



**Request for Proposals  
Township of Larder Lake  
RFP-2026-01  
Engineer Services/ Project Manager**

**Date of Issue:** February 11<sup>th</sup>, 2026

**Closing Date:** March 20<sup>th</sup>, 2026

**Enquiries Must be Directed to**

Crystal Labbe, CAO Clerk-Treasurer  
69 Fourth Avenue, Larder Lake, Ontario  
705-643-2158 ext.202

[Crystallabbe@larderlake.ca](mailto:Crystallabbe@larderlake.ca)

Or

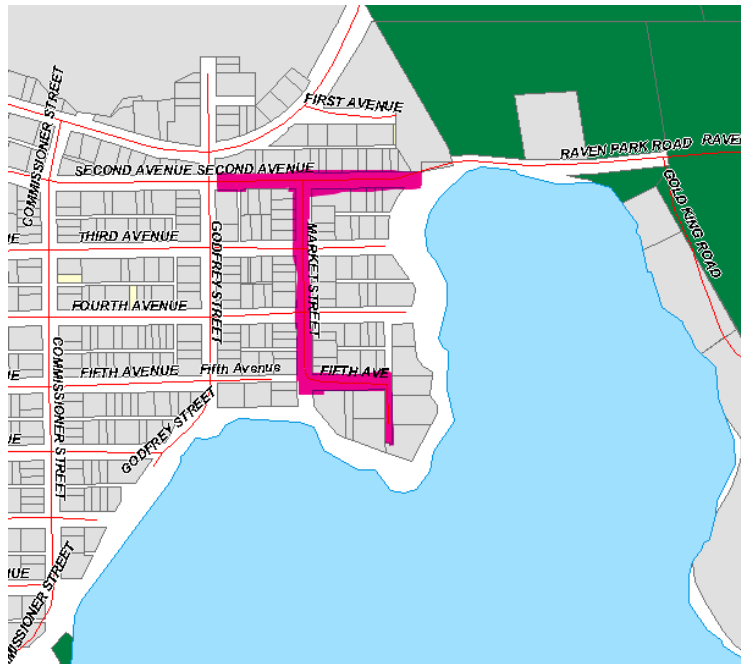
Bryan Molson, Operations Foreman  
69 Fourth Avenue, Larder Lake, Ontario  
705-643-6340

[Bryanmolson@larderlake.ca](mailto:Bryanmolson@larderlake.ca)

## Objective

The overall objective of the Request for Proposals is to retain a qualified engineering firm to complete an engineering design, obtain approvals (from MECP and MTO if applicable), prepare tender documents, assist with Tender Call, and provide Contract Administration services for the Township of Larder Lake for the complete reconstruction of the Streets listed below:

Second Avenue (Godfrey Street to Raven Park Road), Market Street (from Second Avenue to Fifth Avenue), and Fifth Avenue (East). To connect to the existing infrastructure at all intersecting streets in Larder Lake. Construction limits are shown on the map below:



## Introduction

Larder Lake is a town with approximately 545 residential properties and 745 residents. It is located approximately 26 kms east of Kirkland Lake via Highway 66 and approximately 18 kms west of the Quebec border via Highway 66.

## Definitions

The Corporation of the Township of Larder Lake shall herein be referred to as the Town. References to “Engineer”, “Engineering Firm”, or the “Respondent” refer to Respondents to this Request for Proposal. “MECP” refers to the Ministry of Environment Conservation and Parks.

## Submission

Submissions must include three (3) hard copies and one digital copy on a USB key and must be sealed in an envelope and submitted to the following address:

Township of Larder Lake  
RFP # 2026-01

Township of Larder Lake  
69 Fourth Ave, P.O. Box 40  
Larder Lake, ON. P0K1L0

**Attention:** Crystal Labbe, CAO/Clerk Treasurer, "Engineer Services/ Project Manager RFP# 2026-.01 Reconstruction of Second Ave., Market Street, and Fifth Ave. (East)

The closing date for the submission of proposals will be 2:00 pm local time on March 20, 2026. The proposals will be opened publicly at 3:00 pm on March 20, 2026.

- Late proposals will not be accepted and will be returned to the sender unopened.
- The use of any means of delivery of a proposal shall be at the risk of the bidder;
- Proposals by email, fax or other electronic transmission will not be accepted;
- Partial proposals will not be accepted.
- The Township is not responsible for proposals that are not properly marked and/or delivered to any other location than that specified;
- The Township reserves the right to accept or reject any or all proposals;
- The lowest-priced proposal will not necessarily be accepted;
- The Township reserves the right to enter into negotiations with a Respondent, and any changes to the proposal that are acceptable to both parties will be binding.
- The proposals shall be valid for sixty (60) days from the submission date.

## Questions

Any questions with respect to the specifications are to be directed to:

Crystal Labbe, CAO Clerk-Treasurer  
Township of Larder Lake  
69 Fourth Avenue Larder Lake, Ontario  
705-643-2158 ext.202  
[Crystallabbe@larderlake.ca](mailto:Crystallabbe@larderlake.ca)

or

Bryan Molson, Operations Foreman  
Township of Larder Lake  
69 Fourth Ave Larder Lake Ontario  
Phone: 705-643-6340  
[bryanmolson@larderlake.ca](mailto:bryanmolson@larderlake.ca)

All questions must be submitted in writing no later than 5 business days before closing. Responses in writing will be provided to all prospective Respondents to this RFP no later than 3 business days before closing.

## **Background**

The Town is seeking Engineer Services/ Project Manager for the complete reconstruction of Second Avenue (Godfrey Street to Raven Park Road), Market Street (from Second Avenue to Fifth Avenue), and Fifth Avenue (East).

The work includes, but is not limited to, the replacement of existing watermains, sanitary sewers, culvert replacements, and surface drainage(ditches/swales) improvements, as well as grading, granular base, and asphalt replacement. The three (3) streets have a combined length of approximately 725 meters of road and water/wastewater infrastructure. Previous studies and inspections of the roads and underground infrastructure indicate that many of them require reconstruction and replacement. The selected streets represent the Town's highest-priority reconstruction needs as identified in the current Asset Management Plan. A start date of May 1st, 2026, and a submission date of December 31, 2026, for all deliverables applies to this project.

## **General Scope**

The successful Respondent shall undertake a Municipal Class EA if applicable, Preliminary and Final Design, and Tender Documents for the complete reconstruction of the streets and replacement of buried infrastructure on Second Avenue (Godfrey Street to Raven Park Road), Market Street (from Second Avenue to Fifth Avenue), and Fifth Avenue (East).

The successful Respondent will also be responsible for assisting the Town with the Tender Call, responding to bidder inquiries, reviewing, and analyzing all submitted bids, and recommending acceptance of the lowest compliant Tender.

The successful Respondent will also be responsible for providing Contract Administration and Construction Supervision services, for the duration of the Construction Phase of the Project, from commencement through completion.

## **Key Elements / Tasks & Deliverables**

### **KEY DESIGN ELEMENTS**

The key elements of the assignment are as follows:

1. Detailed topographic survey of all existing infrastructure and features within the project boundaries, including establishment of existing elevations and control points.
2. Design like-for-like replacements of existing piped infrastructure except in instances where the existing installed infrastructure does not meet MECP design guidelines. In these cases, the design of replacement infrastructure shall comply with MECP Design Guidelines.
3. Complete Geotechnical investigation of the construction zone (details provided elsewhere in this document).
4. Preparation of detailed drawings, specifications, cost estimates, and camera-ready Tender Documents Application to MECP and procurement of an Environmental Compliance Approval (ECA), if applicable.

5. Circulation of drawings to all Utility Companies & MTO for review and comment.
6. Assist with Tender Call, Review of Tenders, and Recommendation to Town.
7. Obtain approval from MTO for all work that connects to the provincial highway network, if applicable.
8. Provide Contract Administration and Construction Supervision services for the duration of the Construction Phase of the Project, from commencement through completion.

## TASKS AND DELIVERABLES

No.	TASK	DETAILS	DELIVERABLES
1	Collection of Information	<ul style="list-style-type: none"> <li>• Meeting with Town staff for the purpose of collecting background information.</li> </ul>	
2	Topographic Survey	<ul style="list-style-type: none"> <li>• Detailed survey capturing all amenities within the proposed construction zone, including, but not limited to, structures, natural features, contours, etc.;</li> <li>• Establishment of control points.</li> </ul>	<ul style="list-style-type: none"> <li>• Detailed Topographic Base Survey Plan(s).</li> </ul>
3	Compliance with Municipal Class EA process **** if applicable***	<ul style="list-style-type: none"> <li>• Carry out all requirements of Municipal Class EA process (assumed Schedule A+)</li> </ul>	<ul style="list-style-type: none"> <li>• Documentation and public notices as required by the Municipal Class EA process.</li> </ul>
4	Engineering Design	<ul style="list-style-type: none"> <li>• Geotechnical Investigation (details provided elsewhere in this RFP document);</li> <li>• Preliminary and detailed engineering design for the complete reconstruction of Second Avenue (East Section), Market Street, and Fifth Avenue (East Section) including but not limited to, the replacement of buried and rehabilitation of the disturbed areas, entrance approaches and roadway surfaces.</li> <li>• Design complete with specifications, schedule of materials (quantities), and design drawings;</li> <li>• Prepare construction cost estimates.</li> </ul>	<ul style="list-style-type: none"> <li>• Report to be included with Tender documents.</li> <li>• Detailed engineering designs and drawings.</li> </ul>
6	Environmental Compliance Approval' and Permits	<ul style="list-style-type: none"> <li>• Preparation of applications to the MECP for the issuance of applicable Environmental Compliance Approval (ECA) for construction. (If required)</li> <li>• Consultation with Utility Companies with plant in the work area.</li> </ul> <p>Communication with MTO to receive approval for work that connects to the Provincial Highway Network.</p>	<ul style="list-style-type: none"> <li>• Issuance of an Environmental Compliance Approval from the MECP (if required).</li> <li>• Provision of detailed design drawings to all Utility Companies for review and comments.</li> <li>• Encroachment permit from MTO.</li> </ul>
7	Value Added Services	<ul style="list-style-type: none"> <li>• Identify value-added features that the successful Respondent may offer to the Town as a component of the work to be completed.</li> </ul>	<ul style="list-style-type: none"> <li>• As described In the Response to the RFP.</li> </ul>
8	"Shovel-Ready" Design	<ul style="list-style-type: none"> <li>• Final preparation of specifications, cost estimates, construction drawings, and Tender Documents.</li> </ul>	<ul style="list-style-type: none"> <li>• Final design, specifications, construction drawings, project estimates and construction ready Tender Documents for all works to be submitted by December 31, 2026.</li> </ul>

10	"Tender Assistance"	Assist with Tender Call, respond to bidder Inquiries during Tender Period, and Analyze Tenders.	Addenda, Letter of Recommendation to Town.
11	Contract Administration	Provide Contract Administration and Construction Supervision services for the duration of the Construction Phase of the Project, from commencement through completion.	Payment certificates, change orders, as built drawings, photographs, and construction records, for the duration of the Construction Phase of the Project, from commencement through completion.

**Notes:**

1. The successful engineering firm recognizes that throughout the course of this assignment and at various stages it will be necessary for routine and formal consultation with municipal staff to ensure a product satisfactory to the Town.

Respondents to this RFP may assume that the project will be a Schedule A+ project as defined in the Municipal Class EA process. Should it be determined in the carrying out the Class EA, that the project should be reclassified, the Engineer shall advise the Town of writing of the change, and provide a written estimate detailing the cost implications of the change. The Engineer shall not proceed with additional work on the Class EA unless such additional work is approved in writing by the Town.

**Geotechnical Investigation**

The successful Respondent shall retain a qualified geotechnical engineer to carry out a geotechnical investigation and report for all streets on this project. Details on the required scope of work are provided below:

Arrange and pay for utility locates required for the geotechnical field program to be carried out safely. The proposed geotechnical investigation will consist of boreholes of sufficient quantity and depth to delineate the soil, groundwater, and bedrock regime within the construction zone. The quantity and locations of the boreholes will be determined by the geotechnical engineer and will be tied in using GPS.

The groundwater level will be measured in each borehole upon completion. Boreholes will be backfilled, and surface repairs will be made upon completion.

The geotechnical engineer shall provide for a field technician to be on site to supervise the test pits and collect and log the samples. All samples shall be labelled, packaged, and transported to the geotechnical engineers' laboratory for testing.

All geotechnical investigative procedures will be carried out in accordance with the Canadian Foundation Engineering Manual, 4<sup>th</sup> Edition, 2006.

If unexpected or problematic soil conditions are encountered during the field investigation, which may affect the scope of work, the geotechnical engineer's field representative shall advise the prime consultant before leaving the site.

The geotechnical engineer shall undertake a laboratory testing program on select samples obtained from the field investigation, including moisture content determinations, Atterberg Limit tests, and grain size analyses. All laboratory tests will be completed in a CCIL-accredited laboratory. If the geotechnical engineer determines that additional testing is required, this shall be reviewed with the prime consultant, and **if approved by the Town**, such additional testing will be at additional cost to the project.

At the completion of the field and laboratory testing, the geotechnical engineer shall prepare a report based on an evaluation of subsurface conditions. The report shall include the following:

- General Site Description and plan showing test pit locations.
- Test pit log.
- Laboratory test results.

- A detailed description of soil, bedrock, and groundwater conditions at the site.
- Trenchless crossing recommendations.
- Unit density of soil and coefficients of active and passive earth pressures for design of members resisting lateral loads.
- Frost considerations.
- Excavation and dewatering requirements.
- Recommendations for the re-use of excavated soil.
- Backfilling requirements, including types of imported fill, levels of compaction and general construction recommendations,

All design recommendations shall be in accordance with the appropriate codes and legislation. The final report will be signed and sealed by a qualified geotechnical engineer registered in the Province of Ontario.

### **Contract Administration/Construction Supervision**

The Respondent shall include in their proposal a lump-sum, all-inclusive fee for the provision of on-site construction inspection by a qualified inspector and Contract Administration/Project Management services by a qualified project manager for all tendered works, for the entire duration of the Project from commencement through to final completion.

These services shall be provided as required to successfully deliver the Project and shall not be billed on an hourly basis. All costs associated with the provision of these services, including travel time to and from the work site, shall be deemed to be included in the proposed fee.

The Respondent will be required to provide all required deliverables as detailed below for the services provided for this phase of the Project. General administrative duties include preparing Invoices, Budgeting, Project Status Reports, identifying changes in scope, coordinating meetings, and producing agendas and minutes of meetings. Services required for this phase of the Project are as follows:

- Pre-Construction
- Construction (Contract Administration and Site Inspection)
- Post Construction (Substantial Performance, As Built Drawings, Warranty/Maintenance Period services)

### **Pre-Construction**

The services required by the Respondent during pre-construction are as follows:

1. Distribute Hard copies and digital copies of design drawings and specifications to the contractor.
2. Co-ordinate, chair, and prepare/distribute minutes of construction start-up meeting.
3. Document pre-construction conditions by obtaining digital photographs and video of the entire construction area.
4. If necessary, provide public notices to affected residents of upcoming construction work.
5. Review and confirm that all necessary permits and approvals necessary for construction are in place.

### **Construction**

The Contract Administrator/Project Manager duties include, but are not limited to, the following work:

- Preparing Contractor Payment Certificates, Instruction Notices, Contract Change Orders and Weekly Status Reports.
- Co-ordinate, convene and attend in person, Monthly Project meetings on site, prepare Agenda & Meeting Minutes.
- Act as liaison with the public, the Town, and the Contractor.
- Respond to and resolve Contractor claims on behalf of The Town.
- Construction of the Project shall be awarded no later than **April 1, 2027**, unless otherwise approved in writing by the Town.

The construction inspector shall be equipped with a smartphone, survey equipment, a diary, and other necessary tools to facilitate communication on site, and the recording of relevant construction data.

Duties include, but are not limited to the following:

1. Ensure all materials utilized on the project comply with contract specifications, approved shop drawings, and manufacturers' recommendations.
2. Identify deficient materials/workmanship, advise the Contractor in writing, and ensure that deficiencies are remediated and documented.
3. Document variances from the drawings/specifications and confirm that variances will not diminish the quality or performance of the works.
4. Oversee and record results of testing of constructed works such as concrete testing, compaction tests, and provide copies of all test results to The Town.
5. Respond to questions on drawings/specifications from the contractor, conferring with the Project Manager and designer as required.
6. Carry out spot checks on contractor layout and report/resolve any discrepancies with the Contractor.
7. Maintain project diaries with daily entries recording weather, activities on site, equipment and personnel on site, issues encountered, and all other relevant data.
8. Co-ordinate any required Quality Assurance (QA) testing, and maintain records of testing results, and take appropriate actions to remedy failed QA test results. Approved QA testing will be paid for separately by The Town.
9. Confirm quantities identified in Contractor's Monthly Payment Request.
10. Record data for field variations in the work, and as constructed data.
11. Assemble all relevant data associated with any contractor claims and provide data in a concise form to Project Manager.
12. Take digital photographs and catalog key elements of the work, deficiencies, and other relevant project details.
13. Review and log contractor submittals including shop drawings, product data, installation instructions and other relevant data.
14. The inspector may be required to accompany The Town staff on intermittent site visits to the construction site to review progress and project documentation.

### **Post Construction**

Following the completion of construction, the Respondent shall provide The Town with the following:

1. One digital and one hard copy of "As Constructed Drawings".
2. Project completion documentation, including Certificate of Substantial Performance, Project Completion, and Final Payment/Maintenance Holdback documentation.
3. Assistance to the Town during the project warranty/maintenance period to ensure that deficiencies identified during the warranty/maintenance period defined in contract documents are adequately addressed by the Contractor.
4. One hard copy of all project submissions (shop drawings, maintenance data, etc.).

## **Deliverables Format**

The project will be completed to the satisfaction of the Township of Larder Lake. Project formats include, but may not be limited to the following:

All final reports will be required in digital format(s) (MS Office), accompanied by one (1) camera-ready hard copy. The Respondent will ensure that all disks are free of all computer-related viruses; and:

All plans will be required in a digital format (AutoCAD 2010), accompanied by two (2) hardcopy sets (11x17). Digital data will consist of true local coordinates and tied to municipal control monuments. Digital files will not contain any disclaimer seals or any locked blocks.

## **Proposal Submission Requirements**

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Township of Larder Lake  
69 Fourth Ave  
Larder Lake, ON.  
P0K1L0

**Attention:** Crystal Labbe, RFP# 2026-01 Engineer Service/ Project Manager

Project – Reconstruction of Second Avenue (Godfrey Street to Raven Park Road), Market Street (from Second Avenue to Fifth Avenue), and Fifth Avenue (East).

An authorized officer must legibly sign all proposals. In addition, officers are requested to attach to their proposal a covering letter detailing any features of their company that they feel should be taken into consideration when evaluating the proposals.

Following the expiry of the deadline date and time for submissions, all proposals will be evaluated, and the successful Respondent, if any, will be notified following Council acceptance of the proposal.

## **Project Schedule and Fees**

Project timelines are important to the Town. Accordingly, a detailed project schedule with key milestones shall be included in the proposal (Schedule to extend to submission of Final Deliverable documents due to the Town by December 31, 2026);

The Respondent shall identify in the proposal the work that will be performed, based on the goals, objectives, and deliverables of this RFP. It is the responsibility of the Respondent to anticipate and identify all of the tasks required to perform this contract, whether or not they have been specifically identified within this RFP.

The following costing details should also be prepared and included with the proposal submission:

- Fee schedules with per diem rate or hourly rate for each staff member and sub-consultant of the project team, together with an upset limit. This should relate to a

detailed person-hour and cost breakdown of the workload by staff member or sub-consultant staff.

- Disbursement costs that may include mileage, telephone charges, printing and reproductions, fax charges, computer services, laboratory tests, etc.
- Additional estimate of costs for any potential additional studies or work recommended.
- Applicable taxes.

### **Commitment to Negotiate**

The successful Respondent shall execute any documentation drafted in accordance with the terms of the successful Respondent's proposal and any subsequent negotiations, within thirty (30) days of the date of notification of the successful Respondent's selection.

Respondents not initially selected as the successful Respondent hereby commit themselves (subject to notification by the Town) to execute documentation as aforesaid up to sixty (60) days following the date of submission of their proposals.

### **Preparation of Proposals**

All costs and expenses incurred by the Respondent relating to its proposal will be borne by the Respondent. The Town is not liable to pay for such costs and expenses, or to reimburse or to compensate the Respondent in any manner whatsoever for such costs and expenses under any circumstances, including the rejection of any or all proposals or the cancellation of this RFP.

Respondents submitting a proposal shall understand that the work scope outlined in this RFP document provides relevant information about known conditions and requirements. It is the obligation of the Respondent to satisfy themselves through their own investigations and means, as to the extent of work required to complete the assignment, and to include the requirements determined through their investigations in their response to this RFP.

### **Nature of Request for Proposal**

This RFP does not constitute an offer of any nature or kind whatsoever by the Town to the Respondent.

### **Amendments**

The Town may modify, amend, or revise any provision of this RFP or issue any addenda at any time. Any modification, amendment, revision, or addenda will be in writing and will be provided to all REngineerespondents.

The Town reserves the right to vary the scope of work prior to the award of the contract.

### **Proposal Evaluation Criteria**

An evaluation team consisting of key municipal staff will evaluate proposals.

The Township of Larder Lake reserves the right in its evaluation of the proposal to consider all

pertinent criteria, whether or not such criteria are contained in the Request for Proposals.

	Weight	Points	Total
<b><u>Qualifications, Expertise and Performance on Similar Projects</u></b>			
<b><u>20( %)</u></b>	8	10	80
Past ability to successfully complete projects within timelines and budgets.	3	10	30
Stability and reputation of firm.	4	10	40
Qualifications of technical support staff.	5	10	50
Qualifications of senior staff/project manager.			
<b><u>Proposed Project Manager and Team (8%)</u></b>			
Experience in directing/involvement with similar projects.	5	10	50
Understanding of proposed project.	3	10	30
<b><u>Completeness and Schedule (12%)</u></b>			
Availability of key staff.	5	10	50
Methodology and Schedule.	5	10	50
Quality assurance program.	2	10	20
<b><u>Knowledge of Town regarding the Project (5%)</u></b>			
Members of the team must be familiar with the Town's infrastructure and have a working knowledge of the area surveying environment.	5	10	50
<b><u>Value Added Services (10%)</u></b>			
Approach proposed to complete the work assignment to benefit the Town and funding partner(s).	5	10	50
Utilization of all tools and resources available to the Respondent.	5	10	50
<b><u>Estimated Fees and Disbursements (45%)</u></b>			
Cost estimates are evaluated for completeness and lowest is scored 10 points, next 8 points, etc. If more than 5 proposals, then only 5 lowest bids are to receive points, and the remaining higher bids will be given 0.25 points. Prices within a small differential will be scored equal.	45	10	450
Total Score			1000

**Insurance (from successful respondents only)**

The successful respondent shall at their own expense within 10 days of notification of

acceptance and prior to the commencement of work, obtain, maintain and provide evidence of until the termination of the contract or otherwise stated, the following:

### **Commercial General Liability**

The Respondent shall maintain and pay for Comprehensive General Liability Insurance with coverage limits of no less than Two Million Dollars (\$2,000,000.00) inclusive per occurrence for bodily injury, death, and damage to property, including loss of use.

The policy shall include the Township of Larder Lake as an additional insured for all work performed by or on behalf of the Respondent.

The Respondent shall carry standard automobile and non-owned automobile liability insurance, providing protection against all liability arising out of the use of owned or leased vehicles, used by the Respondent. The liability limits for owned and non-owned vehicles shall be a minimum of Two Million Dollars (\$2,000,000.00) per occurrence.

The Respondent shall carry Professional Liability Insurance with coverage of at least Two Million Dollars (\$2,000,000) per claim.

The Respondent shall be entirely responsible for the cost of any deductible that is required in any insurance claim.

All insurance policies referenced in this section shall be maintained in good standing throughout the duration of the appointment.

### **Professional Liability Insurance**

Professional liability (errors and omissions) insurance coverage shall be obtained for a limit of not less than \$2,000,000. If such insurance is issued on a claim-made basis, coverage shall contain a 24-month extended reporting period or be maintained for a period of two years subsequent to conclusion of services provided under this Agreement. 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.

## **Revisions to Request for Proposal**

If it becomes necessary to revise any part of this RFP or if the Respondents require additional data to interpret any of its provisions, the revisions or additional data will be provided to all Respondents participating in the RFP process at that stage.

If revisions or additional data are necessary after the closing date for proposals, revisions or additional data will be provided only to those Respondents who have submitted responses and met the basic requirements. Such Respondents will be permitted to modify their proposal.

## **Right to Accept or Reject Submissions**

The Township is not bound to accept the lowest or any proposal and may proceed as it, in its sole discretion, determines, following receipt of the proposals. The Township reserves the right to accept any proposal in whole or in part or to discuss with any respondent different or additional terms to those envisaged in this RFP or in such respondent's proposal. Notwithstanding any other term of this RFP, the Township reserves the right to:

1. Modify or amend this RFP;
2. Request clarification of any item in any Bidder's proposal;
3. Verify any information contained in a proposal;
4. Reject any or all proposals received in response to this RFP;
5. Enter into negotiations with one or more bidder on any or all aspects of their proposal(s);
6. Accept any proposal in whole or in part without prior negotiation;
7. Award one or more contracts;
8. Cancel and/or reissue this RFP at any time;
9. Retain all copies of proposals submitted in response to this RFP; and,
10. Waive formalities as the interests of the Township may require, without stating reasons therefore.

## **Clarifications of Proposal**

1. The Town reserves the right to request clarification of the contents of any proposal.
2. The Town may choose to meet with some or all Respondents to discuss aspects of their respective proposals.
3. The Town may require Respondents to submit supplementary documentation clarifying any matters contained in their proposals and seek the respective Respondent's acknowledgment of that interpretation. The supplementary documentation accepted by the Town and written interpretations which have been acknowledged by the affected Respondent shall be considered to form part of the proposals of that Respondent. After the time and date set for receipt of proposals, only the supplementary documentation specifically requested by the Town for the purpose of clarification shall be considered as part of a proposal.
4. The Town is not obliged to seek clarification of any aspect of a proposal.

## **Finalizing Terms**

This RFP will not constitute a binding agreement but will only form the basis for the finalization of the terms upon which the Town and the successful Respondent will enter a contract, and does not mean that the successful Respondent's proposal is necessarily totally acceptable in the form submitted. After the selection of the successful Respondent's proposal, the Town has the right to negotiate with the successful Respondent and, as part of that process, to negotiate changes, amendments, or modifications to the successful Respondent's proposal without offering the other Respondents, the right to amend their proposals.

## **Evaluation is Final and binding**

By responding to this RFP, the Respondents agree that the decision of the Evaluation Team is final and binding.

## **Publication of Names of Respondents**

The Town may, at any time, make public the names of all Respondents.

Additional information may be released in accordance with *the Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.F.31*, as amended.

Any proprietary or confidential information contained in the proposal should be clearly identified.

## **Notice**

Whenever this RFP requires or permits a notice or communication to be sent or given to either the Town or any or all Respondents, such notice or communication shall be, unless otherwise provided, hand delivered or faxed to the receiving party and such notice or communication shall be deemed to have been effectively given, delivered, or received upon the date that such notice or communication was actually received by the receiving party.

The date of giving notice or communication shall be that date of delivery thereof in the case of personal delivery. With respect to any notice or communication which is faxed, its date of receipt shall be deemed to be the date of transmission as evidenced by electronic confirmation in the sender's office provided, however, that if it is sent after 4:30 p.m. on any business day or at any time on a non-business day, it shall be deemed not to have been received until 8:30 a.m. on the next business day.

## **Sub-consultants and Sub-contractors**

The Respondent will identify any Sub-Consultants and Sub-Contractors that will be involved in the engineering component of this project. Documentation is to be provided from the Sub-Consultants and Sub-Contractors stating that they have reviewed all parts of the detailed project schedule where their skills or expertise are required and are able to meet the timelines-milestones provided in the detailed project schedule

**Township of Larder Lake**

RFP# 2026-01

Engineer Services/Project Manager for the  
Reconstruction of Second Avenue (Godfrey  
Street to Raven Park Road), Market Street  
(from Second Avenue to Fifth Avenue), and  
Fifth Avenue (East).

Respondent's submission of proposal to:

The Corporation of the Township of Larder Lake Stipulated

Price

We/I, \_\_\_\_\_  
(Registered Company Name/Individuals Name)

Of, \_\_\_\_\_  
(Registered Address and Postal Code)

Business:

Phone Number (\_\_\_\_) - \_\_\_\_\_

Fax Number (\_\_\_\_) - \_\_\_\_\_

We/I hereby offer to enter into an agreement to supply services, as required in  
accordance with the proposal requirements, for a price of:

Lump sum price before HST

\$ \_\_\_\_\_

**Township of Larder Lake**

**RFP# 2026-01**

Engineer Services/Project Manager for the  
Reconstruction of Second Avenue (Godfrey Street to  
Raven Park Road), Market Street (from Second Avenue to  
Fifth Avenue), and Fifth Avenue (East).

**NON-COLLUSION AFFIDAVIT**

I/ We \_\_\_\_\_ the undersigned am fully informed  
respecting the preparation and contents of the attached quotation and of all pertinent  
circumstances respecting such bid.

Such bid is genuine and is not a collusive or sham bid.

Neither the bidder nor any of its officers, partners, owners, agents, representatives,  
employees or parties of interest, including this affiant, has in any way colluded, conspired,  
connived or agreed directly or indirectly with any other Bidder, firm or person to submit a  
collective or sham bid in connection with the work for which the attached bid has been  
submitted nor has it in any manner, directly or indirectly, sought by agreement or collusion  
or communication or conference with any other bidder, firm or person to fix the price or  
prices in the attached bid or of any other Bidder, or to fix any overhead, profit or cost element  
of the bid price or the price of any bidder, or to secure through any collusion, conspiracy,  
connivance or unlawful agreement any advantage against the Township of Larder Lake or  
any person interested in the proposed bid.

The price or prices quoted in the attached bid are fair and proper and not tainted by any  
collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any  
of its agents, representatives, owners, employees, or parties in interest, including this  
affiant.

The bid, quotation or proposal of any person, company, corporation, or organization that  
does attempt to influence the outcome of any Town purchasing or disposal process will be  
disqualified, and the person, company, corporation or organization may be subject to  
exclusion or suspension.

Signed \_\_\_\_\_

Company Name \_\_\_\_\_

Title \_\_\_\_\_

## Township of Larder Lake

### RFP# 2026-01

Engineer Services/Project Manager for the  
Reconstruction of Second Avenue (Godfrey Street  
to Raven Park Road), Market Street (from Second  
Avenue to Fifth Avenue), and Fifth Avenue (East).

#### Conflict of Interest Declaration

Please check appropriate response:

- I/we hereby confirm that there is not nor was there any actual, or perceived conflict of interest in our quotation submission or performing/providing the Goods/Services required by the Agreement.
- The following is a list of situations, each of which may be a conflict of interest, or appears as potentially a conflict of interest in our Company's quotation submission or the contractual obligations under the Agreement.

List Situations:

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In making this quotation submission, our Company has / has no (*strike out inapplicable portion*) knowledge of or the ability to avail ourselves of confidential information of the Town (other than confidential information which may have been disclosed by the Town in the normal course of the quotation process) and the confidential information was relevant to the Work/Services, their pricing or quotation evaluation process.

Dated at, \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

FIRM NAME:

BIDDER'S AUTHORIZED OFFICIAL:

TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_