

Request for Proposal

For

Third Depot Dam – Archaeological Assessment and Cultural Heritage Evaluation

In the Quinte Conservation Watershed



Requested by Quinte Conservation Authority
Wednesday, June 10, 2026

RFP Contact:

Mike Smith

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Closing:

Friday, July 3, 2026 @ 10am

Quinte Conservation

RR#2

2061 Old Highway 2

Belleville, ON

K8N 4Z2

Introduction

Quinte Conservation (QC) comprises the Moira River, Napanee Region and Prince Edward Region watersheds and owns and operates approximately 40 dams within the jurisdiction. One such dam is the Third Depot Lake Dam. Previous investigations have found that there is deterioration of the internal sheet pile, seepage through the structure, and insufficient freeboard for the inflow design flood. Quinte Conservation is completing an EA per the Conservation Ontario Environmental Assessment guidelines.

The Quinte Conservation Authority (QCA) invites proposals from qualified firms for **Consulting Services to complete an archaeological assessment & Cultural Heritage Evaluation as outlined in the scope below.**

Background

The Third Depot Lake Dam is located at the outlet of Third Depot Lake, in Lot 7, Concession 8, Township of Hinchinbrooke, Frontenac County, approximately 16 km northwest of Verona. Construction of the dam at the Third Depot Lake was completed to increase the upstream storage and the low flow augmentation in the Napanee River.

In the initial stage of construction (1970-71), the dam was constructed up to an elevation of 3 m below its current crest level. In the final stage (1974-75), the dam was raised to its current crest level, an overflow weir and a saddle dam were also completed.

The dam, owned and operated by Quinte Conservation (QC), is a rock-fill dam with central sheet pile cutoff. The dam has an integral bottom outlet at the right abutment looking downstream. About 88 m in length, the dam is approximately 15 m high with a crest width is approximately 8m.

The construction sequence comprised of constructing a rockfill cofferdam on the upstream side of the longitudinal axis and grouting the bedrock along approximately 35 and 15 m lengths of the right and left abutments of the dam along its longitudinal axis. The 9.5 mm (3/8 inch) thick Larsen 31 sheet piles along the longitudinal axis were driven through the riverbed to refusal on the bedrock with the top of the sheet pile cut-off wall at elevation ± 165.2 m CGVD28 (543.0 feet). Rockfill was then placed on either side of sheet pile wall to elevation 165.36 m (542.5 feet) during the initial construction period of 1970 / 1971. The sheet pile interlocks were made watertight by application of Flintseal No. 570-05 rubber asphalt caulking. A coating of Flintguard No. 410-11 was applied to the sheet pile wall. The rockfill dam was completed to its final elevation of 168.56 m (553.0 feet) during 1974 / 1975. During the final stage, an overflow weir and a saddle dam were also completed. In 2016 the main dam was widened to its current width to prepare for a crest raising as suggested in the 2004 Dam Safety Review, a 2006 Seismicity and Stability Report, and a 2013 Hazard Classification and IDF Mitigation Report. In the same year the saddle dam was widened and heightened to its current state.

The main dam in its current state is known to have deteriorated sheet piles, up to 80% sheet pile material loss with leaking seams, seepage around the outlet structure, severely pitted concrete and an insufficient crest height.

Through an environmental assessment Quinte Conservation is currently investigating different options to correct these issues. The remedial measures being investigated include:

Option 1: Do Nothing

This scenario will serve as a baseline for the other scenarios.

Option 2: Dam Decommissioning

Option 2a - Complete Removal

The main dam will be completely removed. A natural grade will be made between Third Depot Lake and the downstream creek. The overflow weir and the saddle dam will also be removed.

Option 2b – Dam retirement

The main dam, saddle dam and overflow weir will remain in the as-is condition. The gate will remain fully open, and the dam will not be operated.

Option 3: Replace with Concrete Weir

The main dam will be replaced with a concrete weir of consistent elevation. The top elevation for the weir will be 163.36m CGVD28. The concrete weir will not be operable. The saddle dam and overflow weir will remain in place.

Option 4: Lower the Operating Plan

The operating plan will be lowered to minimize the forces applied to the deteriorating sheet pile and reduce seepage rates. The upper limit is set to 164.50 (CGVD28). The lower limit is 160.5 (CGVD28).

Option 5: Cement Bentonite Wall

A cement bentonite wall will be installed through the main dam downstream of the current deteriorating sheet pile. The main dam will be raised per the Third Depot Lake Dam Crest Raising Investigation (Hatch, 2022) to avoid overtopping and wave action over during the IDF.

Option 6: Secant Pile Wall

A secant pile wall will be installed through the main dam downstream of the current deteriorating sheet pile. The main dam will be raised per the Third Depot Lake Dam Crest Raising Investigation (Hatch, 2022) to avoid overtopping and wave action over during the IDF.

Scope of Work.

The project and all deliverables are to be consistent with the Class CO EA for remedial flood and erosion control projects, including complying with all regulations and guidelines for Archaeological Resources, Built Heritage Resources and Cultural Heritage Landscapes.

The specifications of the work are below.

Archaeological Scope	Requirements
Stage 1 Investigation	Complete a desktop analysis of the historical, environmental, and archaeological resources to evaluate the archaeological potential of the project study area. Archaeological assessments must be carried out by licensed archaeologists.
Stage 2, 3 and 4 Investigation	Scope and budget will be determined, negotiated, and agreed upon when and if the need should arise.
Cultural Heritage Evaluation Report (CHER)	Requirements
	Using available resources including a site visit, complete a Cultural Heritage Evaluation Report (CHER) as outlined in the Ontario Heritage Act (OHA)'s O.Reg. 9/06 and 10/06. Identify the heritage attributes of the project area and provide a Statement of Cultural Heritage Value (SCHV), should it be found to meet the criteria of the regulations. A Heritage Impact Assessment (HIA) may be required based on the findings of the CHER. The costs of an HIA are outside of this tender and will be considered at a later time if required.
General Scope	Requirement
Final Report & Deliverables	Report should include the methodology, study results, and any required future study. One (1) Digital, and two (2) hardcopies of the final report.

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 to review our files to determine if any further engineering reports may be available.

Known Reports or Data

- Satellite Image of Area (1954)
- Napanee Valley Conservation Report (Department of Planning and Development-Ontario, 1957)
- Foundation Investigation (Kilborn Engineering Ltd, 1970)
- Pre & Post Flooded Areas (1974)
- 2004 Dam Safety Review (International Acres, 2004)
- 2009 Dam Safety review Update (Hatch, 2009)
- DRAFT Third Depot Lake Baseline Environmental Inventory (Quinte Conservation, March 2026)

The above data can be viewed at this link: [Third Depot Dam - Archaeological and Cultural Evaluation](#)

Format, size, and quantities

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 and a PDF version of the Executive Summary are 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. A copy of this CD-ROM or USB mass storage device is appended to each bound copy of the report.

Drawings

Drawings to be provided in AutoCAD and PDF format.

Meetings

Meetings shall be held with QC at key points throughout the study. More specifically, meetings will be required at the following junctures.

1. A start-up meeting will be required to confirm the study methodology, schedule, etc.
2. A Meeting will be required to discuss the draft findings.

The consultant will be responsible for chairing the meetings, recording minutes of all meetings, and distributing meeting documents to QC in a timely fashion.

All meetings will be at a mutually agreed location (i.e. at the conservation authority office, virtually or at dam site).

Schedule and Reporting

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

RFP Posted	Wednesday, June 10, 2026
Questions Deadline	Tuesday, June 23, 2026 @ 10am
Addendum Posted	Thursday, June 25, 2026
Tender Closes	Friday, July 3, 2026 @ 10am
Contract Award	Wednesday, July 22, 2026
DRAFT Final Report	Friday, September 4, 2026

The schedule shall account for 3 weeks for Quinte Conservation to review any required deliverable.

If the consultant feels the schedule as noted above cannot be reasonably met, an alternative schedule shall be submitted showing a new completion date.

Proposal Requirements

The proposal shall meet the following requirements:

- not exceed 8 (8) pages in length, excluding experience records and references
- detail the proposed approach, and methodology.
- provide the primary contact person and phone number and people involved in the preparation of the proposal.
- a list of key staff, their related experience in Ontario and role on this project
- gantt chart schedule showing activities, meetings, deliverable submission, etc.
- 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
- Three (3) references and their contact information for similar projects
- estimated project cost for each component, the time commitment and hourly rate for each staff assigned to the project, any disbursement, the total time allocated to each task, the total time allocated to each staff, and the total cost excluding HST.

Any questions regarding the Request for Proposal should be emailed to msmith@quinteconservation.ca by the above noted date and time. An addendum will be issued for all questions, and their responses will be available on the Quinte Conservation website no later than the above time and date.

Quinte Conservation will not be liable nor reimburse any bidder for any costs incurred in the preparation of the proposal.

Those submitting a proposal must satisfy themselves with the conditions and requirements. There will be no consideration of any claim that there was a misunderstanding with respect to conditions and terms of reference.

Upon completion of evaluations, Quinte Conservation may select a consultant with whom it wishes to undertake negotiations regarding the work outlined in the Request for Proposal. Negotiations may take the form of adding, deleting, or modifying certain requirements based on that consultant's response to the Request for Proposal and adjusting pricing accordingly if required.

Proposal Closing

A copy of the proposal shall be submitted no later than the above noted date and time.

A digital copy of the proposals shall be delivered to Mike Smith at Msmith@quinteconservation.ca .

Evaluation Criteria

QC will select the successful consultant based on an assessment of the submitted proposals based on a consistent evaluation criterion. 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.

Figures

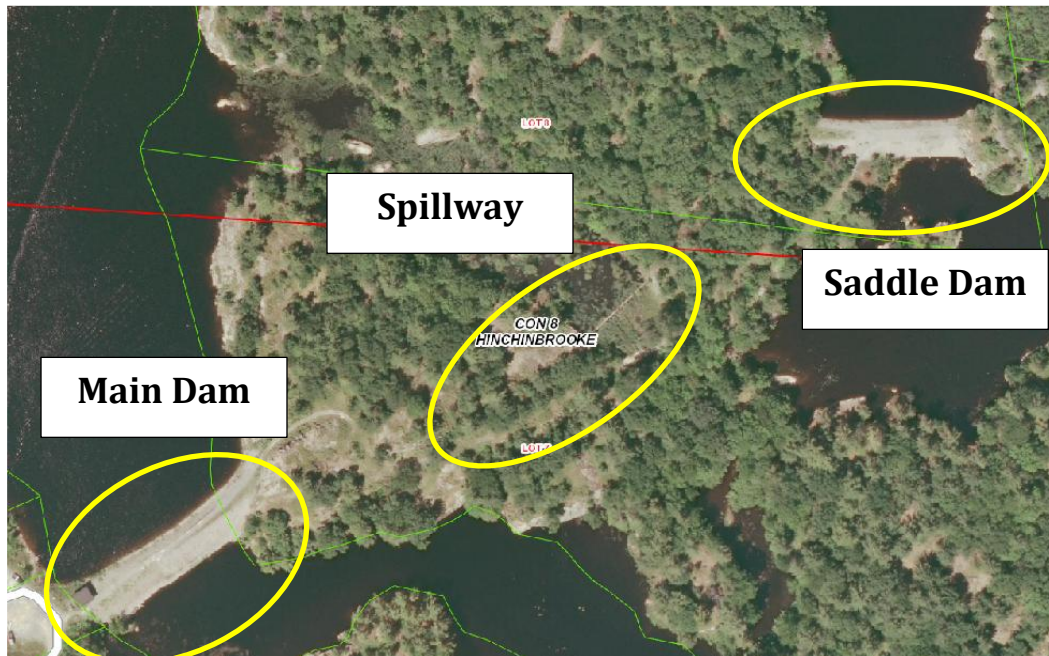


Figure 1: Configuration of Third Depot Lake Dam

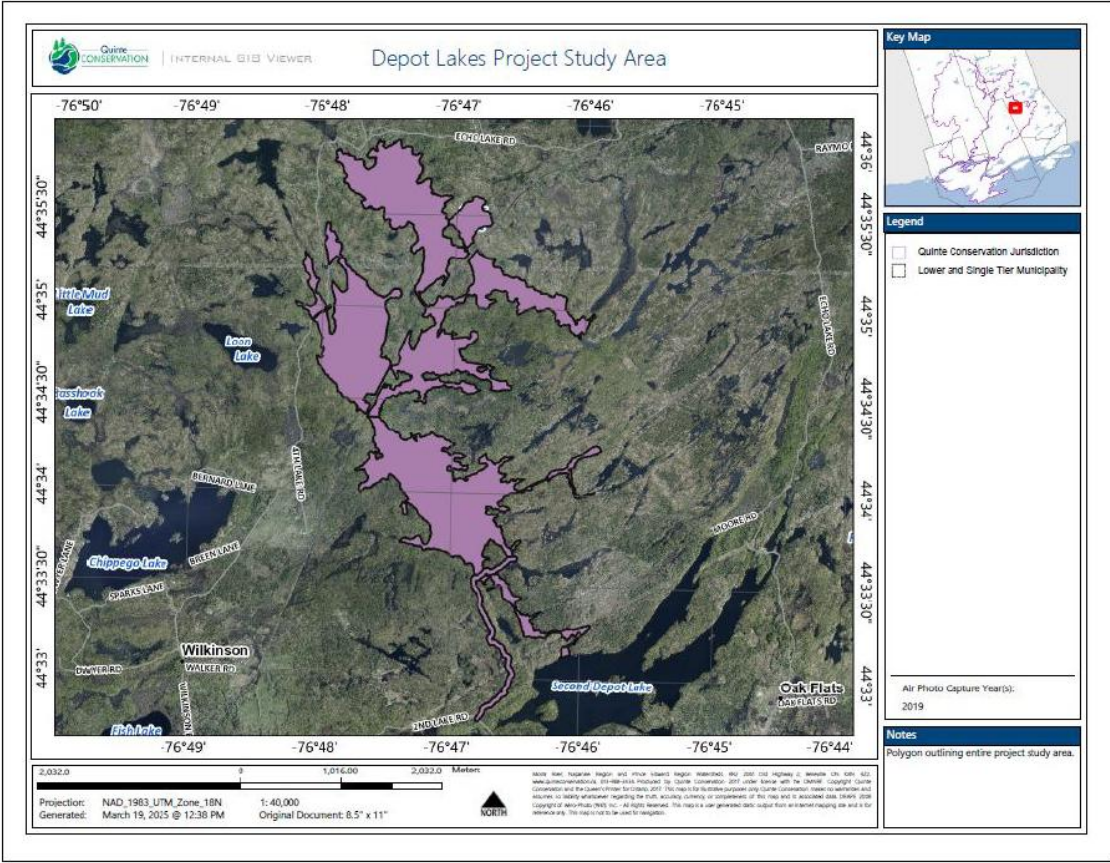


Figure 2: Project Area

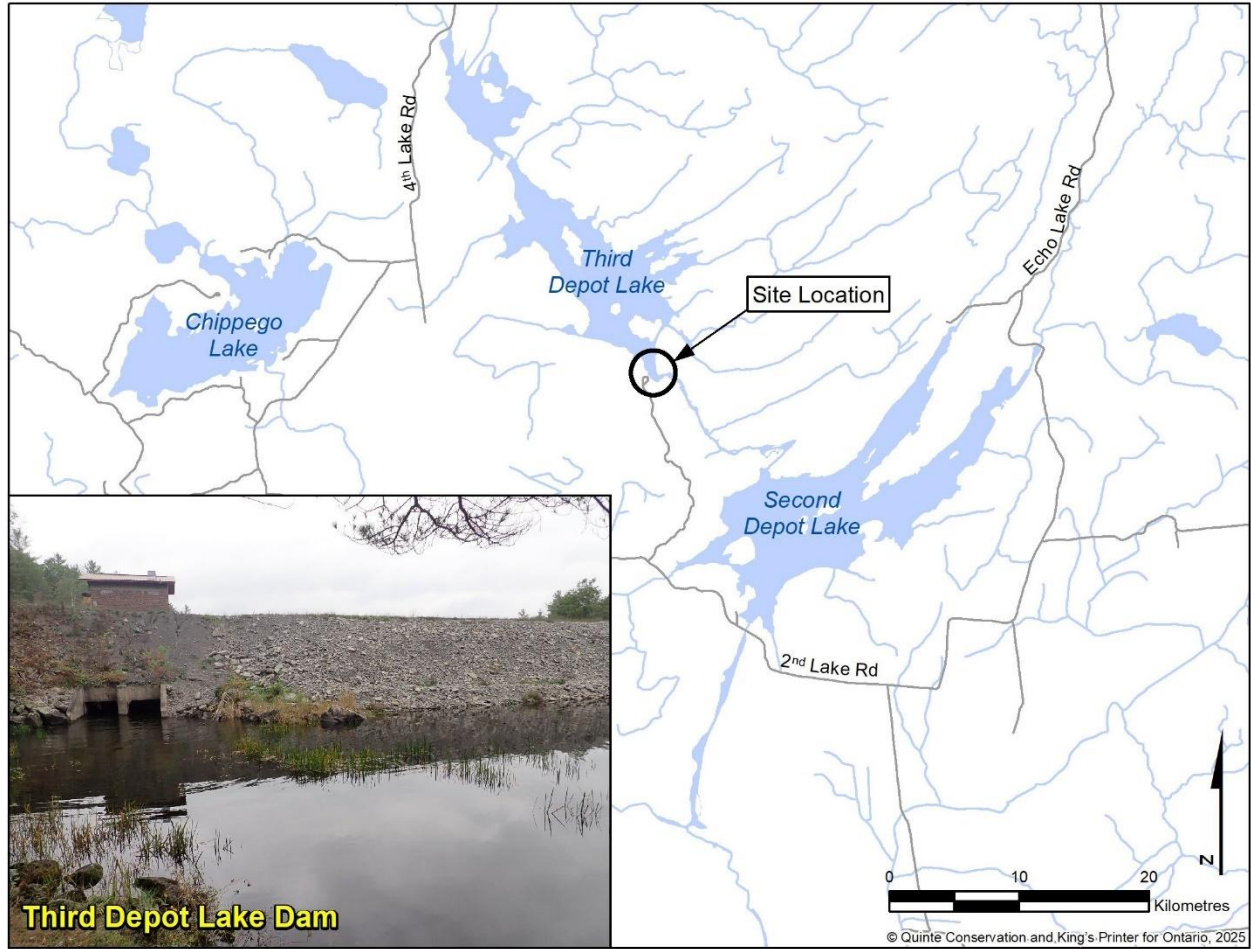


Figure 3: Location of Third Depot Lake Dam