Request for Proposal

For

H.R. Frink Conservation Area – Construction of Archway

In the City of Belleville

Requested by Quinte Conservation Authority
November 10, 2026

RFP Contact:
msmith@quinteconservation.ca

Closing:
December 1st, 2026

Quinte Conservation
RR#2
2061 Old Highway 2
Belleville, ON
K8N 4Z2

Background & Scope of Work

Quinte Conservation Areas help people make meaningful connections with nature. They offer opportunities for individuals of all skill levels to explore the outdoors and build memories that last a lifetime. Through our Conservation Area Sponsorship Program, individuals, organizations, and businesses can contribute to meaningful, on-the-ground projects such as trail improvements, accessibility upgrades, habitat protection and restoration, and community amenities. Every contribution, no matter the size, helps create lasting benefits for both people and the environment.

Quinte Conservation is looking to partner with a contractor to design, supply and install a trailhead entrance at the H.R. Frink Conservation Area. The purpose of this archway is to divert persons in the public parking lot to the eastern and north trail network. The proposal should include a basic idea or sketch of the proposed archway, the proposed schedule and the total project costs. If the contractor wishes to donate any time or materials that should be broken out in the costing. You can learn more about our Conservation Area Sponsorship program here: https://www.quinteconservation.ca/outdoor-spaces/areas/conservation-area-sponsorship-program/

Schedule

The contractor shall propose a schedule. QC will award a contract to the winning proposal within 1 week of RFP closing.

Scope of work

- Complete design of archway. Obtain approval by Quinte Conservation prior to ordering material.
    - Archway is to have a minimum height of 10’ at the lowest point.
    - The width of the archway is to be 14’.
    - A geotechnical is not available but the ground is known to be good for auguring or excavation with some large boulders that can be removed with effort.
    - If installation is by Quinte Conservation, design drawings shall be sufficiently detailed for QC staff to erect structure.
- Supply of archway
    - The contractor is to supply all parts required to complete the archway.
- Labour and equipment required to install the archway.
    - This can be provided by either the contractor or Quinte Conservation depending on the complexity of design and the proposal the contractor wishes to put forward.
    - If required, the contractor will receive parking passes to access the area. Or for short periods it can be arranged to have the gate left open.

Meetings and Site Visits

Upon award, a start-up meeting will be required to confirm the methodology, schedule, etc.

Proposal Submission Requirements

The proposal shall be submitted no later than the below requested date. Copies of the proposals shall be sent to Mike Smith at msmith@quinteconservation.ca.

The proposal shall include:

- Details on the design and construction methodology.
- Schedule.
- Contact person and phone numbers and people involved in the preparation of the proposal.
- Project costs including unit prices.
- Sub-consultants to be used and their role.
- Attestation of all addenda reviewed.
- State all assumptions used.

Proposals shall not exceed 4 pages in length.

Request for proposal issued	November 10, 2026
Request for proposal closing	December 1st, 2026

Selection Criteria

QC will select the successful contractor following an assessment of the submitted proposals based on the design and the project cost. The proposal with the lowest bid may not necessarily be accepted.

This project is subject to confirmation of funding and Quinte Conservation reserves the right to reject any or all proposals and cancel the project. This RFP is not a tender.



Map 1.0 – Map of Parking Lot at 384 Thrasher Rd, Plainfield, Ont – Red Line indicates rough position of new archway.



Picture 1.0 – View of Archway Area – Looking East towards Trail.