses which they may suffer or be put to by reason of any such default or failure on our part.

(COMPANY NAME)

_____/_____
(SIGNATURE) (PRINT NAME)

(ADDRESS)

(TITLE)

(WITNESS)

(POSTAL CODE)

(DATED)

APPENDIX 'F'
CONSULTANT'S REFERENCES – (Reference 1.4.6)

Name of Consultant's Company: _____

Please provide at minimum, three (3) references of similar service completed within the last five years. The references must be, at minimum, equal in complexity and requirements outlined in this proposal.

References will be contacted at the sole discretion of the municipality. The municipality reserves the right, at its sole discretion; to investigate other than listed references.

| NAME OF CLIENT | CONTACT NAME & PHONE NUMBER | DESCRIPTION OF PROJECT |
|----------------|-----------------------------|------------------------|
| | | |
| | | |
| | | |

Note: The Consultant may provide additional information relevant to their experience and past projects.

These references have been submitted by:

(NAME)

(SIGNATURE)

(TITLE)

APPENDIX 'G'
CONSULTANT'S CHECKLIST - (reference 1.4.7)

This checklist is provided for the convenience of the Consultant to ensure that all required documents have been completed and enclosed in the Submission envelope in this order.

Please check (☐) the items required and return with your Submission.

- Approach (Appendix 'A')
- Project Timeline (Appendix 'B')
- Consultant Teams/Sub-Consultants Form (Appendix 'C')
- Addenda Acknowledgement Form (Appendix 'D')
- Signed and witnessed Declaration (Appendix 'E')
- Signed and completed Consultant's References (Appendix 'F')
- Consultants Checklist (Appendix 'G')
- Return Address Label affixed to the front of each sealed envelope of your submission (Appendix 'H')
- Signed and completed Price Submission Form (Appendix 'I') **Submitted in a separate envelope**

Future Requirements (Post Project Award)

- Workplace Safety and Insurance Board (WSIB) Clearance Certificate (required prior to execution of contract).
- Insurance Certificate (required prior to execution of contract).
- Contract execution.

APPENDIX 'H' - Return Address Label (Please affix this page to the front of your sealed envelope.)

FROM: _____

Contact: _____

DELIVER TO:

**Grant Machan
Director of Environmental Services
80 Gore Street East
Perth, Ontario, K7H 1H9
Email: gmachan@perth.ca**

REQUEST FOR PROPOSALS - SEALED PROPOSAL

Description: ES-2026-07 Consulting Services for Infrastructure Master Plan
Closing Date: April 15, 2026 @ 11:00 AM (local time)

Late Submissions will **NOT** be accepted – **NO EXCEPTIONS!**

Receiving Staff Use ONLY

Date & Time Received:

Staff Initial: _____

APPENDIX 'I'
PRICE SUBMISSION FORM – (Reference 1.4.9)

I, the undersigned, have carefully read and examined the entire set of Request for Proposals document and understand the requirements to be met under this contract. I, for the prices set forth in this Submission, hereby offer to provide engineering inspection services at the following prices:

To be submitted in a separate envelope.

| Project | Deliverable | Cost (\$) |
|------------------|-------------|-----------|
| | | |
| | | |
| | | |
| Sub-Total | | |

| | |
|-----------------------------------|--|
| Sub-Total (all projects) | |
| HST (13%) | |
| Grand-Total (all projects) | |

I have received and understand the requirements of this document and submit this list of Consultant Teams/Sub-Consultants and costing.

 Company Name

 Signature

 Print Name

 Title

 Street Address

 Province

 Postal Code

 Telephone No.

 Fax No.

 Date



APPENDIX 'J'

This is a template and is not to be submitted
CORPORATION OF THE _____ (Owner)
AGREEMENT

This Agreement made in triplicate this ___ day of _____, 2026.

BETWEEN: The _____ (Owner)
(Hereinafter referred to as "_____")
OF THE FIRST PART

AND: (*Consultants Name*)
(Hereinafter referred to as "the Consultant")
OF THE SECOND PART

WHEREAS authority is given under the *Municipal Act* for the Clerk to engage in contracts on behalf of _____ (the Owner) for the purpose of providing engineering consulting services;

AND WHEREAS the _____ (Owner) is desirous of engaging (Consultant name) to undertake (Type of Services);

NOW THEREFORE the _____ (Owner) and the Consultant hereby agree to the following terms and conditions:

1. The Consultant will provide the services and undertake the work as set out in the Form of Submission Document for the project (attached hereto as Schedule 'A') and as described in the proposal submitted by the Consultant and dated (date) (attached hereto as Schedule 'B'), all documents forming part of this Agreement.
2. The Consultant guarantees that they will undertake the services as presented in this document, irrespective of other contracted obligations of the Consultant.

3. The Consultant shall not assign or sublet the whole or any part of this Contract without the prior written consent of the _____(Owner), unless the use of Sub-Consultants is expressly stated in the proposal submitted by the Consultant and accepted by the _____(Owner).
4. The Consultant acknowledges that while performing the services under this Contract, that it is not an employee of the _____(Owner), and as such shall be responsible for the payment of all expenses required by law, including, but not necessarily limited to, Employment Insurance premiums, Income Tax, Canada Pension Plan contributions, etc., failing which the Consultant shall reimburse the _____(Owner) for any expenses it may have to pay as a result of the Consultant neglecting to do so.
5. The _____(Owner) agrees to pay the Consultant the fees and associated disbursements for the provision of (*service provided*) to an upset limit of \$x, exclusive of HST. Any additional expenditures or disbursements shall not be incurred without the prior expressed written approval of the _____(Owner).
6. The Consultant will invoice the _____(Owner) for work that has been completed at key intervals as set out in (Appendix 'E'). Such invoices shall include a detailed description of the tasks included therein, in conformity with the approved work plan, and shall contain a list of the disbursements and applicable taxes. The _____(Owner) hereby agrees to pay the invoices in a timely fashion.
7. In the event of any dispute with respect to the payment of the invoices which cannot otherwise be resolved between the Consultant and the _____(Owner), the Consultant and the _____(Owner) hereby agree to submit the matter to an impartial arbitrator under the *Arbitrations Act*, whose decision shall be final and binding. In the event that a matter is referred to an arbiter under this Article, the parties agree to equally share the cost of the arbiter and any related expenses.
8. The Consultant will cooperate with the _____(Owner's) auditor with respect to any financial matters involving business between the Consultant and the _____(Owner).
9. The Consultant shall, at all times during the term of this Agreement, maintain not less as per Section 2.4 of the Request for Proposal Document (Schedule 'A') with the Town as a named insured. A copy of the insurance policy shall be filed with the _____(Owner) upon the commencement of the Agreement and the _____(Owner) shall be advised immediately of any change in status in the insurance coverage required pursuant to this Article.
10. All information collected by the Consultant in the performance of the services described herein shall be considered to be the property of the _____(Owner) and shall be surrendered to the _____(Owner) immediately upon request for same. It is understood that in the collection of any information, that the Consultant will have proper regard for the *Municipal Freedom of Information and Protection of Privacy Act*, and that the disclosure of any information collected will

be pursuant to the requirements of the legislation as embodied in the procedures set out by the _____(Owner), and as per Section 2.17 of the Request for Proposal Document.

11. This Agreement shall be effective from the date of its signing thereof and the terms of this Agreement shall remain in force and effect until the project is completed, unless otherwise amended in writing and agreed to by both the _____(Owner) and the Consultant.

12. This Agreement shall be subject to the applicable laws of Canada and Ontario.

13. Both the Workplace Safety and Insurance Board (WSIB) Clearance Certificate and proof of Insurance shall be provided to the _____(Owner) prior to the signing of the Agreement.

THE _____(Owner)

xxxxxxx, Mayor

xxxxxxx, Clerk

CONSULTANT

“I/We have the authority to bind the Corporation”

Request for Proposal Deadline:

April 15, 2026 @ 11:00 AM (local time)

**Grant Machan
Director of Environmental Services
80 Gore Street East
Perth, Ontario, K7H 1H9
Email: gmachan@perth.ca**

**Late proposals will NOT be accepted
and will be returned unopened to the Consultant,
no exceptions.**