

TOWNSHIP OF STONE MILLS

County of Lennox and Addington, Ontario

REQUEST FOR PROPOSAL

Comprehensive Roads Needs Study

RFP Reference No.:	2026-04
Issue Date:	September 10 th , 2026
Submission Deadline:	October 5 th , 2026 at 12:00 p.m. (local time)
Submission Address:	Township of Stone Mills, 4504 County Road 4, Centreville, ON K0K 1N0
Contact:	Jeff Thompson, Manager of Public Works & Emergency Services
Email:	submit@stonemills.com

Proposals submitted after the deadline will not be considered.

1. Introduction and Background

The Township of Stone Mills (the “Township”) is a rural municipality located in Lennox and Addington County in southeastern Ontario. The Township encompasses a diverse landscape of agricultural land, forested areas, and small communities, served by an extensive road network that is critical to the daily movement of residents, agricultural operations, school transportation, and emergency services.

The Township’s road network consists of approximately 400 kilometres of municipal roads, including paved, surface-treated, and gravel roadways, along with associated infrastructure including bridges, culverts, retaining walls, and drainage systems. The road network ranges widely in condition, traffic volume, and strategic importance.

The Township currently manages its road assets without a comprehensive, long-range capital and maintenance planning framework. In the absence of a formal Roads Needs Study, infrastructure investment decisions are reactive rather than proactive, making it difficult to optimize limited capital budgets, demonstrate infrastructure stewardship to ratepayers and funding agencies, and plan for long-term financial sustainability.

The Township is therefore seeking proposals from qualified engineering consultants to conduct a Comprehensive Roads Needs Study (“the Study”). The Study will provide a current condition assessment of the Township’s road network and road-related infrastructure, identify short-, medium-, and long-term capital and maintenance needs, develop a prioritized multi-year capital investment program, and produce an Asset Management Plan component consistent with Ontario Regulation 588/17 (Asset Management Planning for Municipal Infrastructure). This procurement is conducted in accordance with Township of Stone Mills Procurement By-law 2019-1001 and has been classified as a Request for Proposal for Consulting/Professional Services.

1.1 Background – Asset Management Context

Ontario Regulation 588/17 under the Infrastructure for Jobs and Prosperity Act, 2015 requires municipalities to prepare and maintain asset management plans for all core and non-core infrastructure assets. Roads and road-related infrastructure are designated core assets. The Township’s existing asset management documentation is in early stages of development, and this Study is intended to substantially advance the Township’s compliance posture and provide a defensible, data-driven foundation for budget planning and grant applications.

1.2 Road Network Overview

The following provides a general characterization of the Township’s road network for proposer reference:

Road Classification	Approximate Length	Surface Type
Local Roads (Paved/Surface Treated)	~175 km	Asphalt / Surface Treatment

Road Classification	Approximate Length	Surface Type
Local Roads (Gravel/Granular)	~200 km	Granular A/B
Bridges and Major Culverts	~25 structures	Various
Total Municipal Road Network	~400 km	—

Note: Network lengths are approximate and are to be confirmed by the Consultant through field work and GIS review.

1.3 Procurement Process – Negotiated RFP

This Request for Proposal is issued as a Negotiated Request for Proposal (Consecutive Negotiation) in accordance with Section 15 of the Township's Procurement By-law 2019-1001. Proponents are advised that:

- This is a non-binding solicitation. No Contract A, bid contract, or other binding obligation arises from the submission of a proposal, and irrevocable bids are neither required nor permitted.
- The Township is seeking detailed, creative, and well-substantiated proposals reflecting the Consultant's professional judgment regarding the optimal approach to the Study, rather than a fixed, final offer incapable of refinement.
- Proposals will be evaluated and scored on both price and non-price factors as set out in Section 5 (Evaluation Criteria). The highest-scoring Proponent will be invited to enter into negotiations with the Township for the purpose of finalizing the scope of work, deliverables, schedule, and fee.
- If negotiations with the top-ranked Proponent do not result in a mutually acceptable agreement within a reasonable time, as determined by the Township in its sole discretion, the Township reserves the right to terminate those negotiations and proceed to negotiate with the next highest-ranked Proponent, and so on, until an agreement is reached or the Township elects to cancel the procurement.
- Nothing in this RFP or in any proposal submitted in response to it shall be construed as creating a binding obligation on the Township to award a contract to any Proponent, regardless of ranking or score.
- Proposals, including the Fee Proposal, shall remain open for acceptance and available for negotiation for a minimum of ninety (90) calendar days from the Submission Deadline. A Proponent may not withdraw or materially alter its proposal during this period except through the negotiation process described in Section 5.2

2. Scope of Work

The Consultant shall perform all tasks necessary to deliver a complete and defensible Comprehensive Roads Needs Study. The following scope components are required at a minimum.

2.1 Inventory and Data Collection

- Review and validate existing road inventory data held by the Township, including GIS layers, as-built records, maintenance history, and any prior condition assessment data.
- Conduct a comprehensive field inventory of all municipal roads, including surface type, width, drainage features, signage, and visible deficiencies.
- Perform or obtain current pavement condition assessments (PCI or equivalent) for all paved and surface-treated roads.
- Assess granular road condition using a recognized gravel road assessment methodology.
- Photograph all road segments for record purposes.
- Update and deliver a GIS-compatible road asset inventory as a project deliverable.

2.2 Condition Assessment

- Assign current condition ratings to all road segments using a standardized, defensible rating methodology consistent with Ontario practice.
- Identify deficiencies in pavement structure, surface, drainage, geometry, signage, and safety features.
- Project condition deterioration curves for paved surfaces using established pavement management models.
- Identify roads with safety deficiencies requiring immediate or priority attention.

2.3 Needs Assessment and Capital Planning

- Identify all capital rehabilitation, reconstruction, and replacement needs for roads over a 10-year planning horizon.
- Develop unit cost estimates for all required work types based on current Ontario tender data and regional pricing.
- Prepare a prioritized capital works program for each of the following planning periods:
 - a. Years 1–2 (Immediate/Short-Term)
 - b. Years 3–5 (Medium-Term)
 - c. Years 6–10 (Long-Term)
- Provide a total funding needs summary and identify estimated annual funding requirements by year and category.
- Benchmark the Township's estimated annual needs against comparable Ontario municipalities.
- Identify capital projects that may be eligible for provincial or federal infrastructure grant programs (e.g., OCIF, Canada Community-Building Fund).

- Consider climate change resiliency factors (e.g., culvert capacity under changing precipitation patterns, freeze-thaw impacts, extreme weather events) when prioritizing capital needs and ensure recommended materials and treatment practices reflect environmentally sustainable options where feasible and cost-effective, consistent with Schedule G (Environmental Sourcing and Procurement) of the Township's Procurement By-law.

2.4 Maintenance Needs and Standards

- Review the Township's current road maintenance practices and compare against applicable Ontario maintenance standards (O. Reg. 239/02).
- Identify gaps in current maintenance activities relative to regulatory requirements and best practices.
- Develop recommended routine and preventive maintenance programs for paved and gravel roads.
- Estimate annual maintenance funding requirements by road classification and surface type.

2.5 Asset Management Plan Component

- Prepare an Asset Management Plan (AMP) component for roads and road-related infrastructure consistent with Ontario Regulation 588/17 requirements, to serve as a standalone section suitable for incorporation into the Township's corporate Asset Management Plan.
- The AMP component shall include: asset inventory and condition summary; levels of service (current and proposed); lifecycle management strategy; financial strategy and funding gap analysis; and risk assessment.
- The financial strategy shall demonstrate the annual funding level required to maintain current service levels, and identify the consequences of continued funding below that level.
- Recommended materials, treatments, and lifecycle management strategies identified in the AMP component should reflect environmentally sustainable options where feasible and cost-effective, consistent with Schedule G of the Township's Procurement By-law.

2.6 Reporting and Deliverables

The Consultant shall provide the following deliverables:

No.	Deliverable	Format
1	Project Initiation Meeting – scope confirmation and data review	In-person / virtual meeting
2	Draft Data Collection and Field Work Report	PDF / Word (.docx)
3	GIS Road Asset Inventory (updated)	Shapefile / geodatabase
4	Pavement Condition Assessment Results	PDF / Excel (.xlsx)
5	Draft Roads Needs Study Report (for Township review)	PDF / Word (.docx)
6	Final Roads Needs Study Report (incorporating Township comments)	PDF / Word (.docx)

No.	Deliverable	Format
7	Asset Management Plan Component (Roads)	PDF / Word (.docx)
8	Prioritized 10-Year Capital Works Program (spreadsheet)	Excel (.xlsx)
9	Council Presentation	PowerPoint (.pptx)
10	All field data, photographs, and supporting files	Digital – organized project folder

All final deliverables intended for public or Council distribution (including the Final Roads Needs Study Report and Council Presentation) shall be provided in a format compliant with the Accessibility for Ontarians with Disabilities Act, 2005 and Ontario Regulation 191/11 (Integrated Accessibility Standards).

3. Project Schedule

The Township anticipates the following general project timeline. Consultants are invited to propose a project schedule with their submission; however, the following milestones are required:

No.	Milestone	Target Timing
1	Contract Award and Notice to Proceed	Within 4 weeks of RFP Close
2	Project Initiation Meeting	Within 2 weeks of Notice to Proceed
3	Field Data Collection Complete	Within 12 weeks of Notice to Proceed
4	Draft Roads Needs Study Report	Within 20 weeks of Notice to Proceed
5	Township Review Period	3 weeks
6	Final Report and All Deliverables	Within 26 weeks of Notice to Proceed
7	Council Presentation	To be scheduled with Township

Note: As this is a Negotiated RFP (Consecutive Negotiation) in accordance with Section 1.3, the timeline for Contract Award and Notice to Proceed (Milestone 1) is dependent on the duration of negotiations with the highest-ranked Proponent, and may extend beyond four (4) weeks accordingly. All subsequent milestones will be adjusted based on the actual Notice to Proceed date.

4. Proposal Requirements

Proposals shall be organized and clearly structured. Submissions that do not address all required sections may be considered incomplete and disqualified from evaluation. Proposals shall include the following:

4.1 Cover Letter

A signed cover letter on company letterhead confirming the Consultant's interest in the project, the name of the proposed Project Manager, and confirmation that the Consultant is able to meet the Township's schedule requirements.

The Consultant acknowledges that this is a Negotiated RFP process and that submission of a proposal does not create a binding offer capable of acceptance, and that final contract terms, including fees, remain subject to negotiation with the Township.

4.2 Understanding of the Project

A brief statement (maximum two pages) demonstrating the Consultant's understanding of the Township's roads infrastructure context, the purpose of the Study, and any unique challenges or considerations relevant to the project.

4.3 Proposed Methodology and Work Plan

A detailed description of the Consultant's proposed methodology for each scope component described in Section 2, including:

- Approach to field data collection and condition assessment;
- Pavement condition rating methodology (PCI or equivalent);
- Gravel road assessment methodology;
- Capital needs prioritization framework;
- Alignment with O. Reg. 588/17 requirements;
- Quality assurance / quality control processes.

4.4 Project Schedule

A proposed project schedule in Gantt chart or equivalent format, with milestones consistent with Section 3.

4.5 Project Team and Qualifications

Identify all key personnel proposed for the project, including:

- Project Manager – name, qualifications, years of experience, and role;
- Lead Field Engineers or Technologists;
- GIS / Data Specialist;
- Any sub-consultants proposed and their roles.

Relevant professional designations (e.g., P.Eng., C.E.T.) shall be identified. Resumes for key personnel may be provided as an appendix.

4.6 Relevant Experience

Provide a minimum of three (3) reference projects completed within the past seven (7) years that are similar in scope to this Study. For each project provide:

- Project name and location;
- Client name and contact information;
- Project value;
- Scope description;
- Date of completion;
- Role of the Consultant and key staff.

Preference will be given to reference projects involving municipalities of comparable size, rural character, and road network composition, regardless of jurisdiction.

4.7 Fee Proposal

The Fee Proposal shall be provided in a separate, sealed envelope clearly marked "Fee Proposal – Confidential" and submitted with the Technical Proposal. As this is a Negotiated RFP, the Fee Proposal submitted at this stage will serve as the basis for evaluation and subsequent negotiation and is not a final, binding offer. The Township reserves the right to

negotiate final pricing, scope, staff allocation, and deliverable detail with the highest-ranked Proponent prior to contract execution. The Fee Proposal shall include:

- A proposed lump sum fee for all work described in Section 2, presented as a preliminary basis for negotiation;
- A breakdown of fees by project phase and deliverable;
- A breakdown of fees by staff classification and estimated hours;
- Disbursements (travel, printing, etc.) itemized separately;
- Applicable HST shown separately.

The Township will not be responsible for any costs associated with the preparation or submission of proposals, nor for any costs incurred by a Proponent during the negotiation stage should negotiations not result in a contract award.

4.8 Confirmation of Insurance

Confirm the Consultant's ability to provide, at a minimum, the following insurance coverage upon contract execution:

- Commercial General Liability: \$2,000,000 per occurrence;
- Professional Liability (Errors & Omissions): \$1,000,000 per occurrence;
- Automobile Liability: \$2,000,000;
- Workers' Compensation coverage as required by law.

5. Evaluation Criteria

Proposals will be evaluated by a review committee using the following weighted criteria:

Evaluation Criterion	Maximum Points	Weight
Technical Approach and Methodology	30	30%
Relevant Firm and Project Team Experience	25	25%
Qualifications of Proposed Project Team	15	15%
Project Schedule and Workplan	10	10%
Fee Proposal	20	20%
TOTAL	100	100%

The Township reserves the right to request presentations or interviews from shortlisted Consultants prior to award. The Township is not obligated to accept the lowest-cost proposal and may consider overall value and quality of submission in its final selection.

5.1 Reference Checks

The Township reserves the right to contact any references provided. Poor references may disqualify a Consultant regardless of score in other categories.

5.2 Negotiation Process

Following evaluation and scoring of proposals against the criteria set out in Section 5, the Township will invite the highest-scoring Proponent to enter into negotiations regarding final contract terms, including scope confirmation, schedule, staffing, and fees. The Township's objective in negotiation is to arrive at a final agreement that reflects best value to the Township while preserving the integrity of the competitive process.

If the Township and the top-ranked Proponent are unable to reach a mutually satisfactory agreement, the Township may, at its sole discretion, terminate negotiations with that Proponent and commence negotiations with the next highest-ranked Proponent. This process may be repeated until an agreement is reached or the Township elects to cancel the procurement process in accordance with Section 7.1.

Details of the negotiation process, including any changes to scope, schedule, or fee arising from negotiation, will be documented and retained in accordance with the Township's Procurement By-law and Records Retention By-law.

Award of the resulting contract is subject to the Township's Delegated Procurement Authorities set out in Schedule B of the Procurement By-law and, where applicable, to Council approval in accordance with Section 19 of the Procurement By-law. No work shall commence, and no obligation on the part of the Township shall arise, until a Purchase Order and/or a fully executed Agreement has been issued to the successful Consultant.

6. Submission Instructions

6.1 Format

- Proposals shall be submitted in hard copy (two printed copies, one clearly marked "Original") and one electronic copy (USB drive or emailed PDF) to the address below.
- Technical Proposal and Fee Proposal shall be submitted in separate sealed envelopes, each clearly labelled.
- Proposals shall be submitted in a sealed outer envelope or package, clearly marked:

RFP – Comprehensive Roads Needs Study

RFP No. PW-RFP-2026-04

Attn: Jeff Thompson, Manager of Public Works & Emergency Services

Township of Stone Mills, 4504 County Road 4, Centreville, ON K0K 1N0

6.2 Submission Deadline

Proposals must be received by the Township no later than October 5, 2026 at 12:00 p.m. (local time). Late submissions will not be accepted or considered under any circumstances. The Township assumes no responsibility for proposals delayed in delivery.

6.3 Questions and Clarifications

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

Jeff Thompson, Manager of Public Works & Emergency Services

Township of Stone Mills

Email: jthompson@stonemills.com

Questions must be submitted no later than September 28th, 2026 at 4:00 p.m. Responses to all written questions will be issued as an addendum and distributed to all registered proponents via email. Verbal responses to questions are not binding.

6.4 Addenda

The Township may, at its sole discretion, issue addenda to this RFP prior to the submission deadline. All addenda shall form part of the RFP. Consultants are responsible for ensuring they have received all issued addenda prior to submitting a proposal.

6.5 Advertising

This RFP has been posted on the Township's external website for a minimum of ten (10) calendar days preceding the Submission Deadline, in accordance with Section 12 of the Township's Procurement By-law and any applicable trade agreement requirements. Where this procurement is determined to be subject to the Comprehensive Economic and Trade Agreement (CETA) threshold, the applicable minimum posting period of forty (40) calendar days, less any applicable reduction rules, shall apply instead.

7. Terms and Conditions

7.1 General

- This RFP is not an offer to contract. No contract shall arise from the issuance of this RFP or the submission of a proposal.
- The Township reserves the right to cancel this RFP, reject any or all proposals, waive irregularities, or re-issue the RFP at any time and without obligation.
- Proposals and all materials submitted become the property of the Township and will not be returned.
- This procurement may be subject to the Canadian Free Trade Agreement (CFTA) and/or the Comprehensive Economic and Trade Agreement (CETA). Where applicable trade agreement provisions conflict with Township policy, the trade agreement shall govern.
- All submissions and procurement records will be retained in accordance with the Township's Records Retention By-law, and disclosure will be governed by MFIPPA.

As this is a Negotiated RFP (Consecutive Negotiation), no contract or binding obligation arises from the submission, ranking, or scoring of a proposal. A contract will only be formed upon successful negotiation and execution of a formal written Agreement. The Township reserves the right to negotiate sequentially with the highest-ranked Proponent and, should negotiations be unsuccessful, with subsequently ranked Proponents, or to cancel the procurement entirely without obligation or liability to any Proponent.

7.2 Conflict of Interest

Proponents shall disclose any actual, potential, or perceived conflicts of interest in their submission, in accordance with Schedule F (Conflict of Interest) of the Township's Procurement By-law 2019-1001. Failure to disclose a conflict of interest may disqualify a Proponent from further consideration, at the Township's sole discretion.

7.3 Confidentiality

All information provided by the Township in connection with this RFP is confidential and shall be used solely for the purpose of preparing a proposal. Proponents shall not disclose Township information to any third party without prior written consent.

7.4 Freedom of Information

Proposals are subject to the provisions of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Proponents who include information in their proposals that they consider confidential should clearly identify such information; however, the Township cannot guarantee that any information will be withheld from disclosure.

7.5 Subcontracting

Any sub-consultants proposed by the Consultant shall be identified in the proposal. The Township reserves the right to approve or reject any sub-consultants. The Consultant shall remain solely responsible for all work, including that performed by sub-consultants.

7.6 Governing Law

This RFP and any resulting contract shall be governed by and interpreted in accordance with the laws of the Province of Ontario and the federal laws of Canada applicable therein.

7.7 Accessibility

The Township is committed to accessibility and compliance with the Accessibility for Ontarians with Disabilities Act, 2005 (AODA). Proponents requiring accommodations during the RFP process are asked to contact the Township directly.

Appendix A – Proponent Acknowledgement Form

Proponents shall complete and include this form in their Technical Proposal submission.

Legal Name of Firm:	
Business Address:	
City / Province / Postal Code:	
Phone:	
Email:	
HST Registration No.:	
Name of Signing Officer:	
Title:	

The undersigned, being duly authorized to bind the Proponent, hereby acknowledges that:

1. The Proponent has read and understands the full content of this RFP, including that it is issued as a Negotiated RFP (Consecutive Negotiation) under Section 15 of the Township's Procurement By-law, and that no binding contract, Contract A, or other obligation arises from the submission, ranking, or scoring of a proposal
2. The Proponent agrees to be bound by the terms and conditions of this RFP;
3. The information provided in this proposal is accurate and complete;
4. The Proponent has received all addenda issued (list addendum numbers, if any):
_____;
5. The Proponent has no conflict of interest, or has disclosed any conflict of interest in the proposal;
6. The Proponent agrees that its proposal, including the Fee Proposal, shall remain open for acceptance and negotiation for a minimum of ninety (90) calendar days from the Submission Deadline, as set out in Section 1.3;
7. The Proponent understands that a contract will only be formed upon successful negotiation and execution of a formal written Agreement, and that the Township may negotiate sequentially with subsequently ranked Proponents or cancel the procurement without obligation or liability to the Proponent.

Signature of Authorized Signing Officer: _____

Printed Name: _____

Title: _____

Date: _____

Appendix B – Fee Proposal Form

As this RFP is issued as a Negotiated RFP (Consecutive Negotiation) in accordance with Section 1.3, the fees provided in this form represent a preliminary basis for evaluation and subsequent negotiation and do not constitute a final, binding offer. Final fees, scope allocation, and deliverable-level pricing will be confirmed through negotiation with the highest-ranked Proponent prior to contract execution, as described in Section 5.2.

The Fee Proposal shall be submitted in a separate sealed envelope, clearly labelled “Fee Proposal – Confidential.” Proponents are encouraged to use this form or a format that provides equivalent detail.

No.	Work Phase / Deliverable	Lump Sum Fee (\$)	Disbursements (\$)
1	Project Initiation and Data Review		
2	Field Inventory and Condition Assessment		
3	Pavement Condition Assessment (PCI)		
4	Bridge and Culvert Inspection		
5	GIS Asset Inventory Update		
6	Needs Assessment and Capital Program		
7	Asset Management Plan Component		
8	Draft Report and Review		
9	Final Report and Deliverables		
10	Council Presentation		
	Sub-Total (Fees + Disbursements)		
	HST (13%)		
	TOTAL PROJECT COST (inclusive of HST)		

Signature of Authorized Signing Officer: _____

Date: _____