



Town of Lac du Bonnet
Request for Proposal
for
Municipal Engineering Services
Request for Proposal No.
(RFP No. 2025-01)

Issued: March 4, 2025

Submission Deadline: March 25, 2025

1. Introduction

The Town of Lac du Bonnet is requesting proposals for Municipal Engineering Services to support various municipal infrastructure and development projects. These services will primarily involve planning, design, surveying, permitting, and construction management services for municipal roadways, water systems, wastewater systems, etc.

2. Scope of Services

The successful firm will be expected to provide the following services, but not limited to:

- Conducting site evaluations and assessments.
- Preparing engineering designs, plans, and specifications for infrastructure projects.
- Supporting the preparation of tender documents.
- Coordinating with municipal staff and other consultants as necessary.
- Managing and overseeing construction projects.
- Providing expert advice on regulatory compliance and permitting.

3. Submission Requirements

Proposals should include the following details:

- **Company Profile:** Brief overview of the company, including relevant experience in municipal engineering projects.
- **Project Team:** Identification of key personnel who will be involved in the project, including their qualifications and experience.
- **References:** A list of at least 3 previous municipal clients for whom similar services have been provided.
- **Proposed Approach:** A general outline of the proposed methodology for completing the services outlined in the Scope of Services.
- **Fees:** Detailed fee structure, including hourly rates or fixed-price quotes, and any additional costs or expenses.
- **Timeline:** Proposed timeline for availability.

4. Submission Deadline & Details

All proposals must be submitted no later than **March 25, 2025 at 4:00 pm**. Late submissions will not be considered.

Please submit all Proposals in one of the following manners:

- Confidential email to cao@townofldb.ca
- Mail a sealed proposal to Box 339 Lac du Bonnet, MB R0E 1A0

- Drop sealed proposal off at Town of Lac du Bonnet Administrative Office located at 84 Second Street Lac du Bonnet, MB.

5. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Experience and qualifications of the firm and proposed team.
- Approach and methodology to the project.
- Price competitiveness.
- References and past performance.

6. Terms and Conditions

- The Municipality reserves the right to accept or reject any or all proposals.
- The Municipality is not bound to accept the lowest or any proposal.
- All services provided will be subject to the Municipality's terms and conditions, including any specific legal requirements related to municipal contracts.

7. Contact Information

Please direct any inquiries to:

Marley Seymour
Chief Administrative Officer
Town of Lac du Bonnet
204-345-8693
cao@townofldb.ca