



Request for Proposal

Level 2 Bridge Inspections & Load Ratings

Proposal Number: RFP# 06/25

Issued: June 3, 2025

Submission Deadline: June 27, 2025 at 12:00 P.M.

Proposals should be 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# 06/25



1. Instruction to Bidders

1.1 Intent

The Rural Municipality of Wallace-Woodworth invites proposals from qualified engineering consultant firms to complete Level 2 Bridge Inspections and Load Ratings at thirteen (13) municipally owned bridges, as well as provide maintenance, rehabilitation, or replacement recommendations for consideration. The thirteen (13) sites have been chosen based on the recommendations from the 2024 Level 1 Bridge Inspections.

The purpose of completing the Level 2 Bridge Inspections and Load Ratings is to aid the Municipality in making informed decisions related to the maintenance and management of bridges in relation to budgeting and public safety. This involves keeping up to date records of the bridge's condition and safe load carrying capacity, monitoring condition changes over time, and implementing a long-term plan for bridges maintenance, rehabilitation, and replacements.

Commencement of work: After the contract is awarded, the successful Consultant may start work immediately. They must finish all inspections and load ratings and submit all project deliverables associated with this RFP by October 15, 2025.

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 any of the following addresses with the header “**Level 2 Bridge Inspections & Load Ratings (RFP# 06/25)**”

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:

Friday, June 27, 2025, at 12:00 p.m.

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

Initial of Consultant: _____

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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 is not 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.

1.5 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	Complete Bid Form.
2	RFP pages with Consultant's initials.
3	<p>Cost of completing the Level 2 Inspection and Load Rating, including the following:</p> <ul style="list-style-type: none"> a) Cost of the Level 2 Inspections and Load Ratings for each of the thirteen (13) sites individually. b) Total cost of the Level 2 Inspections and Load Ratings for all thirteen (13) sites combined. c) Rate Schedule (should there be any out-of-scope tasks that may arise during the project). <p>Cost quoted by the Consultant shall be all-inclusive and shall include all labour, equipment, material costs, insurance costs, all other overhead and any fees or other charges required by law.</p>
4	Describe the methodology that will be utilized to complete the inspections and load ratings as well as a list of all anticipated equipment that the Consultant will use. The Consultant will be responsible for sourcing the required equipment.
5	List of anticipated personnel who will be assigned to the project including their respective roles, relevant qualifications, and experience. If the project proposal includes engaging a subconsultant please include their personnel as well.
6	Minimum of three references with current contact information (name, title, email address, and phone numbers).
7	Proof of public liability and property damage insurance for up to \$2,000,000.
8	Workers Compensation Board number and proof of registration.
9	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.

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.

Initial of Consultant: _____

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1.4 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 Consultant.

1.5 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 Consultant'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.

1.6 Tender Evaluation

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.

1.7 Awarding of 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 1.6.

The Municipality reserves the right to accept or reject any or all tender's contingent on available Municipal funding. This contract may be awarded in full or in part, by awarding the level 2 inspection and load rating for each bridge separately.

The successful Consultant 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.

[End of Section 1]

Initial of Consultant: _____

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2. General Provisions

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 meet or exceed all current legislative and regulatory requirements pertaining to the inspection and load ratings of bridges within Manitoba, Canada.

The Consultant shall complete the following tasks:

- 2.1.1** Attend a maximum of 2 (two) meetings at the R.M. of Wallace-Woodworth's Virden Office. The Consultant awarded this contract will be required to attend the November 4, 2025, Transportation Committee Meeting to present the final report and discuss the results of the inspections.
- 2.1.2** Review existing documents available and provided by the Municipality prior to the commencement of field work. Documents may include preliminary design reports, as-builts, past inspection reports, past structural load ratings and historic flood information. Some information may not be available and therefore the Consultant may be required to obtain relevant information in the field from the structure itself.
- 2.1.3** Complete thirteen (13) Level 2 Bridge Inspections and Load Ratings as per the Level 2 Bridge Inspections and Load Ratings list (see Appendix A) and the map (see Appendix B).
- 2.1.4** Complete an inspection form for each bridge and take sufficient photographs of the bridge, each bridge component and any defects identified. Photographs are to be timestamped and have GPS data enabled.
- 2.1.5** Determine each bridge's load rating.
- 2.1.6** Determine the bridge's overall condition and estimate its remaining useful life based on the results of the inspection.
- 2.1.7** Based on the inspections, make recommendations for a future inspection schedule as well as all, preventative maintenance, repairs and/or replacements as needed. Provide a cost estimate and a proposed timeline for each recommendation based on the urgency.

2.2 Deliverables

The Consultant shall produce a final report with the following information:

- A summary of all findings regarding the bridges condition, required maintenance and load ratings.
- A section for each bridge (identified by its municipal asset ID), each bridge section must include:
 - A summary of the bridge's attributes.
 - A completed inspection form detailing the inspection of each bridge component.



- Photos of each bridge component and any deficiency identified with notes to highlight the condition as noted in the field.
- A description of the deficiencies noted, and recommendations for repairs. The repair recommendations must include the urgency, requirements to complete and a cost estimate to complete said repair.
- Description of the bridge's load rating with a description clearly outlining how the value was calculated.
- The expected remaining life as the bridge is in its current condition.
- An estimated current replacement cost.
- A recommended inspection and load rating timeline going forward.
- A proposed 10-year timeline summarizing the recommended maintenance, repairs, replacements, and additional inspections for all bridges with the estimated cost of said activities per year.

A Registered Professional Engineer must review and sign the final report prior to its submission, on or before October 15, 2025. The Consultant will submit two (2) hard copies in binders and one (1) digital copy of the final report following its approval by the municipality.

The Consultant shall submit the digital final report on a USB drive in both an Adobe Acrobat PDF document with bookmark functionality. Additionally, the Consultant will submit all photographs taken during the project on the USB drive in JPEG format. Each photograph should be labeled with the bridge's municipal asset ID and a concise title referencing the photograph's content.

2.3 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 \$2,000,000 coverage per accident. The Consultant must name the Municipality as an insured entity under the insurance policy. The Consultant must provide the Municipality with a certified copy of the insurance policy prior to the commencement of the contract. The Consultant must have appropriate vehicular insurance and provide evidence of such coverage as requested by the Municipality.

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

2.4 Safety Requirements

The Consultant will be responsible for using appropriate safety signage and traffic management equipment at each inspection site. The Consultant (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. Without limiting the foregoing, all employees performing the inspections shall have and use appropriate footwear and safety vests while on site.



The Consultant is responsible for the health and safety of their employees and must ensure all workers are properly trained and equipped to carry out the work safely. 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.

2.5 Project Completion

The successful Consultant shall complete all work related to this RFP by the project completion date of October 15, 2025. This agreement may be extended due to extenuating circumstances like inclement weather at the sole discretion of the Municipality.

[End of Section 2]



3. Bid Form

Level 2 Bridge Inspections & Load Ratings Proposal Number: RFP# 06/25

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

Individual Sites

Asset ID	Nickname	Estimated Cost	Total Taxes	Total Estimated Cost
B3-13310	Bond	\$	\$	\$
B4-13308	Calvin Tolton	\$	\$	\$
B5-6021	Cantello	\$	\$	\$
B14-15210	M.Tapp or Peters	\$	\$	\$
B16-7223	Miniota Boundary of McLeod	\$	\$	\$
B19-15411	P. Tapp West	\$	\$	\$
B20-6432	Penner	\$	\$	\$
B22-16310	Shellenberg	\$	\$	\$
B23-13507	Little Stevenson	\$	\$	\$
B24-5716	Thompson	\$	\$	\$
B25-6231	Tilden	\$	\$	\$
B27-15207	Wilkinson or Zacharias	\$	\$	\$
B28-6842	Frattinger	\$	\$	\$

All Sites Combined

Estimated Cost \$ _____
 Total Taxes \$ _____
TOTAL \$ _____

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

Initial of Consultant: _____

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The Consultant 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:** _____

[End of Section 3]

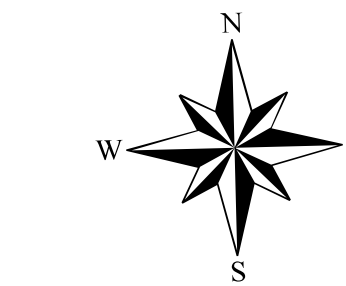
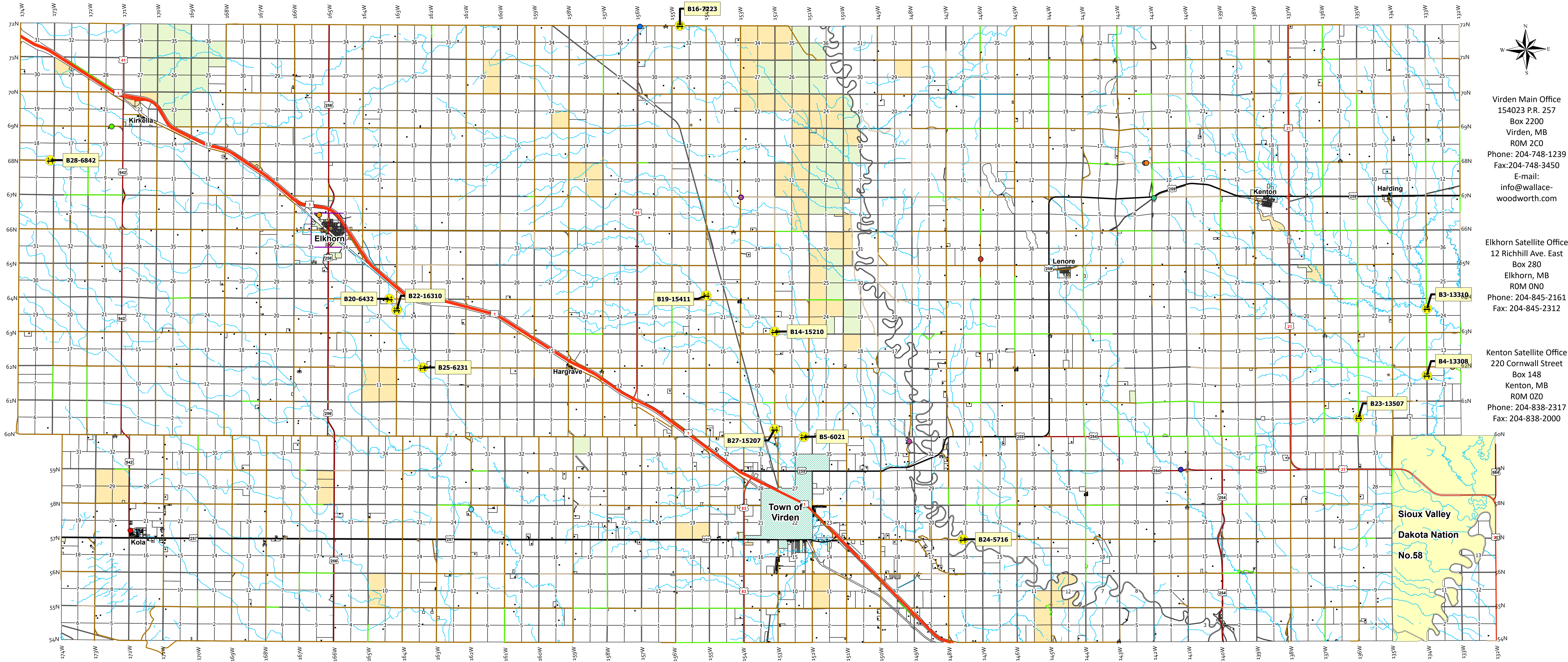
Initial of Consultant: _____

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Asset ID	Nickname	Northing	Easting	Location	Road Class	Structure Type	Crossing
B3-13310	Bond Bridge	5533202	391816	133W BTW 63N & 64N	Seasonal Road	Timber Bridge	Brierwood Creek
B4-13308	Calvin Tolton	5530007	391726	133W BTW 61N & 62N	Local Road	Timber Bridge	Hales Creek
B5-6021	Cantello Bridge	5527819	361833	60N BTW 151W & 152W	Arterial	Timber Bridge	Scallion Creek
B14-15210	M. Tapp Bridge or Peters Bridge	5532884	360568	152W BTW 63N & 64N	Collector	Reinforced Concrete Culvert	Scallion Creek
B16-7223	Miniota Boundary or McLeod Bridge	5547642	356404	72N BTW 154W & 155W	Arterial	Concrete Other	Niso Creek Tributary
B19-15411	P. Tapp West Bridge	5534702	357333	154W BTW 64N & 65N	Arterial	Concrete Girder	Scallion Creek
B20-6432	Penner Bridge	5534917	342165	64N BTW 163W & 164W	Local Road	Steel Girder	Bosshill Creek
B22-16310	Shellenberg Bridge	5534381	342502	163W BTW 63N & 64N	Arterial	Steel Girder	Bosshill Creek
B23-13507	Little Stevenson Bridge	5528069	388410	135W BTW 60N & 61N	Seasonal Road	Timber Bridge	Hales Creek
B24-5716	Thompson Bridge	5522718	369328	57N BTW 147W & 148W	Arterial	Steel Truss	Assiniboine River
B25-6231	Tilden Bridge	5531593	343679	62N BTW 162W & 163W	Arterial	Timber Bridge	Bosshill Creek
B27-15207	Wilkinson or Zacharias Bridge	5528215	360449	152W BTW 60N & 61N	Collector	Concrete Other	Little Scallion Creek
B28-6842	Frattinger Bridge	5541961	326114	68N BTW 173W & 174W	Collector	Timber Bridge	Bosshill Creek

R.M. of Wallace-Woodworth - Appendix B



Virden Main Office
154023 P.R. 257
Box 2200
Virden, MB
ROM 2C0
Phone: 204-748-1239
Fax: 204-748-3450
E-mail:
info@wallace-woodworth.com

Elkhorn Satellite Office
12 Richhill Ave. East
Box 280
Elkhorn, MB
ROM 0N0
Phone: 204-845-2161
Fax: 204-845-2312

Kenton Satellite Office
220 Cornwall Street
Box 148
Kenton, MB
ROM 0Z0
Phone: 204-838-2317
Fax: 204-838-2000

School

Cemetery

Cairn

Church

Dwellings

Bridges

Streams

Town of Virden

Ward 3 Boundary

RM Land

Aboriginal Land

Crown Land

Ward 1 Water Wells

Cormack Well (untreated)

Hagyard Well (untreated)

Hill Well (untreated)

Kenton Raw Water Supply Wells

McLaughlin Well (untreated)

Valley Well (untreated)

Old Abandoned Kenton Supply Well

Ward 2 Water Wells

Elkhorn (untreated)

Jocelyn's Well (untreated)

Kirkella (untreated)

Kola (treated)

Painted Rock (untreated)

Ward 2 Water Treatment Plant (treated)

Road Network

Highway 1

Highway 21

Highway 41

Highway 83

P.R. 254, Gravel

P.R. 256, Paved South of HWY 1

P.R. 257, Paved

P.R. 259, Paved

Highway 463, Gravel

Highway 542, Gravel

Highway 564, Gravel

Local Street

Municipal

Summer Road

Trail

Cairns (Wards 1&2)				Cemeteries (Wards 1&2)			
Location		Location		Location		Location	
Ryerson Cairn	NE19-10-23W	Fort Montague La Bosse Cairn	NW17-10-25W	Parkland School Cairn	SW6-11-27W	Elkhorn Cemetery	SE33-11-28W
Matthew Brummond Family Cairn	NE10-11-23W	Blair Cairn	NW24-10-25W	Centennial Award Cairn	NW11-11-27W	Woodville Cemetery	NE32-10-29W
Verry Cairn	NW7-11-23W	Errol Cairn	SE4-12-25W	Victor School Cairn	SE10-12-27W	Kola Evangelical Mennonite Church (EMC) Cemetery	SE21-10-29W
Educational Point Cairn	SW14-11-23W	Ravine Cairn	NE23-12-25W	Springside Farm Cairn	NW14-10-28W	Church of England Parish of the Advent Cemetery	NE13-10-29W
Hagyard Cairn	NE28-10-24W	Montgomery School Cairn	SW22-11-26W	Springvale School Cairn	NE14-10-28W	Hagyard Cemetery	NE11-11-27W
Ralphson Cairn	NE36-11-24W	Joslin School Cairn	NE3-12-26	Buckingham Cairn	NW3-11-28W	Bennett Cemetery	NE33-11-26W
Ducks Unlimited Cairn	SE16-12-24W	Robinson Family Cairn	SE20-12-26W	Burnbank School Cairn	SE34-12-28W	Two Creeks Cemetery	NE31-12-26W
Anworth Cairn	NE24-10-24W	Pacific School Cairn	SE36-10-27W	Aravana School Cairn	SE19-10-28W	Kinsmore Cemetery	NE29-12-24W
Breadabane School Cairn	SE14-11-23W	Boss Hill School Cairn	SW15-10-27W	Mossiel School District Cairn	SE4-12-29W	Breadabane Cemetery	NW18-11-24W
Harvey School Cairn	NE6-10-23W						

Every effort has been made to ensure the integrity of the information, however certain data layers contained in this map were generated by sources other than the map's creators. The RM of Wallace-Woodworth does not make any claim with regard to the accuracy, completeness or correctness of the data presented herein. It is the responsibility of the user to verify the accuracy of the information since ownership and other information may have changed since the time of printing.