



**Request for Proposals  
Wilton Road Dam Safety Study**

Project Number: PR-00322  
RFP Issued: September 27, 2022  
Submission Deadline: October 11, 2022

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**1.0 Purpose**

Cataraqui Conservation is seeking proposals from interested Consulting Firms to undertake a Safety Study of the Wilton Road Dam. This project shall be completed during Fall 2022/Winter 2023. This project would be of interest to consulting firms with knowledge in civil and structural engineering for smaller-scale water control structures.

This project will support Cataraqui Conservation by identifying and addressing operational challenges and safety concerns associated with the Wilton Road Dam through recommendations for future improvements.

Cataraqui Conservation hereby requests that proposals for the work be submitted no later than **4:00 pm Eastern Standard Time on October 11, 2022**. Details for the scope of work are provided below. The related Cataraqui Conservation capital project number is PR-00322 Wilton Road Dam Safety Study.

**2.0 Background**

Cataraqui Conservation is an environmental protection and advisory agency that works in partnership with local municipalities to monitor and protect water, natural habitats, shorelines and promote sustainable living in our community. The many programs and services of Cataraqui Conservation support the overarching principle of conserving, preserving, protecting, and enhancing our natural environment.

Mandated under the *Conservation Authorities Act (R.S.O. 1990)* Cataraqui Conservation works to mitigate the impacts of natural hazards (e.g., flooding and erosion) and drought conditions. Cataraqui Conservation operates the Wilton Road Dam to manage high and low water levels and fulfill this mandate.

Cataraqui Conservation operates and maintains ten (10) dams and water control structures in the Cataraqui Region. One of these structures is the Wilton Road Dam which is located along the Millhaven Creek watercourse, north of the Village of Odessa in Loyalist Township. The Wilton Road Dam is a concrete gravity dam built on Millhaven Creek in 1972 and is owned and operated by Cataraqui Conservation.

Ongoing safety, management and operation challenges exist with the current structure. Through the continued management of the Wilton Road Dam, a number of safety and operation challenges have been identified by staff which include but are not limited to:

- a. Safety concerns associated with clearing blockages and cattail mat accumulations and debris;
- b. Safety concerns related to sluiceway gate design;
- c. Safety concerns related to crossing the south auxiliary spillway to access the catwalk to clear debris at the low flow valve; and
- d. Safety concerns related to the adjacent staircase, as the stairs are not properly located, no longer level and are falling apart.

This Safety Study would assess the current condition of the structure to support maintenance requirements. This study is intended to review current conditions and provide recommendations and priorities for future improvements to the structure.

A map of location of the structure can be found in **Attachment #1**.

### **3.0 Project Description**

The scope of work for the Safety Study will include the following tasks:

- a. Assess the current condition of the structure to determine operational safety challenges through:
  - i. A document review (including the current Operation, Maintenance, Safety and Surveillance (OMSS) Manual, previous condition assessment forms, dam operations and water level records, correspondence, photos, etc., to understand operating requirements)
  - ii. Discussions with Cataraqui Conservation staff

- iii. A thorough visual inspection of the structure with Cataraqui Conservation staff
- b. Prepare a draft report for review and comment by Cataraqui Conservation staff. The report shall include at a minimum:
  - i. Summary of assessment detailed under (a)
  - ii. Outline recommendations to address the operational safety concerns identified through the assessment of the structure. Design solutions stamped by a professional engineer should be included for applicable recommendations.
  - iii. A project timeline with cost estimates to address the project recommendations based on priority (both capital and operating)
- c. Prepare a final report to Cataraqui Conservation (PDF format) to be shared with Loyalist Township, being a key partner in this project.

This study is intended to provide the foundation for future capital maintenance projects at the Wilton Road Dam. The selected consultant will confer with Cataraqui Conservation staff and provide updates on project status on a regular basis during the project.

#### 4.0 Project Schedule

As stipulated in agreements with the Provincial funding partner Provincial Water Erosion and Control Infrastructure (WECI) Funds, **the project must be fully completed no later than March 31, 2023**. It is anticipated the project will be completed by the end of January 2023. An estimated schedule, time-task matrix, work plan and cost breakdown must be provided in the proposal with completion dates for the various project milestones and deliverables.

#### 5.0 Project Budget

Funding for this project is made available in equal parts by Loyalist Township and the Provincial Water Erosion and Control Infrastructure (WECI) funds. Maximum funding available is \$48,250 (plus HST).

The consultant must provide monthly updates on expenditures and monthly invoicing to Cataraqui Conservation. The invoices shall reference Cataraqui Conservation Project Number PR-00322.

## 6.0 Proposal Requirements

Each Proposal must include the following:

1. Reference to Cataraqui Conservation Project No. PR-00322.
2. Description of understanding of the project.
3. Identification of subconsultants, if any.
4. Summary of relevant experience with similar work.
5. Proposed work plan, with an approximate schedule by task.
6. Time/task matrix for all staff (including hourly charge-out rates) that will work on the project.
7. Proposed cost, including all disbursements (exclusive of HST).
8. Curriculum vitae for all staff who will work on the project.
9. Contact information from three (3) references associated with similar previous work.

Proposal must be limited to fifteen (15) pages, excluding curriculum vitae, references and corporate literature. The submission deadline is no later than **4:00 pm Eastern Standard Time on Tuesday October 11, 2022**. One (1) PDF copy of the proposal shall be via electronic mail to:

Andrew Schmidt  
Manager, Watershed Planning & Engineering  
Cataraqui Conservation  
Tel. 613-546-4228 ext. 244, Email. [aschmidt@crca.ca](mailto:aschmidt@crca.ca)

All questions from interested firms about this request for proposals are to be directed to Andrew Schmidt no later than **4:00 pm EST on Tuesday October 4, 2022**. Cataraqui Conservation will provide answers to all interested firms in a consistent manner.

## 7.0 Proposal Selection Criteria

Proposals will be evaluated by Cataraqui Conservation based on the following criteria:

1. Understanding of the assignment (15%);
2. Expertise and experience of the project lead and other staff to be involved (10%);
3. Details of the proposed methodology, procedures, schedule, and work plan (20%);
4. Time/task matrix for staff working on the project (10%);
5. Demonstrated expertise and experience on similar projects (5%);

6. Quality and content of written proposal and work plan (5%);
7. Satisfactory references related to the involvement of the consulting firm(s)/assigned staff in similar types of projects (5%); and,
8. Cost (25%)

The selected proposal for the project will not necessarily be awarded to the lowest bidder. All consultant that provide a proposal prior to the submission deadline will be notified by Cataraqui Conservation in writing of the decision.

## **8.0 General Terms and Conditions**

### Acceptance of Proposals

The RFP neither expresses nor implies any obligation on the part of Cataraqui Conservation to enter into a contract with any consultants submitting a proposal.

### Rejection of Proposals

Cataraqui Conservation reserves the right to reject any or all proposals for failure to satisfy the specification and requirements for the RFP. Any award resulting from this RFP is subject to the successful completion of a contract between the consultant and Cataraqui Conservation.

### Acceptance or Non-Acceptance of Proposal

Neither the lowest priced nor any proposal shall necessarily be accepted, and the decision of Cataraqui Conservation is final. If Cataraqui Conservation decides to accept a proposal, then this acceptance and the making of an award will be in writing. Unless and until such written notification has been given, there is no successful consultant and no award has been made.

### Information Ownership

All information collected and produced in report or digital form by the consultant shall become the property of Cataraqui Conservation.

### Previous Communications

This document and attachments contain the entire requirements relating to this RFP. Other information and/or documentation provided to a prospective consultant or obtained by a prospective consultant prior to the release of this RFP or any other time shall not have any force or effect.

### Conflict of Interest

It is the consultant's responsibility to ensure that no perceived or real conflict of interest exists for any of the company's personnel involved in the study.

#### Cancellation of RFP

Due to unanticipated expenditure constraints, the RFP may be cancelled at any time without liability by Cataraqui Conservation to prospective consultants or to any other entity.

#### Authorization

To be considered a valid response, a consultant's submission must be completed and signed by an authorized company official.

#### Insurance

When requested, the consultant will provide certification of appropriate commercial general liability insurance, automobile insurance, and professional errors and omissions liability insurance coverage, as well as a valid Workplace Safety & Insurance Board (WSIB) Clearance Certificate.

## 9.0 Relevant Background Documents

The following documents are available online at:

<https://cataraquiconservation.ca/blogs/2022-news/request-for-proposals-wilton-road-dam-safety-study>

- Ontario Ministry of Natural Resources (2011) Dam Safety Reviews: Best Management Practices
- Trow Associates Ltd. (2006) Dam Safety Review: Wilton Road Dam
- Trow Associates Ltd (2006) Cataraqui Region Conservation Authority: Dam Safety and Maintenance Assessment for Water Control Structures
- Canadian Dam Association (2013) Dam Safety Guidelines 2007 (2013 Edition)

## 10.0 Attachments

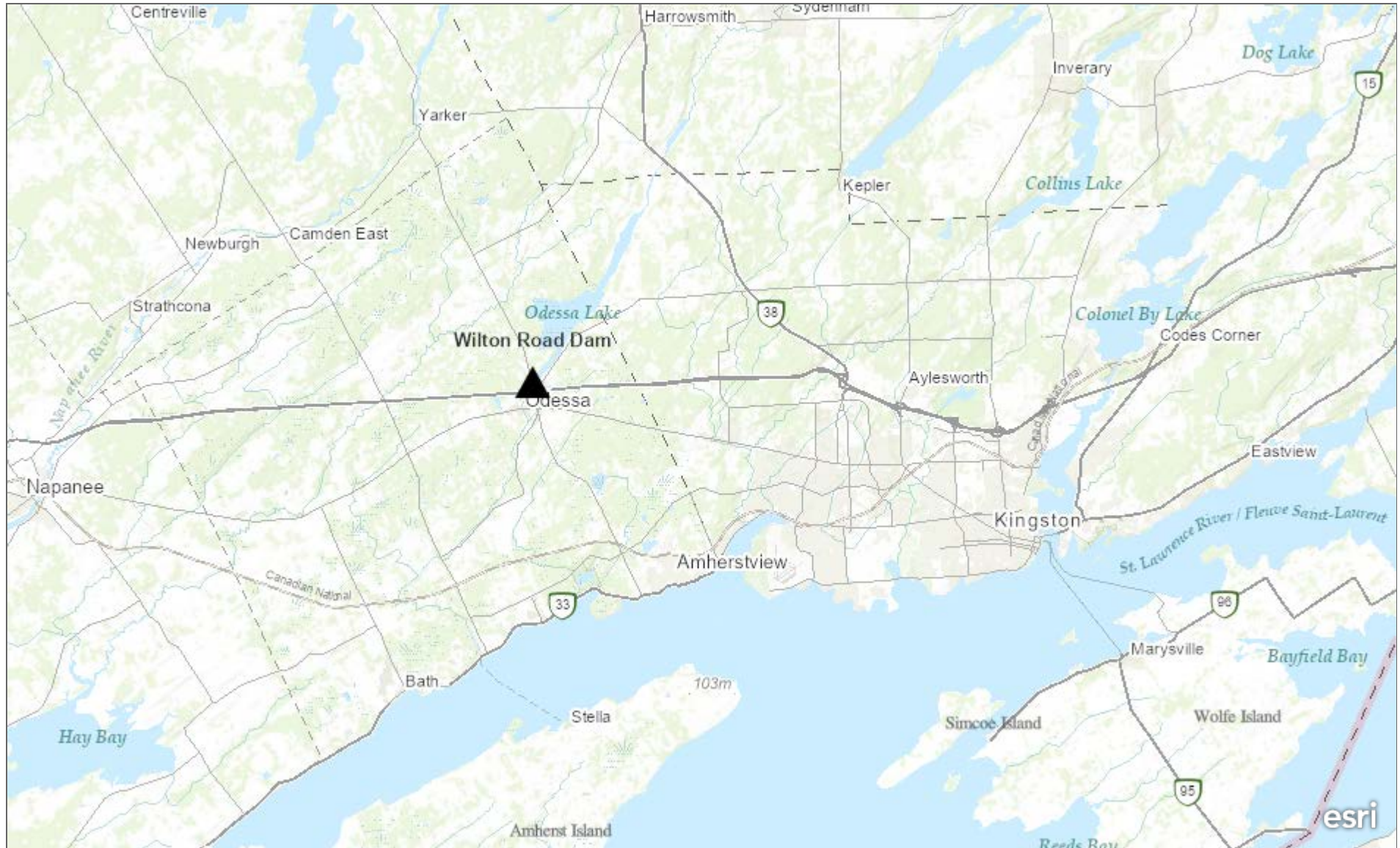
List of attachments:

1. Location of Wilton Road Dam
2. Structure Photographs





# Wilton Road Dam



Cataraqui Conservation

Esri, CGIAR, USGS | Esri Canada | Sources: NRCan, Esri Canada, and Canadian Community Maps contributors. | Province of Ontario, Esri Canada, Esri, HERE, Garmin, SafeGraph, METI/NASA, USGS, EPA, NPS, USDA, NRCan, Parks Canada

Wilton Road Dam Photos









Existing Catwalk Photos





May 2017 High Water Photos













Cattail Mat Accumulation (Various dates in 2019)













