

Request for Proposals for Vittoria Dam EA Implementation Design

Date Issued: October 3, 2025

Closing: Wednesday, November 5, 2025, at 3:00 PM (EST)

Proposals can only be submitted
via email to: iminshall@lprca.on.ca

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1 INTRODUCTION

The Long Point Region Conservation Authority (LPRCA) is seeking consulting services to undertake the necessary design work to implement the preferred alternative identified by the Vittoria Dam Class Environmental Assessment (EA). The project is being partially funded by the Canada Water Agency (CWA). The Vittoria Dam Implementation Design (the Project) will be initiated in January 2026 and must be completed by March 31, 2027 such that its implementation can begin during the summer 2027 and be completed by March 31, 2029. Proposals for the work are to be submitted no later than **3:00 pm (EST) on Wednesday, November 5, 2025.**

The Vittoria Dam was first constructed between 1805 and 1810 near the town of Vittoria, Norfolk County to power grist and saw mills. During its operation the dam was rebuilt a number of times due to failure and deterioration. In 1964, the Big Creek Region Conservation Authority commissioned the dam to be rebuilt at its present location approximately 5 km from Lake Erie on Young's Creek. The Vittoria Dam is primarily comprised of an earthen berm with a concrete structure with stoplogs to control water levels. The majority of the structural components of the dam are located within the road allowance of Mill Pond Road with the berm of Vittoria Dam providing a base for the road and concrete structure supporting the bridge deck.

The Vittoria Dam location within the LPRCA jurisdiction is shown in **Appendix A – Figure 1**. An aerial view of the Vittoria Dam and Reservoir is shown in **Appendix A – Figure 2**.

Young's Creek downstream of the dam is considered a biologically significant cold-water stream. The 57 km² contributing area to the dam and reservoir is comprised mostly of agricultural lands.

In 2015, AECOM completed a Dam Safety Review and Condition Assessment (DSR) of the Vittoria Dam (attached). The DSR concluded that the dam currently has a "High" Hazard Potential Classification (HPC) for both Sunny Day and Flood conditions, primarily related to the potential for incremental losses in life safety and natural heritage/environmental considerations. The dam does not meet current provincial safety standards related to its ability to safely convey inflow design floods, nor can it withstand potential design earthquake conditions. It exhibits various other structural and stability concerns including seepage through the earth berm and concrete spalling.

In 2018, AECOM completed a Sediment Management Plan (attached) that covered a range of remediation scenarios for the dam and reservoir and included a bathymetric survey and volume calculation, sediment testing, a discussion of sediment management alternatives and sediment release impacts, and recommendations for future sediment management operations, monitoring and sediment release contingency planning.

In 2024, Matrix Solutions completed the Class EA for the Vittoria Dam under the Conservation Ontario Class EA for Remedial Flood and Erosion Control Projects to determine a preferred

alternative to address Vittoria Dam's identified deficiencies related to hydraulic conveyance capacity and embankment stability. The preferred alternative identified through the EA process and accepted by the LPRCA Board of Directors is Alternative #5 – Lower Outlet / Reservoir Operating Level and Naturalize New Pond Perimeter, illustrated in **Appendix A – Figure 3**.

In this alternative, the available operational dam elements related to flow control would be removed including the stop logs and gains, as well as the low-level sluice gate bypass system. The reservoir drawdown would be undertaken over an extended period of two years or more, to limit potential remobilization and offsite transport of accumulated sediments within the existing reservoir and to provide time for the sensitive flora and fauna of the area to acclimate to changing conditions.

Another defining feature of Alternative 5 involves the retention of a barrier at/near the base of the existing stop logs, and the backfilling of the standing water area within the dam's concrete spillway with stone to maintain a barrier to fish passage between upstream and downstream reaches.

The riparian floodplain area within the existing reservoir limits, beyond the newly formed watercourse, would be allowed to naturally return to a wetland habitat condition.

The proposed implementation concept for the Preferred Alternative #5 is shown in **Appendix A – Figure 4**.

The 2024 Matrix Vittoria Dam EA Report and EA Report Appendices that include the photo log and the hydrogeology, fluvial geomorphology and natural heritage materials and the Archaeology and Cultural Heritage reports prepared by TMHC Inc. are attached.

LPRCA is soliciting proposals, through this Request for Proposals (RFP), to undertake the necessary design work to implement the preferred alternative, including the following elements:

- a) Step-by-step plan for implementation of the preferred alternative, drawdown methods and schedule;
- b) Detailed sediment management, impacts monitoring, adaptive management and contingency plans;
- c) Detailed design plans and drawings for the structural elements (concrete repair, fish barrier system and control mechanism removal), staging and traffic control.

The successful proponent will require approval of the design under the *Lakes and Rivers Improvement Act* (LRIA) from the Ministry of Natural Resources (MNR) for that portion of implementation for which approval is required as well as Fisheries & Oceans Canada (DFO) authorization under the *Fisheries Act* for the work. Following MNR approval and DFO authorization, and completion of the detailed design and drawings for the structural elements, the successful proponent will develop Request for Tender (RFT) document(s) for the structural elements, which LPRCA will use to select general contractors to execute the engineered design.

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

- Water resources engineering, structural engineering, fluvial geomorphology, and aquatic ecology;
- Geographic Information Systems and cartography;
- Project management;
- Adaptive management approaches, and
- Community engagement and facilitation.

In addition to technical qualifications, the Consultant Team must exhibit such skills as diplomacy, tact, strong communication ability (both written and oral), and a demonstrated history of working successfully as a team.

2 INSTRUCTIONS TO PROPONENTS

2.1 SUBMISSION DETAILS

The proposal must be marked “**Long Point Region Conservation Authority – Vittoria Dam EA implementation Design – Proposal**” addressed to Lorrie Minshall, Senior Water Resources Engineer. Digital submissions of the proposal in PDF format will only be accepted, by email, until **3 pm (EST) on Wednesday, November 5, 2025**. Submitted proposals received after this time will not be considered. Proposal must be submitted to:

Lorrie Minshall
lminshall@lprca.on.ca
Long Point Region Conservation Authority

A Read Receipt must be requested by the submitting proponent and an acknowledgement of the submitted proposal will be provided by LPRCA. It is the responsibility of the proponent to obtain acknowledgement of submission.

The budget for this project is **\$130,000** excluding taxes.

All enquiries and requests for information will be addressed by addendum. All issued addenda will form part of the RFP. Receipt and acknowledgement of all issued addenda shall be included in the submitted proposal.

All submitted proposals including costs are public information and subject to the Freedom of Information and Privacy Acts. LPRCA will maintain the confidentiality of all submitted proposals until the proposal call has closed.

The LPRCA reserves the right to cancel this RFP for any reason without liability.

The contract award based on the RFP requires LPRCA Board of Directors approval.

2.2 Pre-Bid Site Meeting

A mandatory Pre-Bid Site Meeting will be held prior to the closing date as follows:

Date: **Thursday, October 16th at 10:00 AM (EDT)**

Location: Vittoria Conservation Area parking lot located at 99 Mill Pond Road, Vittoria, ON

Attendance at the pre-bid site meeting is mandatory for all proponents wishing to submit a proposal. Own PPE shall be required for the site visit including hard hat, steel toed safety boots, glasses, and high visibility vests.

2.3 Enquiries and Clarification

Proponents with questions related to this proposal may forward written submissions by EMAIL to:

Saifur Rahman, M.Eng., P.Eng.

Manager of Engineering and Infrastructure

519-842-4242 ext. 265

Email: srahman@lprca.on.ca

Questions in written form (email) will be received until **1:00 PM (EDT) on Tuesday, October 28, 2025**. All questions received that may affect this RFP will be addressed through addenda issued by the LPRCA.

All Addenda shall be issued by the LPRCA by **4:00 PM (EDT) on Thursday, October 30, 2025**.

Any revisions to this RFP will be issued as an addendum. Verbal clarification should not be interpreted to change the intent of the RFP. The LPRCA retains the right to decline to answer a given question. The addendum will become a part of the submission and will be taken into consideration in arriving at the final decision. Interpretations, corrections or changes made in any other way will not be binding and should not be relied upon by proponents. Although the LPRCA Project Team will make every reasonable effort to ensure a proponent receives all addenda issued, it is the proponent's ultimate responsibility to ensure all addenda have been received. Upon submitting a proposal, proponents will be deemed to have received notice of all addenda that have been circulated by the LPRCA.

2.4 Right to Accept, Reject or Modify Submissions

LPRCA reserves the sole right to reject any and/or all proposals submitted at its sole discretion. In the event that a prepared Proposal does not precisely and entirely meet the requirements of the Request for Proposal, the LPRCA reserves the right to enter into negotiations with the selected consultant(s) to arrive at a mutually satisfactory arrangement with respect to any modifications to the proposal.

2.5 Errors and Omissions

It shall be understood and acknowledged that, while this contract includes specific requirements, minor items or details not specified but obviously required shall be provided as if specified. Any omissions or errors or misinterpretation of these requirements or within this document shall not relieve the Consultant of the responsibility of providing the goods or services.

2.6 Submission Response Requirements and Evaluation Process

Proponents' Proposals will be limited to 15 pages (letter size, 7.5 pages if double-sided), exclusive of CVs, and will include the following:

1. Company profile, qualifications and experience of the firm(s), including a minimum of three previous projects that the company has undertaken that are similar in size and scope. Include a project description, services delivered and a reference with current contact information for each project.
2. Qualifications and experience of the Project Manager and Team, including proposed roles and responsibilities for the Project and CVs. Substitutes of the successful Proponent's team members will not be permitted without LPRCA approval.
3. Proposed approach to the Project, describing methods, deliverables and value-added services, and including a detailed work plan and schedule broken down by task.
4. Detailed budget including time/task matrix indicating costs and allocated hours for individual team members. The budget will include all consulting fees and disbursements to complete each of the tasks. All disbursements including, but not limited to, travel, communications, printing, etc., should be indicated separately. Provisional items should be indicated separately. Payment to sub-consultants and sub-contractors will be the responsibility of the successful Proponent.
5. Notwithstanding the text above, the project schedule and budget can be submitted on ledger size paper (11"x17") if such provides improved legibility, single sided, and shall count as 1 page each toward the total.
6. This project must be completed by March 31, 2027.

In addition to the Proposal, the Proponent's Submission will include a completed Declaration of Disclosure (Appendix C).

The successful consultant will be required to sign an agreement for services as attached in Appendix B. Any concern that the consultant may have with the attached agreement for services must be included in the proposal.

Submissions will be reviewed by an Evaluation Committee that will consist of relevant LPRCA staff and Project Team members. Submissions will be assessed on the basis of information provided by the Proponent at the time of submission, as well as any additional information that may be gained through subsequent correspondence, meetings, interviews, and negotiations.

Proposals will be evaluated using the following criteria:

▪ Proposal completeness and quality	10%
▪ Qualifications and experience of the firm, project manager, and team	25%
▪ Understanding, approach and methods	40%
▪ Schedule	10%
▪ Cost	15%

3 SCOPE OF WORK

The objective of this project is to prepare detailed engineering designs, permitting applications, and step-by-step implementation plans to carry out the recommendations of the 2024 Vittoria Dam Class Environmental Assessment. Consultants must demonstrate in their proposal their understanding of the project, the site conditions, and the technical requirements for dam decommissioning, reservoir drawdown, sediment management, and restoration.

The Consultant is responsible for confirming data needs, undertaking the necessary technical investigations, and preparing detailed designs and permit applications to enable timely implementation of the decommissioning project

The following documents are provided as part of this RFP package:

1. **Vittoria Dam Class Environmental Assessment Report and Appendices**, Matrix Solutions, 2024, and **other Vittoria Dam Class EA project materials** are available on the LPRCA website as follows:

[Vittoria Dam Class Environmental Assessment - Long Point Region Conservation Authority](#)

2. **Vittoria Dam Drawings**, Crysler, Davis & Jorgensen Limited, 1963
Preconstruction drawings; show the previous location of the dam and a general layout of the site, as well as design details for the existing concrete structure.
3. **Vittoria Dam Safety Review**, AECOM, 2015
4. **Vittoria Dam Sediment Management Study**, AECOM, 2018
5. **Appendix B – Professional Service Agreement**
6. **Appendix C – Declaration of Disclosure**

The documents (items 2 -4) are available at the following link:

[Supporting Documents \(Items 2–6\)](#)

3.1 Project Management

The Project will be managed by the LPRCA, guided by a Project Team who will provide direction and review draft deliverables at key milestones. The Project Team will meet approximately every three (3) months or at key milestones with additional on-line meetings scheduled as needed.

3.2 Background Data and Information Collection and Review

The Consultant will review relevant background materials including existing technical studies, monitoring data and current technical guidance.

The Consultant will prepare a **technical memorandum and updated work plan** describing their approach to the project, confirming alignment with LPRCA's *Workplan* (2025), while identifying any refinements or alternative approaches that could improve project efficiency, effectiveness, or technical outcomes. The updated workplan shall identify data gaps and strategies to resolve them and will be submitted within three (3) weeks of the contract being awarded.

All information known and available to LPRCA regarding Vittoria Dam will be made available for review to the consultant as part of the project. The following files and information may be of assistance:

- a) GIS and data as required, which may include the following:
 - Orthoimagery (SWOOP 2020, 2015, 2010)
 - 2018 LiDAR-derived Digital Terrain Model – Lake Erie, available from the Ontario Land Information GeoHub
 - Roads and other base map layers, Land Information Ontario, Ministry of Natural Resources;
 - Watercourse, Long Point Region Conservation Authority;
 - Building footprints, available from Norfolk County.
- b) Vittoria Dam Drawings, Crysler, Davis & Jorgensen Limited, 1963
- c) Sketch of Bottom Draw Gate Valve, as per Diving Inspection, August 23, 2003
- d) Vittoria Dam Safety Review, AECOM, 2015, including models
- e) Vittoria Dam Sediment Management Study, 2018
- f) Vittoria Dam Class Environmental Assessment Report and Appendices, 2024
- g) The *Workplan* (2025) attached to the Clean Water Agency / LPRCA funding agreement for Vittoria Dam Decommissioning
- h) Hydrometric Data - Water Survey of Canada Gauge 02GC014, Young's Creek Near Vittoria, 42°45'56"N 80°17'40"W
- i) LPRCA stream temperature data in Young's Creek upstream and downstream of the Vittoria reservoir 2006 – 2022
- j) LPRCA benthic invertebrate data in Young's Creek above and below dam in 2006
- k) LPRCA fisheries data from April 1 & November 8, 2019 below the dam (approximately 1 km downstream). Fish species caught include: Brown Trout, Rainbow Trout, Coho

Salmon, Mottled Sculpin, and White Sucker. Brown Trout are present above the dam (per comm. P. Gagnon)

Other relevant documents include:

- Conservation Ontario Class EA for Remedial Flood and Erosion Control Projects, available at [Vittoria Dam Class Environmental Assessment - Long Point Region Conservation Authority](#)
- LRIA Administrative Guide and Technical Bulletins, available at [Dam management | ontario.ca](#)
- Applicant's Guide Supporting the Authorizations Concerning Fish and Fish Habitat Protection Regulations, available at [Project planning: Applying for a Fisheries Act authorization.](#)

3.3 Community & Stakeholder Engagement

It is LPRCA's intention to maintain transparent communication with Indigenous communities and local landowners, residents and community groups, and also to expand the reach of the project effort, promote the work accomplished, and emphasize the importance of improving Great Lakes freshwater ecosystem health.

LPRCA Responsibilities prior to project commencement:

- a) Establish an implementation project webpage, announce the launch and provide public notice of the planning phase;
- b) Renew a contact list of project stakeholders, including members of the Community Liaison Committee (CLC) established during the Vittoria Dam Class EA, Indigenous Communities, Norfolk County, MECP, MNRF, DFO and other government stakeholders.

Engagement Activities (during the Design Project):

1. Hold one open Public Information Centre (PIC) at the draft final step-by-step drawdown plan stage.

(Optional: Consultants may propose additional outreach methods — such as educational or online tools — if they enhance engagement, subject to LPRCA review and approval.)

Consultant Responsibilities (during the Design Project):

- a) prepare technical summaries and memoranda;
- b) create hand-out and display materials;
- c) provide a minimum of two (2) professional staff to attend and interact with the public at the PIC meeting;
- d) summarize PIC results (#participants, discussion topics, etc.).
- e) assist in responding to inquiries and maintaining the contact list of project stakeholders

- f) assist in correspondence with review agencies, interested parties and the general public as required.

Additional Notes:

- a) All advertising, mailing lists, venue coordination, and related costs will be the responsibility of LPRCA.
- b) All final display materials must be approved by the Project Team prior to release.
- c) The Canada Water Agency shall be acknowledged as a funding partner in all communications.

3.4 Step-by-Step Drawdown Plan

The Consultant will prepare a **preliminary step-by-step drawdown plan** for the Project in accordance with the Vittoria Dam Class Environmental Assessment Report. The plan will provide a coordinated framework and preliminary designs for all project components, including:

- Sediment control, risk management, and contingency plan;
- Drawdown method and schedule, including adaptive management provisions;
- Effects monitoring framework;
- Concrete repair, fish barrier system, control mechanism removal;
- Staging plan and sequencing of activities;
- Preliminary cost estimate.

The Consultant will integrate into the plan the following tasks that LPRCA will undertake during the design project:

- a) Baseline in-stream monitoring through the design phase ;
- b) Baseline monitoring of neighbouring private wells through the design and implementation phases;
- c) A Hazard Potential Classification and Inflow Design Criteria update for the structure that would remain following implementation.

The consolidated step-by-step drawdown plan prepared by the Consultant will be reviewed by, and discussed with the Project Team prior to finalization.

3.5 Detailed Drawdown and Sediment Control Plan Design Package

The Consultant will prepare a **detailed engineered drawdown implementation plan** in accordance with the 2024 Class EA recommendations and the approved *Workplan* (2025). The plan will include, at minimum:

- 1) A staged drawdown strategy, including stop log removal and sluice gate operation sequencing;

- 2) Sediment containment and stabilization measures to manage approximately 44,000 m³ of legacy sediment;
- 3) Design of downstream erosion control and nick point stabilization;
- 4) Adaptive management protocols and real-time monitoring triggers;
- 5) Risk management and contingency planning;
- 6) A detailed schedule aligned with environmental and fisheries timing windows;
- 7) All necessary design drawings to support permitting and tender preparation.

The Consultant is responsible for **designing and integrating all drawdown and sediment control measures** into a coordinated plan.

3.6 Detailed Impacts Monitoring and Adaptive Management Plans

The Consultant will design a detailed **Impacts Monitoring Plan and Adaptive Management Plan** in accordance with the Vittoria Dam EA, the CO Class EA requirements, and the approved *Workplan* and funding agreement deliverables. The Plans must be phased to align with the staged reservoir drawdown and restoration schedule, and must clearly define monitoring protocols, thresholds, and adaptive responses. The Plans will include, at minimum:

- 1) Water temperature (upstream/downstream) with baseline, construction-phase, and post-construction comparisons;
- 2) Sediment movement and turbidity, including real-time monitoring during drawdown and contingency responses for exceedances;
- 3) Vegetation survival (using STARS or similar method), with invasive species monitoring and management;
- 4) Channel evolution (profile surveys, cross-sections), with geomorphic stability assessments;
- 5) Groundwater levels and private wells monitoring, with contingency for remediation if impacts occur.

Note: While LPRCA may undertake implementation of monitoring activities directly, the Consultant's responsibility is to provide a complete design, implementation framework, and adaptive management triggers to enable successful delivery regardless of delivery agent.

3.7 Permitting

The Consultant will prepare a work permit application under Section 16 of the *Lakes and Rivers Improvement Act* (LRIA) in accordance with the MNR Administrative Guide and related Technical Bulletins.

The Consultant will prepare a DFO Request for Review and, as necessary, an Application for Authorization under the federal *Fisheries Act*.

As necessary, the Consultant shall liaison with the MNR to produce a set of approved drawings under LRIA. This includes but is not limited to site meetings, conference calls, emails etc. As

necessary, the Consultant shall liaison with the DFO to produce a complete authorization package under Fisheries Act.

All permits must be in place by March 31, 2027.

3.8 Detailed Concrete Repair Design, Drawings and Tender Documents

The Consultant will prepare a **detailed design and construction drawings** for the necessary concrete repair on the remaining concrete structures, including the sill, wingwalls, and abutments.

The Consultant's deliverables will include:

- Detailed design drawings, technical specifications, and cost estimates sufficient for tendering.
- Preparation of a complete tender package ready for issuance by LPRCA.

3.9 Detailed Fish Barrier System Design, Drawings and Tender Documents

The Consultant will prepare a **detailed design and construction drawings** for the fish barrier system recommended by the Vittoria Dam Class EA, including measures to restrict upstream passage of migratory salmonids and sea lamprey while protecting native Brook Trout populations upstream.

The Consultant's deliverables will include:

- Detailed design drawings, technical specifications, and cost estimates sufficient for tendering.
- Preparation of a complete tender package ready for issuance by LPRCA.

3.10 Detailed Control Mechanism Decommissioning Design, Drawings and Tender Documents

The Consultant will prepare a **detailed design and construction drawings** for the permanent removal of the reservoir control mechanisms (e.g., stop logs, sluice gates, and other operational components) following completion of the staged reservoir drawdown. The design shall include measures to ensure stability of remaining structures and integration with sediment management and downstream protection works.

The Consultant's deliverables will include:

- Detailed design drawings, technical specifications, and cost estimates sufficient for tendering;
- Preparation of a complete tender package ready for issuance by LPRCA.

3.11 Updated Step-by-Step Drawdown Implementation Plan

The Consultant will prepare an **updated Step-by-Step Drawdown Implementation Plan** that translates the Detailed Drawdown and Sediment Control Design (Section 3.5) into a construction-ready implementation plan. This Plan shall include:

- A detailed work schedule, sequencing, and staging plan aligned with the phased reservoir drawdown;
- Integration of monitoring requirements and adaptive management triggers into the drawdown schedule;
- Traffic control and site access plan for construction equipment and monitoring personnel;
- Coordination of drawdown activities with sediment stabilization, fish passage protection, and public safety measures.

This deliverable must ensure that the technical design (Section 3.5) can be implemented safely, efficiently, and in compliance with regulatory and Class EA requirements.

3.12 Final Design Report

The Consultant will prepare a comprehensive Final Design Report that consolidates all deliverables from Section 3 into a single record suitable for regulatory submission, LPRCA approval, and funding agency requirements. The Final Design Report must demonstrate compliance with the *Lakes and Rivers Improvement Act (LRIA)*, associated Technical Guidelines and Best Management Practices, and all other applicable legislation and regulations.

The Final Design Report shall include, but not be limited to, the following:

- a) Site location layout(s) and survey(s);
- b) Background Information and supporting studies;
- c) Map(s) showing dam site and project extents;
- d) Updated Step-by-Step Drawdown Plan and narrative report;
- e) Sediment and erosion control plan, risk management and contingency plans;
- f) Impacts monitoring plan and adaptive management plan;
- g) Analysis and supporting information for phasing;
- h) Design drawings showing all necessary details for regulatory review;
- i) Material and technical specifications (basis of design level);
- j) Construction schedule including proposed timing windows;
- k) Detailed cost estimate.

Note: Contract-ready Tender Documents will be prepared under Section 3.13

3.13 Tender Documents

The Consultant will prepare complete Request for Tender (RFT) documents to enable LPRCA to procure qualified contractors to execute the engineered design. The RFT packages shall be

based on the Final Design Report (Section 3.12) and include all information necessary for competitive bidding and contract award.

The Tender Documents shall include, at minimum:

1. Instructions to bidders and front-end documents (in LPRCA's standard procurement format);
 2. Detailed technical specifications and drawings (issued for construction);
 3. Schedule of items and prices (unit-price or lump-sum, as appropriate);
 4. Contractor requirements for sequencing, scheduling, and traffic control;
 5. Environmental protection and monitoring requirements (as defined in Section 3);
- Any addenda, clarifications, or supplementary information necessary for tendering.

4 DELIVERABLES

The Consultant shall provide all deliverables to the satisfaction of the LPRCA Project Team. This project will be initiated in January 2026 and must be completed by March 31, 2027 to enable reservoir drawdown to begin within the 2027 low-water season and fisheries timing windows.

All deliverables shall:

- Be supplied in digital format (Microsoft Office, AutoCAD, and PDF) suitable for dissemination and regulatory submission;
- Be accessible and web-enabled in compliance with the Accessibility for Ontarians with Disabilities Act (AODA);
- Be accompanied by labelled data, field photographs, and calculations, where applicable;
- Be stamped and sealed by a Professional Engineer licensed in Ontario (for final reports, drawings, and design documents);
- Become the property of LPRCA, with all copyright and intellectual property rights vested in LPRCA.

Hard-copy reports are not required unless specifically requested.

4.1 Project Management Deliverables

The Consultant shall provide:

- Monthly progress reports and monthly financial reports;
- Agendas, minutes, and action/decision summaries for all Project Team meetings;
- Technical summaries, hand-outs, and display materials in support of the communications plan.

4.2 Technical Reports and Memoranda

The Consultant shall provide the following reports, in draft and final form:

1. **Background Review Memo** – confirming background review, approach, data gaps, and resolution strategy.
2. **Preliminary Step-by-Step Drawdown Plan** – addressing method and schedule, sediment management, effects monitoring, structural considerations (repairs, fish barrier, control mechanism removal), staging, and preliminary costs.
3. **Interim Report** – summarizing completed work including drawdown plan, sediment management plan, impacts monitoring and adaptive management plan, and communication activities to date.
4. **Final Design Report** – as defined in Section 3.12, consolidating all design, monitoring, and risk management components, including appendices.

A minimum two-week review period shall be provided for each draft report. Revisions shall be made in response to written comments from the Project Team prior to finalization.

4.3 Design Deliverables

The Consultant shall provide, as defined in Section 3:

- Detailed Sediment Control Plan and drawings;
- Detailed Impacts Monitoring Plan and drawings;
- Materials to support LRIA Section 16 Work Permit and DFO Authorization applications;
- Detailed Concrete Repair, Fish Barrier System, and Control Mechanism Removal design packages, including drawings, technical specifications, and cost estimates;
- Updated Step-by-Step Drawdown Implementation Plan;
- Final design drawings prepared in AutoCAD (PDF and DWG formats).

4.4 Tender Documents

The Consultant shall prepare complete Request for Tender (RFT) documents, including:

- Instructions to Bidders and front-end documents (per LPRCA procurement standards);
- Detailed technical specifications and drawings (Issued for Tender/Issued for Construction);
- Schedule of items and prices;
- Contractor requirements for staging, sequencing, environmental protection, and monitoring.

Tender-phase support (responses to bidder inquiries and preparation of addenda) shall also be provided.

4.5 Meetings

At minimum, five (5) meetings shall be held with the LPRCA Project Team, either in-person or via Microsoft Teams:

- a) Project start-up (confirm methodology, schedule, expectations);
- b) Following submission of the Background Review Memo;
- c) Following submission of the draft Preliminary Step-by-Step Drawdown Plan;
- d) Following submission of the draft Interim Report;
- e) Following submission of the draft Final Design Report.

The Consultant shall produce agendas, minutes, and supporting materials for all meetings. A contingency fee for additional meetings (virtual or in-person) shall be included in the proposal.

5 GENERAL TERMS AND CONDITIONS

5.1 Contract

The LPRCA will require a legally binding contract to be signed before work commences (sample Appendix C). No proponent will acquire any legal or equitable rights or privileges relative to the goods and services until the contract has been signed by both parties.

5.2 Confidential Data

The Consultant shall not at any time before, during or after the completion of the services divulge any confidential information communicated to or acquired by the Service Provider or disclosed by LPRCA in the course of carrying out the services provided for herein. No such information shall be used by the Service Provider before, during or after the completion of the services on any other project without the prior written consent of LPRCA.

All developed HEC-RAS models, data, facts and information, including third party information, provided by LPRCA to the Service Provider for any purpose related to this Agreement shall remain the sole property of LPRCA.

5.3 Pricing

- a) All prices are in Canadian funds;
- b) All pricing will exclude HST;
- c) All pricing will remain firm for 120 days; Proposal is to be open to acceptance for a period of 120 days beyond the deadline for the submission of Proposals;
- d) When submitting prices, all Consultants should realize that quoted prices are not confidential after acceptance, and may be given to all competing Consultants upon request. All prices will be held in confidence until after acceptance;
- e) The LPRCA is under no obligation to accept the lowest quoted amount;
- f) This project has an upset limit of \$130,000 excluding taxes. Scope changes resulting in budget increases are not likely to be approved.

5.4 Payment Terms

Payments to the Consultant:

- a) Will be made based on the pricing offered in the submission;
- b) Will be made subject to the goods and services being provided to the satisfaction of the LPRCA;
- c) Work outlined in the proposal must be completed before payment will be issued;
- d) The LPRCA will approve completed work, before any invoice is paid;
- e) Net thirty (30) days from invoice date.

5.5 Compliance

The Proponent agrees to comply with all laws and regulations affecting this RFP document in any manner and agree to take further steps as may be necessary to affect such compliance. All laws and regulations required to be incorporated in contracts of this character are hereby incorporated by inference.

5.6 Assignment and Sub-Contracting

The Consultant shall not, without the prior written approval of the LPRCA:

- a) Assign, either directly or indirectly, the contract or any right of the Consultant under the contract; or
- b) Sub-contract any obligation of the Consultant under the contract.

5.7 Workplace Safety and Insurance Board (WSIB)

The Consultant must maintain, for the duration of the contract and for the protection of all employees engaged thereunder, WSIB coverage as required by the current labour law of the Province of Ontario and all municipal and federal liability laws. Evidence of this protection must be supplied to the LPRCA prior to commencement of any work by the Consultant. It is the responsibility of the Consultant to provide a new WSIB certificate of clearance every 90 days until final payment is made. A Consultant must provide WSIB coverage for a contractor or subcontractor who has no employees and works for them on a contract for service.

5.8 Indemnification

The Consultant agrees to fully indemnify and save harmless the LPRCA from all actions, suits, claims, demands, losses, costs, charges and expenses whatsoever for all damage or injury including death to any person and all damage to any property which may arise directly by reason of a breach by the Consultant of a requirement of the contract, save and except for damage caused by the negligence of the LPRCA or its employees.

5.9 Insurance

During the term of the contract awarded, and until the expiry of all applicable warranty periods, the Consultant shall carry Professional Liability Insurance covering the work and services described in this Agreement. Such policy shall provide coverage for an amount not less than two million (\$2,000,000) dollars with respect to all of the responsibilities relating to this

Agreement, providing coverage for acts, errors and omissions arising from the professional services provided. The Consultant must submit proof of insurance to the LPRCA before any work begins or an agreement is signed.

5.10 Termination of Contract

In addition to the LPRCA's option to cancel the contract before the expiry of the contract term upon thirty (30) calendar days' notice to the Consultant, the following conditions will also contribute to consideration of contract cancellation:

- a) Changes/alterations to the scope of work that are not approved for acceptance by the LPRCA; or
- b) The expected level of performance by the Consultant is not being provided; or
- c) The Consultant is adjudged bankrupt, becomes insolvent or unable to discharge its liabilities as they become due, makes an assignment for the benefit of its creditors, is subject to the appointment of a receiver, or a petition of bankruptcy is made against it.

5.11 News Release/Publicity

An award of contract to a Consultant does not constitute a general endorsement of the Proponent's goods or services, and the award of a contract cannot be used by the Consultant to promote the sale of products or services, without the express written permission of the LPRCA.

Appendix A – Maps and Figures

Figure 1: Location of the Vittoria Dam within the LPRCA Watershed

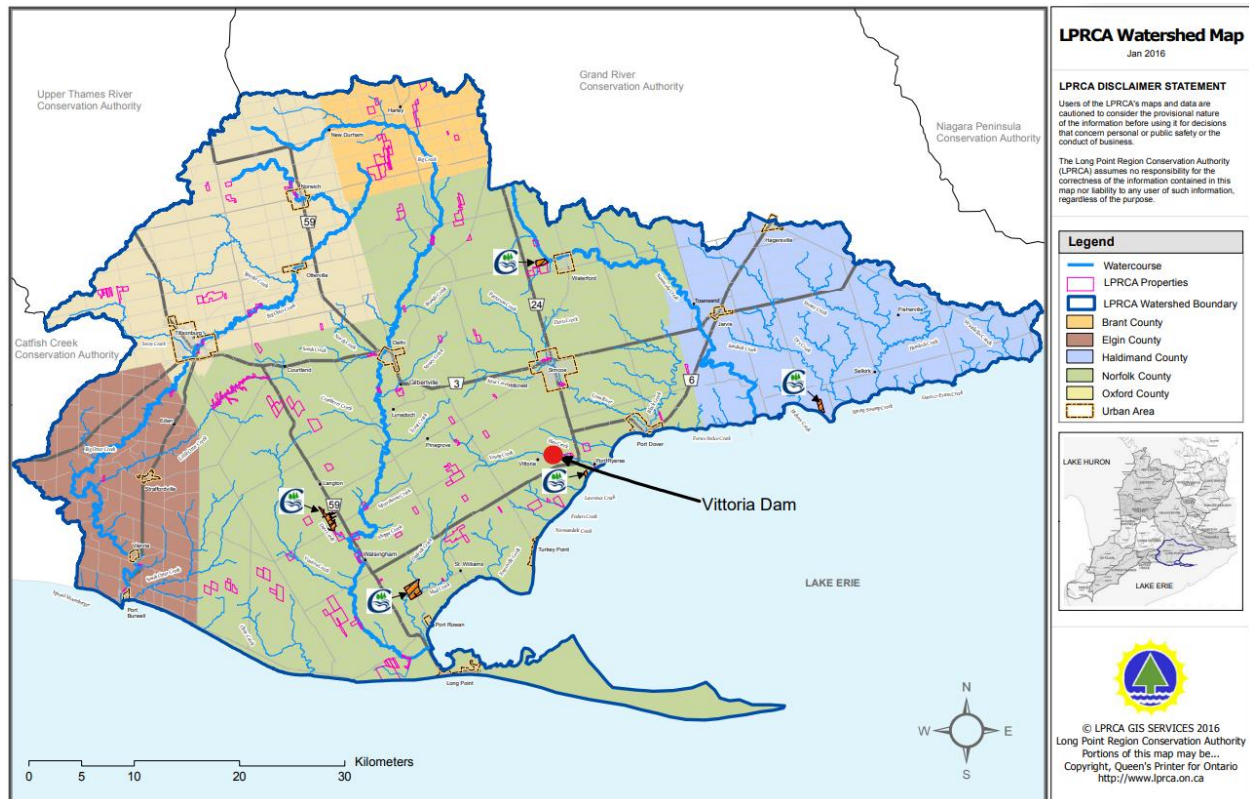


Figure 2 Aerial view of the Vittoria Dam, Mill Pond Road and the reservoir

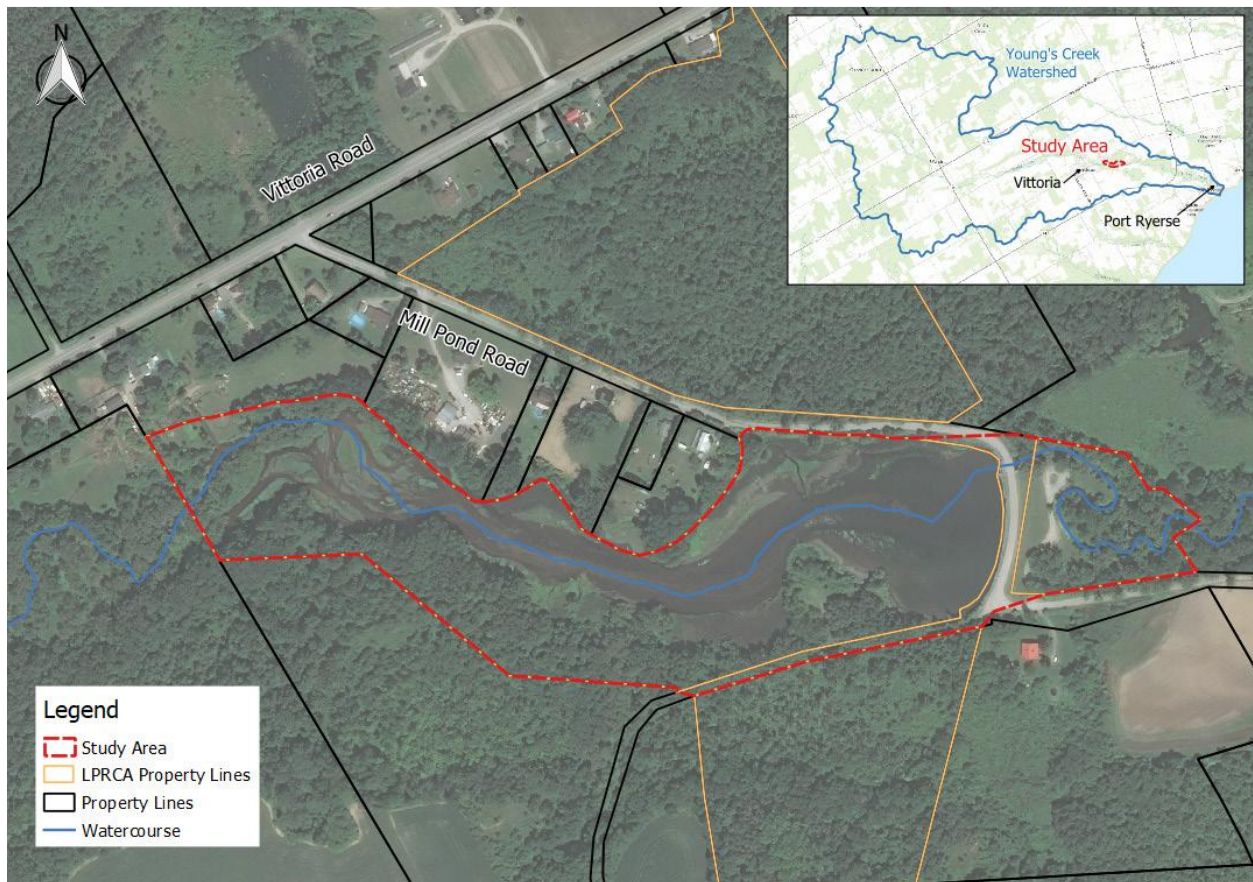


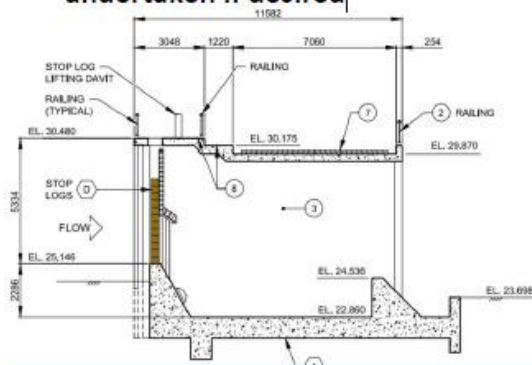
Figure 3: Vittoria Dam Preferred Alternative 5 – Lower Outlet / Reservoir Operating Level and Naturalize Pond Perimeter



Figure 4: Proposed Alternative 5 Implementation

PROPOSED IMPLEMENTATION

- Very slow drawdown of reservoir through stop log removal over 2-3 years
- Repair concrete elements
- Fish barrier elements - filling spillway with stone to limit pool depth and prevent upstream spawning; install “lip” at concrete sill to prevent lamprey migration
- Monitor and stabilize stream channel as necessary
- Monitor vegetation and manage invasives as necessary
- Monitor ponded area upstream of dam; pond will fill in over time; dredging can be undertaken if desired



Appendix B – Professional Services Agreement

Available for download at the link provided in Section 3

Appendix C - Declaration of Disclosure

Available for download at the link provided in Section 3