



Township of Nipigon

Request for Proposal - RFP-2025-13

Roads Needs Assessment and 10-Year Capital Plan

Issued: October 6, 2025

Submission Deadline: October 17, 2025 at 12:00 p.m. noon

By Email to: Taylor Haskell, Public Works Superintendent pws@nipigon.net

Introduction

The Township of Nipigon is seeking proposals from suitable qualified consulting firms to provide professional engineering services to conduct an inventory condition assessment for the municipal road infrastructure (including sidewalks and curbs) and 10-year capital improvement plan. The Township will use this information in the preparation of a revised Asset Management Plan. The Township has 16.20 km of asphalt roads, 12.9km of curb and gutter, 4.23 km of sidewalks and 14km of gravel roads.

Description of Work:

The successful proponent will be expected to provide:

1. Inventory and Assess Road Conditions

- a. Conduct field inspections and/or utilize existing data
- b. Create a road inventory (based on each section of road between intersections), sidewalk and curb list based on road section, length, width, surface type, etc.
- c. Rate road sections based on condition on a numerical scale that is consistent with rating systems developed by the Ministry of Transportation that takes into account Ride Comfort Rating and Pavement Condition Index.
- d. Evaluate pavement, curb and sidewalk condition, structural integrity, and overall safety for each road section.

2. Prioritize Road Needs

- a. Identify short-, medium-, and long-term rehabilitation and reconstruction needs
- b. Rank roads based on condition, usage, and strategic importance

3. Develop a 10-Year Capital Replacement Plan

- a. Provide cost estimates for recommended interventions and rehabilitations of each road section over the 10-year plan
- b. Provide the 10-Year capital plan in excel format.
- c. Align recommendations with available funding, annual capital financing, and municipal priorities

4. Stakeholder Engagement

- a. Consult with municipal staff, primarily the Public Works Superintendent, the Township Manager and relevant stakeholders to create a replacement schedule that is financially feasible.
- b. Present findings and recommendations to Council and Senior Management

5. Final Deliverables

- a. Roads Needs Assessment & Condition Report
- b. 10-Year Capital Plan Document
- c. Executive Summary and Presentation Materials

Proposals should include:

- A short cover letter introducing your team or business (Company Profile)
- An outline of your approach & a proposed timeline/project schedule
- A portfolio of past work & relevant project experience
- Estimated cost breakdown (either as a flat rate for cumulative services or an hourly rate)
- Proof of Commercial Liability insurance
- Two (2) or more references from previous clients

Ranking:

The following sets out the categories, weightings, and descriptions of the rated criteria of the RFP. Proponents who do not meet a minimum threshold score for a category will not proceed to the next stage of the evaluation process.

<i>Rated Criteria Category</i>	<i>Weighting (Points)</i>	<i>Minimum Threshold</i>
Company Profile	5 points	N/A
Project Experience	10 points	N/A
Approach, methodology & project schedule	15 points	N/A
Pricing/Proposed Cost(s)	20 points	N/A
TOTAL PONTs	50 Points	N/A

General Conditions:

If you require more information, call the Township of Nipigon Municipal Office, 52 Front Street, Nipigon, ON. Phone 807-887-3135 ex 205 or Fax 807-887-3564. Or email Taylor Haskell at pws@nipigon.net.

Any proponent that is selected to work with the Township of Nipigon may be required to sign a services agreement prior to any services being rendered. Failure to enter into an agreement with the Township may result in the Township selecting other submitted proposals.

Proponents shall not rely on any oral statement made by the Township, its elected officials, members of the public, its employees, or its advisors.

It is the responsibility of each proponent to ensure that they have received a complete RFP and any subsequent addendums, if any, that may be issued from time to time.

Proponents are solely responsible for conducting their own independent research, due diligence or other work necessary for the preparation of the response to this RFP.

The Township will not be responsible for any expense incurred by any and all proponents in preparing or submitting a submission to this RFP or in providing any additional information necessary for the evaluation of the submission made under this RFP. In submitting a response to this RFP, the

proponent waives any right of action or claim against the Township, its employees, its elected officials or advisors.

If the RFP is withdrawn or cancelled at any time the Township shall not be liable for any costs, losses, damages, or expenses incurred in the preparation and submission of a response to the RFP.

The Township of Nipigon reserves the right to accept any, all, or none of the quotations submitted and award any, all and/or part of the work to any Proponent. To this end, the Township reserves the right to award parts of the project to different Proponent's at the sole discretion of the Township.

Any and all proposal(s) received shall become the property of the Township of Nipigon and are therefore public documents.

Deadline:

Submissions will be received by 12:00 p.m. local time, Friday, October 17, 2025. Late applications will be automatically disqualified.

How to Apply:

Email Your Proposal: pws@nipigon.net with the subject line "RFP 2025-13 – ***Roads Needs Assessment and 10-Year Capital Plan***"

Or

Drop it Off In Person:

52 Front Street, Nipigon, ON P0T 2J0

Monday to Thursday: 8:30 am - 4:00 pm & Friday 8:30-12:00 p.m.