



Village of South River  
Request for Proposal – RFP 01-2026

Provision of Engineering Services  
South River Water Treatment Plant Upgrades  
High Lift Pump Upgrade and Sludge Dewatering System

January 15, 2026



## Section 1 – RFP Information

### 1. Proposal Documents, Drawings, Addenda & Appendices

The Proponent shall verify that these Proposal documents are complete and is responsible for downloading/printing the Proposal requirements, addenda, and any related information. All official documents will be posted on the Village's website under the description of this Proposal and/or on MERX.

The Village will issue any changes/additions/deletions to this RFP as written addenda. All addenda form an integral part of the RFP, and the cost of complying with addenda shall be included in the proposed price. The Village assumes no responsibility for oral instructions or suggestions.

All addenda issued prior to the closing date will be posted on the Village's website and on [www.MERX.com](http://www.MERX.com) for downloading by Proponents. It is the Proponent's sole responsibility to download and review all addenda and to acknowledge them in the Form of Proposal.

Each Proponent must satisfy itself, by its own study of the Proposal documents and related information, as to the practicality of completing the work successfully as described. No claim will be considered after submission of Proposals that there was a misunderstanding of the conditions or requirements.

### 2. Communications

Questions related to this RFP, specifications, or the intent of the proposed work shall be directed by email only to:

Don McArthur, Clerk-Administrator

Email: [clerk@southriver.ca](mailto:clerk@southriver.ca)

All communications must reference "South River RFP 01-2026" in the subject line.

Deadline for questions: 4:30 p.m. on Thursday, February 5, 2026.

Where a Proponent finds discrepancies or omissions or requires clarification, the Proponent shall contact the Village in writing by email. No oral explanation or interpretation shall modify any of the requirements.

If an explanation or interpretation is necessary, the Village may issue an addendum. It is the Proponent's responsibility to check for and acknowledge all addenda. Failure to acknowledge addenda will result in the Proposal being deemed non-compliant.



### 3. Official Documentation

Only documents provided by the Village or found on the Village's website or MERX are to be considered "official." The Village accepts no responsibility for the accuracy of information found elsewhere. The Village reserves the right not to accept a bid submission if documents have been altered from the official versions.

### 4. Delivery and Official Closing Time

Submissions shall be delivered to:

The Corporation of the Village of South River  
Administration Office  
63 Marie Street Box 310  
South River, ON P0A 1X0

**Closing date and time: 2:00 p.m. on Thursday, February 26, 2026**

The time clock in the front office of the Administration Office shall be the official time. The Village is not responsible for late or improperly marked submissions.

#### **Important Requirements:**

- Proposals will be opened after closing by the Proposal Opening Committee.
- No prices will be read at opening.
- Prices will be in a separate sealed envelope labeled "Upset Cost Estimate."
- After award and Council approval, the staff report recommending such award will be public unless otherwise determined by Council.
- A Proponent may withdraw its Proposal before closing by written request signed by a company officer and delivered in hard copy or electronically to the Clerk-Administrator.
- Withdrawn Proposals will be returned unopened.

**Fax and email Proposal submissions will NOT be accepted.**



## Two Separate Sealed Envelopes Required:

### **Envelope 1 – Form of Proposal & Detailed Work Plan**

- One (1) hard copy with original signatures; and
- One (1) electronic copy (PDF on USB drive).

If there is any inconsistency, the hard copy prevails.

Envelope 1 shall include:

- Completed and signed Form of Proposal
- Firm's qualifications and experience on similar assignments
- Proposed project manager, key staff, and sub-consultants
- Firm's base of operations for this project
- Detailed Work Plan describing all tasks and subtasks consistent with Section 2 – Information Package and any written direction from the Village
- Detailed project schedule (tasks, milestones, submission/review dates, completion by June 30, 2027)
- Time breakdown (person-hours by task and by staff)
- Quality assurance plan

**The Detailed Work Plan shall NOT contain any fee information and shall not exceed 20 pages (excluding Form of Proposal). Tables/diagrams and resumes may be appended.**

### **Envelope 2 – Upset Cost Estimate**

- One (1) copy of the Upset Cost Estimate

The Upset Cost Estimate shall:

- Be broken down by task consistent with the Work Plan
- Include staff hourly rates, all fees, and all disbursements
- Exclude contingencies and HST



Disbursements (telephone, printing, courier, travel, meals, etc.) are deemed included in the Upset Cost Estimate. Computer and office charges are considered overhead and shall not be invoiced separately except in exceptional circumstances. The Village will pay directly for advertisements, public meeting rooms/refreshments, and fees charged by approval authorities.

Proponents shall identify any costs not explicitly covered in the RFP but considered necessary to complete the assignment.

## 5. Proposal Selection Criteria

Proposals will be evaluated in two stages: (1) Detailed Work Plan and (2) Upset Cost Estimate.

### **Detailed Work Plan Evaluation (75 points)**

- Firm's qualifications and experience on similar assignments – 10
- Project team's experience – 20
- Project understanding and approach – 15
- Work plan, methodology, and quality assurance – 20
- Project schedule – 10

Only Proponents scoring **70% or more (52.5/75)** on the Detailed Work Plan will have their Upset Cost Estimate envelope opened.

### **Upset Cost Limit Evaluation (25 points)**

- Proposed Fee – 25

The lowest fee receives 25 points. Other fees receive points according to:

$$\text{Points} = \frac{\text{Lowest Fee}}{\text{Proposed Fee}} \times 25$$

Rounded to the nearest whole point.

The highest total score (Detailed Work Plan + Fee) will generally be recommended for award, subject to Council approval, budget, and other provisions of this RFP.



## 6. Consultant Selection Timeline

- January 15, 2026 – RFP issued
- February 5, 2026 – Deadline for written questions
- February 12, 2026 – Addendum issued (if applicable)
- February 26, 2026 – RFP closing
- March 12, 2026 – Award of RFP (subject to Council approval)

## 7. Consultant Selection Committee

The Consultant Selection Committee will consist of representatives of the Village and may include the Village's operating authority.

## 8. Consultants to Investigate

Proponents shall satisfy themselves, by such means as they consider appropriate, as to the extent of work required to complete the assignment. No additional compensation will be allowed for failure to properly investigate site and project conditions.

## 9. Fee Holdback

The Village will impose a **12.5%** holdback on overall fees:

- **10%** released when the Consultant issues the Substantial Performance/Statutory Holdback Release Payment Certificate to the contractor and submits Record Drawings (approximately 45 days after Substantial Performance)
- **2.5%** released after final warranty inspection and issuance of Final Completion to the contractor (approximately one year after Substantial Performance)



## 10. Engineering Agreement

The successful Consultant will enter into the Village's standard Agreement for Professional Consulting Services, based on this RFP and the Consultant's Proposal. A copy is available on request from the Clerk-Administrator.

## 11. Village Purchasing Policy

The Village's Purchasing of Goods and Services Policy forms an integral part of this RFP and applies to this process.

## 12. Insurance

The Consultant shall maintain, at its expense, for the duration of the assignment:

- **Commercial General Liability Insurance** of not less than \$5,000,000 per occurrence, naming the Village of South River and the Province of Ontario as additional insured, primary and non-contributing, with 30 days' prior written notice of cancellation or material change
- **Professional Liability (Errors & Omissions) Insurance** of not less than \$2,000,000 per claim
- **Automobile Liability Insurance** of not less than \$2,000,000 for owned, leased, or operated vehicles; similar coverage for hired/non-owned equipment

Certificates of insurance shall be provided within seven (7) days of award. Failure to provide required insurance may result in withholding of payments or, at the Village's sole option, forfeiture of the Contract.

## 13. Health and Safety and WSIB

The successful Proponent shall comply with the Occupational Health and Safety Act and all applicable regulations. Prior to commencement, the Proponent shall provide:

- Valid WSIB clearance certificate or confirmation of Independent Operator status
- Completed Village Contractor's Acknowledgement Form

A new WSIB clearance certificate is required every 60 days for the duration of the assignment.



## 14. Irrevocability

Proposals are irrevocable for **90 calendar days** from the closing date and time.

## 15. Legibility

Proposals must be legible and typed or written in ink. Corporate seals are requested but not mandatory.

## 16. Right to Reject or Not Open

The Village reserves the right to:

- Reject any or all Proposals
- Accept any Proposal in whole or in part
- Not open Proposals where an inadequate number of responses is received; such unopened submissions will be returned
- Not accept a Proposal from any Proponent (including related corporations) with which the Village has current or past unresolved claims or legal proceedings

## 17. No Claim for Compensation

Except as expressly permitted in this RFP, no Proponent shall have any claim for compensation of any kind arising from participation in this process. The Village assumes no responsibility for costs incurred prior to execution of a written contract.

## 18. Subject to Budget Provision

If qualified Proposals exceed the Village's budget, the Village reserves the right to reject or recall the RFP, or negotiate scope adjustments with the preferred Proponent.



## 19. Adjustments Prior to Closing

Adjustments to a submitted Proposal must be made by submitting a replacement Proposal or letter (in a sealed envelope) received before closing. Telephone, fax, or email adjustments will not be considered.

## 20. Proposal Advertising

This RFP is advertised via the Village's website ([www.southriver.ca](http://www.southriver.ca)) and on MERX ([www.MERX.com](http://www.MERX.com)).

## 21. Intellectual and Proprietary Rights

Upon award, all work products (drawings, reports, data, models, etc.) prepared under the Contract become the property of the Village, subject to any third-party rights.

## 22. No Additional Content

Sketches, renderings, or models beyond what is requested in this RFP shall not be supplied and will not be considered.

## 23. Conflict of Interest

The Village may disqualify a Proposal where a conflict of interest, or potential conflict, is perceived. Proponents shall:

- Disclose any current claims or disputes with the Village
- Disclose any developer or development interests in the service area
- Confirm the Proposal is made without collusion or fraud

No member of Council, officer, or employee of the Village shall have any pecuniary interest in the Proposal or resulting Contract.



## 24. Failure or Unsatisfactory Performance

The Village may remove from eligibility any Proponent that fails to enter into a Contract when awarded or that has performed unsatisfactorily on previous Village contracts.

## 25. Municipal Freedom of Information & Protection of Privacy Act (MFIPPA)

Information provided in a Proposal may be subject to disclosure under MFIPPA. Proponents wishing to protect specific documents should identify them in a letter attached to the Form of Proposal. This does not guarantee non-disclosure but will guide the Village in handling any MFIPPA requests.

## 26. Proposal Opening

Proposals will be opened by the Proposal Opening Committee at **3:30 p.m. on Thursday, February 26, 2026** in the South River Council Chambers. Only the receipt of submissions will be acknowledged; pricing and details will not be disclosed at opening.

## 27. Village Not Employer

The successful Proponent is an independent contractor and not an employee or agent of the Village. The Proponent will be deemed the "constructor" under the Occupational Health and Safety Act where applicable.

## 28. Accessibility for Ontarians with Disabilities Act (AODA)

The successful Proponent must comply with the AODA and its regulations, including Accessible Customer Service and Integrated Accessibility Standards. Accessible formats or communication supports are available upon request from the Village.

# Section 2 – Information Package

## 2.1 Project Summary – South River WTP Upgrades

The Village of South River is seeking professional engineering and project management services to plan, design, tender, and oversee construction of upgrades to the South River Water Treatment Plant (WTP), a municipally owned drinking water facility serving approximately 1,150 people. The project is



being advanced under the Municipal Housing Infrastructure Program – Health and Safety Water Stream (MHIP-HSWS), with an estimated total eligible project cost of approximately \$1,600,000.

### **Project Intent and Drivers**

- Ensure the WTP's ability to reliably operate at its licensed capacity of 1,680 m<sup>3</sup>/day (currently operating at roughly 44% of capacity) to support existing and future residential growth and maintain housing units
- Address MECP compliance issues and operational risks associated with undersized sludge management, eliminating the risk of sludge overflows and reducing high interim operating and hauling costs
- Improve fire protection and system reliability by upgrading high-lift pumping capacity and controls so the distribution system can meet current fire-flow and pressure expectations

### **Key Project Components**

- Replacement/upgrade of high-lift pumps and associated headers, valves, and controls, including new VFDs and control strategies as recommended in the High Lift Pump Design Brief
- Installation of a decanter centrifuge sludge dewatering system to process 100% of plant sludge, with appropriate polymer preparation, filtrate return, cake handling, and building integration, as recommended in the Sludge Management Options Study
- Associated electrical and SCADA/control upgrades, including potential service upgrades and standby power considerations
- All work is within the existing WTP site; no in-water works or land acquisition is required

### **Status, Schedule, and Funding**

- Conceptual and basic engineering are substantially complete: High Lift Pump Design Brief (GSS, 2024) and Sludge Management Options Study (OCWA, 2023)
- Detailed engineering is not yet started. Construction is expected to commence in 2026 with substantial completion by June 30, 2027
- Funding is secured under MHIP-HSWS, with a cost-share of approximately 73% provincial and 27% municipal



## 2.2 Scope of Work

### 1. Project Background and Reference Documents

Base design and implementation on:

- "Upgrading of High Lift Pumps – South River Water Treatment Plant, Project 22-030" (GSS Engineering, Dec 2024); and
- "Options Study for the South River Water Treatment Plant's Sludge Management" (OCWA)

#### **Implement:**

- High-lift pumping, control, electrical, and SCADA upgrades to provide adequate domestic and fire flows; and
- The preferred sludge management solution (Decanter Centrifuge Option) sized to handle 100% of plant sludge

### 2. Detailed Design – High Lift Pumping and Associated Works

- Develop detailed design drawings and specifications implementing the recommended high-lift pump configuration, capacities, and control philosophy from the Design Brief, with refinements as needed for constructability and code compliance
- Incorporate header modifications (e.g., upsizing sections, static mixer, sodium carbonate injection changes, surge control, pressure relief, flow metering) and confirm hydraulics and treated-water quality performance

### 3. Detailed Design – Decanter Centrifuge Sludge System

- Design a complete sludge dewatering system implementing the Decanter Centrifuge option, including sludge feed, polymer systems, centrifuge selection and layout, filtrate return, cake handling, ventilation, drainage, and structural/architectural modifications as required
- Confirm system sizing to process 100% of current and forecast sludge volumes, targeting 35–40% dry solids, and develop practical disposal logistics for the Village



#### 4. Electrical, Standby Power, and SCADA Integration

- Design electrical upgrades to serve new high-lift pumps, centrifuge, mixers, chemical dosing, and control equipment, including panel modifications, new VFDs, and any required service upgrade (e.g., 200 A to 400 A) as recommended
- Evaluate existing 135 kW standby generator capacity relative to the new loads and recommend immediate and future upgrades; incorporate any near-term changes in the design
- Prepare detailed SCADA/control design to implement pump sequencing, fire-flow operation, chemical dosing strategies (including dual sodium carbonate injection points), and sludge system monitoring/alarms, with updated HMI screens

#### 5. Regulatory, Approvals, and Coordination

- Confirm required MECP and other regulatory approvals/notifications for process and equipment changes and prepare supporting technical documentation
- Coordinate with OCWA and Village staff, equipment vendors, and the SCADA integrator to ensure compatibility with existing systems and operations

#### 6. Procurement and Tender Support

- Prepare complete tender documents (drawings, specifications, schedules, and conditions) suitable for public competitive procurement
- Assist with tender call, addenda, responses to questions, bid evaluation, and recommendation of award in compliance with the Village's Purchasing Policy and funding program requirements

#### 7. Construction Administration and Site Services

- Provide construction administration including review of shop drawings, RFIs, change orders, payment certificates, and schedule monitoring
- Conduct regular site meetings and inspections during demolition, installation, electrical/SCADA work, and commissioning of both the high-lift and centrifuge systems



## 8. Commissioning, Training, and Close-Out

- Develop and implement commissioning plans for all new/modified systems (pumps, centrifuge, chemical dosing, SCADA), including performance testing against design criteria
- Provide operator training, O&M manuals, and as-constructed drawings
- Provide technical inputs for MHIP-HSWS reporting, milestone verification, and project close-out documentation

### 2.3 Deliverables

At minimum, the Consultant shall provide:

- Project charter/kick-off memorandum and updated schedule
- Draft and final detailed design drawings and specifications
- Tender package (front-end documents, technical specifications, forms)
- Bid evaluation memo and award recommendation
- Construction meeting minutes and progress reports
- Commissioning plan and commissioning report
- O&M manuals and training records
- As-constructed drawings (PDF and CAD)
- Final project report summarizing scope, schedule, cost, and key outcomes



## Section 3 Form of Proposal

Note: Failure to provide the complete Form of Proposal, submitted as an original document, complete with original authorized signature(s), at time of proposal closing, may result in the proposal submission being disqualified and not considered for award. Copies of this schedule shall be included in all copies of Proposals prepared for the Village.

### 3.1 Proponent Information

Proponents must complete this form and include with the Proposal Submission. Please ensure all information is legible.

1.	Company Name	
2.	Proponent Contact Individual	
3.	Address (inc Postal Code)	
4.	Office Phone #	
5.	Cellular #	
6.	E-mail address	
8.	Website	

I/We hereby submit the attached Proposal documents to satisfy the requirements as described in this Proposal issued by the Village of South River.

I/We agree that we have reviewed and understand the Proposal documents and I/We are capable and qualified to perform the requirements of the contract and enter into a legal agreement with the Village 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.



### **3.2 Proponent's Ability and Experience Form**

Proponents shall provide information below on contracts in this class of work that has been successfully undertaken by the Bidder's Firm in the past three years.

<b>Contract #1</b>	<b>Insert Information</b>
Reference Name	
Contact & telephone #	
Contract Term (# years)	
Total Value (annual)	
Description of Work	
Additional Comments (optional)	
<hr/>	
<b>Contract #2</b>	
Reference Name	
Contact & telephone #	
Contract Term (# years)	
Total Value (annual)	
Description of Work	
Additional Comments (optional)	
<hr/>	
<b>Contract #3</b>	
Reference Name	
Contact & telephone #	
Contract Term (# years)	
Total Value (annual)	
Description of Work	
Additional Comments (optional)	

Proponent: \_\_\_\_\_ Date \_\_\_\_\_

Signature: \_\_\_\_\_



### 3.3 Subcontractor Information Form

Check here \_\_\_\_\_ only if **NO Subcontracting**

The **Proponent** shall list below, the Subcontractors which will assist in the completion of the work.

Name of Subcontractor	Address of Subcontractor	Work Type to be Subcontracted	Scope of Work & Experience

Note: If additional space is required, please include extra pages as required.

Proponent: \_\_\_\_\_ Date \_\_\_\_\_

Signature: \_\_\_\_\_



### **3.4 Acknowledgement of Addenda**

**This will acknowledge the following addenda were downloaded from the Village's website, and, that the pricing quoted includes the provision set out in such addenda.**

The following Addenda are acknowledged \_\_\_\_\_ for a total of \_\_\_\_\_ Addenda.  
(e.g. 1, 2, 3, 4 or 1-4 for a total of 4 Addenda)

Check here if NO Addendum received.

**Proposal Submitted By:** (Please type/print)

The undersigned affirms that he/she is duly authorized to execute this bid and that all costs associated with this proposal have been submitted in the fee envelope.

Proponent's Signature and Seal: \_\_\_\_\_

Name and Position: \_\_\_\_\_

Witness Signature: \_\_\_\_\_

Name and Position: \_\_\_\_\_

(If Corporate Seal is not available, documentation should be witnessed)

Date at the \_\_\_\_\_  
(City/Village)

this \_\_\_\_\_ day of \_\_\_\_\_ 2026



## Section 4 – Cost Estimate

### Basis of Payment

The Consultant offers to provide the services detailed within the Proposal package and identified tasks, to the acceptance of the Village for the following Upset Cost Limit:

**Professional Fees:** \$\_\_\_\_\_

**Disbursements:** \$\_\_\_\_\_

**Total Upset Cost Estimate:** \$\_\_\_\_\_ (Does not include HST)

### Engineering Fees

Engineering fees are to include the cost of sub-consultants.

### Disbursements

All reasonable and proper expenses incurred by the Consultant shall be reimbursed under this item. The following costs are **not reimbursable**:

- Communication expenses (facsimile, local phone, cellular charges)
- Standard PC or CAD equipment (excludes specialized equipment/software identified in the Proposal)

### Method of Payment

Monthly payments shall be made based on time expended following receipt and acceptance of an invoice by the Project Manager. Invoices should include a breakdown by hours worked by team members on each major task and progress as of the invoice date. Additional back-up documentation shall be provided where sub-contracted works form part of the overall program.



## Appendix – Proposal Submission Labels

### Envelope #1 Label

#### PROPOSAL SUBMISSION

From: \_\_\_\_\_

Contact: \_\_\_\_\_

Telephone: \_\_\_\_\_

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Deliver to:

The Corporation of the Village of South River  
Administration Office  
63 Marie Street Box 310  
South River, ON P0A 1X0

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**Proposal Number: South River RFP 01-2026**

**Closing Date and Time:** Thursday, February 26, 2026 – No Later Than 2:00 p.m.

**Description:** Provision of Engineering Services for South River Water Treatment Plant Upgrades – High Lift Pump Upgrade and Sludge Dewatering

**ENVELOPE #1 – Form of Proposal and Detailed Work Plan**

**(No fees are to be included in this envelope)**



**Envelope #2 Label**

**PROPOSAL SUBMISSION**

From: \_\_\_\_\_

Contact: \_\_\_\_\_

Telephone: \_\_\_\_\_

Deliver to:

The Corporation of the Village of South River  
Administration Office  
63 Marie Street Box 310  
South River, ON P0A 1X0

**Proposal Number: South River RFP 01-2026**

**Closing Date and Time: Thursday, February 26, 2026 – No Later Than 2:00 p.m.**

**Description: Provision of Engineering Services for South River Water Treatment Plant Upgrades – High Lift Pump Upgrade and Sludge Dewatering**

**ENVELOPE #2 – Upset Cost Estimate**