



Request for Proposal

Kola Waste Disposal Grounds Closure – Phases 1, 2 & 3

Proposal Number: RFP# 10/25

Issued: November 6, 2025

Submission Deadline: December 4, 2025 at 12:00 P.M.

Proposals should submitted to:

R.M. of Wallace – Woodworth

Mail: 154023-PR 257, Box 2200
Virden, Manitoba R0M 2C0

Email: info@wallace-woodworth.com

Attn: Iris Vercaigne, MBA, CMMA
Chief Administrative Officer
RFP# 10/25



1. Instruction to Bidders

1.1 Intent

The Kola Waste Disposal Ground is located on a 3.67-acre lot within SE-29-10-29-W1, approximately 1 mile north-west of Kola, MB. The designated Class 3 Waste Disposal Ground (WDG) services approximately 150 residents and accepts approximately 55 tonnes of household waste per year.

The site has now been completely developed and has no further room for expansion. Therefore, the R.M. has planned for its full closure by 2027 to be completed in the following phases:

- Phase 1 – Preparation of Closure Plan
- Phase 2 – Tender Document Preparation & Tendering
- Phase 3 – Construction Oversight

The R.M. is inviting proposals from qualified engineering consultant firms to complete Phases 1, 2 and 3 of this closure process. The construction portion of Phase 3 will be completed by the Contractor awarded the project as tendered in Phase 2.

1.2 Inquiries

For inquiries regarding the contents of this RFP, contact:

Nicolas Zuck
Transportation Superintendent
Phone: 204-748-1239
Email: n.zuck@wallace-woodworth.com

1.3 Submissions

Sealed proposals must be mailed or emailed to either of the following addresses with the header “**Kola Waste Disposal Grounds Closure – Phases 1, 2 & 3 (RFP# 10/25)**”.

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

Proposals must be received by the Municipality on or before:

Thursday, December 4, 2025, at 12:00 p.m.

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



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

Required Information	
☐	1. Filled out Bid Form
☐	2. RFP pages with Consultant's initial
☐	3. Minimum of three references
☐	4. Proof of public liability and property damage insurance for up to \$2,000,000
☐	5. Workers Compensation Board number and proof of registration
☐	6. GST 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.

The Consultant is expected to review and understand the scope of work to be completed prior to submitting a bid. By submitting the bid, the Consultant represents that they have reviewed and understood the scope of work.

1.5 Price Submission

The Consultant shall submit individual costing for each of the 3 phases as well as a total lump sum project cost, with amounts including all applicable taxes and fees as specified in the Bid Form.

The 3 phases are identified as:

- Phase 1 – Preparation of Closure Plan
- Phase 2 – Tender Document Preparation & Tendering
- Phase 3 – Construction Oversight

Initial of Consultant: _____

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Rates quoted by the proponent for each phase of the project shall be an all-inclusive fee and shall include all labour and material costs, all insurance costs, including all overhead, including any fees or other charges required by law.

The Municipality reserves the right to accept 1, 2 or all 3 phases of the project as an aggregate price should the budget allow.

1.6 Alteration to Submission

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

1.7 Withdrawal of Submission

The Consultant may withdraw a bid at any time prior to the deadline of submission without penalty. The request shall be made in writing on the Consultant's letterhead and signed by a senior official of the company and include their 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.

1.8 Proposal Evaluation Process

A Committee will evaluate complete proposals received within the RFP period using the following criteria:

Criteria	Weight
Price	70%
Experience, Reputation & References	15%
Approach and Methodology	15%
Total	100%

The Committee may, but is not required to, invite some or all bidders to participate in an interview and/or presentation process to assist in the evaluation process. However, the Municipality reserves the right to award this contract based on the above-mentioned criteria without performing interviews.

1.9 Awarding the Contract

The contract shall be awarded to the Consultant determined to be the most qualified to perform the work based on the criteria from Section 1.8.

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

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

Initial of Consultant: _____

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2. Project Overview

2.1 Scope

The Municipality has made every effort to represent the scope of work accurately and thoroughly, however, it is not guaranteed to be exhaustive and therefore should act as a guideline to the Consultant. The Consultant is expected to consider and develop the final closure plan to meet or exceed all current legislative and regulatory requirements pertaining to landfills within Manitoba, Canada. This includes but is not limited to the criteria listed in the “Standards for Landfills in Manitoba” document developed by the Government of Manitoba in 2016 which outlines the minimum requirements for various WDG activities based on the Waste Management Facilities Regulation (MR 111/2016) under The Environment Act (C.C.S.M. c. E125).

The Consultant shall complete the following tasks:

2.1.1 Phase 1 – Final Closure Plan

- 2.1.1.1** Review existing documents available and provided by the Municipality. Documents include the operating permit, operating plans and preliminary closure and post closure plans. The documents will be provided to the Consultant following the awarding of this contract.
- 2.1.1.2** Complete a site inspection for the purposes of familiarizing the Consultant with the site, developing a site plan and developing a final closure plan. Any GIS data collected and utilized in the creation of the site plan shall be saved in feature classes or shape file with populated attributes. These files are to be submitted to the Municipality on a USB drive.
- 2.1.1.3** Develop a final closure plan which contains the information required as described in the “Standards for Landfills in Manitoba” document. The Municipality is to receive a digital copy of the plan in PDF format with hyperlink and bookmark functionality (where applicable) and two (2) hardcopies.
- 2.1.1.4** Prepare detailed engineering designs in relation to the final closure plan. The Consultant is to provide the full sized, stamped, detailed drawing to be used during the construction process. The Municipality is to receive a digital copy of the designs in a PDF format as well as two (2) hardcopies.
- 2.1.1.5** Provide a spreadsheet listing the Class A cost estimates of the final closure plan. The spreadsheet is to contain inflation factors, construction unit costs, etc. that may be adjusted independently and carried throughout the spreadsheet. The file is to be submitted to the Municipality on a USB drive.
- 2.1.1.6** Submit the final closure notification and plan to the Environmental Compliance and Enforcement Branch (ECE) of Manitoba Environment and Climate (CE). Following the plan’s submission and until its approval, the Consultant shall correspond with the ECE on behalf of the Municipality as well as provide support to the Municipality, this may



include altering the plan as required and/or being present or facilitating an inspection by an Environmental Engineer and/or Environment Officer.

2.1.2 Phase 2 – Tendering Services

- 2.1.2.1** Prepare a tender package for the construction related to the approved final closure plan and detailed engineering designs. Tender to include drawings, specifications, contract documents and be sealed by a Professional Engineer registered in the Province of Manitoba. The tender package must be approved by the Municipality.
- 2.1.2.2** Distribute the approved tender package to companies qualified to complete the scope of work and post the package on public tendering websites. The Municipality will share the package on its municipal website.
- 2.1.2.3** Handle correspondence in relation to the tender, answering bidder questions and accepting bids on behalf of the Municipality. All bids that meet the requirements of the RFP are to be shared with the Municipality.
- 2.1.2.4** Review all bids that meet the requirements of the tender and recommend which bids should be considered. The Municipality will take recommendations into consideration but will be solely responsible for the final decision.

2.1.3 Phase 3 – Construction Oversight

- 2.1.3.1** On-site supervision for the duration of Phase 3 ensuring all plans are adhered to.
- 2.1.3.2** Track all materials and material volumes used by the Contractor completing Phase 3.
- 2.1.3.3** Provide weekly updates to the Municipalities assigned representative.
- 2.1.3.4** Complete a final inspection of the site following the construction completion.
- 2.1.3.5** Prepare and execute the Certificate of Substantial Completion.
- 2.1.3.6** Update the detailed design drawings to produce As-Builts.

2.2 Meetings

The Consultant shall attend meetings at the R.M. of Wallace-Woodworth Virden office. These meetings will include but are not limited to:

- A project kick-off meeting prior to commencing work on this project. The purpose of this meeting is to provide the Consultant with the documents per 2.1.1.1 and for the Municipality to provide access to the site.
- A Committee meeting following the completion of the closure plan and all components prior to the submission of the plan to ECE to inform Council of the plan.
- A Committee meeting to present the bidding results and make final bid recommendations following the completion of Phase 2.



- A kick-off meeting with the Contractor awarded Phase 3 of this project.

Additional meetings may be requested by either the Consultant or the Municipality in cases where an inspection is requested by an Environmental Engineer and/or Environment Officer, to discuss plans, the tender package or bid submission or to review project milestones, and deliverables.

2.3 Schedule of Services

The Consultant may not start any work until its receipt of a notice from the Municipality authorizing the commencement of work and the Consultant has attended a meeting with the Municipality, or the Municipality has waived the requirement for a meeting.

The Consultant shall complete the tasks listed in the scope and submit the final deliverables in accordance with the following timeline:

- The final closure plan and all components must be completed no later than March 31, 2026.
- Provide support to the Municipality following the notification of the ECE of EC as well as the submission of the final closure plan (the Municipality shall complete the notification and submission no later than April 30, 2026), timeline for approval is unknown.
- Complete the tender package no later than 1 month following the final plans' approval.
- Review the bids and make final bid recommendations no later than 1 month following the submission deadline.
- Submit final as-builts within 2 months of Phase 3 being completed.

[End of Section 2]



3. Bid Form

Consultant's Information

Bidder's Legal Name:		
Mailing Address:		
Key Contact Person:		
Office:	Cell:	Fax:
WCB No.	GST No.	
Email:		

References

NAME	MUNICIPALITY/TITLE	EMAIL	CONTACT NO.

Cost Estimate for Services

(full project proposal including required information from Section 1.4 to be attached separately)

	Cost	Taxes and Fees	Total
Phase 1 – Final Closure Plan	\$		
Phase 2 – Tendering Services	\$		
Phase 3 – Construction Oversight	\$		
Lump Sum Project Total	\$		

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

The Consultant confirms it has obtained and carefully examined all the documents making up the Request for Proposal issued by the R.M. of Wallace-Woodworth and any addenda issued in connection therewith.

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:** _____

Initial of Consultant: _____

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Environmental Stewardship Division
Environmental Approvals Branch
1007 Century Street, Winnipeg Manitoba R3H 0W4
T 204-945-8321 F 204-945-5229
www.gov.mb.ca

File: 16723

May 26, 2020

Mr. Garth Mitchell
Chief Administrative Officer
Rural Municipality of Wallace-Woodworth
Box 2200
Virden, MB R0M 2C0

Dear Mr. Mitchell:

Re: Kola Waste Disposal Ground, Permit 7968 P1

Enclosed please find the Permit for your waste disposal ground.

Please note that failure to comply with any condition of the Permit may result in prosecution pursuant to the Waste Management Facilities Regulation.

Pursuant to Section 27 of The Environment Act, this Permit may be appealed to the Minister of Conservation and Climate by any person who is affected by the issuance of this permit within 30 days of the date of issue.

In addition to the enclosed Permit requirements, please be informed that all other applicable federal, provincial and municipal regulations and by-laws must be complied with.

If you have any questions concerning the Permit or procedures, please call Kristy Forrestall, District Supervisor in Brandon at (204) 726-6974 or via electronic mail at kristy.forrestall@gov.mb.ca.

Please note that for Conditions under Site Construction and Upgrading of the Permit, the designated Environment Officer is Cory Graham of the Environmental Approvals Branch, who may be contacted at cory.graham@gov.mb.ca or 204-250-7645.

Yours sincerely,

Shannon Kohler
Director
The Environment Act

c: Director/T. Prawdzik/K. Forrestall, Environmental Compliance and Enforcement Branch
C. Graham, Environmental Approvals Branch

NOTE: Confirmation of Receipt of this Permit (*by the Permittee only*) is required by the Director of Environmental Approvals. Please acknowledge receipt by signing in the space provided below and emailing (solidwaste@gov.mb.ca) or faxing a copy (letter only) to the Department by June 8, 2020.

On behalf of Wallace-Woodworth

Date

Waste Disposal Ground Operating Permit



Permit No: 7968 P1

Client File: 16723

In accordance with the Waste Management Facilities Regulation, made under The Environment Act, the **Rural Municipality of Wallace-Woodworth** is hereby permitted to operate a **Waste Disposal Ground** to be known as the **Kola Waste Disposal Ground** situated on part of **SE 29-10-29WPM** in the Rural Municipality of Wallace-Woodworth, Province of Manitoba.

THIS OPERATING PERMIT is subject to being AMENDED, SUSPENDED or REVOKED under section 7 of the Waste Management Facilities Regulation.

THIS OPERATING PERMIT is issued subject to the following TERMS AND CONDITIONS:

General Terms and Operating Conditions

1. This permit expires on April 30, 2025.
2. The Operator shall maintain and operate the Kola Waste Disposal Ground (the Facility) in accordance with the most current version of the Waste Management Facilities Regulation (M.R. 37/2016) and this Operating Permit.
3. The Operator shall develop an Operations Manual detailing the operation and maintenance for this Facility in accordance with M.R. 37/2016. This manual should include but not be limited to a detailed list of waste and recyclable materials accepted, emergency and safety procedures, location where materials not accepted are diverted to, and active cell development, maintenance, cover and closure practices. The Operator shall provide the Manual to an Environment Officer upon request.
4. The Operator shall maintain a copy of the Operations Manual developed pursuant to M.R. 37/2016 and a copy of this Operating Permit at the Facility or where the Facility is managed.
5. The Operator shall obtain approval in writing from the Director for any proposed alterations to the Facility before proceeding with the alteration.

Site Access and Control

6. The Operator shall restrict access to the Facility when site supervision is not provided, with a locked gate, barrier or other system approved in writing by an Environment Officer.

Materials Acceptance and Handling

7. Materials collected for recycling or reuse must be segregated and temporarily stockpiled in clearly signed designated areas. These areas must be maintained to control weeds, vectors and quality of the materials. The Operator shall have the materials removed regularly or upon the request of an Environment Officer, within the timeframe specified.
8. The Operator shall remove any litter accumulated along the access road and around the perimeter of the site. Litter collection shall occur at minimum twice annually or as required by an Environment Officer.
9. The Operator shall only accept asbestos that is packaged in accordance with the current edition of Guide for Asbestos Management from Safe Work Manitoba. All asbestos shall be covered immediately in accordance with the Guide and the location for disposal shall be identified with a sign, documented, location provided to the Environment Officer and recorded in the Developments operations manual, accessible to all operators.
10. An Environment Officer must approve receipt of more than ten tonnes of dead animals from a single source and event. Dead animal material received at the Facility which may be identified as Specified Risk Material (SRM) must be handled in accordance with Canadian Food Inspection Agency requirements.

Hazardous Wastes

11. The Operator shall collect and dispose of hazardous waste in accordance with The Dangerous Goods Handling and Transportation Act, other Provincial and Federal Regulations.

Placement and Cover

12. The Operator may use material other than soil for cover of the active area upon receiving written approval from the Director or Environment Officer.

Surface Water Management

13. The site shall be constructed such that all uncontaminated surface water flows to the perimeter ditch and impacted water from all material storage areas shall be contained within the Facility boundaries.

Site Construction and Upgrading

14. The Operator shall have all waste disposal cells, modifications or alterations designed by and construction overseen by a Professional Engineer.
15. The Operator shall, prior to initiating any construction at the Facility, submit two paper copies and one electronic copy of final engineering design plans, sealed by an engineer(s), to the Director. The plans will show the engineering details of each new

or altered component and the location of each new or altered component with respect to other components.

16. The Operator shall construct the Facility in accordance with the design plans submitted to the Director pursuant to Condition 15 of this Permit and subject to any terms and conditions set by the Director.
17. Notwithstanding Condition 15, construction shall be subject to the following conditions:
 - a) the Operator must provide for testing of all clay liners and cut-off walls by a qualified consultant to confirm compaction is 95% Standard Proctor Density on maximum lifts of 150 mm; and
 - b) all active areas or leachate containment developed from or with clay must be constructed to achieve a hydraulic conductivity of not more than 1×10^{-7} cm/s with a minimum thickness of 1 metre perpendicular to the surface. If appropriate or sufficient clay is not available an alternative proposal must be submitted to the Director for written approval prior to construction.
18. The Operator shall arrange with the designated Environment Officer a mutually acceptable time and date for any required soil sampling between the 15th day of May and the 15th day of October of any year, unless otherwise approved by the Environment Officer.
19. The Operator shall take and test undisturbed soil samples from the following:
 - a) the clay of new waste disposal cell(s);
 - b) leachate ponds; and
 - c) any clay component of the Facility requiring testing by the Director.
20. The number and location of samples and test methods will be specified by the designated Environment Officer up to a maximum of twenty (20) samples per cell or clay component of the Facility.
21. The Operator shall, prior to operation of any area tested in accordance with Condition 19, receive the approval of the Environment Officer for the results of the tests carried out pursuant to Condition 19 of this Permit.
22. The Operator shall, within 120 days of the completion of construction of a new waste disposal cell submit "record drawings" along with a construction report to the Director. The construction report shall comprise, without being limited to the following, the engineer's inspection dates and notes, density measurements (for clay lined facility), updated site plan showing the new cell and monitoring well installation logs, locations and background water samples (if applicable).

Burning of Specified Waste

23. The Operator shall not allow burning at this Facility.

Revocation

24. This Permit replaces Permit No. 3011.72 which is hereby rescinded.

May 26, 2020



Shannon Kohler
Director
The Environment Act