



Request for Proposals (RFP)

Engineering Consulting Services

Norris Pond Subdivision Development – CHIF Project

RFP-TOS2026

Background

The Town of Souris is a small flourishing community on the eastern end of Prince Edward Island and contains limited serviced areas for growth. The Town, in collaboration with a private developer is proceeding with the development of a new subdivision currently within the existing Town boundary connecting East Point Road to MacPhee Avenue within an existing 11.5ha parcel of land. **The Town of Souris is seeking the services of a qualified engineering consultant to provide professional engineering services for the design, tendering, and construction administration for this project.**

The successful proponent will be responsible for the following tasks:

Scope of Work:

1. Detailed Design & Tendering

- Review available background information, survey data, and preliminary subdivision plans.
 - Legal and topographic survey for the property has been completed and will be provided to the successful proponent.
- Work with the Town and private developer to optimize the subdivision layout.
- Provide stakeholder engagement support as required.
- Complete the detailed design of all required municipal infrastructure, including but not necessarily limited to:
 - Roadways
 - Water distribution system
 - Sanitary sewer collection system
 - Including a sanitary lift station
 - Stormwater management and drainage infrastructure
 - Grading, erosion and sediment control design
- Coordinate with the Town, regulatory agencies, and the private developer throughout the design process.
- Prepare preliminary, review, and final design drawings and technical specifications.
- Prepare Class B and Class A cost estimates.
- Prepare Issued for Tender documents suitable for public procurement.
- Obtain or assist with obtaining required approvals and permits.
- Provide tender administration services during the tender period including but not limited to responding to bidder inquiries and preparation of addenda during the tender period as required.
- Conduct tender review and bid evaluation and provide a recommendation for contract award.

2. Funding Assistance & Reporting

This project has received funding through the Canada Housing Infrastructure Fund (CHIF) and will be subject to applicable federal, provincial, and municipal requirements, including project reporting, climate resilience, and consultation obligations. The successful proponent shall provide technical services and assistance to the Town to support compliance with the Canada Housing Infrastructure Fund (CHIF). Services shall include but not necessarily limited to:

- Preparation of climate reporting documentation required by Housing, Infrastructure and Communities Canada (HICC) and support during follow up questions and throughout the approval process.
 - The climate reporting shall assess climate related hazards relevant to the project including flooding, extreme precipitation, storm surge, sea level rise, high wind, extreme heat, power interruptions and infrastructure resilience.
- Provide technical support to the Town throughout the Indigenous Consultation process including but not limited to the following:
 - Project information package including maps and figures to aid the Town in the consultation process.
 - Participate in consultation meetings when requested and as required.
 - Assist in responding to technical questions and supply technical information as required throughout the consultation process.
 - Assist in responding to and preparing documents required by HICC.
- Provide technical support to the Town to respond to general funding requirements such as project financial updates, progress reports and supplemental documentation as may be required.

3. Contract Administration and Construction Services

Construction phase services are included in the scope of this RFP and following the completion of design and tendering, the Town reserves the right to negotiate with the successful proponent once the construction schedule is known. The following scope of work is anticipated during the construction phase.

The successful proponent shall provide contract administration and construction phase services, including:

- Administer the construction contract on behalf of the Town.
- Review and respond to contractor shop drawings, product data, requests for information (RFIs), and other submittals.
- Issue supplementary instructions and field sketches, as required.
- Monitor construction progress, schedule, quality, and contract compliance.
- Review and certify progress payment applications.
- Attend equipment commissioning, testing, and system startup activities.

- Prepare record drawings based on information provided by the Contractor.
- Provide engineering services throughout the warranty period, including warranty inspections and deficiency review.
- Provide on full-time site observation during construction of the water and sanitary infrastructure and part-time observation for the remainder of the project to confirm compliance with the contract documents

The consultant's budget should assume the following for site observation and contract administration during the construction period:

- Full-time observation at 50 hours per work week for a period of 8 weeks.
- Part-time observation at 20 hours per work week for a period of 8 weeks.
- Contract administration services at 6 hours per work week for a period of 16 weeks.

1.1 Anticipated Schedule

Milestone	Target Date
RFP Release	September 2, 2026
Questions Deadline	September 11, 2026
Proposal Closing	September 15, 2026
Consultation Selection	September 15-18, 2026
Project Kickoff	TBD
Design Completion	TBD
Tender Issuance	TBD

Closing Time: September 15, 2026 @ 2:00pm

Method of Submission:

Email: smlavie@sourispei.com (confirm receipt)
 Hard Copy Delivered to: Souris Town Hall
 Attn: Shelley LaVie, CAO
 75 Main Street, Souris, PE
 C0A2B0

Submissions to be marked: RFP – TOS2026 Engineering Consulting Services - Norris Pond Subdivision Development – CHIF Project

Proposal Submission Requirements

Section 1 – Proponent Information

Provide the following information:

- Legal name of the firm.
- Office location(s).
- Primary contact person and contact information.
- Corporate profile and overview.
- Years in business.
- Confirmation of authorization to practice professional engineering in Prince Edward Island.
- Names of any proposed subconsultants and their role in the project.

Section 2 – Corporate Qualifications and Relevant Experience

Proponents shall demonstrate their qualifications and experience in providing services of a similar nature and complexity.

Include:

- Description of the firm and its areas of expertise.
- Experience with municipal water and wastewater infrastructure projects.
- Experience providing assessment, design, tendering, contract administration, commissioning, and warranty services.
- Experience with federally and provincially funded infrastructure projects, including CHIF-funded projects where applicable.

The Town places significant importance on local knowledge and understanding of the Town of Souris Sewer and Water Utility service area.

Proponents should clearly identify:

- Previous work completed for the Town of Souris.
- Familiarity with the Utility's infrastructure systems.
- Experience working within Prince Edward Island.
- Understanding of local growth and servicing challenges.
- Familiarity with local construction practices and contractors.

Project Examples

Provide a minimum of three (3) comparable projects completed within the last ten (10) years, including:

- Project description.
- Client name.
- Scope of services provided.
- Construction value (where available).
- Project completion date; and
- Reference contact information.

Section 3 – Project Team and Resources

Provide:

- Organizational chart identifying key personnel.
- Identification of the Project Manager.
- Résumés of key team members.
- Description of each team member's proposed role.
- Availability of key personnel for the duration of the project; and
- Description of any subconsultant involvement.

The Town reserves the right to consider the qualifications and availability of the proposed team as part of its evaluation.

Section 4 – Project Understanding and Methodology

Proponents shall demonstrate their understanding of the project objectives and provide a proposed approach for delivering the work.

Include:

- Approach to detailed design, tendering, and construction services.
- Approach to climate reporting and CHIF compliance requirements.
- Approach to Indigenous consultation technical support requirements.
- Quality assurance and quality control procedures.
- Risk management considerations; and
- Identification of any value-added services or recommendations that may improve project outcomes.

Section 5 – Project Schedule and Reporting

Provide:

- Proposed project schedule.
- Key milestones and critical dates.
- Anticipated design, tendering timelines.
- Identification of any schedule risks.
- Proposed reporting and communication procedures.
- Frequency of project meetings and status updates.

The Town expects regular communication and coordination throughout the duration of the assignment.

Section 6 – Fee Proposal

Provide a completed Fee Proposal Form included as Appendix B.

The Fee Proposal shall include:

- Professional services fees.
- Disbursements.
- Subconsultant fees.
- Hourly rate schedule.
- Applicable taxes; and
- Any optional services identified by the proponent.

Section 7 – References

Provide a minimum of three (3) municipal or utility references for projects of a similar nature and complexity.

For each reference include:

- Organization name.
- Contact person.
- Title.
- Telephone number.
- Email address; and
- Description of the work completed.

The Town reserves the right to contact any reference provided and to consider information obtained from references and previous project experience when evaluating proposals.

Section 8 – Certifications and Declarations

Include:

- Proof of Professional Liability Insurance.
- Proof of Commercial General Liability Insurance.
- Proof of Automobile Liability Insurance.
- Confirmation of Workers Compensation coverage.
- Conflict of Interest Declaration.
- Addenda Acknowledgement Form (if applicable); and
- Signed Proposal Submission Form.

Failure to provide mandatory submission requirements may result in the proposal being rejected from further consideration.

Section 9 - Evaluation Criteria

Criteria	Points
Local Knowledge & Understanding of Town's Infrastructure	30
Relevant Experience on Similar Projects	20
Project Team Qualifications & Availability	15
Project Approach & Methodology	15
CHIF, Climate Reporting, Regulatory & Consultation Support Experience	10
Fee Proposal	10
Total	100

Section 10 - Insurance Requirements

The successful consultant shall maintain:

Professional Liability Insurance- Minimum coverage of \$2,000,000 per claim.

Commercial General Liability Insurance- Minimum coverage of \$5,000,000 per occurrence, including:

- Bodily injury.
- Property damage.
- Personal injury.
- Products and completed operations.
- Non-owned automobile liability; and
- Contractual liability. Automobile Liability Insurance
- Minimum coverage of \$2,000,000 per occurrence.

Workers Compensation

- Coverage in accordance with applicable legislation.
- Certificates of insurance shall be provided prior to contract award.

Additional Insured Requirement:

The Town of Souris, The Government of Canada, and the Government of Prince Edward Island shall be named as an Additional Insureds under the Commercial General Liability policy.

The Town shall receive not less than thirty (30) days written notice of cancellation, nonrenewal, or material change to any required insurance policy.

7. Professional Registration Requirements The Consultant shall:

- Be authorized to practice engineering in Prince Edward Island.
- Ensure all engineering work is completed under the supervision of a Professional Engineer licensed in PEI; and
- Affix professional seals to deliverables where required.

Section 11 - Prince Edward Island & CHIF Requirements:

The Consultant shall comply with:

- Engineer's PEI requirements.
- PEI Occupational Health and Safety Act.
- PEI Public Procurement Act.
- Canadian Free Trade Agreement (CFTA).
- Atlantic Procurement Agreement (APA).
- Applicable environmental regulations.
- Applicable AWWA standards.
- Town of Souris standards and specifications; and
- All applicable CHIF reporting and documentation requirements.

Section 12 - Ownership and Use of Deliverables:

All reports, calculations, models, studies, specifications, drawings, digital files, and other deliverables prepared under this assignment shall become the property of the Town upon payment of fees owing. The Town shall have unrestricted use of all project deliverables for municipal purposes. This is particularly important since the Town may undertake future CHIF-funded phases based on this work.

Section 13 - Indemnification:

The successful proponent shall indemnify and save harmless the Town of Three Rivers, its elected officials, officers, employees, and agents from claims, damages, losses, and expenses arising from negligent acts, errors, omissions, or breach of contract.

Section 14 - Procurement Terms and Conditions

Definitions For the purposes of this RFP:

- **Town** means the Town of Souris.
- **Utility** means the Souris Sewer and Water Utility.
- **RFP** means this Request for Proposals.
- **Proponent** means a firm or individual submitting a proposal in response to this RFP.
- **Proposal** means a submission provided in response to this RFP.
- **Consultant** means the successful proponent awarded the contract.
- **Contract** means the written agreement resulting from this RFP.
- **Must, Mandatory, Required, or Shall** indicate a requirement that must be met.
- **Should or Desirable** indicate a requirement that is preferred but not mandatory.

Section 15 - Enquiries

All enquiries regarding this RFP shall be submitted in writing to:

Shelley LaVie, CAO for Town of Souris: smlavie@sourispei.com

Questions to be received no later than September 4th, 2026.

Information obtained from any source other than the designated contact person shall not be considered official.

The Town shall not be responsible for verbal instructions, interpretations, or representations.

Section 16 – Other RFP Conditions:

16.1 No Obligation to Proceed:

The issuance of this RFP does not obligate the Town to award a contract or proceed with any portion of the work described herein. The Town reserves the right to cancel, amend, suspend, or reissue this RFP at any time.

16.2 Cancellation of RFP:

The Town may cancel this RFP, in whole or in part, where project requirements change, funding changes, insufficient competition exists, or where the Town determines cancellation is in its best interest.

16.3 Errors, Omissions, and Clarifications

Proponents shall immediately notify the Town of any ambiguity, inconsistency, error, omission, or uncertainty identified in this RFP.

The Town may issue clarifications by addendum.

16.4 Addenda

The Town reserves the right to modify this RFP by addendum at any time prior to the closing date. All addenda issued shall form part of this RFP.

Proponents are responsible for ensuring they have received all addenda prior to submitting a proposal.

Section 17 - Proposal Evaluation

The Town's evaluation may include:

- Information contained in the proposal.
- Information obtained from references.
- Previous experience with the proponent.
- Past performance on municipal or public-sector projects.
- Interviews, if conducted; and
- Any other information required to evaluate the proposal.

The Town may reject a proposal where it determines that a proponent has:

- Submitted misleading, inaccurate, incomplete, or false information.
- Failed to honour commitments made in a proposal.
- Demonstrated unsatisfactory performance on previous projects; or
- Engaged in conduct the Town considers detrimental to successful project delivery.

The Town's evaluation and selection decisions shall be final.

Section 18 - Proposal Clarification

The Town reserves the right to:

- Request clarification of any proposal.
- Request additional supporting information.
- Verify information contained in proposals; and
- Interview proponents.

Any clarification request shall not constitute an opportunity to alter the submitted proposal.

18.1 Proposal Resubmission and Withdrawal

A proposal may be amended, replaced, or withdrawn at any time prior to the proposal closing date.

The most recent submission received prior to closing shall supersede all previous submissions.

Following the closing time, proposals shall become irrevocable for the proposal validity period.

18.2 Proposal Validity

Proposals shall remain open for acceptance by the Town for a period of one hundred twenty (120) days following the proposal closing date.

18.3 Subcontracting

Subcontracting is permitted provided that:

- All subconsultants are clearly identified in the proposal.
- The prime consultant assumes overall responsibility for the project; and
- Any changes to identified subconsultants after contract award receive prior written approval from the Town.

The Town may reject the use of any subconsultant where a conflict of interest exists.

18.4 Assignment

Neither the Contract nor any portion thereof shall be assigned without the prior written consent of the Town.

18.5 Confidentiality

Proponents shall treat all information contained within this RFP as confidential and shall use such information solely for the purpose of preparing a proposal.

The successful consultant shall maintain the confidentiality of all Town information obtained during the course of the project and shall not disclose such information without written authorization from the Town.

18.6 Laws of Prince Edward Island

This RFP and any resulting agreement shall be governed by and construed in accordance with the laws of the Province of Prince Edward Island and the laws of Canada applicable therein.

18.7 Gratuities

The Town may reject a proposal or terminate a contract if it determines that gifts, entertainment, favours, inducements, or other gratuities were offered to Town officials, employees, agents, or representatives in connection with this procurement process.

18.8 Insurance and Workers Compensation

The Insurance requirements identified in Section 11 shall remain in force for the duration of the Contract.

18.9 Performance

The Town reserves the right to terminate or suspend the contract where performance by the Consultant is deemed unsatisfactory. The Town shall be the sole judge of acceptable performance.

18.10 Electronic Payment

The successful consultant shall provide all information required to facilitate payment through the Town's Electronic Funds Transfer (EFT) system.

18.11 Debriefing

Unsuccessful proponents may request a debriefing following contract award. Any request for debriefing shall be submitted within ten (10) business days of contract award notification.

18.12 Reservation of Rights

The Town reserves the right to:

- Accept or reject any or all proposals.
- Waive minor informalities or irregularities.
- Request clarification of any proposal.
- Verify proposal information.
- Seek references from sources other than those identified by the proponent.
- Negotiate scope, fees, staffing, schedule, and contract terms with the preferred proponent.
- Award all or part of the work described within this RFP.
- Cancel the procurement process at any time; and
- Proceed in the manner deemed most advantageous to the Town.

Appendix A – Submission Checklist

- ☐ Cover Letter
- ☐ Corporate Profile
- ☐ Understanding of Project
- ☐ Methodology and Work Plan
- ☐ Project Schedule
- ☐ Project Team and Organizational Chart
- ☐ Key Personnel Resumes
- ☐ Similar Project Experience
- ☐ References
- ☐ Fee Proposal Form
- ☐ Assumptions and Exclusions
- ☐ Proof of Insurance
- ☐ Conflict of Interest Declaration
- ☐ Addenda Acknowledgement
- ☐ Signed Proposal Submission Form

Appendix B – Fee Proposal Form

All pricing shall be in Canadian dollars and exclusive of HST.

Professional Services

Description	Amount (\$)
Detailed Design & Tendering	
Applicable Funding Assistance & Reporting	
Indigenous Consultation Technical Support	
Climate Reporting & CHIF Compliance Support	
Contract Administration Services	
Other	
HST	
TOTAL FEE	

Appendix C – Assumptions and Exclusions

Proponents shall clearly identify all assumptions, exclusions, limitations, and qualifications associated with their proposal. Any exclusions not specifically identified may be considered included within the proposed fee.

Assumptions:

Exclusions:

Qualifications:

Limitations; or

Conditions that may affect the scope, schedule, or cost of the proposed services

APPENDIX D – PROPOSAL SUBMISSION FORM

Engineering Consulting Services

- Norris Pond Subdivision Development – CHIF Project RFP-TOS2026

The undersigned Proponent hereby submits this Proposal in response to the Request for Proposals for Engineering Consulting Services as per scope of work outlined.

The Proponent acknowledges that:

1. The Town of Souris is not obligated to accept the lowest-priced proposal or any proposal received.
2. The Proponent has carefully examined the Request for Proposals, including all addenda issued.
3. The Proponent agrees to perform the services described in the RFP in accordance with the requirements outlined therein.
4. The information provided in this proposal is complete and accurate.
5. The proposed fee shall remain valid and open for acceptance for a period of one hundred twenty (120) days following the proposal closing date.
6. The Proponent possesses the qualifications, experience, personnel, and resources necessary to undertake the work.
7. The Proponent has disclosed all known conflicts of interest and identified all assumptions and exclusions associated with the proposal.

Legal Name of Proponent: _____

Operating Name (if different): _____

Company Address: _____

Primary Contact Person: _____

Title: _____

Telephone: _____

Email Address: _____

Proposal Price

The undersigned confirms that the completed Fee Proposal Form included in Appendix B forms part of this Proposal.

Total Proposal Price (Excluding HST) \$ _____

Addenda Acknowledgement

The Proponent acknowledges receipt of the following Addenda:

Addendum Number	Date Received
_____	_____
_____	_____
_____	_____

Certification

I have the authority to bind the Proponent and certify that the information contained in this Proposal is true and complete.

Authorized Representative: _____

Title: _____

By signing this Proposal Submission Form, the Proponent agrees to comply with all terms and conditions contained within this Request for Proposals and any subsequent agreement entered into with the Town of Souris.

Signature: _____

Date: _____

Appendix E- Conflict of Interest Declaration

I certify that, to the best of my knowledge, no actual, potential, or perceived conflict of interest exists in relation to this proposal except as noted below.

Conflict Details (if applicable):

Company Name: _____

Authorized Representative: _____

Signature: _____ Date: _____