

**Request for Proposal**  
**For**  
**Springside Dam**  
**Public Safety Assessment**  
**In The Town of Greater Napanee**



Requested by Quinte Conservation Authority  
April 7<sup>th</sup>, 2025

RFP Contact:  
[msmith@quinteconservation.ca](mailto:msmith@quinteconservation.ca)

Closing:  
Thursday May 1st, 2025 at 230 pm

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

## Introduction

Quinte Conservation (QC) comprises the drainage basins of the Moira, Napanee, and Salmon Rivers and all of Prince Edward County. Within these regions, QC owns and operates approximately 40 dams. We are presently reviewing our dam safety program and have identified that a public safety review is due to be completed for Springside Dam within the Town of Greater Napanee.

Photos of the dam are included in Appendix A and a location map is included in Appendix B.

## Background

The Springside Dam is located within The Town of Greater Napanee along the Napanee River. It is downstream of the railway bridge, bound by Springside Park to the East and privately owned land to the West. The original function of the dam was to provide waterpower to an old mill building. The headpond created by the dam extends 5km upstream of the dam. The headpond is used for recreational purposes and provides a backup water supply to the Town of Greater Napanee.

## Scope of Work

Quinte Conservation is requesting a Public Safety Assessment (PSA) to be completed to identify potential public safety hazards. The PSA is to be completed in accordance with the Public Safety Around Dams Best Management Practices (MNR, 2011) and CDA. A recommendation should be made as to whether a Public Safety Plan should be completed. Provide a provisional price to complete a Public Safety Plan.

Provide any recommendations or modifications to the proposed work and provide associated costs (if applicable). The location of the proposed works should be clearly identified using a local map. The recommendations should include the current risk level followed by the risk level following implementation of the mitigation measure.

MNR 2011 Technical Bulletins should be followed for all aspects of the project scope.

## Available Data

Quinte Conservation will make available all the documentation pertinent to the dam. To this end we have completed a preliminary review of the documents and find the reports listed below may be of some assistance. The consultant is directed to include an allocation of one day for an engineer to review our files to determine if any further engineering reports may be available.

## Known Reports or Data

- Hatch (2009). *Dam Safety Review – Springside Dam*
- Annual Inspection Reports - Quinte Conservation (2018, 2019, 2021, 2022, 2023)
- All Documents are available @ [S.25.009B - Springside Dam PSRA](#)

## 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.

All photographs documenting any field investigations shall be taken using a high-resolution digital camera. All photographs are to be provided both in an original unedited form and annotated with the photo description. The reports shall contain colour copies of the annotated photographs. Copies shall be printed with no more than two (2) photographs per page.

The data and electronic version of the report are to be organized into appropriate directories and subdirectories, and a "README" file(s) included to assist the reader in locating and using the data.

### Final Report

Two (2) hardcopies and a softcopy (PDF) of the Public Safety Assessment 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.

The content of the report shall specifically include the following in addition to the information as required under the Public Safety Around Dams Best Management Practices (MNR, 2011),:

Deliverable	Report-category	Item
Final Report	Introduction	Background and history of the structure.
		Site Layout - Identify all dam components and appurtenant structures as needed. Delineate all major dam locations including head pond, tailwater and all hazard zones.
	Site Inspections & Survey	Complete Site Inspections of Dam and Appurtenant Structures.
	Public Safety	Complete a Public Safety Assessment as defined by MNR.
		Provisional - Public Safety Plan (Under a Separate Cover) as defined by MNR.
	Conclusions and Recommendations	Recommendations For Follow-Up Actions, Priorities, and Costs. Recommendations to include current risk assessment and post implementation risk. Timeframe for recommendation. Costs to be broken down to a Class D level.
Final Deliverables		One (1) Hardcopy of Public Safety Assessment
		One (1) Hardcopy of Final Public Safety Plan (if applicable)
		One (1) Softcopy of Final Public Safety Assessment
		One (1) Softcopy of Final Public Safety Plan (if applicable)

## Meetings

The following meeting will be required. All meetings are to be shown in the schedule.

1. Project Start-up
2. Presentation of Draft Public safety Assessment and Public Safety Plan

The consultant will be responsible for preparing agendas and recording minutes of all meetings and distributing 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.

Provide no less than 2 weeks' notice for any site visits to ensure QC personnel can attend if needed.

## Schedule

The project will commence upon notice of a successful proposal and receiving confirmation of \$2 million liability insurance and WSIB coverage.

Project Award & Start-up	Thursday, May 15th, 2025
Draft Final Report	Friday, September 12th, 2025
QC Review of Final Reports	15 Business Days
Completion of Project	Friday, October 31, 2025

## 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 must 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 10 am on Thursday, June 27, 2024. Proposals can be submitted to Mike Smith at [msmith@quinteconservation.ca](mailto:msmith@quinteconservation.ca) or deliver One (1) copy to:

Quinte Conservation  
2061 Old Highway 2  
RR2, Belleville, ON  
K8N 4Z2  
Attention: Mike Smith

The proposal shall include:

- Details on the approach and methodology
- contact person and phone number and people involved in the preparation of the proposal
- Gantt chart schedule showing activities, meetings, report submissions, etc.

- a list of key staff, their related experience in Ontario and role on this project
- corporate experience on similar projects in Ontario and elsewhere
- sub-consultants to be used, their role, corporate experience in Ontario, key personnel, per diem rates and the mark-up rate to be used
- estimated project cost for each study component. Project consulting fee. The mark-up and calculation method shall be clearly described
- attestation of all addenda reviewed
- state all assumptions used

Proposals shall not exceed 8 pages in length (not including appendices)

Request for proposal issued	Monday, April 7th, 2025
Questions regarding the proposal due	Wednesday, April 23 <sup>rd</sup> , 2025 at 10am
RFP addenda posted on the Quinte Conservation website	Friday, April 25th, 2025
Request for proposal closing	Thursday May 1st, 2025 at 230 pm

## 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.

### 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.

## **Appendix A: Photos and Maps of Dam**

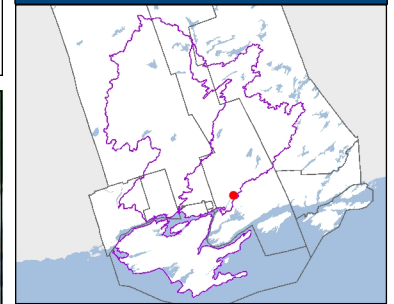


**Figure 1: Looking at dam – from left embankment – Fall 2024**

# Springside Dam



## Key Map



## Legend

Air Photo Capture Year(s):  
2019 | 2018

## Notes

50.8 0 25.40 50.8 Meters

Projection: NAD\_1983\_UTM\_Zone\_18N  
Generated: March 13, 2025 @ 9:32 AM

1: 1,000  
Original Document: 8.5" x 11"



Moira River, Napanee Region and Prince Edward Region Watersheds, RR2, 2061 Old Highway 2, Belleville, ON K8N 4Z2.  
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