



**South Nation River Conservation Authority (SNC)
Bid Document**

Request for Proposal (RFP)

Bear Brook Flood Mitigation

Class Environmental Assessment and Preliminary Design

2025-06 RFP

Closing Date

Date: July 8, 2025

Time: 10:00 a.m. local time

Attn: Katherine Watson
Coordinator, Early Warning Systems and Watershed Plans
kwatson@nation.on.ca

Late bids will not be accepted.

SNC reserves the right to accept or reject all or part of any Bid and also reserves the right to accept other than the lowest Bid and to cancel this Call for Bids at any time.





1. Purpose and Introduction

South Nation River Conservation Authority (SNC) and the City of Ottawa are seeking consulting services to undertake a Bear Brook Flood Mitigation Environmental Assessment and Preliminary Design Study (the Project). The project will follow the Conservation Ontario (CO) Class Environmental Assessment (EA) for Remedial Flood and Erosion Control Projects process. The results of this project will be included in a Bear Brook Watershed Implementation Strategy for the Bear Brook Watershed Study.

The watershed is located within the City of Ottawa and United Counties of Prescott & Russell jurisdictions. There is a portion of the main Bear Brook from Boundary Road downstream to Dunning Road where flow spills out of the channel even during high-frequency storm events. Flooding along this section of the river has been well documented over time and is a known area of historic and current flooding.

It should be noted that a City of Ottawa municipal drain project is being undertaken within a section of the Bear Brook concurrently with the work. This project must be considered in any proposed recommendations for the Flood Mitigation Study.

Below is a general list of the products to be completed. Additional details on project requirements and the data to be provided by SNC are listed in **Appendix B**.

1. Task 1: Background review and problem definition, including a flood damage assessment model.
2. Task 2: Identification of mitigation options, or combinations of options, and comparison of options using an evaluation ranking matrix to address flood damages along Bear Brook. Review initial findings with stakeholders to advance or eliminate options for further consideration, through consultation with:
 - a. Bear Brook Watershed Study Flood Mitigation Project Team; and
 - b. Public Information Centre #1.
3. Task 3: Alternative design concepts for preferred solution(s), including a refined estimate of costs and scope requirements. Provide recommendations through consultation with:
 - a. Bear Brook Watershed Study Flood Mitigation Project Team; and
 - b. Public Information Centre #2.



4. Task 4: Reports delineating methodologies, findings, conclusions, with appendices as appropriate. This task includes filing the Environmental Study Report (ESR) for public review.

The successful Consultant or Consultant Team must possess sufficient resources to meet the project timeline and skills in the following areas:

- Proven expertise in **hydraulic and hydrologic modeling**, including 1D and 2D floodplain modeling for urban and rural watersheds.
- Demonstrated experience conducting **environmental assessments**, particularly under the Class EA framework for conservation authorities and municipalities in Ontario.
- Technical knowledge in **flood damage assessment modeling**, including application of damage curves, asset inventories, and average annual damage (AAD) estimation.
- Technical knowledge in addressing **geomorphological impacts** due to changes in channel geometry, as well as addressing potential **erosion hazards**.
- Familiarity with **GIS applications**, spatial analysis, and cartographic communication for floodplain mapping and mitigation scenario development.
- Experience designing and evaluating both **structural and non-structural flood mitigation options**, including feasibility, cost/benefit, and return-on-investment (ROI) assessments.
- Strong oral and written communication skills to effectively engage with multi-agency technical advisory committees, Indigenous communities, and the public through presentations and public information centres (PICs). Stakeholder engagement is an important component of this project.
- Capacity to meet strict deadlines while adhering to technical, legal, and procedural requirements of the Class EA process.



In addition to technical qualifications, the Consultant must demonstrate a solid understanding of municipal and conservation authority operations, floodplain regulation, and stakeholder interests related to flood risk reduction, emergency response, and land-use planning.

The Consultant must not have personal, financial, or professional interests that influence or be perceived to influence its decisions and actions in relation to the work, or result in preferential treatment for third parties.

In this RFP, the successful Consultant or Bidder shall be referred to as the “**Vendor**”.

1.1 Appendices

‘Appendix A’ – Acknowledgements

‘Appendix B’ – Specifications

‘Appendix C’ – Pricing

2. Study Area

Located on the traditional unceded territory of the Anishinaabe Algonquin People, the Bear Brook Watershed is a subwatershed of the South Nation River Watershed and encompasses an extensive network of wetlands, forests, rivers, and tributaries that drain to the South Nation River. The 488-square kilometer subwatershed generally flows west to east through a mixture of natural channels, wetlands and agricultural drains, eventually draining to the Bear Brook within the City of Ottawa and downstream to the United Counties of Prescott and Russell (Figure 1).



The need for the Bear Brook Watershed Study was triggered by existing and proposed communities within the City of Ottawa in the headwaters of the Bear Brook Watershed, including the Tewin Community, the East Urban Community and the South Orleans Urban Expansion Areas. The City of Ottawa retained South Nation Conservation to conduct a watershed study, including the development of a characterization report (completed), scenario planning and impact assessment (in process) and an implementation strategy (to be completed). A technical advisory committee informs project deliverables and includes representation from the City of Ottawa, National Capital Commission, United Counties of Prescott and Russell and South Nation Conservation.

The goal of the Bear Brook Flood Mitigation Environmental Assessment and Preliminary Design Study is to ensure the sustainable protection and management of water resources, the protection of people and property from flood and erosion hazards, while ensuring the continuation of ecosystem functions and services. This project will contribute to the development of key recommendations to reduce flooding and erosion impacts along Bear Brook.

Previous studies in this area include the completion of detailed, engineered flood mapping for the main Bear Brook channel (2023), and the development of a 1D hydrology and hydraulic model. Flood mapping is available for different annual exceedance probabilities including 50%, 20%, 10%, 5%, 4%, 2%, 1%, 0.5%, 0.29%, 0.2%, 0.1%. A 2D model was developed for the large floodplain that exists between Carlsbad Lane and Dunning Road (Figure 2).



Figure 1 Bear Brook Study Area

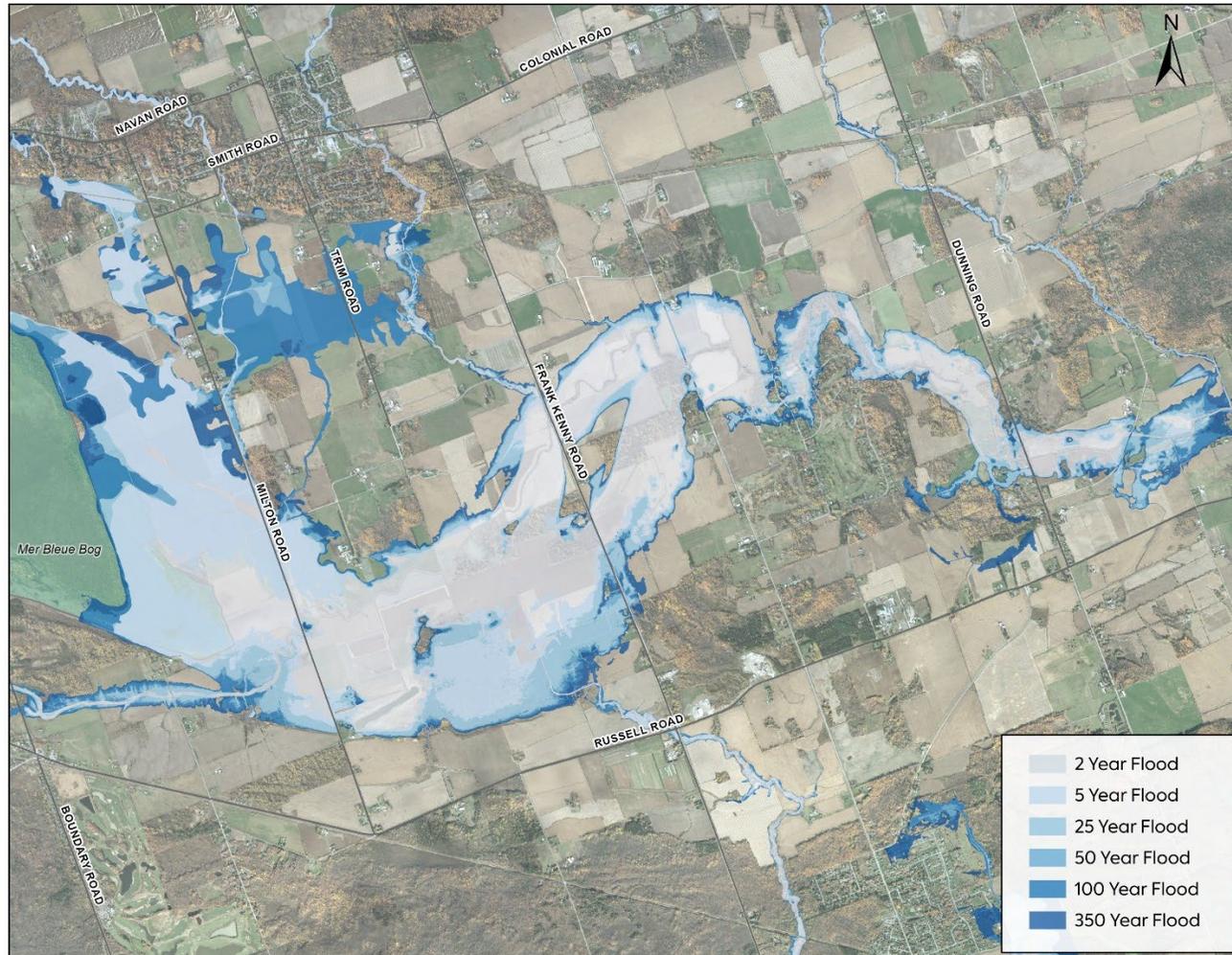


Figure 2 Bear Brook Floodplain between Boundary Road and Dunning Road



3. Closing Time

One copy of the RFP Bid Document, properly signed and sealed is to be submitted to SNC, Reception, 38 Victoria Street, Finch, Ontario or emailed to kwatson@nation.on.ca **prior to 10:00 a.m. on Tuesday, July 8, 2025 (the “Closing”)**.

Time registered on SNC’s email system or on reception’s phone system will be considered the official time to determine exact time of submission.

Submissions received after the Closing will not be accepted; however, they shall be time and date stamped and returned to the Bidder unopened.

4. Opening

All Submissions received on time will be opened after **Tuesday, July 8, 2025**.

5. Contact Information and Questions

5.1. Contacts

Bidders must contact Katherine Watson, Coordinator, Early Warning Systems and Watershed Plans **in writing only**, by email kwatson@nation.on.ca related to this Request for Proposal.

Katherine Watson is SNC’s official contact person for this RFP. All other SNC employees and Board Members are not permitted to discuss this RFP process with a potential Bidder from the time the RFP is issued until such time as an award report has been prepared and submitted to the appropriate approval authority.

Bidders are cautioned therefore, to deal exclusively with the SNC contact person referenced in this section.



5.2. Errors, Omissions and Questions

SNC accepts no legal liability for any errors or omissions in any part of this RFP.

Bidders with questions related to this RFP, finding errors in, or omissions from the Document, or having doubt as to the meaning or intent of any part of this Document, must contact the SNC contact listed in Section 4.1, **before 4:00 p.m. on Friday June 27, 2025**. [To allow sufficient time to respond to or prepare and distribute an addendum as necessary, and to allow time for Bidders to receive any new information.]

Bidders should accurately reference the numbered item of the solicitation to which the enquiry relates. Care should be taken by the Bidders to explain each question in sufficient detail in order to enable SNC to provide an accurate answer. No questions will be accepted **after 4:00 p.m. on Friday June 27, 2025**.

There will be no consideration of any claim after submission of the Quotation, that there is any misunderstanding respecting conditions imposed by the RFP.

6. Instructions to Bidders

6.1 Addenda

The RFP may be amended only by an addendum in accordance with this section. If SNC, for any reason, determines that it is necessary to provide additional information relating to the Request for Proposal, such information will be communicated to all Bidders through the SNC Contact by addenda. Each addendum forms an integral part of the RFP.

SNC will issue all written addenda to the RFP by e-mail to each bidder who has provided an e-mail address.

Such addenda may contain important information, including significant changes to the RFP. It is the Bidder's responsibility to ensure all addenda have been received and are reflected in their quote's submission.



6.2 Quotation Submission

The Submission shall be in PDF format and provided by mail or email. The submission includes all requirements of this RFP, as set out in **Section 8.0 “To Include in Quotation”**.

Offers made in the Submission will be considered by SNC to be binding and irrevocable and shall remain open for acceptance by SNC for a period of ninety (90) days from the Quotation closing

A Submission shall be considered only if submitted before the closing date to the contact person identified in Section 4.1. If submitted by email, the subject line of the email should state **“2025-06 RFP Bear Brook Flood Mitigation Class Environmental Assessment and Preliminary Design”**.

6.3 Adjustments to Submissions

Adjustments to submissions by telephone, email, or fax will not be considered.

6.3.1 Request to Adjust a Submission Before Closing

A Bidder wishing to make adjustments to a Submission must supersede it with a later Submission, which must be received by the closing time.

6.3.2 Request to Withdraw a Submission Before Closing

A Bidder who has submitted a Quotation may request that their Submission be withdrawn before the closing time. The request must be provided in writing, on company letterhead, and include contact information for verification. Authenticity of the request may be confirmed by SNC. Submissions withdrawn under this procedure cannot be reinstated.

6.3.3 Request to Withdraw a Submission During Quotes Opening

No request for withdrawal of a Submission shall be permitted during, or at any time after, the opening process.



6.4 Insurance

6.4.1 General Liability Insurance

The Vendor shall procure and maintain Comprehensive General Liability Insurance:

- a) Having a limit of liability of not less than **five million dollars (\$5,000,000)** inclusive for any one occurrence;
- b) Including insurance against liability for bodily injury and property damage caused by vehicles or equipment owned by the Vendor;
- c) Being endorsed to provide that the policies will not be altered, cancelled, or allowed to lapse without thirty (30) days prior written notice to SNC;
- d) Name SNC as an additional insured party; and
- e) Contain a cross-liability clause.

The Vendor shall pay for all premiums and expenses incurred for the insurance.

Should any claim(s) arise, the Vendor shall be financially responsible for paying for any amount(s) up to and including the deductible amount under their policy.

6.4.2 Professional Indemnity Insurance (Errors and Omissions)

The Vendor shall maintain Professional Indemnity Insurance in the amount of **five million dollars (\$5,000,000)** inclusive for any one occurrence.

The Vendor shall pay for all premiums and expenses incurred for the insurance.

Should any claim(s) arise, the Vendor shall be financially responsible for paying for any amount(s) up to including the deductible amount under their policy.

6.4.3 Proof of Insurance

The Bidder shall provide proof of insurance required in Items 5.4.1 and 5.4.2 with their Quotation.

In the event that satisfactory proof of insurance cannot be provided, a letter from the Bidder's insurance company confirming that the Bidder will be able to obtain the required insurance will suffice. The insurance company must be satisfactory to SNC.



6.4.4 Certificate of Insurance

Within ten (10) working days of notification of award of this RFP and prior to the start of any work, the Vendor shall file with SNC, together with the signed Contract, a Certificate of Insurance, clearly stating that all the insurance coverage required complies with all requirements listed in **Item 5.4.1 and 5.4.2**.

If the Vendor fails to file the Certificate of Insurance with SNC within ten (10) working days of notification of award of this RFP, SNC reserves the right to cancel the award.

6.5 Workplace Safety and Insurance Act and Employment Insurance

The Bidder must submit with their Quotation a valid and current "Clearance Certificate" from the Workplace Safety and Insurance Board ("WSIB"), or a letter from the WSIB confirming their exemption. This information is available to the Bidder on-line at **wsib.on.ca**.

The Vendor, within ten (10) working days of notification of award of this RFP and prior to the start of any work, shall provide SNC with a valid and current Clearance Certificate from the WSIB.

If the Vendor does not provide a valid and current Clearance Certificate as herein requested, or proof of exemption, or proof of application for exemption, SNC reserves the right to cancel the award.

The Vendor shall be responsible for providing Worker's Compensation coverage for their employees, and no extras will be allowed for such items.

The Vendor clearly understands and agrees that they are not, nor is anyone hired by them, covered by SNC under the **Workplace Safety Insurance Act, Employment Insurance Act**, or any other act, whether provincial or federal, in respect of themselves, their employees and operations, and shall, upon request, furnish SNC with satisfactory evidence that they have complied with the provisions of any such acts.



6.6 Contract

Once the RFP is awarded, this RFP, all addenda issued, and the Quotation submitted by the successful bidder will become the Contract. SNC will issue a formal Purchase Order as confirmation of the award of Contract. The successful bidder must accept SNC's Purchase Order/Contract, which will supersede all other contracts.

Failure to execute the Contract or to file any of the required documentation required in this RFP, within the specified time period, shall be just cause for the cancellation of the award.

7. General Terms and Conditions

The following terms and conditions are deemed accepted by all Bidders in response to this RFP and are deemed incorporated into every contract resulting from this RFP:

7.1 Freedom of Information

All information obtained by the Bidder in connection with the preparation of this RFP is the property of SNC and must be treated as confidential. It may not be used for any purpose other than for replying to this RFP, and for fulfillment of any subsequent contract. Any Bidder who requires that the information in its Quotation be kept confidential must explicitly advise SNC of that fact.

The Bidder may declare confidentiality of their Quotation; however, SNC is required by law to adhere to the requirements of the Municipal Freedom of Information and Protection of Privacy Act, as amended from time to time.

7.2 The Occupational Health and Safety Act

The Vendor shall comply with all conditions and regulations of the Occupational Health and Safety Act 1990 and amendments thereto, any other Federal or Provincial statute or local bylaw concerning safety or any other phase of work on this contract.



7.3 Compliance with Codes, Regulations and By-Laws

The Vendor agrees to obey all government, municipal and underwriters codes and regulations, etcetera and perform all work in accordance with the requirements of bylaws in force in the area where the work is to be carried out. All permits or licenses are the responsibility of the bidder.

7.4 Required Warranties

Each Bidder expressly declares and warrants that;

- a) This quotation submission is in all respects fair and without collusion or fraud.
- b) There has been no violation of copyrights or patent rights in manufacturing, producing or selling the materials and/or services shipped or ordered as a result of this quotation, and the vendor agrees to hold SNC harmless from any and all liability, loss, expense, action or suit occasioned by any such violation.
- c) All materials and/or services proposed to be supplied to SNC conform in all respects to the standards set forth by Federal and Provincial agencies.
- d) The Bidder of the quotation is:
 - a) competent to perform the work described in this RFP;
 - b) has the necessary qualifications, including knowledge, skill and experience to perform the services, together with the ability to use those qualifications effectively for that purpose;
 - c) shall supply everything necessary for the performance of the work;
 - d) shall carry out the work in a diligent and efficient manner;
 - e) ensure the work is of proper quality, material and workmanship; is in full conformity with the specifications; and meets all other requirements of this RFP and any subsequent contract.

7.5 No Obligation to Contract

The Bidder's RFP submission does not constitute the acceptance of a contract with SNC. Submissions constitute offers which SNC may or may not accept in its sole discretion.

SNC further reserves the right to accept or reject any or all quotations or parts of quotations, or to accept any quotations considered in SNC's best interest, and to request



re-submission on the required materials and/or services. SNC also reserves the right to waive irregularities and technicalities and to do so in its sole discretion.

SNC also reserves the right to cancel and reissue the RFP as deemed necessary and in the best interest of SNC.

SNC reserves the right not to accept a Quotation from any person or corporation which includes all non arms length corporations who, or which, has a claim or legal proceeding against SNC or against whom SNC has a claim or legal proceeding with respect to any previous contracts, bid submissions, or business transactions who is listed as either the Bidder or sub-contractor within the submitted Quotation.

The Bidder's RFP submission is deemed an irrevocable offer which may be accepted, at the sole option of SNC with or without negotiation, only by entering into a formal contract upon such acceptance the terms, responsibilities, and specifications as required by SNC including but not limited to those set out herein.

SNC reserves the right to reject an offer to supply goods and services presented in response to SNC's procurement processes where SNC determines that the person making the offer is in any way indebted to SNC and in its sole discretion is of the opinion that it is in SNC's best interests that the offer be rejected.

7.6 Assignment

The Vendor shall not assign the Contract or any portion thereof without prior written consent of SNC. Such consent shall not release or relieve the Vendor from any of their obligations or liabilities under this Contract.

7.7 Costs Incurred

SNC will not, under any circumstances, be responsible for any costs incurred by the Bidder in the preparation of the quotation submission, including, but not limited to: costs to prepare documentation; travel; attendance at any site meetings; or interviews (if required).



7.8 Pricing and Taxes

The quotation submission amount must include: all applicable excise taxes; customs, freight; exchange and all other charges. HST is extra.

7.9 Terms of Payment

Invoices will be paid net thirty (30) days from date of invoice and verification that goods/services listed have been provided to the satisfaction of SNC.

7.10 Rights of South Nation River Conservation Authority (SNC)

SNC retains the right to ensure that an acceptable standard of use, service, and operation is maintained. SNC also reserves the right to communicate with one or more Bidders (following the RFP closing date) to clarify elements of the submission.

7.11 SNC's Right to Terminate Contract Under Certain Conditions

SNC has the right to terminate the Contract immediately and without penalty, with written notice to the Vendor, if:

- a) The Vendor makes an assignment for the benefit of creditors or becomes bankrupt or insolvent, or an order is made for the winding-up of the Vendor, or if a receiver is appointed on account of the Vendor's insolvency; or
- b) The Vendor refuses or fails to supply sufficient properly skilled employees or proper materials at all times to perform the Work in the manner and to the standards required under this Contract, or the vendor fails to observe and comply with any provisions of law, including, without limiting the generality of the foregoing, all requirements of all governmental authorities including federal, provincial, and municipal legislative enactments, by-laws and other regulations now or hereafter in force which pertain to or affect the services or the conduct of the Vendor's business; or
- c) The Vendor fails to institute appropriate corrective action within three (3) days after verbal notification by SNC (which will be confirmed subsequently in writing), of any failure on the part of the Vendor to comply with the terms and specifications of the Contract; or



- d) The Work performed is not satisfactory; or
- e) Delivery requirements are not met.

SNC reserves the right to terminate this contract at anytime without cause with thirty (30) days written notice.

Immediately following, the termination of the Contract, for any reason, the Vendor shall provide to SNC all of their financial records specific to this Contract, concerning the conduct of the operations and a statement of all outstanding accounts.

7.12 Remedies for Non-Performance

In the event that the Vendor fails to perform any obligations hereunder, SNC shall be entitled to exercise any one or more of the following remedies:

- a) SNC may with-hold any payment due hereunder until the Vendor has remedied their failure;
- b) SNC shall be entitled, in the event that the Vendor does not remedy their default within three (3) working days of a request, SNC be entitled to engage other vendors to complete the work of the Vendor and to deduct the cost of obtaining such other vendors from any amounts owing to the Vendor hereunder;
- c) SNC may terminate this Agreement if the Vendor does not remedy their default within three (3) working days of a request that they do so from SNC in writing; and,
- d) SNC may exercise any other right available to it in law or equity.

A failure of SNC to exercise any of the foregoing remedies, or the granting of any extension or indulgence, shall not be prejudicial to the right of SNC to subsequently obtain such remedies.

7.13 Failure to Execute Contract

Failure to execute the Contract or failure to file any of the required documentation required in this RFP within the specified time period is cause for the cancellation of the award.



7.14 Indemnification

The Vendor shall indemnify and save harmless SNC, from and against all claims, actions, losses, expenses, costs or damages of every nature and whatsoever which SNC, its employees, officers or agents may suffer, to the extent the Vendor is legally liable as a result of the negligent acts of the Vendor, their employees, officers or agents in the performance of this Contract.

7.15 Ownership of Documents

All information and data developed and used by the Vendor in connection with this Contract will be wholly owned by SNC.

7.16 Governing Law

This RFP and subsequent contract shall be governed by the law of the Province of Ontario.

7.17 Venue for Litigation

The Vendor and SNC agree that the venue for any litigation shall be Ottawa, Ontario.

7.18 Force Majeure

Neither party shall be held responsible for any remedy arising from delay or failure to perform obligations under this RFP or the Services to be provided when such delay or failure is due to fires, strikes, floods, acts of God or the King's enemies, lawful acts of public authorities, or delays or defaults caused by common carriers, which cannot reasonably be foreseen or provided against.

7.19 Confidentiality

The Vendor recognizes that it will, by the nature of the goods and services being provided to SNC, have access to confidential information. It is understood and agreed that the Vendor, its employees, agents, representatives and officers, (the "Vendor") shall hold all information, whether confidential or not, in the strictest confidence. The Vendor shall not disclose, nor permit by any act or failure to act, the disclosure of any information to any third party at any time during or after the term of its contract with SNC. Nor will the Vendor



use any information however obtained as a result of performing duties for SNC for its own commercial, financial, or personal advantage.

The Vendor also acknowledges that it may be held both criminally and civilly responsible for any breach of confidentiality.

7.20 Employees

In the performance of this contract, the Vendor shall be an independent Vendor. Neither the Vendor nor any of their employees shall be deemed to be employees of SNC.

8. Specifications

The Bidder will complete and submit the Specification Form (**'Appendix B'**) as part of the Quotation Submission.

9. To Include in RFP

9.1 Acknowledgement

The Bidder shall complete and submit **'Appendix A'**.

9.2 Specifications

The Bidder shall complete and submit **'Appendix B'**.

9.3 Pricing

The Bidder will complete and submit the Pricing Form (**'Appendix C'**)

9.4 Other

- All addenda issued; and
- Quotation submission as per **Section 5.2**



10. Award and Approval

This RFP will be awarded based on the following:

- a) Proper Completion of all submission requirements (Section 8);
- b) Compliance to specifications and deadlines as listed in **Appendix B**; and
- c) Price (as a clarification, **should all other evaluations appear equal**, at the sole discretion of SNC, lowest Total Price shall govern award).

SNC reserves the right to consult with external or internal professional contacts to assist with the evaluation process.

SNC reserves the right to reject any Quotation if the evidence submitted by, or investigation of such Bidder, fails to satisfy SNC that the Bidder is qualified to carry out the obligations of the contract.

The decision of South Nation River Conservation Authority shall be final.

The Bidder shall not make any claims for additional costs or expenses due to the delay in, or cancellation of the award of this RFP, due to the approval process.



‘APPENDIX A’

ACKNOWLEDGEMENTS

I/WE ACKNOWLEDGE that this Quotation is made without any connection, knowledge, comparison of figures or arrangements with any other company, firm or person submitting a Quotation for the same goods/services and is in all respects fair and without collusion or fraud.

I/WE ACKNOWLEDGE that all matters stated in the said Quotation are, in all respects, true.

I/WE ACKNOWLEDGE that, having read and understood the 2025-06 RFP Document, I/WE have satisfied ourselves as to the terms, conditions and specifications and do hereby submit a Quotation for the for the work to be completed.

I/WE ACKNOWLEDGE that it is the Bidder’s responsibility to ensure all addenda issued have been received.

I/WE ACKNOWLEDGE that acceptance of this Quotation and the execution of an Agreement shall be considered a binding Contract upon both parties. If specified at any time by SNC, it is agreed that the terms and conditions and the representations made in reference to this Request for Proposal shall be incorporated in the Contract to be executed by the parties once SNC has formally accepted the Quotation.

Dated at _____ this _____ day of _____ 2025.

Firm or Organization Name Signing Authority

Street Address Signature

City Postal Code Telephone and Fax Number



‘APPENDIX B’

1. Bidder Profile

The Bidder should provide a summary of the following:

- i. Company profile;
- ii. Project manager and team members including qualifications;
- iii. Past projects and qualified expertise related to work;
- iv. Proposed methodology to complete the work;
- v. Scheduling and timelines;
- vi. Two References that can support qualifications; and
- vii. The bidder also **MUST** include the WSIB and proof of insurance as stated in sections above (5.4).

2. Evaluation

Proposals will be evaluated in accordance with the rated requirements identified below. Proponents are required to address these requirements in sufficient depth in their proposals to permit a full evaluation of their proposal.

- i. Knowledge of area (10%);
- ii. Qualifications and experiences related to scope of work (as evidenced by references) (20%);
- iii. Scope of work and methodology (20%);
- iv. Ability to meet timelines (20%); and
- v. Price (30%).



3. Scope of the Work

The Project will be managed by SNC and guided by the Bear Brook Watershed Study Technical Advisory Committee (TAC), including representatives from SNC, City of Ottawa, United Counties of Prescott and Russell, and National Capital Commission. The Flood Mitigation Project Team will include members from the TAC, as well as additional representatives, including consultants working with the City of Ottawa on various drainage studies. The Project Team will provide direction and review draft deliverables at key milestones.

The Consultant will be responsible for following the Conservation Ontario (CO) Class Environmental Assessment (EA) for Remedial Flood and Erosion Control Projects process, and providing the following deliverables, in a digital format that is easily printed for dissemination (as applicable), to the satisfaction of the SNC.

The Consultant's proposal should include:

- A minimum of four (4) three-hour Project Team meetings (as identified below). Project team meetings may be held at the SNC Administration Building in Finch, Ontario, or via video conferencing (e.g., Microsoft Teams). An hourly charge out rate for additional Project Team meetings should be identified in the Consultant's proposal.

With regard to GIS data, the Consultant is responsible for providing geo-referenced Esri geodatabase or shapefile feature classes and rasters of all project generated GIS data. All layers to have the same spatial reference.

- Horizontal coordinate system: NAD 83 CSRS Zone 18
- Vertical coordinate system: CGVD2013 (CGG2013 NAD83 CSRS)



Task #1: Background Review and Problem Definition

The Consultant will review relevant background materials, to familiarize themselves with the geographic area, historic flood events, previously considered mitigation options, and resources available to undertake the Project. This includes, but may not be limited to, the Bear Brook Characterization Report, recent Flood Mapping Studies and Models, and historical Municipal Drain Engineer's Reports. A key deliverable of this task will be a flood damage assessment model using flood extents and depths from updated hydrologic and hydraulic modelling. This task should include the following steps:

1. Review available private and public flood damage information, and compilation of data related to recent flooding events.
2. Estimate flood damages for current conditions:
 - a. Using mapped structures provided by SNC, create a geodatabase of flood vulnerable structures and attributes required for flood damage assessments, including buildings, infrastructures, and other assets.
 - b. Estimate direct flood damages for return period events (2, 5, 10, 20, 50, 100, 350-yr).
 - c. Estimate direct/indirect and/or tangible/intangible damages.
 - d. Update flood damage curves and estimate average annual flood damages (AAD).
3. Prepare a draft technical memo documenting the context, methods, and results of of Task #1 and present results to the Project Team.
4. Revise and finalize the technical memo per comments received from the Project Team.
5. Provide Flood Damage Assessment model and training to SNC staff to ensure model can be updated as needed.



Task #2: Develop and Evaluate Alternative Flood Mitigation Options

The Consultant will identify, develop, and evaluate potential flood mitigation strategies for the large floodplain between Carlsbad Lane and Dunning Road. This task will include the following steps:

1. Review of any previously proposed flood mitigation options.
2. Identify and describe structural and non-structural flood mitigation options (and combinations of options). These may include previously examined options and options that have not yet been considered.
3. Develop preliminary evaluation criteria. Ensure documentation of feasibility (i.e., technical, environmental, legal, social, operations and maintenance, etc.), and rough estimation of implementation costs. The evaluation criteria developed through this task should identify potential challenges, benefits, and risks to each option as associated with their constructability, impacts to natural hazards, environmental impact (i.e., including but not limited to the Vars Winchester Esker), and flood mitigation performance to help evaluate a long list of mitigation options to advance or remove from consideration.
4. Present initial mitigation options list and screening criteria and garner input for next task through the engagement of:
 - a) Project Team
 - b) Public Information Centre #1
5. Select preferred mitigation solutions to advance to next stage of the study.



Task #3 Flood Mitigation Feasibility and Cost/Benefit Analysis

Conduct detailed comparative evaluation and impact assessments including Cost/Benefit analysis and assessment of Return on Investment (ROI). This task should include the following steps:

1. Undertake hydrologic and/or hydraulic modeling of preferred mitigation solutions using the provided hydraulic model to document effectiveness and hydraulic impacts.
2. Estimate benefits of preferred mitigation solutions: assessment of flood damage reductions for several return period events (5, 10, 20, 50, 100, 350-yr), reduction in average annual flood damages.
3. Estimate the return on investment (ROI) for mitigation solutions.
4. Prepare a draft technical memo documenting the methods and results of Task #3.
5. Present recommendations for preferred solution through the engagement of:
 - a) Project Team
 - b) Public Information Centre #2
6. Revise and finalize the technical memo per comments received from Step #5.

Task #4 Environmental Study Report (ESR)

The consultant will prepare and file the Environmental Study Report (ESR) for public review, respond to comments and document consultation outcomes. This task should include the following steps:

- Follow requirements under the Conservation Ontario (CO) Class Environmental Assessment (EA) for Remedial Flood and Erosion Control Projects.
- Provide draft ESR to the Bear Brook Project Team for review, and incorporate edits as needed.
- File final ESR and work with SNC staff to respond to comments.
- Prepare a final memo documenting consultation outcomes.



Note on Public Information Centres

At least two Public Information Centres will be organized and implemented by SNC staff in support of the study to share information and ensure there's opportunities for the public to provide feedback.

SNC and/or the City of Ottawa will be responsible for administrative efforts related to advertising, mailing lists, booking venues, printing posters, and other details associated with running the PICs.

The Consultant's proposal should include costs for participation in two PICs, including:

- Preparing a digital presentation (PowerPoint) and posters summarizing project methods, results, and status. All draft display materials must be provided to the Project Team two (2) weeks prior to the PICs, for a one (1) week review period. All final PIC display materials must be approved by the Project Team prior to meetings.
- Providing a minimum of one (1) professional staff to attend two PICs, located in Ottawa, Ontario, to present Project findings, and to interact with the public.

4. SNC Responsibilities

SNC will make the following resources available to the successful Consultant.

- i. Products of LiDAR (DEM, DTM, Contour) and TIN.
- ii. Drainage boundaries and subcatchment areas for the Bear Brook Watershed.
- iii. Centreline, DEM Processed products including flow direction, accumulation, drainage lines and drainage nodes.
- iv. Necessary GIS layers such as land use, subdivision, zoning, and aerial imagery.
- v. Bear Brook existing conditions Characterization Report, including results of water budget, fluvial geomorphology, landslide screening and archaeological screening
- vi. Bear Brook Flood Models and Mapping products
- vii. Bear River Municipal Drain Engineer's Reports



5. Timelines

This timetable reflects SNC's intent in issuing, receiving and evaluating the RFP and is subject to change at SNC's discretion.

June 9, 2025	– RFP Issued
June 27, 2025	– Deadline for Questions from bidder
July 8, 2025	– Closing Date for Request for Proposal
July 29, 2025	– Contract signed
August 12, 2025	– Kick-off Meeting
November, 2025	– Completion of Task #1
November, 2025	– Present to Bear Brook Flood Mitigation Project Team
December, 2025	– SNC Comment Submission
January, 2026	– Deadline to address SNC comments and finalize Technical Memo #1
April, 2026	– Completion of Task #2
April, 2026	– Engagement with Bear Brook Flood Mitigation Project Team
May, 2026	– Participation in Public Information Centre #1
October, 2026	– Completion of Task #3
October, 2026	– Engagement with Bear Brook Flood Mitigation Project Team
November, 2026	– Participation in Public Information Centre #2
February, 2027	– Completion of Task #4



'APPENDIX C'

Pricing Form

PRICE:

Task 1	\$ _____
Task 2	\$ _____
Task 3	\$ _____
Task 4	\$ _____
Total Price for Contact	\$ _____
HST	\$ _____
TOTAL	\$ _____

COMPANY NAME: _____

ADDRESS: _____

TELEPHONE: _____

FAX: _____

SIGNATURE OF BIDDER: _____

PRINT NAME: _____

DATE SIGNED: _____