



**Request for Proposals (RFP)  
Engineering Consulting Services**

**Montague Wastewater Treatment Plant Upgrades  
Phase 1 – Predesign Study**  
with Potential Subsequent Phases for Detailed Design,  
Tendering and Construction Services

**RFP TOTR2026 PW-08 Engineering Consulting Services- Montague  
Wastewater Treatment Plant Upgrades Phase 1- Predesign Study**

## 1. Introduction

The Town of Three Rivers invites proposals from qualified consulting engineering firms to undertake a Predesign Study for upgrades to the Montague Wastewater Treatment Plant (WWTP).

The purpose of this assignment is to evaluate the condition, performance, and capacity of the existing wastewater treatment facility, identify current and future treatment requirements, assess feasible upgrade alternatives, and recommend a preferred strategy to address projected growth while maintaining regulatory compliance and operational reliability.

The Predesign Study will provide the technical foundation for future detailed design, regulatory approvals, funding applications, tendering, and construction.

The Town reserves the right to negotiate subsequent phases of engineering services, including detailed design, tender preparation, contract administration, commissioning, and post-construction services, with the successful proponent.

### 1.2 Proposal Submission

Closing Date: **Thursday November 12, 2026**

Closing Time: **2 PM**

Submission Method:

Proposals shall be submitted by email to: [darsenault@threeriverspei.com](mailto:darsenault@threeriverspei.com)

Submissions to be marked: **RFP TOTR2026 PW-08 Engineering Consulting Services Montague Wastewater Treatment Plant Upgrades Phase 1 – Predesign Study** with Potential Subsequent Phases for Detailed Design, Tendering and Construction Services

Late submissions will not be accepted.

## 2. Project Background

The Montague Wastewater Treatment Plant (WWTP) is an extended aeration activated sludge facility originally constructed in the early 1970s.

The treatment facility currently consists of:

- Fine-bubble aeration reactor;
- Aerated sludge storage tanks;
- Secondary clarifier;
- Ultraviolet disinfection system; and
- Geotextile tube sludge dewatering system.

The facility is designed to treat:

| Design Parameter     | Capacity                  |
|----------------------|---------------------------|
| Average Daily Flow   | 1,514 m <sup>3</sup> /day |
| TSS Loading Capacity | 333 kg/day                |
| BOD Loading Capacity | 303 kg/day                |
|                      |                           |

Based on current operating conditions and projected growth within the Town of Three Rivers, the facility is approaching its available biological treatment capacity and requires assessment and planning for future upgrades to maintain regulatory compliance and accommodate future development.

This assignment will establish the technical basis for future facility improvements through evaluation of existing conditions, identification of treatment capacity limitations, assessment of upgrade alternatives, and recommendation of a preferred upgrade strategy.

### **3. Project Objectives**

The objectives of this assignment are to:

- Assess existing wastewater treatment plant performance and condition;
- Establish current and future hydraulic and organic loading requirements;
- Identify treatment process limitations and capacity constraints;
- Evaluate feasible upgrade alternatives;
- Assess alternatives based on technical, operational, and financial considerations;
- Prepare planning-level cost estimates;
- Recommend a preferred upgrade strategy; and
- Provide the basis for future detailed design, tendering, and construction.

### **4. Scope of Services**

#### **Phase 1 – Predesign Study**

The successful proponent shall undertake a Predesign Study to evaluate the performance and capacity of the existing wastewater treatment facility and identify a preferred upgrade solution to accommodate future growth while considering operational and budgetary constraints.

The Consultant shall provide all professional engineering services necessary to complete the study, including but not limited to the following:

Review available background information, including operational data; regulatory reporting; existing drawings; previous studies; available planning documents; and relevant regulatory requirements.

#### **Site Investigation and Facility/ Capacity Assessment**

- Conduct site investigations and facility condition reviews.
- Review the condition and performance of major treatment process components.
- Identify operational challenges and process limitations affecting plant performance and capacity.
- Establish existing hydraulic loading conditions.
- Establish existing organic loading conditions.
- Review historical operating data.
- Develop projected hydraulic and organic loading conditions based on available growth information.
- Identify treatment process limitations and available remaining capacity.
- Review of infiltration and inflow (I&I) impacts where data is available.
- Assessment of peak flow conditions and treatment performance during wet-weather events.

### **Stakeholder Consultation**

- Meet with Town staff and operational personnel.
- Identify operational concerns, facility deficiencies, and project objectives.
- Incorporate operational considerations into the alternatives analysis and recommendations.

### **Alternatives Evaluation**

Evaluate treatment process upgrades required to accommodate future growth and maintain regulatory compliance.

At a minimum, alternatives shall include:

- Addition of a secondary clarifier;
- Addition of an aerated reactor;
- Screening upgrades; and
- Other improvement options identified during the study.

Each alternative shall be assessed considering:

- Technical feasibility;
- Operational requirements;
- Constructability;
- Regulatory compliance;
- Lifecycle costs;
- Capital costs; and
- Budgetary constraints.

At a minimum, the Consultant shall evaluate these alternatives; however, the Consultant is expected to identify and assess any additional process, operational, or infrastructure improvements deemed necessary to achieve long-term capacity and regulatory objectives.

### **Cost Estimating**

- Prepare Class D planning level estimates consistent with municipal engineering standards with an expected accuracy range appropriate to a predesign study.

### **Reporting**

The Consultant shall:

- Prepare a Draft Predesign Report for review by the Town;
- Attend review meetings as required;
- Incorporate Town comments; and
- Submit a Final Predesign Report documenting findings, conclusions, recommendations, and the preferred upgrade approach.

## **5. Deliverables**

At a minimum, the Consultant shall provide:

- Final Predesign Report;
- Recommended Upgrade Strategy;
- Summary of Preferred Alternative;
- Cost Estimates;
- Supporting Technical Memoranda and Calculations; and
- Electronic copies of all final deliverables.

## **6. Future Phases (Information Only)**

### **Phase 2 – Detailed Design and Tendering**

Following successful completion and acceptance of the Predesign Study, the Town may negotiate with the successful proponent to undertake detailed design and tendering services associated with the recommended upgrade solution.

Detailed Design services may include, but are not limited to:

- Detailed engineering design;
- Design drawings and specifications;
- Regulatory approvals support;
- Cost estimate updates;
- Tender document preparation; and
- Tender administration.

As part of their proposal, proponents shall provide:

- Relevant project references;
- Design team organizational chart; and
- Schedule of hourly rates for personnel anticipated to provide detailed design and tendering services.

### **Construction Phase Services**

Construction phase services are not included within the scope of this RFP.

Following completion of detailed design and tendering, the Town may negotiate construction phase engineering services with the successful proponent.

Construction phase services may include:

- Shop drawing review;
- Construction contract administration;
- Site inspections;
- Progress meetings;
- Change order review;
- Commissioning support; and
- Substantial performance and project close-out services.

As part of their proposal, proponents shall provide:

- Relevant project references;
- Construction services organizational chart; and
- Schedule of hourly rates for personnel anticipated to provide construction phase services.

## **7. 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 with pumping stations, booster stations, lift stations, utility infrastructure, and related municipal 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 Montague Sewer and Water Utility service area.**

Proponents should clearly identify:

- Previous work completed for the Town of Three Rivers or the former Town of Montague;
- 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:

- Understanding of the Montague Wastewater Treatment Plant upgrade requirements;
- Understanding of wastewater treatment capacity and regulatory compliance challenges within the Montague service area.
- Proposed methodology for facility assessment and capacity evaluation;
- Approach to development and evaluation of upgrade alternatives;
- 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.

The Town encourages proponents to identify opportunities that may improve project efficiency, reduce lifecycle costs, or enhance operational reliability.

## **Section 5 – Project Schedule and Reporting**

Provide:

- Proposed project schedule;
- Key milestones and critical dates;
- Anticipated design, tendering, and construction 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.

The Town anticipates commencing the assignment in 2026 and receiving the Final Predesign Report prior to March 2027.

## **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 – Assumptions and Exclusions**

Provide a clear description of any:

- Assumptions;
- Exclusions;
- Qualifications;
- Limitations; or
- Conditions that may affect the scope, schedule, or cost of the proposed services.

Any exclusions not expressly identified may be considered included within the proposed fee.

## Section 8 – 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 9 – 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.

## 8. Evaluation Criteria

| Criteria                                           | Points |
|----------------------------------------------------|--------|
| Relevant Wastewater Treatment Facility Experience  | 30     |
| Project Team Qualifications                        | 25     |
| Understanding of Project & Methodology             | 20     |
| Capacity Assessment and Process Upgrade Experience | 15     |
| Fee Proposal                                       | 10     |
| Total                                              | 100    |

The Town may conduct interviews, request clarifications, or enter negotiations with one or more proponents.

## 9. 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 Three Rivers, and the Province of Prince Edward Island shall be named as 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.

## 10. Professional Registration Requirements

The Consultant shall:

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

## 11. Procurement Terms and Conditions

### 11.1 Definitions

For the purposes of this RFP:

- **Town** means the Town of Three Rivers.
- **Utility** means the Montague 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.

## **12. Proposal validity**

Proposals shall remain valid for a period of one hundred twenty (120) days following the closing date.

## **13. Conflict of Interest**

Proponents shall disclose any actual, potential, or perceived conflict of interest.

## **14. Ownership of Documents**

All reports, studies, calculations, drawings and related documents prepared under this assignment shall become the property of the Town of Three Rivers upon payment of all fees owing.

## **15. Reservation of Rights**

The Town reserves the right to:

- Accept or reject any proposal;
- Waive minor irregularities;
- Seek clarification of submissions;
- Verify proposal information;
- Negotiate with the preferred proponent;
- Cancel the procurement process at any time.

## **16. Enquiries**

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

**Dorothy Macdonald**

**Town of Three Rivers**

[dmacdonald@threeriverspei.com](mailto:dmacdonald@threeriverspei.com)

**RFP TOTR2026 PW-08 Engineering Consulting Services**

**Montague Wastewater Treatment Plant Upgrades Phase 1 – Predesign Study** with Potential Subsequent Phases for Detailed Design, Tendering and Construction Services

Questions to be received no later than two (2) business days prior to the proposal closing date. 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.

## **17. Climate Change and Regulatory Requirements**

The Consultant shall consider climate resilience, energy efficiency, greenhouse gas impacts, and applicable federal funding reporting requirements in the evaluation of alternatives.

## **18. Future Growth Horizon**

Future loading projections shall consider a minimum 25-year planning horizon.

## **Appendix A Submission Checklist**

- ☐ Cover Letter
- ☐ Corporate Profile
- ☐ PEI Authorization to Practice Engineering
- ☐ Project Understanding
- ☐ Proposed Methodology
- ☐ Project Schedule
- ☐ Project Team and Organizational Chart
- ☐ Key Personnel Résumés
- ☐ Relevant Project Experience
- ☐ References
- ☐ Fee Proposal Form
- ☐ Assumptions and Exclusions
- ☐ Insurance Certificates
- ☐ Conflict of Interest Declaration
- ☐ Signed Proposal Submission Form

## Appendix B Fee Proposal Form

**Proponent:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

### Phase 1 – Predesign Study

The proponent shall provide a lump sum fee for completion of the Predesign Study in accordance with the Scope of Services outlined in this RFP.

| Task                                                 | Fee (\$)  |
|------------------------------------------------------|-----------|
| Project Management and Coordination                  |           |
| Background Information Review                        |           |
| Site Investigation and Facility Condition Assessment |           |
| Hydraulic and Organic Loading Assessment             |           |
| Stakeholder Meetings and Consultation                |           |
| Upgrade Alternatives Evaluation                      |           |
| Class D Cost Estimates                               |           |
| Draft Predesign Report                               |           |
| Final Predesign Report                               |           |
| Presentation of Findings and Recommendations         |           |
| <b>Total Professional Fees</b>                       | <b>\$</b> |

### Disbursements

Disbursements shall be identified separately.

| Item                               | Cost (\$) |
|------------------------------------|-----------|
| Travel and Mileage                 |           |
| Printing and Reproduction          |           |
| Courier and Delivery               |           |
| Laboratory Testing (if applicable) |           |
| Other (Specify)                    |           |
| <b>Total Disbursements</b>         | <b>\$</b> |

### Subconsultants

| Subconsultant | Fee (\$) |
|---------------|----------|
|               |          |

|  |    |
|--|----|
|  | \$ |
|--|----|

**Fee Summary**

| Item                        | Amount (\$) |
|-----------------------------|-------------|
| Total Professional Fees     |             |
| Total Disbursements         |             |
| Total Subconsultant Fees    |             |
| Subtotal                    |             |
| HST                         |             |
| <b>Total Proposal Price</b> | <b>\$</b>   |

**Future Services (Information Only)**

The following information is requested for evaluation purposes and potential negotiation of future phases. These rates will not form part of the evaluation of the Predesign Study fee.

**Detailed Design and Tendering Services**

| Position                | Hourly Rate (\$/hr) |
|-------------------------|---------------------|
| Principal               |                     |
| Project Director        |                     |
| Project Manager         |                     |
| Senior Process Engineer |                     |
| Senior Civil Engineer   |                     |
| Intermediate Engineer   |                     |
| Junior Engineer         |                     |
| Senior Technologist     |                     |
| Technologist            |                     |
| CAD Technician          |                     |
| Administrative Support  |                     |

**Construction Phase Services**

| Position                | Hourly Rate (\$/hr) |
|-------------------------|---------------------|
| Principal               |                     |
| Project Director        |                     |
| Project Manager         |                     |
| Senior Process Engineer |                     |
| Senior Civil Engineer   |                     |
| Intermediate Engineer   |                     |
| Junior Engineer         |                     |
| Senior Technologist     |                     |
| Technologist            |                     |
| CAD Technician          |                     |
| Administrative Support  |                     |

**Certification**

I/We have carefully examined the RFP documents and hereby submit this Fee Proposal for the completion of the Phase 1 Predesign Study.

**Authorized Representative:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

The Total Proposal Price identified above shall include all labour, supervision, overhead, profit, travel, administration, meetings, reporting, and other costs necessary to complete the Scope of Services, except for disbursements specifically identified in the Fee Proposal. Any exclusions shall be clearly identified within the proposal submission.

The Fee Proposal shall identify any assumptions that may affect pricing. Any work required to complete the Scope of Services and deliver the required deliverables shall be considered included in the proposed fee unless specifically identified otherwise.

**Appendix C**  
**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):**

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**Company Name:** \_\_\_\_\_

**Authorized Representative:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Appendix D – Proposal Submission Form

### **Engineering Consulting Services Montague Wastewater Treatment Plant Upgrades Phase 1 – Pre-design Study** with Potential Subsequent Phases for Detailed Design, Tendering and Construction Services

To: **Town of Three Rivers Montague** Sewer and Water Utility

The undersigned Proponent hereby submits this Proposal in response to the Request for Proposals for **Engineering Consulting Services Montague Wastewater Treatment Plant Upgrades Phase 1 – Predesign Study** with Potential Subsequent Phases for Detailed Design, Tendering and Construction Services

The Proponent acknowledges that:

1. The Town of Three Rivers 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:** \_\_\_\_\_ **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 Three Rivers.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Corporate Seal (if applicable)**

AFFIX CORPORATE SEAL HERE

**Appendix E**  
**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**

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**Exclusions**

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**Appendix F**  
**Available Background Information to the successful proponent**  
(To be provided after award)

- Existing WWTP drawings
- Previous studies
- Annual operating reports
- Regulatory reports
- Flow and loading records
- Asset management information
- GIS information