Request for Proposal (RFP)

For a drainage plan at Reston Lake and Campground

Rural Municipality of Pipestone	
RFQ No.:	**RFP 2026-07**
Date of Issue:	**November 18, 2026**
Closing Date:	**December 21 , 2026, at 4:00 p.m. Central Time**

---

1. Introduction

The Rural Municipality of Pipestone invites qualified engineering and contracting firms to submit proposals to assess, design and improve surface and subsurface drainage at Reston Lake and Campground.

The selected proponent will investigate drainage problems site, recommend and design solutions, obtain required approvals, and issue the Request for Quote for the construction works.

We anticipate this project being under the $200,000 CAD threshold. The terms and conditions of New West Trade Agreement do not apply.

---

2. Background

The RM of Pipestone built a man-made lake in 2018, not long after an upgrade to the campground. Over time, the drainage serving the lake and campground has deteriorated and is now failing, causing flooding on the neighbouring Reston Golf Course.

The RM of Pipestone wants a plan that will last well into the future and protect its assets: the lake, the campground and the golf course. Proponents should look at the whole drainage system rather than patching individual problem spots, and should favour durable, low-maintenance solutions that hold up under future conditions, including changing rainfall patterns.

Known conditions

- Man-made swimming lake built by the RM of Pipestone in 2018
- Campground upgraded shortly before the lake was built
- Drainage performance has declined over time and is now failing, with flooding on the Reston Golf Course
- Other reported issues: runoff entering the lake, low or high lake levels depending on year, seepage, beach or shoreline erosion, inadequate culverts or overflow capacity.
- Operating seasons: campground and lake May long weekend to September 31 and golf course May to October

3. Scope of Work

The work is organized in phases. Proponents must price each phase separately

Phase 1: Investigation and Assessment

1. Review available records and meet with Owner to understand problem areas.
2. Carry out a topographic survey (or confirm LiDAR adequacy) of the campground and lake, including culverts, ditches, inlets, outlets, any spillway, and lake bottom and shoreline grades.
3. Delineate catchments and map existing flow paths, ponding areas and how runoff enters and leaves the lake.
4. Assess soil conditions, groundwater and any liner or clay seal, including test pits or borings as needed.
5. Review how campground and road runoff affects swimming water quality, and identify constraints: downstream capacity, neighbouring lands, wetlands, utilities and swimming and camping areas.
6. Deliver an assessment report with photographs, mapping and a ranked list of problems.

Phase 2: Concept Options and Design

1. Develop at least two concept options with order-of-magnitude costs, benefits and risks.
2. Cover as applicable: site and road grading, swales and ditches, culvert replacement, subsurface drains, catch basins, runoff treatment such as sediment basins or vegetated buffers before water reaches the lake, lake inlet and outlet structures, an overflow spillway, lake level control, seepage control, and beach and shoreline erosion protection.
3. Prepare detailed design drawings, specifications and a Class B or better cost estimate for the selected option.
4. Design to the standard of 1-in-10 year rainfall or runoff event and set the lake's normal and flood levels, subject to Owner confirmation.

5. Maintain campground access and a safe swimming area during and after construction wherever possible.

Phase 3: Approvals and Tendering

1. Identify and prepare applications for required approvals.
2. Prepare tender documents and support the Owner through tendering and contract award.

Phase 4: Construction and Contract Administration

1. Provide construction administration, site inspection, change order review and deficiency tracking.
2. Alternatively, proponents with construction capability may propose a design-build approach for the Owner's consideration.
3. Deliver as-built drawings, an operations and maintenance guide and a warranty inspection before warranty expiry.

4. Deliverables and Timelines[1]

Deliverable	Deadline
Project Commencement	January 4
Site Tour	March 1
Phase 1 assessment	March 15
Design and approvals complete	April
Construction Window	October 1
Project completion	November 30

Deliverables

- Assessment report (Phase 1) and concept options memo (Phase 2)
- Stamped design drawings, specifications and cost estimate
- Approval applications and supporting documents
- Tender package, as-built drawings and maintenance guide
- Presentations to staff and or council as requested (3 meetings assumed)

1. Note that these are estimated dates and the actual start date may change.

5. Proposal Submission Requirements

Each proposal must include:

1. Cover letter signed by an authorized representative, with firm name, address and contact.
2. Firm profile and relevant experience: at least three similar drainage projects in the last 10 years, ideally for constructed municipal sites, each with client reference and contact details.

3. Project team: key personnel, roles, resumes, professional licences (P.Eng. registered with Engineers Geoscientists Manitoba or equivalent) and subconsultants.
4. Understanding of the project: your reading of the site issues and any risks you foresee.
5. Approach and work plan: methods for each phase, with a schedule that fits the dates in Section 3.
6. Environmental and seasonal approach: how you will protect swimming water quality, nearby wetlands and downstream waterways and avoid disrupting camping and swimming operations.
7. Fee proposal: complete the pricing form. Show lump sum or not-to-exceed amounts by phase, with hourly rates and expenses for extra work. Prices exclude GST, which must be shown separately.
8. Insurance and safety: proof of the insurance including a valid WCB clearance letter.
9. Conflict of interest declaration and any exceptions to the terms of this RFP.

---

6. Evaluation Criteria

Relevant experience and references	25
Project team qualifications	20
Understanding of the site and technical approach	25
Schedule, seasonal planning and environmental approach	10
Fee proposal	20
Total	100

Important:

The Owner may negotiate scope and fees with the top-ranked proponent before award. If negotiations fail, the Owner may open talks with the next-ranked proponent. The Owner is not obliged to accept any proposal and may cancel this RFP at any time.

---

7. Quotation Requirements

Contractors shall provide:

- Company name and contact information.
- Lump sum price (excluding GST).

- GST shown separately.
- Proposed construction schedule.
- List of any exclusions.
- List of subcontractors (if applicable).
- Proof of insurance.
- WCB clearance.

---

8. Reservation of Rights

The RM of Pipestone reserves the right to:

- Accept or reject any or all quotations.
- Waive informalities or irregularities.
- Request clarification of proposals.
- Cancel or reissue the RFP at any time.
- Award the contract in whole or in part if deemed in the Municipality's best interest.
- The Municipality is not bound to accept the lowest – priced proposal or any proposal submitted. Proposals will be evaluated based on the criteria outlined in this document to achieve the best overall value for the taxpayers of the Municipality
- Where two or more compliant proposals are evaluated as equal in terms of price, suitability, experience, and delivery, the Municipality reserves the right to grant preference and award the contract to a local supplier

9. Submission Instructions

Closing Date and Time: **December 21, 2026**
Submission: Electronic or sealed hard copy submissions shall be delivered to:
Rural Municipality of Pipestone
Attention: **Tara Maxwell**, Recreation and Facility Manager
Box 99
Reston, MB R0M 1X0

Email: *tara@rmofpipestone.com*

Subject Line: "drainage plan at Reston Lake and Campground"

Late submissions will not be accepted.

10. Contact for Inquiries

All inquiries shall be directed in writing to:

Rural Municipality of Pipestone
PO Box 99
Reston, MB R0M 1X0

Email: *tara@rmofpipestone.com*
Phone: 204. 851. 1280

Questions will be accepted until December 9, 2026

---

11. Quotes Validity

Quotes must remain valid for a minimum of **90 days** following the closing date.

---

12. Acceptance of Terms

Submission of a proposal indicates that the Proponent has read and fully understands the terms, conditions, and requirements of this RFP.

---

13. Pricing Form

Enter fees in Canadian dollars, excluding GST. Use "Lump sum" or "Not-to-exceed" in the basis column.

Phase	Fee ($)	Basis
1. Investigation and assessment		
2. Concept options and design		
3. Approvals and tendering		
4. Construction administration (optional)		
Total		

Hourly rates	Rate ($/hr)
Principal / Project manager	
Senior engineer	
Design engineer / Technologist	
Survey crew	
Inspector / Technician	

If you propose a design-build option, attach a separate price breakdown with a clear statement of what is and is not included.

Company: _____

Contact Person: _____

Phone: _____

Email: _____

Authorized Signature: _____

Date: _____

—END —