REQUEST FOR PROPOSAL (RFP)

Chimo Resort Drainage Assessment and Drainage Management Plan

Riverdale Municipality

1. Invitation to Proponents

Riverdale Municipality invites proposals from qualified engineering consulting firms to undertake a drainage assessment and prepare a Drainage Management Plan for the Chimo Resort area located east of Rivers, Manitoba.

The Municipality is seeking an independent engineering review of existing drainage conditions, identification of drainage deficiencies, evaluation of risks to municipal infrastructure and private property, and recommendations for both short-term and long-term improvements.

2. Background

The Municipality has received concerns from residents regarding drainage conditions within the Chimo Resort area, particularly along Dakota Drive and adjacent roadways. Concerns have included surface water accumulation, drainage capacity, ponding on private property, erosion within existing drainage infrastructure, and the potential for property damage associated with localized flooding.

The Municipality wishes to obtain professional engineering services to evaluate existing drainage conditions and provide practical recommendations that will improve drainage performance while ensuring compliance with applicable provincial regulatory requirements. Previous discussions with provincial authorities have indicated that future drainage improvements may require additional study and approvals.

A location map identifying known drainage concerns and areas requiring review is attached as Appendix A.

3. Project Objectives

The successful proponent will:

- Assess existing drainage conditions throughout the Chimo Resort area.
- Review the effectiveness and capacity of existing ditches, culverts, and drainage pathways.
- Identify drainage deficiencies, constraints, and flooding risks.
- Evaluate potential impacts to municipal infrastructure and adjacent private properties.
- Develop practical drainage improvement alternatives.
- Identify any regulatory approvals or licensing requirements that may be required.
- Recommend short-term operational and maintenance improvements.
- Recommend long-term capital improvements and implementation priorities.
- Provide preliminary construction cost estimates for recommended solutions.

4. Scope of Work

The scope of work shall include, but not necessarily be limited to, the following:

Existing Conditions Assessment

- Review available background information provided by the Municipality.
- Conduct site visits and field investigations.
- Complete topographic survey work as required.
- Review existing drainage infrastructure, including:
    - Roadside ditches
    - Culverts
    - Drainage channels
    - Drainage pathways
    - Areas of persistent ponding
    - Potential drainage outlets

Drainage Analysis

The consultant shall:

- Assess drainage patterns within the study area.
- Determine the effectiveness and capacity of existing drainage infrastructure.
- Identify drainage bottlenecks and restrictions.
- Evaluate flood risk areas and drainage deficiencies.

- Assess impacts to both municipal infrastructure and private property.
- Identify areas where existing infrastructure may be undersized or inadequate.
- Review anticipated drainage requirements under current conditions.

Drainage Improvement Alternatives

Develop and evaluate feasible drainage improvement options, which may include:

- Ditch regrading or reconstruction.
- Culvert upgrades or replacements.
- New drainage infrastructure.
- Stormwater retention or storage opportunities.
- Drainage routing modifications.
- Other solutions deemed appropriate by the consultant.

Each alternative shall include:

- Description of proposed works.
- Advantages and disadvantages.
- Expected effectiveness.
- Regulatory considerations.
- Preliminary opinion of probable construction costs.

Recommended Drainage Management Plan

Provide a preferred drainage strategy including:

- Recommended improvements.
- Implementation priorities.
- Potential phasing opportunities.
- Preliminary project cost estimates.
- Regulatory approval requirements.
- Recommended next steps.

The Municipality is interested in understanding both short-term operational improvements and long-term capital improvement options.

5. Deliverables

The successful proponent shall provide:

Draft Drainage Assessment Report

Including:

- Existing conditions assessment.
- Drainage analysis findings.
- Mapping and illustrations.
- Improvement alternatives.
- Preliminary recommendations.

Council Presentation

Presentation of findings and recommendations to Council, either in person or virtually.

Final Drainage Management Plan

Including:

- Executive Summary.
- Existing conditions review.
- Drainage analysis results.
- Recommended drainage improvement strategy.
- Preliminary construction cost estimates.
- Implementation and phasing recommendations.

All reports and supporting information shall be provided electronically in PDF format.

6. Proposal Requirements

Proposals shall include the following:

Firm Qualifications

- Company profile.
- Relevant experience with municipal drainage and water management projects.
- Experience working within Manitoba.

Project Team

- Identification of project manager and key personnel.
- Relevant qualifications and experience.

Project Understanding

- Proponent's understanding of the project objectives and challenges.

Methodology

- Proposed approach to completing the work.
- Description of data collection, analyses, and reporting methods.
- Deliverables and project schedule.

Fee Proposal

Provide:

- Lump-sum fee.
- Breakdown of costs by project phase.
- Survey costs, if applicable.
- Disbursements and expenses.
- Applicable taxes.

References

Provide a minimum of three references for similar municipal drainage projects completed within the last five years.

7. Evaluation Criteria

Proposals may be evaluated using the following criteria:

Criteria	Weight
Relevant Experience	30%
Understanding of Project	20%
Proposed Methodology	20%
Project Team	15%
Cost	15%

8. Proposed Schedule

Milestone	Date
RFP Issued	November 24th, 2026
Questions Deadline	December 18th, 2026

Milestone	Date
Proposal Submission Deadline	January 4th, 2027

9. Submission Information

Proposals shall be submitted electronically to:

Marci Quane, CMMA
Chief Administrative Officer
Municipality of Riverdale
Box 520
Rivers, MB R0K 1X0

Email: cao@riverdalemb.ca

Subject: Chimo Resort Drainage Assessment Proposal

Proposal Submission Deadline

January 4th, 2027

10. Municipality Rights

The Municipality reserves the right to:

- Accept or reject any or all proposals.
- Waive informalities or irregularities in any proposal.
- Request clarification from proponents.
- Negotiate scope, fees, timelines, or deliverables with one or more proponents.
- Accept a proposal other than the lowest-priced submission.
- Award the project in whole, in part, or not at all.
- Cancel, suspend, postpone, amend, or reissue this RFP at any time.

The issuance of this Request for Proposal does not constitute a commitment by the Municipality to award a contract, reimburse any costs incurred in the preparation of a proposal, or proceed with any work contemplated under this RFP.

The Municipality reserves the right to delay commencement of any work until a written agreement has been executed by both parties. No contractual relationship shall exist between the Municipality and any proponent unless and until a written agreement has been approved and executed.

11. Project Timing and Budget Considerations

The Municipality is seeking proposals to better understand the costs associated with completing a drainage assessment and Drainage Management Plan for the Chimo Resort area.

The Municipality intends to utilize the information obtained through this proposal process to assist with future planning and budgeting decisions. Depending on the costs received and Council's budget priorities, the project may be considered during preparation of the 2027 Financial Plan or as part of a future budget year.

The Municipality reserves the right to:

- Proceed with the project following the proposal process.
- Defer the project to a future year.
- Modify the scope of work.
- Award only a portion of the proposed services.
- Elect not to proceed with the project.

Submission of a proposal does not guarantee that a contract will be awarded.

APPENDIX A

Chimo Resort Drainage Areas of Concern

A map of the study area will be attached identifying locations requiring review.

The attached map should identify, where applicable:

Area 1 – Dakota Drive

- Ponding and drainage capacity concerns.
- Potential impacts to adjacent private properties.
- Existing ditch and culvert performance.

Area 2 – Kawiga Drive

- Surface drainage and erosion concerns.
- Roadside drainage infrastructure review.

Area 3 – Cree Lane

- Surface drainage and erosion concerns. (possible natural spring)
- Roadside drainage infrastructure review, connection of drainage between Cree and Daly.

Area 4 – Sioux & Saulteaux Back Lane

- Surface drainage and erosion concerns.

Area 5 – Wahtopanah Drive Drainage Corridor

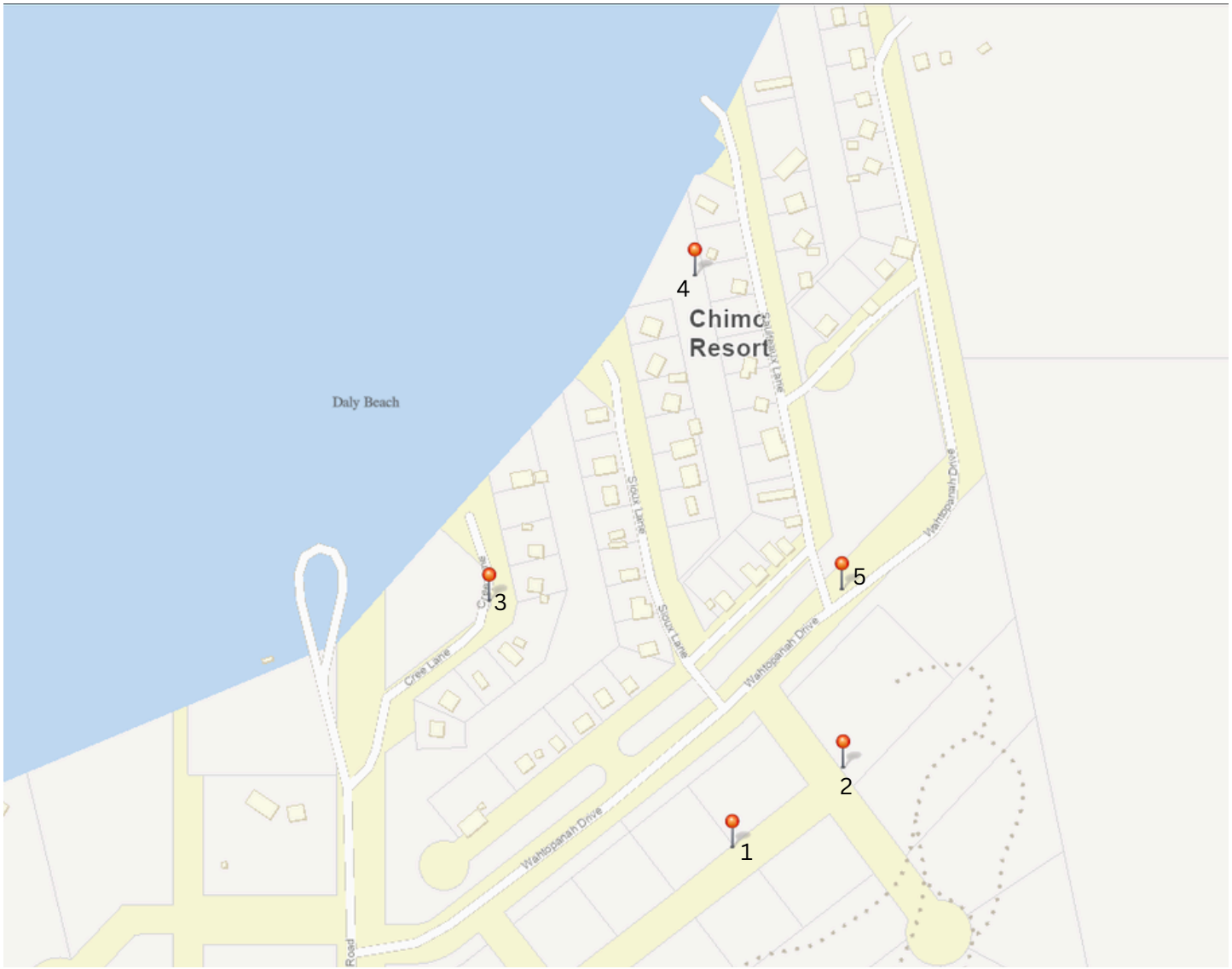
- Existing drainage infrastructure.
- Drainage conveyance capacity.
- Connectivity between drainage features.

Area 6 – Potential Storage or Retention Areas (not identified on map)

- Opportunities for stormwater storage.
- Potential retention or detention facilities.
- Future drainage improvement opportunities.

The consultant shall review all identified areas as part of the overall drainage assessment and may identify additional areas requiring investigation.

Map - Chimo Drainage



LEGEND

1. Dakota Drive
2. Kawiga Drive
3. Cree Lane
4. Sioux & Saulteaux Back Lane
5. Wahtopanah Drive