

RFP 2026-01

Water and Sewer Rate Study

Water Financial Plan



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## **Scope of Project**

The Town of Blind River is seeking proposal submissions from experienced and qualified consultants to complete a Water & Sewer Rate Study and Water Financial Plan as required per Ontario Regulation 453/07.

## **Date of Proposal Submission**

Proposals are to be submitted in a sealed, opaque envelope addressed as follows:

Town of Blind River  
RFP 2026-001  
Kathryn Scott – CAO/Clerk  
11 Hudson St., PO Box 640  
Blind River, ON P0R 1B0

Proposals must be submitted under the following instructions:

**Proposal Closing Date: February 26, 2026**

**Time: 3:00 p.m., local time**

Location: Blind River Municipal Office

11 Hudson St., PO Box 640 Blind River, ON P0R 1B0

Electronic submissions to [info@blindriver.ca](mailto:info@blindriver.ca) or through <https://www.merx.com/>

## **Project Contact**

Kathryn Scott, CAO/Clerk  
Town of Blind River  
(705) 356-2251 Ext. 213  
[info@blindriver.ca](mailto:info@blindriver.ca)

## **Completion Date**

The Study is required to be completed by July 17, 2026 to support the adoption/drafting of a new Water and Sewer Rates By-Law with an effective date of January 1, 2027. Additionally, the Town is required to submit an updated Financial Plan to renew its Municipal Drinking Water licenses.

## **Scope of Work**

## **Terms of Reference**

The Town of Blind River is seeking to engage a consultant to update the Town's Water and Sewer Rate Study and to prepare a Water Financial Plan as required per Ontario Regulation 453/07. The Municipalities current plan expires on December 31 2025.

## **Background**

The Corporation of the Town of Blind River (the "Town") is a single-tier municipality with

a population of approximately 3,400 people (2021 census) located in Northern Ontario. The Town is responsible for one local water distribution system with approximately 1,284 individual accounts. Additionally, the Town is responsible for one local wastewater distribution system which services approximately 1,121 of the accounts.

The Town is responsible for water and wastewater treatment and storage. The Town recovers its costs through metered water and wastewater charges to residential, industrial, commercial and institutional customers and users. All customers are metered.

Total water and wastewater rates amount to approximately \$1,500 annually for an average residential user.

## **Intent of the Proposal**

### **Requirements & Deliverables**

The Town is currently pursuing an aggressive water and wastewater capital plan, including the replacement of aged and deficient water and wastewater infrastructure.

The Town wishes to undertake a study of water and wastewater rates to cover a ten-year period (the “study”) to accomplish the following objectives:

- (1) Ensure cost recovery in operating and capital budgets;
- (2) Provide sufficient resources for replacement and upgrades of capital assets where necessary; and
- (3) Improve stability in the rate structure.

The Town is conscious of the fact that the study should take into account the requirements of all relevant and associated regulations.

### **Components to be included in the Study**

The methodology identified in this request for proposal is intended to identify the main tasks of the Consultant in the execution of the study and preparation of the final report. Prepare a ten-year consumption forecast:

- (1) Review historic water consumption and wastewater treatment data and assess usage patterns;
- (2) Consider the impact of the Town’s residential and non-residential growth forecasts and other relevant factors;
- (3) Quantify and evaluate system losses by comparing meter outflows at wells and inflows at WWTP; and
- (4) Consider significant flow variations and adjust assumptions in conjunction with Town staff input.

Prepare an analysis of various approaches to finance capital works:

- (1) Consider alternatives to finance the works identified in the asset management plan;
- (2) Identify annual contributions to Reserve Funds necessary to finance the replacement/rehabilitation of infrastructure;
- (3) Identify the appropriate scope of work/costs included in the replacement and rehabilitation of water and wastewater infrastructure; and
- (4) Review this analysis with Town staff prior to proceeding with rate determination.

Prepare an analysis of operating costs and revenues:

- (1) Identify operating costs over the 10-year planning period;
- (2) Review allocations between the tax-supported budget and the water and wastewater user-pay budgets; and
- (3) Assess cost implications arising from the consumption forecast.

Perform an analysis of rate structures:

- (1) Evaluate various rate structures for reasonableness and impacts on policy issues;
- (2) Consider the application of area rating; and
- (3) Summarize the alternatives and provide a memorandum for review with Town staff.

## **Study Completion Date**

The Study is required to be completed by July 17, 2026 to support the plan being adopted at the August 2026 Council meeting.

Town of Blind River staff will co-ordinate the consultation process including notification to stakeholder groups and the public with respect to meetings and providing handout material. The consultant will present information and be available to respond to inquiries at public meetings regarding the Study.

## **Meetings**

The Consultant shall meet with Town staff to discuss the overall process and obtain information related to consumption, capital works, finances, and operations.

Additionally, the Consultant will meet with Town staff to present analysis and findings for discussion before proceeding at key stages. This entails at least three (3) staff meetings. Meeting can be in person or remote phone or virtual meetings.

The Consultant will be required to conduct a working session for Council, in conjunction with staff, prior to holding a public meeting to allow Council members to consider the issues and provide feedback.

The Consultant will conduct a public meeting subsequent to the Council working session and the preparation of the draft report. This will involve at least one public

presentation, with summary handouts available to interested members of the public. Town staff will arrange for the meeting(s), give proper notice, and will participate in the meeting(s) with the Consultant.

## **Proposal Structure and Content Requirements**

### **Proposal Submission Structure**

This section provides general guidance for preparing proposals as well as specific instruction on the format and content of the proposal. The Proponent's proposal must include all data and information requested and must be submitted in accordance with these instructions. The proposal shall be clear, concise, and shall include sufficient detail for effective evaluation and for substantiating the validity of stated claims. The proposal should not simply rephrase or restate the Town's requirements, but rather shall explain how the Proponent intends to meet these requirements. Proponents shall assume that the Town has no prior knowledge of their experience, and the proposal evaluation will be based solely on the information presented in the proposal.

The proposal document should be structured in sections that refer to the headings addressed in the Proposal Content Requirements of this section and should be numbered and tabbed accordingly.

### **Proposal Content Requirements**

<b>Section</b>	<b>Content</b>
1	Company Profile
2	Approach and Methodology
3	Experience and References
4	Team Structure / Staff Qualifications
5	Schedule / Work Plan
6	Cost Proposal

#### **Company Profile**

Proponents are to provide information on their company such as, but not limited to, the following:

- Size of company, number of employees both locally and other (i.e. status full time/part time);
- Number of years in business both locally and other;
- Memberships in professional associations;
- Extent of company resources and available outside resources if required;
- The correct legal name of the proposing entity;

- The Principal business and corporate directors of the proposing entity; and
- The name, title, mailing address, e-mail, telephone (land line and cell) and fax number of the person who will be the Town's point of contact.

## **Approach and Methodology**

Provide a detailed description of the methodology and project management approaches to be used for each of the services proposed by your firm.

## **Experience and References**

Proponents are to detail three references, within the last 5 years, of their company's relevant past and present experiences as they pertain to the Town's requirements for this project.

## **Team Structure / Staff Qualifications**

Proponents are to provide an Organizational Chart indicating all of the project participants (1 page). Proponents are to provide the name(s), telephone number(s) and resume(s) of main contact person(s) who will be assigned to this project. The assigned person(s) must be the primary point of contact for the Town. Proponents are to provide the name(s), telephone number(s) and resume(s) of other key personnel who will be assigned to this project (1 page).

Proponents must also identify the total number of hours for each Consulting team member per major item.

## **Schedule / Work Plan**

Provide a schedule/work plan for implementing the project with the objective of completion by July 17, 2026. Identify major milestones and the percentage of completion. Provide for meetings with Town staff to enable the monitoring of progress towards completion of the work plan. Provide for review and refinement of the work plan in discussion with Town staff at the start-up meeting for the project.

## **Cost Proposal**

Proponents shall provide in their cost proposal hourly rates, estimates of expenses and a **total upset price**, including HST.

The cost proposal should summarize the per diem rates for all consulting team members and the total number of hours for each team member per major item along with the total cost for each major item.

# Proposal Process

## Request for Proposal Schedule

The following table outlines the timeline that has been established for the proposal selection process:

Task Description	Date
Request for Proposal Issued	January 19, 2026
Proponent Questions Received by:	February 2, 2026
Town to provide answers by:	February 9, 2026
Proposals Due Date:	February 26, 2026
Anticipate Decision on Successful Proponent:	March 16, 2026
Anticipated Commencement of Work:	March 30, 2026

**NOTE:** Although every attempt will be made to meet all dates, the Town of Blind River reserves the right to modify any or all dates at its sole discretion.

## Documentation

- a) One (1) original and two (2) copies of the proposal are required.
- b) One (1) original of the cost proposal is required.
- c) All proposals must be legible and written in ink or typewritten.
- d) All proposals must be submitted in a sealed envelope.

## Communication

All requests for information and/or clarification as well as questions regarding the interpretation of the terms set out in this RFP should be referred to:

Kathryn Scott, CAO/Clerk  
705-356-2251 ext. 213  
[info@blindriver.ca](mailto:info@blindriver.ca)

## Evaluation Criteria

Each response to this Request for Proposal will be evaluated by the Town of Blind River to determine the degree to which it responds to the requirements as set out. Since this is a Request for Proposal, other factors in addition to cost will be considered when submissions are evaluated.

Factors to be considered will include, but not necessarily be limited to:

Evaluation Criteria	Weighted Percentage
Approach & Methodology	20
Schedule /Work Plan	20
Cost Proposals	50
Qualifications and Background of Consultation Team	10
<b>Total</b>	<b>100</b>

### **The Proponent Declares:**

1. No person, firm or corporation, other than the Proponent, has any interest in this Proposal or in the proposed agreement for which this Proposal is made and to which it relates;
2. This Proposal is made by the Proponent without any connection, knowledge or comparison of figures, or arrangements with, or knowledge of any other corporation, firm or person making a Proposal for the same service, and is in all respects fair and without collusion or fraud;
3. No member of the Municipal Council or any other officer of the Corporation will become interested directly or indirectly as a contracting party without disclosing his interest and otherwise complying with the Municipal Conflict of Interest Act, RSO 1990;
4. The content and requirements of this Proposal document have been read and understood.

### **Disqualification**

The Town of Blind River reserves the right to reject any or all proposals. Failure of the Proponent to satisfy any term or condition of this RFP may result in the rejection of said Proposal. Further, any incomplete proposals, qualified proposals, proposals not properly signed/dated, proposals received after the closing date/time, proposals completed in pencil, proposals with incomplete calculations, and proposals lacking required information will be rejected as incomplete.

### **Examination of Documents**

Each proponent must satisfy himself or herself by a personal study of the RFP documents, by calculations, respecting the conditions existing or likely to exist in connection with the proposed work. There will be no consideration of any claim, after submission of Proposals, that there is a misunderstanding with respect to the conditions imposed by this RFP. Prices must include all incidental costs and the proponent must be satisfied as to the full requirements of the RFP.

## **Proposal Withdrawal of Replacement**

Any proposal may be withdrawn prior to the scheduled time for proposal closing by submitting written notice to the RFP contact. Replacement proposals are welcome until the proposal closing.

## **Proposal Evaluation**

All submissions must be in compliance with the requirements of the RFP process in order to be considered for evaluation.

Even though proposals are received based on furnishing product which may meet the minimum requirements indicated, it is not intended that this alone shall limit the award but that other factors shall be considered together with any related experience the Town of Blind River may or may not have had.

All qualifying proposals will be reviewed and evaluated by the Evaluation Team.

It will be the responsibility of the Evaluation Team to initially read, review and evaluate each proposal. The Evaluation Team may “short list” those proposals that are most feasible for further consideration.

Proponents may be required to make an oral presentation in support of their proposal.

## **Proposal Award Procedure**

All Proposals shall be final and binding on the proponent for a period of 60 (sixty) days from the closing date and may not be altered by any subsequent offerings, discussions, or commitments unless the proponent is requested to do so by the Town of Blind River.

The Town of Blind River will notify the successful proponent of the award. The successful proponent agrees to execute a Professional Service Agreement to undertake work within 10 business days of the date of notification of award.

## **Extra Work**

The Town of Blind River shall not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any proponent(s) prior or subsequent to or by any reason of the acceptance or non-acceptance by the Town of Blind River of any proposal by reason of any delay in the acceptance of a proposal.

## **Payment of Fees**

The successful proponent will provide the Town of Blind River with a timeline of deliverables with their associated cost. The timeline will be mutually agreed upon and appended to the agreement. The Town of Blind River will pay the successful proponent its fees based on the completion of milestones as defined within the proponent's proposal. Invoices shall be forwarded to:

The Town of Blind River  
Attention: Accounts Payable  
11 Hudson St., PO Box 640  
Blind River, ON P0R 1B0  
payables@blindriver.ca

## **Amendments to RFP**

Questions of clarification will be answered individually, but response(s) to any question that modifies the scope of the RFP will be posted as a RFP Addendum on the Corporation's website.

Amendment and changes to this proposal prior to the closing date and time stated herein will only be in the form of written amendment and said amendment will be issued by the Town of Blind River. Amendments will be posted on the Town of Blind River's website at Town of Blind River Bids & Tenders

([https://blindriver.ca/town\\_hall/bids\\_tenders](https://blindriver.ca/town_hall/bids_tenders)) and on MERX (<https://www.merx.com/>). It is the proponent's sole responsibility to check these websites regularly to inform itself of any posted amendments. The Town of Blind River makes no promise or guarantee that amendments will be delivered by any means to any proponent. By submitting a proposal in response to the Request for Proposal, the proponent acknowledges and agrees that amendment(s) shall be posted on the Town of Blind River's website and it is the sole responsibility of the proponent to check the website for said amendment(s).

Amendments will not be released less than seventy-two (72) hours prior to the close of the proposal. Any submission that does not acknowledge receipt of amendment(s) shall be considered as incomplete and will be disqualified.