



# STE. ANNE MUNICIPALITY

## **REQUEST FOR PROPOSALS (RFP) Municipal Engineering Support Services**

Proposals for this work will be received at:

**The Rural Municipality of Ste. Anne**

Attn: Shelley Jensen, CAO

395 Traverse Road

Box 6 Grp 50 RR1

Ste. Anne, MB R5H 1R1

Or by email to: [cao@rmofsteanne.com](mailto:cao@rmofsteanne.com)

**until 12:00 P.M. on April 30, 2025**

**Envelope or email subject line to be clearly marked:  
RFP – Municipal Engineering Support Services Proposal**

**RM of Ste Anne**  
**Request for Proposal – Municipal Engineering Support Services**

**Municipal Engineering Support Services**

**1. Background**

The Rural Municipality (RM) of Ste. Anne, located approximately 50 km southeast of Winnipeg, continues to experience significant residential growth, with new subdivisions emerging across both rural areas and the Local Urban District (LUD) of Richer. All properties within the Municipality currently rely on private or shared wells for potable water, and either septic fields or holding tanks for wastewater treatment and disposal. As centralized water and sewer infrastructure is neither available nor planned in the near future, effective land drainage remains a primary concern for Council when assessing development proposals. Typical subdivision requests are relatively small, usually ranging from 2 to 10+ lots. Our greatest challenges stem from land drainage issues, particularly because many drains lie along provincial roads and are not capable of handling initial spring runoff due to frozen culverts and other limitations. This creates problems for municipal public works staff, who may lack the equipment or authority to address downstream blockages. Additionally, groundwater levels are relatively high across the municipality, creating further challenges for basement and sub-grade development depending on local soil conditions. Please refer to the Municipality's Servicing Standards (attached). These standards are currently under review and may be updated in the near future based on Council's direction.

**2. Terms of Reference**

The purpose of this Request for Proposal (RFP) is to engage a qualified consulting engineering firm to act as the Municipality's advocate throughout the design, construction, and completion phases of development projects. The selected firm will support the Municipality by reviewing technical submissions, monitoring construction progress, and advising on key approvals, including recommendations for the issuance of Substantial Completion and Final Acceptance Certificates. This includes identifying deficiencies and verifying that all required remedial actions have been completed.

The scope of services will primarily include, but is not limited to:

1. Technical review of engineering submissions, including road and drainage plans
2. Review and analysis of geotechnical reports
3. On-site inspection of road and drainage construction to verify compliance with approved plans and municipal standards
4. Provision of professional advice and guidance to municipal staff on development-related matters
5. Support on other engineering-related projects as they arise

The Advocate Engineer will not be responsible for full construction project management, site supervision, or material testing—these responsibilities remain with the Developer's

**RM of Ste Anne**  
**Request for Proposal – Municipal Engineering Support Services**

engineer. However, the Advocate Engineer may be required to perform limited testing, such as core sampling of final road construction, to confirm material quality and thickness. To avoid any conflict of interest, the consulting firm (or any of its affiliated entities) selected as the Municipality's Advocate Engineer must not also serve as the Developer's design engineer on the same project.

At the start of each subdivision review, the RM may request a fixed-price quote from the consultant based on the scope of work specific to that project.

**The Advocate Services** shall consist of, but not be limited to, the following work:

**i) Development Services:**

- Ensuring that the engineer assigned to the project is fully familiar with the RM of Ste Anne Municipal Standards as well as Provincial laws, regulations and standards, as well as regional best practices.
- Provide recommendations to Municipality on items within the servicing standards that may need to be reviewed or amended.
- Confirm issues and design criteria that need to be addressed in the design review process.
- Obtain available data, including reports, topographical and soil surveys, previous as-builts/reports as it may pertain to the project and other background information relevant to the project.
- Review design briefs or other design documents and/or calculations that may be pertinent to the project.
- Request detailed information on the proposed land drainage options and design data.
- Advise the Municipality on any shortfalls in the design that may have impact on future operation and maintenance of the associated infrastructure.
- Review drainage plans keeping in mind the impacts on the larger surrounding area land and drainage systems.
- Review geotechnical reports provided for an entire development or an individual building site.
- Advise the Municipality on any shortfalls in the geotechnical report and ensure that the report includes required maximum excavation depth recommendation for any future buildings in the development / on the individual building site.

**ii) Construction Services Review:**

- Attend pre-construction meetings to discuss municipal requirements

**RM of Ste Anne**  
**Request for Proposal – Municipal Engineering Support Services**

- Review and comment on shop drawings, construction schedules, material lists (ensuring that they conform to municipal/ MWSB standards), material samples and test data, and other documents as pertaining to construction.
- Provide advice to the Municipality on design and construction matters. Document and record any unusual conditions or deviation from standard practises.
- Where necessary (**optional**) provide field services to review start-ups, such as the commissioning of a sewerage lift station, etc.
- Attend final site meeting upon substantial completion of the work and prepare report identifying any deficiencies and advice on remedial actions as may be required.
- Recommend to the Municipality for issuance of Substantial Completion Certificates.

**iii) Warranty Services Review:**

- Prior to the completion of the warranty period, perform a warranty review (walk through) of the construction and development, with Municipal and Developer representatives.
- Identify visible defects or deficiencies, including faulty materials and/ or workmanship.
- Prepare a deficiency report including options and probable costs.
- Upon remedy of the defects and deficiencies arrange for an Acceptance review with Municipal and Developer representatives.
- Make recommendations to the Municipality on issuance of Final Acceptance Certificates.

**iv) Building and lot grades:**

- To help develop sound building and lot grade practices throughout the Municipality

**v) Miscellaneous**

- There may be additional information, research or advice required not mentioned in this document relating to general Engineering services.
- Attend meetings with developers and/or their consultants when requested, and provide summary notes or minutes of discussion afterward to RM staff by email to ensure proper documentation of decisions and follow-up actions

**3. Project Schedule and charge out rates:**

The advisory services consultant will be selected for a three-year term, ending June 30, 2028. The Municipality reserves the right to terminate the agreement at any time with a minimum of 30 days' written notice, or to extend the engagement beyond the initial term if deemed

**RM of Ste Anne**  
**Request for Proposal – Municipal Engineering Support Services**

to be in the Municipality’s best interest. Proposed charge-out rates should reflect the full term of service.

**4. Proposal Format**

The proposal should consist of the following:

- Letter indicating an interest in being considered for the assignment
- An overview of the firm, including relevant experience, areas of specialization, and operations within Manitoba
- A detailed description of the proposed services, including methodology, tools, and technologies to be used. This section should demonstrate the firm’s technical capabilities, approach, and understanding of the Municipality’s needs, along with projected timelines.
- A breakdown of fees, including hourly rates and/or per-project estimates based on lot count or task type.
- A proposed schedule outlining major milestones and anticipated timelines for completion.
- Contact information for three (3) professional references (maximum 2 pages)
- A copy of the Company liability insurance. Should the insurance be on a yearly basis, provide with updated copies upon renewal.

**5. Selection Criteria**

The RM will evaluate proposals based on experience, qualifications, technical approach, cost-effectiveness, and understanding of the RM’s unique infrastructure and development context. The RM may accept one or more proposals or reject all at its discretion. The RM’s decision is final.

**Submission Deadline and Delivery**

Proposals must be submitted in PDF format no later than 12:00 PM (noon), April 30, 2025.

By email to:

Shelley Jensen – [cao@rmofsteanne.com](mailto:cao@rmofsteanne.com)

With copies to:

Hadiseh Bajelan – [development@rmofsteanne.com](mailto:development@rmofsteanne.com)

Kevin Medeiros – [pw@rmofsteanne.com](mailto:pw@rmofsteanne.com)

Subject line (email) must clearly state:

RFP – Municipal Engineering Support Services Proposal

**RM of Ste Anne**  
**Request for Proposal – Municipal Engineering Support Services**

**6. Award of Contract**

Municipal decision on the award will be made by the end of May 2025.

**7. Queries**

All questions with respect to the RFP should be directed to the individuals listed above who may be reached by phone at 204-422-5929.