



Request for Proposal

Design & Build Culvert Replacement

McLeod Bridge – Asset ID B16-7223

Road 72N between Roads 154W & 155W

Inclusive of Hydrology Study, Engineered Design & Construction

Proposal Number: RFP# 11/26

Issued: August 14, 2026

Submission Deadline: August 28, 2026 at 12:00 P.M.

Proposals should be submitted to:

R.M. of Wallace – Woodworth

Mail: 154023-PR 257, Box 2200

Viriden, Manitoba R0M 2C0

Email: procurement@wallace-woodworth.com

Attn: Iris Vercaigne, MBA, CMMA

Chief Administrative Officer

RFP# 11/26



1. Instruction to Bidders

1.1 Intent

The Rural Municipality of Wallace-Woodworth is receiving tenders for the replacement of the McLeod Bridge (Asset ID: B16-7223) with an engineered culvert crossing. The McLeod Bridge spans across a Niso Creek Tributary along Road 72N approximately 1.25 miles east of PTH83. The GPS coordinates of the project are as follows: UTM Zone 14N 356404, 5547642.

Following a 2025 Level 2 inspection and load rating it was found multiple parts of the bridge were experiencing deterioration and it was determined the load rating would be too low for the structure to handle the heavy truck traffic which uses the road as a haul route. It was recommended that the existing single span cast-in-place concrete bridge be replaced with culverts following a hydraulic study.

This is a single design and build contract in which the successful Bidder is responsible for the completion of a hydraulic study, the engineered design of the replacement crossing, the removal and disposal of the existing structure and the construction and commissioning of the new culvert crossing and roadway, for one all-inclusive lump sum price.

1.2 Inquiries

For inquiries regarding the contents of this RFP, contact:

Iris Vercaigne
Chief Administrative Officer
Phone: 204-748-1239
Email: i.vercaigne@wallace-woodworth.com

1.3 Submissions

Sealed proposals must be mailed or emailed to any of the following addresses with the header “**Design and Build Culvert Replacement – McLeod Bridge (RFP# 11/26)**”

R.M. of Wallace – Woodworth
Mail: 154023-PR 257, Box 2200
Virden, Manitoba R0M 2C0
Email: procurement@wallace-woodworth.com
Attn: Iris Vercaigne, MBA, CMMA
Chief Administrative Officer

Proposals must be received by the Municipality on or before:

Friday, August 28, 2026, at 12:00 p.m.

Proposals received after the date and time stipulated above will not be considered.

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Confirmation of Receipt

Proposals submitted via email will receive a confirmation email from the Municipality upon successful receipt. It is the sole responsibility of the Contractor to ensure their submission has been received. If a confirmation email has not been received within 24 hours of submission (or by the submission deadline, whichever is sooner), the Contractor must contact the Municipality to verify receipt. The Municipality is not responsible for lost, misdirected, or undelivered submissions due to email transmission issues.

1.4 Content of Submission

The Contractor shall submit the following information listed below, in order, for the proposal to be deemed eligible for consideration.

Required Information	
1	Complete Bid Form
2	RFP pages with Contractor's initials
3	Design & Build Project Methodology and Work Plan
4	Construction Schedule (Study, Design, Approvals, Removal, Install & Completion)
5	Schedule of Prices
6	Schedule of Subcontractors
7	Schedule of Experience (3 projects performed by the Bidder that were similar in size and cost)
8	Schedule of Suppliers and Manufacturers of Material and Product
9	Proof of public liability and property damage insurance for up to \$5,000,000
10	Workers Compensation Board number and proof of registration
11	GST number and Manitoba PST number

Submissions remain sealed and are not reviewed for completeness by the municipality prior to the submission deadline. Submissions that are incomplete, conditional, illegible, and obscure or have reservations, erasures, alterations, additions not called for, or irregularities of any kind may be rejected. Erasures, overwriting, or strikeouts are to be initialed by the person signing for the Bidder.

If a Bidder finds any discrepancies, errors or omissions or has any doubt as to the meaning or intent of any part of this RFP they are to contact the Chief Administrative Officer immediately.

Any necessary changes, additions or further explanations, by judgement of the Municipality, will be made by the Municipality by issuing an Addendum. By submitting a proposal, the Bidders declare that they have investigated the work site (personally or through a representative) and understand the nature and location of work including its topography, soil conditions, and matters related to site access. In addition, by submitting, a Bidder declares they have reviewed and understood the scope of work related to the project.

1.5 Price Submission

The Contractor shall submit itemized costing for the design and build culvert replacement and a total all-inclusive lump sum project cost, with amounts including all applicable taxes and fees as specified in the Bid Form. Rates quoted by the proponent shall be an all-inclusive fee and shall

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include all engineering, labour, equipment, and material costs, all insurance costs, and all other overhead, including any fees or other charges required by law.

1.6 Construction Schedule Submission

Bidders must include a project work plan outlining major tasks to be done in various stages of the Scope of Work outlined in the Project Overview through to the completion of the project.

Bidders must provide a construction schedule showing:

- Project start date;
- Schedule of all major work packages (including hydraulic study, design and approvals, removal of the existing structure, culvert installation and roadway reinstatement; and
- Project end date/completion.

1.7 Bidder Qualification and Experience

Bidders must submit a minimum of three (3) project references. Acceptable project references must demonstrate the following:

- A minimum of one project reference completed in a comparable rural Manitoba (or Prairie) setting; and
- Completion of a single project or multiple projects that are of a similar Scope of Work, including engineered culvert or small-structure replacement.

1.8 Alteration to Bid Submission

An RFP price may be altered by submitting another Bid Form at any time, up to the specified time and date for the closing. The last Bid Form received shall supersede and invalidate all previously submitted by the Contractor.

1.9 Withdrawal of Bid Submission

Bids may be withdrawn without penalty at any time prior to the deadline of submission. The request shall be made in writing on the Contractor's letterhead and signed by a senior official of the Company and include the direct contact information. The request may also be made directly to the Chief Administrative Officer by email.

Bidders who withdraw their bids after the deadline of submission shall be liable to the Municipality for breach of contract.

1.10 Awarding of Contract

The Municipality reserves the right to accept or reject any or all tenders contingent on available Municipal funding.

The successful Contractor and all other Bidders will be notified in writing with the R.M. of Wallace-Woodworth Council Resolution to formally award the contract. This RFP document forms part of the contract with the Municipality.

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2. General Provisions

2.1 Prime Contractor

The Municipality intends to hire a single Prime Contractor who will be responsible for all work related to this project, including the subdivision and distribution of work to subcontractors. The Prime Contractor must ensure that all subcontractors understand and carry out the work as described in the scope to the satisfaction of the Municipality.

2.2 Design Responsibility

This is a design and build contract. The Contractor is fully responsible for the adequacy of the hydrology study, the engineered design, and the constructed works. The Municipality's review or acceptance of any submission, drawing, or report does not relieve the Contractor of responsibility for the design or for compliance with all applicable codes, standards, and approvals. All design work, drawings, and reports shall be stamped by a Professional Engineer licensed to practice in the Province of Manitoba.

2.3 Existing Information & Site Access

The Municipality will provide the Contractor with the 2025 Level 2 Bridge Inspection Report for Structure B16-7223 and available asset records for the crossing. This information is provided for reference only and the Contractor is responsible for confirming all field measurements and site conditions. The Contractor shall coordinate all field and construction activities with the Chief Administrative Officer or their representative

2.4 Standards & Approvals

All study, design, and construction work shall be completed in accordance with current accepted engineering practice and the applicable Manitoba Transportation and Infrastructure and provincial water management guidelines. The Contractor is responsible for obtaining, or providing all supporting documentation for, all permits and approvals required to compete the work, including any provincial water-related licensing and federal fisheries considerations. No construction affecting the watercourse shall commence until the required approvals are in place.

2.5 Borrow Material

Borrow material haul routes are to be approved by the Municipality and the Contractor is responsible for repairing and restoring the roads on this route should any damage occur.

The Contractor is to enter into agreements with private landowners in regards to borrow pit locations, purchase of material, and restoration of any impacted private property. The Contractor shall be liable from any claims by landowners for damage incurred or interruption of work on affected lands.

The Contractor is to ensure that all private lands affected by this project are restored to their original condition. The Contractor shall hold the Municipality save harmless from any claims by landowners for damage incurred or interruption of work on affected lands.

Due to proximity, the Municipality's gravel pit will take priority to be used for most or all material, unless a more cost-effective location is identified by the Contractor.

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2.6 Ownership of Documents

All reports, drawings, models, data, and other materials prepared under this contract shall become the property of the Municipality upon final payment and may be used by the Municipality for regulatory approvals, funding applications, and the operation and maintenance of the completed crossing.

2.7 Change Order

The following procedure will be utilized when changes in the work are required:

- Changes in the work may be issued by the Municipality in the form of a Contemplated Change Notice (CCN). A CCN issued after award of contract does not constitute an order to perform the change but it is a notice of a proposed change only.
- The Contractor will submit to the Municipality within seven days after receipt of the CCN a statement of cost adjustment to perform the proposed change.
- After receipt of the statement of cost adjustment, the Municipality will evaluate if the valuation of change in work is acceptable.
- If statement of cost adjustment is acceptable, the Municipality's approval will be in the form of a Change Order in the amount of the approved cost adjustment. Alternatively, the Contractor will be notified if the proposed change is cancelled.

2.8 Contractor's Schedule of Work

The Contractor is to provide a timeframe for the project and adhere to it. A two-day notice must be provided to the Municipality prior to the confirmed project start date so the Municipality may inform local residents regarding construction disruptions.

The Contractor shall provide a weekly e-mail status report to the Municipality every Monday containing:

- The anticipated schedule of activities for the upcoming work week
- A brief summary of the work completed in the previous week
- Any problems encountered the previous week
- Any other issues related to the work progress

E-mail contact will be the Chief Administrative Officer.

Successful completion of the project will be considered for succeeding tenders in favour of the Contractor.

2.9 Damage and Errors Claim

The Contractor is responsible for all damages caused by their equipment and to their equipment and any damage shall be reported to the Chief Administrative Officer or the designate overseeing the project immediately upon notification of damage or an error.

The Contractor shall be responsible for all errors caused by their equipment and operators and any cost incurred by the Contractor. All errors shall be followed up in writing by the Contractor stating the cause, who it was reported too and how the error was rectified.

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2.10 Safety Requirements

The Contractor will be responsible to set-up appropriate safety signage and traffic management equipment at the construction site. Proper overnight signage and barricades must be in place from start to project completion. It is the responsibility of the contractor to maintain all traffic control throughout the duration of the project.

The Contractor will be responsible for dust control on all haul routes throughout the duration of the project. The Contractor must enter into a Road Agreement with the Municipality during the duration of the project and adhere to prescribed municipal road speed limits.

The Contractor (and their employees) is responsible for familiarizing themselves and abiding by all requirements regarding safety equipment as required by all applicable Federal, Provincial and Municipal By-Laws, orders, policies, procedures, and regulations in force at the time this bid is accepted, or which may subsequently be enacted.

The successful bidder must be registered and in good standing with the Workers Compensation Board of Manitoba throughout the term of this contract. Proof of registration must be provided with Tender.

The Municipality may require a written “Safe Work Procedure” observed at the construction site under this Request for Proposal.

2.11 Insurance

The successful bidder must possess and maintain a comprehensive insurance policy that includes both public liability and property damage insurance and have a minimum of \$5,000,000 coverage per incident. The Contractor must name the Municipality as an insured entity under the insurance policy.

The Contractor must provide the Municipality with a certified copy of the insurance policy, each year of this contract, and prior to the commencement of the contract. Vehicular insurance in accordance with industry standard must be current and the Contractor will provide evidence of such coverage as requested by the Municipality.

All deductibles are to be borne by the equipment owner and not by the Municipality.

2.12 Holdback Amount

A holdback amount of 7.5% of the total project cost will be withheld and retained for at least 20 days after:

- A certificate of substantial performance is given under pursuant to Section 46 of The Builders’ Liens Act of Manitoba; or
- The work to be done under the contract has been completed, the services to be provided under the contract have been completely provided and the materials to be supplied under the contract have been completely supplied; or
- The work to be done under the contract, the services to be provided under the contract and the supplying of materials to be supplied under the contract have been abandoned;

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Whichever first occurs, so that the total holdback shall be equal to 7.5% of the contract price for the whole contract.

Prior to release of the holdback amount, the Contractor will be requested to:

- Submit a letter of good standing from the Workers Compensation Board, and
- Fill out a Claim for Substantial Performance Payment and Statutory Declaration.

Should the Contractor fail to fulfill the terms of this contract, Council of the Municipality shall be entitled to revoke this contract and proceed to complete the works herein.

2.13 Project Completion

The successful Contractor shall complete all work related to this RFP by the anticipated completion date as proposed by the Bidder and approved by the Municipality. This agreement may be extended due to extenuating circumstances like inclement weather at the sole discretion of the Municipality.

[End of Section 2

3. Project Overview

3.1 Existing Structure Information

The following information is taken from the 2025 Level 2 Bridge Inspection Report and is provided as reference only; the Contractor is responsible for confirming all dimensions and conditions in the field:

- Structure Type: Single-span cast-in-place concrete bridge
- Dimensions:
 - Deck Length: 3.5 meters
 - Structure Width: 7.4 meters
 - Roadway Width: 6.7 meters
 - Clear Span: 3.3 meters
- Road Class: Arterial Road & Haul Route

3.2 Scope

This RFP does not contain detailed designs and specifications as it will be the sole responsibility of the Contractor to develop them in accordance with their preliminary investigations, the Municipality's desire for the site, and all legislative and regulatory requirements. The Contractor will be responsible for the project and provide all design services and construction activities. The Contractor will be responsible for all direct and indirect costs including labour, materials, equipment, supervision, tools, transportation and supplies needed to complete the following tasks:

3.2.1 Preliminary Crossing Design

- 3.2.1..1 Review the existing documents available and provided by the Municipality including inspection records and a load rating assessment.
- 3.2.1..2 Complete a visual inspection of the site.
- 3.2.1..3 Complete a hydraulic assessment.
- 3.2.1..4 Submit regulatory environmental applications.
- 3.2.1..5 Develop culvert replacement options based on the findings of the hydraulic assessment, the sites geometry and the bridge's use. Determine estimated costs and project timelines to evaluate each option. The desired replacement option should minimize impact to the environment, consider constructability and functionality during flood events.
- 3.2.1..6 Complete the preliminary design of the Municipality's preferred replacement option.

3.2.2 Detailed Crossing Design

- 3.2.2..1 Develop detailed designs of the engineered culvert crossing.
- 3.2.2..2 Prepare detailed engineered designs of potential approach roadway modifications as necessary.
- 3.2.2..3 Complete full sized, stamped, detailed design drawings to be used for construction.

3.2.3 Demolition of the Existing Structure

- 3.2.3..1 Remove, dispose and salvage of the existing structure. The material shall be disposed of at an approved disposal site as determined by the Contractor with approval of the Municipality. Written permission from the owner of the disposal site shall be submitted, and evidence of their acceptance of the site clean up is required.

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- 3.2.3.2 Any salvageable material the Municipality wishes to retain shall be identified prior to construction and stockpiled as directed; all remaining debris is the responsibility of the Contractor.

3.2.4 Replacement of Existing Bridge Structure

- 3.2.4..1 Attend a pre-construction meeting and monthly progress meetings after construction has begun. The monthly progress meetings are to be attended by the project manager and representatives of the subcontractors, if requested.
- 3.2.4..2 Provide the Municipality with a detailed work plan a minimum of 10 business days prior to the pre-construction meeting.
- 3.2.4..3 Obtain all necessary licenses, permits and permissions required, including utility locates.
- 3.2.4..4 Obtain all material and products required to construct the new engineered culvert crossing, all materials shall be new unless otherwise agreed to. The Contractor is responsible for quality control including material inspections and tests, as well as the related costs. These inspections and tests must be completed by an independent testing agency under the supervision of a professional engineer and be completed in accordance with all relevant codes and regulations. The results of the inspections and tests are to be shared with the Municipality immediately.
- 3.2.4..5 Complete the construction of an engineered culvert crossing in accordance with the approved detailed crossing design. Including excavation, bedding, backfill, compaction, inlet/outlet treatment, and scour protection.
- 3.2.4..6 Restore the site to its pre-construction state including site clean up and re-vegetation. The finished road top width is to be 6 meters with 4-5% crown at approximately the existing road elevation.

[End of Section 2]

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4. Tender Forms

4.1 Bid Form

Proposal Number: RFP# XX/26

Contractor Information

Name:		
Mailing Address:		
Key Contact Person:		
Office:	Cell:	Fax:
WCB No.	GST No.	
Email:		

Proposed Schedule

Proposed Project Start Date: _____

Proposed Project Completion Date: _____

The Contractor confirms it has carefully examined the Request for Proposal issued by the R.M. of Wallace-Woodworth.

Offer Validity

This offer will be open for acceptance, binding, and irrevocable for a period of sixty calendar days following the Submission Deadline.

Submitted by (Name): _____(Please Print)

Date: _____ Signature: _____

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4.2 Schedule of Prices

**** Taxes to include “ALL” Provincial, and Federal Taxes and Fees. GST Excluded****

Item #	Specification and/or Description	Amount
1	Preliminary Culvert Crossing Design	\$
2	Engineered Culvert Crossing Design	\$
3	Traffic Control & Safety Measures	\$
4	Mobilization	\$
5	Site Work*	\$
6	Dewatering & Stream Management	\$
7	Demolition, Disposal and Salvage of Existing Bridge Structure	\$
8	Materials & Products Required for Replacement (to include, but is not limited to culverts, etc.)	\$
9	Install of Materials & Products Required for Replacement	\$
10	Supply and Placement of Granular/Traffic Gravel	\$
11	Supply and Place Riprap	\$
12	Erosion Protection (Silt Fence Barriers)	\$
13	Site Restoration (Site Clean-Up, Re-Vegetation, etc.)	\$
14	Demobilization	\$
15	Other (Please Specify in the Space Provided)	\$
	Lumpsum Amount	\$
	Total Taxes	\$
	Project Total	\$

*Site work to include:

- Insurance and Permits
- Moving personnel, materials and equipment
- Setting up temporary construction facilities and other preparations to perform the work
- Materials and Labour

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4.3 Schedule of Subcontractors

Since the specific work requirements may be in part dependent on the approved bridge design, the Contractor will be required to submit an updated and detailed schedule of subcontractors to the Municipality for approval.

Description of Work/Service to be Assigned	Name of Subcontractor	Subcontractor Address

If additional space is required, please use the space below or include an attachment.

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4.4 Schedule of Experience

Project #1	
Scope of Work	
Contract Value (\$)	
Location	
Owner/Primary Contact	
Telephone	
Project Manager	
Completion Date	
Completed within Budget (Yes or No)	
Completed within Schedule (Yest or No)	
Safety Issues (Yes or No – if yes explain)	
Claim History (Yes or No – if yes explain)	

Project #2	
Scope of Work	
Contract Value (\$)	
Location	
Owner/Primary Contact	
Telephone	
Project Manager	
Completion Date	
Completed within Budget (Yes or No)	
Completed within Schedule (Yest or No)	
Safety Issues (Yes or No – if yes explain)	
Claim History (Yes or No – if yes explain)	

Project #3	
Scope of Work	
Contract Value (\$)	
Location	
Owner/Primary Contact	
Telephone	
Project Manager	
Completion Date	
Completed within Budget (Yes or No)	
Completed within Schedule (Yest or No)	
Safety Issues (Yes or No – if yes explain)	
Claim History (Yes or No – if yes explain)	

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4.5 Schedule of Suppliers and Manufacturers

As the replacement design is still to be determined not all materials and products can be listed – following the detailed design the Contractor will be required to submit a detailed schedule of materials and products to the Municipality for approval.

Material and Product	Name of Supplier and Manufacturer	Address of Supplier and Manufacturer
Culverts		
Backfill		
Rip-rap		

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