

Request for Proposal

For

Macaulay Mountain Conservation Area – Construction of Pavilion

In Prince Edward County



— Quinte —
CONSERVATION
—

Requested by Quinte Conservation Authority
June 22, 2026

RFP Contact:

msmith@quinteconservation.ca

Closing:

Tuesday, July 21, 2026 @ 14:00hrs

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

Background & Scope of Work

Quinte Conservation is looking to engage a contractor to build a new pavilion in the Macaulay Mountain Conservation Area.

Schedule

The work is to be completed by Nov 30th, 2026.

Scope of work

- Complete construction of pavilion as outlined in Drawing A101 – Pavilion Site Plan (IFP - Jun 3, 2026) and A101 – Pavilion Plan and Section (IFP – Jun 3, 2026).
- Submit Form 1000, WSIB and proof of insurance must be given prior to mobilization to site. Insurance shall be for no less than \$2M and have Quinte Conservation listed as an additionally insured.
- A sediment and erosion plan must be submitted and approved prior to mobilization. Measure must be in place and approved prior to any work. It shall be placed between the pond and any construction activities, equipment or laydown areas.
- A building permit has been granted by PEC. The contractor is to coordinate the required inspections with Quinte Conservation. An inspection is required for footings, framing and final.
- This conservation area shall remain open during construction. The construction and laydown area shall be signed, protected and made safe at all times.
- Quinte Conservation will arrange for either the entrance gate to be open or for the contractor to receive cards.
- All colours shall be approved by Quinte Conservation prior to ordering material.
- Top of Slab Elevation shall be 2-3” above existing grade.
- Any vegetated areas that are disturbed shall have 3” of topsoil and grass seed placed on backfilled area.
- Any non-vegetated disturbed areas shall be returned to its previous condition.

Provisional Items

- Item 1 – Fascia, eavestrough and 1 downspout per side.
- Item 2 – Pine and Tongue-and-groove Soffit.
- Item 3 – Any cost savings measures that do not affect the footprint of the pavilion can be included for consideration.

Meetings and Site Visits

Upon award, a start-up meeting will be required to confirm the methodology, schedule, etc.

The contractor will be responsible for preparing agendas and recording minutes of all meetings and distributing them to QC in a timely fashion.

Proposal Submission Requirements

The proposal shall be submitted no later than the below requested date. Copies of the proposals shall be sent to Mike Smith at msmith@quinteconservation.ca.

The proposal shall include:

- Details on the design and construction methodology.
- Schedule.
- Contact person and phone numbers and people involved in the preparation of the proposal.
- Project costs including unit prices.
- Sub-consultants to be used and their role.
- Attestation of all addenda reviewed.
- State all assumptions used.

Proposals shall not exceed 8 pages in length.

Request for proposal issued	Monday, June 22, 2026
Mandatory Site Visit	Tuesday, July 7, 2026@9:30hrs
Questions regarding the proposal due	Thursday, July 9, 2026@14:00hrs
RfP addenda posted	Tuesday, July 14, 2026
Request for proposal closing	Tuesday, July 21, 2026 @ 14:00hrs

Selection Criteria

QC will select the successful contractor following an assessment of the submitted proposals based on the design and the project cost. The proposal with the lowest bid may not necessarily be accepted.

It is anticipated that the successful consultant will be notified by the end of September 2025. This project is subject to confirmation of funding and Quinte Conservation reserves the right to reject any or all proposals and cancel the project. This RFP is not a tender.