

Request for Proposal
For
Source Water Protection
Issues Contributing Area
Delineation Guidance Project



Requested by Quinte Source Protection Authority
October 24, 2025

RFP Contact:
nmathieu@quinteconservation.ca

Closing Date:
November 21, 2025

Quinte Conservation
2061 Old Highway 2
Belleville, ON
K8N 4Z2

Background

The Quinte Source Protection Area is based on the watershed boundaries of Quinte Conservation (QC). This includes the watersheds of the Moira, Napanee and Salmon Rivers and all of Prince Edward County, an area of 5,921 square kilometres (km²) in eastern Ontario. There are approximately 117,000 people living in the watershed.

There are 11 municipal drinking water supplies in the Quinte Source Protection Area: Ameliasburgh, Belleville, Deloro, Deseronto, Madoc, Napanee, Peat's Point, Picton, Point Anne, Tweed and Wellington. The 11 municipal drinking water systems in the Quinte Source Protection Area serve approximately 50% of the watershed's population. Seven of these systems are intakes from surface water and four are groundwater systems that have wells drilled into the underlying aquifers. The remaining population obtains water from private systems using groundwater wells, shore wells, or surface water intakes.

Of the 11 municipal drinking water systems, two have Issues Contributing Areas delineated as a result of elevated or increasing levels of contaminants. An Issues Contributing Area is an area of land or water where land use activities are contributing to the water-quality issue. The location of the Issues Contributing Area is delineated in the Assessment Report, defined in the Source Protection Plan, and any activities located within the Issues Contributing Area that may be contributing to the issue are classified as a significant threat to the drinking water source. Currently no methodology exists within the 2021 Technical Rules to assist with the delineation of Issues Contributing Areas.

Across Ontario there are several Source Protection Areas and/or Regions with identified Issues and delineated Issues Contributing Areas. Due to a lack of methodology, approaches vary, as do the amount of data available to assist in the delineation of the Issues Contributing Areas.

In 2024, Quinte was approved to complete a project analyzing current approaches and subsequently creating varying delineation approaches (i.e., simple, moderate, complex) based on available knowledge and data.

Scope of Work

Quinte Conservation is requesting an Issues Contributing Area (ICA) Delineation Approaches project with report(s). This work will be completed in accordance with the Technical Rules (MECP, 2021).

Phase 1: Background Review and Problem Identification

The successful candidate will analyze existing Issues Contributing Areas and the associated methodologies created for both surface water and groundwater municipal drinking water systems. The background review should also include identification of current problems and/or challenges with the current approaches.

Deliverables: Technical memorandum summarizing current approaches and outline of work scope for subsequent project phases.

Methods:

- Confirm with QC the existing concerns with the current ICA delineation approaches
- Contact select Source Protection Authorities (SPA) and issue a written survey for their completion on how their SPA identifies ICAs. Select SPAs will be chosen based on input from QC and MECP.
- Research select Assessment Reports to gain an understanding of ICA delineation approaches, data needs, data gaps, timing, cost and challenges.
- Issue Technical Memorandum #1 (Draft) to present findings of background review to QC and the Technical Working Group.
- Hold a progress meeting with QC and the Technical Working Group to discuss the memorandum.
- Finalized Technical Memorandum #1

Phase 2: Evaluation Criteria and Constraints Analysis

The project will also identify and evaluate the preferred ICA assessment approaches for three levels of detail, including 1) Simple, 2) Moderate Complexity, and 3) High Complexity. Evaluation criteria will be selected for both the surface water and groundwater ICA approaches.

Deliverables: Technical memorandum #2 summarizing criteria and constraints, and developing a Terms of Reference for the Development of ICA Approaches.

Methods:

- Consultant to review SPA needs, including accuracy needs, general availability of input data, resources etc. This information will be used to identify criteria and constraints for the project.
- Hold a progress meeting with QC and the Technical Working Group to receive input, direction and to agree on criteria and constraints.
- Issue Technical Memorandum #2 (Draft) to QC and Technical Working Group for comment.
- Finalized Technical Memorandum #2 (which includes a Terms of Reference for Phase 3)

Phase 3: Develop ICA Delineation Approaches

Using the finalized Terms of Reference from Phase 2, identify a list of ICA delineation approaches (Simple, Moderate Complexity, High Complexity) for both surface water and groundwater systems.

Deliverables: Technical memorandum #3 summarizing ICA evaluation approaches.

Methods:

- Using information obtained during the background review, and guidance from the Technical Working Group (captured in the Terms of Reference), identify Simple, Moderate Complexity and High Complexity ICA approaches.
- Hold two brainstorming sessions with the Technical Working Group, one for surface water intakes, the other for groundwater systems.
- Identify data needs and assessment approaches for each method.

- Evaluate the capabilities of available analytical and/or numerical models to account for contaminant transport.
- Issue Technical Memorandum #3 (Draft) to QC and Technical Working Group for comment.
- Finalized Technical Memorandum #3.

Phase 4: Case Studies

Apply the ICA Delineation Approaches determined in Phase 3 to real-world drinking water systems (surface water intakes and groundwater wells).

Deliverables: Technical memorandum #4 presenting the results of the ICA Delineation using the approaches determined in Phase 3.

Methods:

- Methods will be determined in Phase 3.
- Results of the assessment will be presented to the Technical Working Group and QC.
- Issue Technical Memorandum #4 (Draft) to QC and Technical Working Group for comment.
- Finalized Technical Memorandum #4

Phase 5: Development of MECP Guidance

Develop written MECP Guidance on ICA delineation approaches that can be used by SPAs, including considerations that SPAs are to make when selecting ICA delineation methods.

Deliverables: Technical memorandum #5 presenting guidance.

Available Data

Quinte Conservation will make available all the documentation pertinent to local Issues. To this end we have completed a preliminary review of the documents and find the reports listed below may be of some assistance. Further, the other Source Protection Areas and Regions across Ontario with Issues participating in the working group will have similar applicable data.

Known Reports or Data

- Technical Rules (MECP, 2021)
- Quinte Assessment Report (2023)
- Various Source Protection Areas/Regions Assessment Reports
 - Any technical reports associated with Issues and Issues Contributing Areas
- Raw water quality data for drinking water systems

Study Deliverables

Reports

Reports, charts, tables, and other documents are to be provided in Microsoft Office format and in Adobe Acrobat portable document format (.pdf). Specifically, a PDF version of the complete report is required. Spreadsheets shall be provided in Microsoft Excel format.

Provide any geospatial data of derived issues contributing area(s) in GIS shapefiles of inundation mapping lines and any topographic or bathymetric data that was collected as part of the study.

Final Report

Two (2) hard copies and a softcopy (PDF) of the final Issues Contributing Area Delineation Report are to be submitted with desktop publishing quality colour covers and titles.

A draft of the report is to be forwarded to QC for review. The consultant will give a presentation to QC and answer questions. The final report will be prepared after written comments from QC are satisfactorily addressed.

Meetings

The following meetings will be required:

1. Project start-up
2. Progress meetings to discuss findings of background review and discuss criteria, constraints, available data, etc.
3. Brainstorming meetings with a working group on simple – complex methodologies
4. Review proposed methodologies with the working group – discuss constraints.

The consultant will be responsible for preparing agendas and recording minutes of all meetings and distributing them to QC within 1 week of the meeting.

Meetings can be held in person, by telephone, teleconference, or videoconference. The consultant will arrange and provide meeting technology.

Schedule

The consultant shall submit with their proposal a schedule demonstrating their ability to complete the project in a timely fashion according to the following schedule:

RFP Posted	October 24, 2025
Questions Deadline	November 7, 2025 @ 12:00 pm
Addendum Posted	November 12, 2025
Tender Closes	November 21, 2025 @ 12:00 pm

The project will commence upon notice of a successful proposal and receipt of confirmation of \$2 million liability insurance and WSIB coverage. The project timeline below is subject to change.

Project Award & Start-up	January 12, 2026
Background Review and Problem Identification	March 13, 2026
Evaluation Criteria and Constraints Analysis	May 15, 2026
Develop ICA Delineation Approaches	September 16, 2026
Case Study – methodology development	December 16, 2027
Development of MECP Guidance	April 16, 2017

Payment

Consultant may submit a progress update no more than once a month. To ensure that the work is complete, Quinte Conservation may ask for evidence that work has occurred. An updated schedule may be submitted by the consultant, reviewed and approved by Quinte Conservation with each progress claim.

Proposal Submission Requirements

Proposals shall be submitted no later than 12:00 pm on Friday, November 21, 2025. Proposals can be submitted to Natasha Mathieu at nmathieu@quinteconservation.ca or deliver one (1) copy to:

Quinte Conservation
2061 Old Highway 2
RR2, Belleville, ON
K8N 4Z2
Attention: Natasha Mathieu

The proposal shall include:

- Details on the approach, methodology and schedule
- Contact person, phone number and people involved in the preparation of the proposal
- A list of key staff, their related experience in Ontario and their role on this project
- Corporate experience on similar projects in Ontario and elsewhere
- Any sub-consultants to be used, their role, corporate experience in Ontario, key personnel, per diem rates and the markup rate to be used
- Estimated project cost for each study component. Project consulting fee. The markup and calculation method shall be clearly described
- Attestation of all addenda reviewed
- State all assumptions used

Proposals shall not exceed 15 pages in length (not including addenda)

Selection Criteria

QC will select the successful consultant based on an assessment of the submitted proposals based on criteria such as meeting the project requirements, project team experience, and project cost. The proposal with the lowest bid may not necessarily be accepted.

Criterion	Weighting
Understanding and meeting project requirements	40%
Project team experience related to project, including reference checks	30%
Project cost	30%

General Terms and Conditions

Acceptance of Proposals

This RFP is not an offer to enter into any contract or Project Agreement of any kind whatsoever. This RFP is not intended to create a binding contract. This RFP process shall be governed by and construed in accordance with the laws of the Province of Ontario and the federal laws of Canada applicable therein.

This RFP document or addenda to the RFP document contains the entire requirements related to the RFP. Other information and/or documentation provided to the Proponent or obtained by the Proponent prior to the release of the RFP shall not have any force or effect.

Rejection of Proposals

The selection committee reserves the right to reject any or all proposals for failure to fully satisfy the specifications and requirements of the RFP.

Any award resulting from this RFP is subject to the successful completion of a contract between the consultant and QC.

Right to Amend

QC reserves the right to amend or supplement the RFP, giving equal opportunities to all consultants who have bid, by way of an issued addendum.

Acceptance or Non-Acceptance of Proposal

Neither the lowest priced nor any proposal shall necessarily be accepted, and the decision of the selection committee is final. If the selection committee 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.

Associated Costs

There will be no payment to consultants for the work related to and material supplied in the preparation of responses to this RFP.

Confidentiality & Ownership of Documents

The consultant is advised that confidentiality issues may arise with respect to this project and will need to be cognizant of these issues.

The IP “Intellectual Property” contained in this RFP is confidential and proprietary. This RFP and any supplemental IP made available by QC to facilitate the proposal scoping is provided for the exclusive use of the Respondent (potential “Contractor”) and copies shall not be made available to any other party, without written consent from QC. No other distribution of submissions or proposals is to be made by the Respondent. All proposals and supporting documentation shall become the property of QC and will not be returned.

It is acknowledged and agreed by the Respondent that QC owns and retains all right, title, and interest in and to all IP rights therein, including, without limitation, all copyright, patent, trade-mark and trade secret rights. This RFP does not constitute a sale of the IP provided during the course of the RFP process. The Respondent acquires no right in or to the IP except the right to use the IP in accordance with the RFP guidelines.

IP arising as a result of a successful RFP and a subsequent contract, including reports and drawings, will be the property of QC.

The Respondent shall indemnify and save QC and Licensor partners harmless from and against any and all liabilities, damages, costs, or expenses awarded against, or incurred, or suffered by the Consultant, arising out of any action or proceeding commenced or maintained by any customer, or any other person, firm, corporation, or other entity, in respect of the use of the IP by the Respondent, or a third party, to whom the Respondent has been permitted by QC to disclose the IP, pursuant to the provisions hereof.

Information Ownership

“All information collected and produced in report or digital form by the respondent shall become the property of Quinte Conservation and subject to the provisions of the Municipal Freedom of Information and Protection of Privacy Act. All public reports approved by the Full Authority Board will become public information.”

Insurance

The successful bidder shall carry and maintain insurance written by an insurance company licensed to do business in Ontario for the term of the contract and must provide for the following:

1. Workplace Safety & Insurance Board (WSIB) clearance certificate
2. General Liability Insurance – minimum \$2 million coverage with Quinte Conservation Authority as an additional insured
3. Automobile Liability – minimum \$2 million coverage
4. Professional Liability - minimum \$2 million coverage

All policies and certificates shall provide for 30 days notification to Quinte Conservation Authority in the event of cancellation, reduction in limits or changes in coverage.

Previous Communications

This RFP document and attachments and any addenda 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

Each Proponent representative, on behalf of the team members must declare and continue to be under an obligation to declare all Conflicts of Interests or any situation that may be reasonably perceived as a Conflict of Interest that exists now or may exist in the future.

In connection with its RFP Submission, each Proponent shall:

- i avoid any Conflict of Interest in relation to the Project;
- ii disclose to QC without delay any actual or potential Conflict of Interest that arises during the RFP process; and
- iii comply with any requirements prescribed by QC to resolve a Conflict of Interest.

In addition to all contractual or other rights or rights available at law or in equity or legislation, QC may immediately exclude a Proponent from further consideration or remove the Proponent from the RFP process if:

- i the Proponent fails to disclose an actual or potential Conflict of Interest;
- ii the Proponent, or any Team member fails to comply with any requirements prescribed by QC to resolve a Conflict of Interest; or
- iii the Proponent's Conflict of Interest issue cannot be resolved.

Upon receipt of the Proponent's submission, QC shall, in its discretion, decide as to whether they consider there to be a real, perceived or potential Conflict of Interest and whether such a Conflict of Interest can be mitigated. The proponent shall be notified of QC's decision. Attachment #2 – Declaration of Conflict of Interest must be signed and included with the Proposal.

Cancellation of RFP

Due to unanticipated expenditure constraints, this RFP may be cancelled at any time without liability by QC 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.

Irrevocable

Bid submissions will be irrevocable for a period of sixty days from the closing date.

Accessibility

The supplier covenants and agrees to ensure that the Deliverables provided hereunder are consistent with the Ontario Human Rights Code ("OHRC"), the Ontarians Disabilities Act, 2001

("ODA") and the Accessibility for Ontarians with Disabilities Act, 2005 ("AODA") and their respective regulations in order to achieve accessibility for Ontarians with disabilities. Without limiting the generality of the foregoing, the Supplier covenants and agrees to comply with QC's and the Township's accessibility standards, policies, practices and procedures, as same may be in effect during the term of the Agreement and apply to the Deliverables to be provided hereunder by the Supplier.