



REQUEST FOR PROPOSALS

Item #L-13/26

Engineering Consulting Services for Flood Protection System
Assessment and Mitigation Strategy

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BID FORM

ADDITIONAL INFORMATION

The following information is available for download on the City of Brandon website

<https://purchasing.brandon.ca>:

- 1) Provision of Hydrodynamic Modelling Study for the Assiniboine River from Shellmouth Dam to Brandon
- 2) Assiniboine River Flood Hazard Map
- 3) Assiniboine River & Lake Manitoba Basins Flood Mitigation Study
- 4) Brandon Flood Protection Pre-Design Study (Revised)
- 5) Sample Agreement

1.0 BACKGROUND

The City of Brandon (the City) is protected by a combination of permanent diking, riverbank stabilization works, and emergency flood-fighting measures that have evolved over several decades. The 2011 Assiniboine River flood, one of the most significant in Manitoba's recorded history, prompted a major program of permanent dike upgrades, realignments, and structural improvements throughout Brandon. These works substantially increased the reliability and performance of the flood protection system and reduced the City's reliance on temporary emergency measures.

More than ten years have passed since these upgrades were completed, and the system has not undergone a comprehensive engineering assessment to evaluate deterioration, geotechnical performance, or long-term reliability. Portions of the dike network (Kasiurak Bay and 17th Street East) were not upgraded due to budgetary concerns and are more at risk than improved areas.

Updated hydrologic information and climate-informed modelling Provision of Hydrodynamic Modelling Study for the Assiniboine River from Shellmouth Dam to Brandon across the Prairie region indicate a need to reassess design flood levels to ensure the system remains resilient under future conditions.

The City requires a comprehensive evaluation of its existing flood protection system and a clear understanding of the mitigation options necessary to achieve protection levels consistent with a 1:200-year and 1:300-year flood event as indicated in the "Provision of Hydrodynamic Modelling Study for the Assiniboine River from Shellmouth Dam to Brandon" completed by AECOM on behalf of Manitoba Transportation and Infrastructure.

2.0 PROJECT OVERVIEW

The Flood Protection System Assessment will provide the City with a comprehensive, engineering-based assessment of its existing flood protection system and a clear roadmap for achieving enhanced levels of protection against 1:200-year and 1:300-year flood events. Building on more than a decade of operational experience since the 2011 upgrades, the study will evaluate how the system is performing today, where vulnerabilities exist, and what improvements are required to meet modern hydrologic and climate resiliency expectations.

The project will include a detailed review of the current diking network, its geometry, structural condition, materials, freeboard, seepage performance, and tie-ins, supported by updated hydrologic and hydraulic modelling of the Assiniboine River. The existing diking system was designed to provide protection against an Assiniboine River flow of 1,076 m³/s. This flow corresponds to a 1:333-year event as noted in the Brandon Flood Protection Pre-Design Study.

Using this information, the study will identify deficiencies relative to the current, 1:200-year and 1:300-year flood protection levels. Permanent mitigation options such as dike raises, realignments, structural reinforcements, seepage control measures, and riverbank stabilization shall be considered. Temporary emergency response mitigation options may also be considered for each level of flood protection. Each option will be supported by conceptual-level designs, cost estimates, and an evaluation of environmental, land-use, and constructability considerations.

The final deliverable will be a prioritized, defensible mitigation strategy that positions the City to advance detailed design, secure external funding, and implement long-term upgrades that ensure Brandon's flood protection system remains reliable and resilient for decades.

The City is currently partnered with the Co-operators Group Limited (the Co-operators) through its Resilience Acceleration Lab on this assessment. Through this partnership the City and the Co-operators hope to gain insight, develop new project delivery and funding models for the construction of climate-resilient infrastructure.

3.0 SCOPE OF WORK

This Scope of Work defines the tasks and deliverables required to assess and enhance the City's flood protection system in order to support continued and improved flood resilience.

3.1 Task 1: Project Initiation

The Consultant shall review all available background information. A project kick-off meeting shall be scheduled with City staff to confirm objectives, data availability, assumptions and project constraints.

3.1.1 Task 1.1: Background Review

- a. Conduct a kickoff meeting with City staff to confirm objectives data availability, assumptions, project constraints, communication, schedule and work plan.
- b. Review all available background information, including the Brandon Flood Protection Pre-Design Study, dike upgrade drawings and tender documents, as-built drawings, geotechnical reports, hydrologic studies, emergency flood action items.
- c. Review LiDAR and ortho imagery
- d. Review the hydraulic model provided by Manitoba Transportation and Infrastructure.

3.1.2 Task 1.2: Data Collection and Field Investigations

- a. Complete a field inspection of the entire diking system, including geometry, crest elevations, slopes, materials, drainage features, tie-ins, and areas of erosion or instability.

- b. Conduct geotechnical investigations as required to assess existing embankment conditions and the viability of increased flood protection levels.
- c. Identify areas where topographical and bathymetric surveys are required. The City shall collect the survey information and provide it to the Consultant to aid with condition assessment.
- d. Document any signs of deterioration, settlement, animal burrows, vegetation impacts, or structural deficiencies.

3.2 Task 2: Current Flood Protection System Condition Assessment

Using the information gathered as part of Task 1, the Consultant shall assess the performance of the diking system under the 1:333-year flood event noted in the Brandon Flood Protection Pre-Design Study (1,076 m³/s). Hydraulic modelling shall be completed to determine freeboard, overtopping, slope stability, erosion and seepage risks.

3.2.1 Task 2 Deliverables

- a. Provide a comprehensive report assessing dike conditions and performance.
- b. A prioritized deficiency list complete with cost estimates and conceptual design drawings. Deficiencies shall be based on a high-level risk assessment.

3.3 Task 3: Flood Mitigation Review

3.3.1 1:200-year Flood Mitigation Review

Using the information gathered as part of Task 1, the Consultant shall assess the performance of the diking system under the 1:200-year flood event noted in the Provision of Hydrodynamic Modelling Study for the Assiniboine River from Shellmouth Dam to Brandon (1,263 m³/s). Hydraulic modelling shall be completed to determine failure modes such as freeboard, overtopping, slope stability, erosion and seepage risks.

3.3.2 1:300-year Flood Mitigation Review

Using the information gathered as part of Task 1, the Consultant shall assess the performance of the diking system under the 1:300-year flood event noted in the Provision of Hydrodynamic Modelling Study for the Assiniboine River from Shellmouth Dam to Brandon (1,438 m³/s). Hydraulic modelling shall be completed to determine freeboard, overtopping, slope stability, erosion and seepage risks.

3.4 Task 4 Flood Mitigation Options

The Consultant shall develop permanent and/or temporary mitigation options to achieve the required protection levels for the 1:200-year and 1:300-year flood events. Options shall consider structural, non-structural, operational and emergency response measures.

- a. Permanent structural options may include dike elevation increase, widening, realignments, seepage control, slope stabilization, drainage and pumping improvements, and property acquisition requirements
- b. Non-structural options may include floodplain management strategies or land-use controls
- c. Emergency options may include temporary dikes or emergency dike raises, sandbagging, aqua dams, and the operational protocols for emergency deployment.

3.4.1 Task 4 Deliverables

- a. A report on viable mitigation options for both the 1:200-year and 1:300- year event.
- b. Conceptual design drawings for permanent, non-structural and/or emergency flood mitigation options.
- c. Cost estimates (Class D) and evaluation of proposed mitigation options.

3.5 Optional Task 5 Public Engagement

The Technical and Financial Proposals must include pricing and methodology for the following optional public engagement tasks for City consideration:

- a. Formal Presentation to City Council

The Consultant shall prepare and deliver a professional presentation summarizing key findings, modelling results, identified risks, and recommended mitigation strategies. The presentation must be suitable for a non-technical audience and include clear visuals, maps, and concise explanations of complex engineering concepts.

- b. Public Open House

The Consultant shall plan and facilitate a public open house to share project findings with residents, businesses, and stakeholders. This includes preparing display boards, maps, and engagement materials; staffing the event; answering technical questions; and providing a summary of public feedback to the City.

4.0 SCHEDULE OF WORK

The City anticipates making the award within six (6) weeks of the Proposal closing date.

The schedule for this project is to commence in September 2026. The final System Assessment Report must be submitted no later than **September 30, 2027**.

5.0 PROPOSAL SUBMISSION REQUIREMENTS

Reply to this Request for Proposals (RFP) with the number of copies indicated in Section 9.0, Receipt of Proposals. Proposals for this project shall be submitted in two (2) parts, a Technical Proposal, and a Financial Proposal. **The Financial Proposal shall be contained in a separate document.** Each part shall be submitted in accordance with Section 9.0, Receipt of Proposals.

5.1 Technical Proposal

Financial information shall not be contained in the Technical Proposal. As a minimum, the Technical Proposal submittals shall focus on responding to and include the following sections:

5.1.1 Proponent Identification and Office Contact Information

The Proponent shall introduce the firm(s) and state their intent to provide the Services as described in the Proposal. Consortium/Association response will be accepted with the understanding that the City will regard only one of the parties of the consortium as the Proponent.

The Proposal must clearly indicate which party is the Proponent. The Proponent is responsible for all additional parties. The Proponent shall identify the firm name, address, telephone number, facsimile number and contact person as well as the firm names and corresponding information of all sub-consultant organizations.

5.1.2 Project Understanding

The Proponent shall provide a clear description demonstrating their understanding of the Scope of Work, including key deliverables and milestones necessary to deliver the project. Proposals should address the team's understanding of the flood mitigation assignment.

The Proponent shall identify specific project-related issues and risks, ensuring that all assumptions are clearly defined. Key deliverables and milestones shall be presented in a clear and realistic manner that meets the City's goals.

5.1.3 Relevant Experience – Team

The Proponent shall provide a description of a minimum of three (3) completed reference projects where a similar methodology was utilized for a project of similar scope, specifically focusing flood mitigation along with subsequent experience in all other related and required disciplines.

Project reference information shall include the team members role(s), year of experience, budgeted versus completed cost, a brief explanation of the methodology, lessons learned, as well as project owner and reference information (providing two current names and contact information per project).

The Proponent must identify all required sub-consultants where necessary to ensure that expertise is available to achieve all project objectives. Resumes can be included in the submission in the form of an appendix; however, they may not influence the evaluation unless further personnel qualifications are needed.

The Proponent shall include an organizational chart that clearly demonstrates all Key Personnel and their corresponding roles and relationships for the project.

5.1.4 Detailed Methodology

This section will further describe, in a high level of detail, the methodology to be employed for this project and the Proponent's proposed work plan. The methodology should include a work plan providing a comprehensive listing of all activities or tasks associated with meeting each project objective described in the Scope of Work. The activity or task must be fully described, identifying the parties that must be part of the process, along with the expected deliverable or outcome. The Proponent should include ideas for innovation that could be incorporated into the project design as a means of improving constructability or performance, enhancing climate resiliency, reducing costs and reducing risk.

The Proponent shall provide a work plan chart documenting a comprehensive listing of all activities and tasks identified under the Methodology description. At minimum, the chart shall document the following:

- a. Work Breakdown Structure for each activity or task, the names, including the position, of all staff assigned, projected hours for each staff member and the time commitment this represents expressed as a percentage of a standard workday. Financial information including hourly rates shall not be included.

5.1.5 Project Management

This section shall document the Proponent's general project management plans and processes to be used for this project to ensure the deliverables are provided on time, on budget and to the standards and level of quality described herein. At minimum, the Proponent shall address the following:

a. Project Scope Change Management

This section should describe scope control measures including change identification, change analysis and change response.

b. Schedule Management

This section should describe the control measures including schedule variance identification and response.

c. Quality Management

This section should describe a comprehensive Quality Management Plan which includes such elements as internal deliverable review processes, project standards to be used and client input/approval processes.

d. Communication Management

The section should describe lines of communication, records and document control and information distribution.

Further to the above, the Proponent shall provide a work plan chart documenting the following:

1. Task Schedule – described with a Gantt Chart:

- a. Schedule for start and finish of each activity or task, including team member assigned.
- b. All project milestones with corresponding milestone deliverables or final deliverables.
- c. Firm completion dates that meet the stipulated schedules and deadlines must be clearly indicated.

5.1.6 Innovation

This section shall document how the Proponent will evaluate and integrate nature-based solutions (NbS) as part of the flood protection system assessment. The Proponent should outline opportunities where natural or hybrid systems can complement or enhance traditional engineered flood protection.

The Proponent shall describe the potential benefits, limitations, land requirements, permitting considerations, and long-term maintenance implications of applicable nature-based solutions. The Innovation Section should also identify where NbS could be incorporated into the recommended mitigation strategy or phased implementation plan.

5.1.7 Agreement Changes

Requested changes or amendments (if any) to the City's Sample Consulting Services Agreement shall be included as part of the Proposal response. If changes are not submitted with the Proposal submission, they will not be considered.

5.1.8 Exemptions & Assumptions

The Proponent shall disclose any exemptions or assumptions for their scope as part of the Proposal response. This applies to both the Technical and Financial Proposal.

5.1.9 Disclosure Requirements

Disclosure of actual or potential conflicts of interest, if any.

5.2 Financial Proposal:

The Financial Proposal shall be contained in a separate document marked "Financial Proposal". The Financial proposal shall include the following sections:

5.2.1 Consultant Identification and Office Contact Information

Financial Bid Form – This form shall contain the information requested and a summary of the Total Bid Price outlined.

5.2.2 Project Cost

The project cost will be on a time basis plus disbursements to a maximum value.

Costs shall be presented in tabular form similar to the Work Breakdown Structure. A detailed price breakdown shall be provided for each task or activity illustrating the names, including the position, of all staff assigned, projected hours for each staff member, time commitment expressed as a percentage of a standard work day, and their hourly fee rates. If staff fee rates change over the course of the project, the Fee and Task Schedule shall be broken down by the year. The disbursements, expenses and applicable taxes for each activity shall be indicated in the table for each activity.

The fees quoted shall be in Canadian Funds. Pricing must remain firm for ninety (90) days after the submission closing date. The fee quoted must include all applicable taxes; the Goods and Services Tax must be clearly shown and added separately.

6.0 ENQUIRIES

This RFP may be amended only by written addenda. If the City, for any reason, determines that it is necessary to provide additional information relating to this RFP, such information will be communicated to all respondents by addenda. Each addendum shall form an integral part of this RFP. Such addenda may contain important information, including significant changes to this RFP.

Questions shall be submitted in written form up to seven (7) days before the closing date to:

Lynda Kretchmann, SCMP, CCLP, P.Log., CCLMP

Procurement Specialist

E-mail to: purchasing@brandon.ca

Ms. Kretchmann will arrange for the appropriate staff person to provide a written response to the questions. The City will make reasonable efforts to forward addenda to all registered recipients of the Proposal documents; however, the Proponent is responsible for ensuring that he has received all addenda. Addenda will be available on the City website

<https://purchasing.brandon.ca>.

7.0 EVALUATION CRITERIA

All Proposals will be evaluated in the following manner:

The Evaluation Team, made up of internal representatives, will evaluate the submissions received. Team members will evaluate each submission individually and will then meet as a group to complete the evaluations by consensus. The evaluation will consider several key items and weigh them based on the point schedule in the table below.

It is not the intent of this evaluation to remove subjectivity from the evaluation process. The intent is to guide those individuals reviewing the submissions, so they do not miss important criteria or give excessive weight to items of less importance.

The technical proposal will undergo evaluation based on the following key areas:

- Understanding of the scope of work and project objectives.
- Consultant's credibility in showcasing innovative approaches or technologies, ability to present technical data coherently and comprehensively, and offering recommendations for cost-effective system improvements.
- Overall project management methodology, encompassing effective communication, problem-solving approach, efficiency in executing similar projects, and comprehensiveness of the proposal.

The scoring will be segmented into the following criteria:

Technical Evaluation Table

Scoring Criteria	Points
Understanding of Project Scope and Objectives	20
Technical Approach and Methodology	30
Project Team and Expertise	25
Project Management, Scheduling, Timeline and Communication	20
Innovation: Integration of Nature-Based Solutions	15
Total Technical Points	110

a) Understanding of Project Scope and Objectives

Ensuring a robust understanding of the project's scope and objectives is paramount for effective planning and execution. The proponent must exhibit a comprehensive grasp of the project's objectives, incorporating relevant background information and identifying any additional necessary data. The City seeks a thorough delineation of project tasks, along with associated risks and opportunities, all aligned with the project's aims. Moreover, innovative strategies aimed at enhancing flood resilience will be thoroughly evaluated and highly valued.

b) Technical Approach and Methodology

There will be a strong focus on reviewing the clarity and coherence of the methodology to ensure it aligns with project objectives and requirements. Through the evaluation of the technical approach and methodology against the outlined criteria, the City aims to identify proposals that not only address immediate flood protection needs but also contribute to the long-term resilience and sustainability of the community's flood protection infrastructure.

c) Project Team and Expertise

This section will undergo a thorough evaluation, focusing on assessing the qualifications and expertise of the proposed project team members, as well as the firm's relevant experience. This expertise may be substantiated through reports obtained from provided references. Careful consideration will be given to the strategic assignment of staff to different project tasks. Through a detailed assessment of these criteria, the City aims to ensure the selection of a project team equipped with the necessary expertise to effectively execute the project and achieve optimal outcomes.

d) Project Management, Scheduling, Timeline and Communication

Breaking down the evaluation criteria into four key areas, project management, scheduling, timeline, and communication, enhances the precision and systematic nature of the assessment process. This structured approach allows for a comprehensive evaluation of the Proponent's proposed project management strategy, ensuring thorough examination of each aspect.

Furthermore, evaluators will examine the effectiveness of the communication plan, considering factors such as channels, frequency, and transparency. These additional criteria aim to ensure that the proponent's project management approach is thorough, well-planned, and effectively communicated, thus contributing to the successful execution of this project.

e) Innovation: Integration of Nature-Based Solutions

This section evaluates how effectively the proponent assesses and integrates nature-based solutions (NbS) within the project. Breaking down the evaluation criteria into key areas: identification of applicable NbS, assessment of feasibility, long-term maintenance considerations, benefits, limitations, land requirements, and permitting constraints which allows for a comprehensive evaluation of the proponent's approach to innovation. This approach ensures that each component of NbS integration in the proposal is adequately examined.

Following the evaluation of the Technical Proposal, the Financial Proposal may be opened and a price per point will be calculated. The City reserves the right not to open a Proponent's Financial Proposal if scoring in any category falls into a pre-determined rating classified as "does not meet expectations."

Price per Point = Financial Total Cost / Total Technical Score

The City of Brandon reserves the right to contact any or all proponents to clarify their Proposal. The City reserves the right to award to the Proposal which best meets the City's requirements. The City reserves the right to accept or reject any or all Proposals and the issuance of the RFP in no way obligates the City to enter into a contract with any of the respondents. The City reserves the right to cancel this RFP at any time

8.0 MISCELLANEOUS

The fee quoted shall be in Canadian Funds. Pricing must remain firm for sixty (60) days after the submission closing date. The fee quoted for the work shall be time based plus disbursements and shall be the total remuneration for all work performed including site visits during the work, travel, meals, telephone, printing, etc. The fee quoted must include all applicable taxes; the Goods and Services Tax must be clearly shown and added separately. Disbursements for additional site visits or additional work, if requested by the City, will be paid for at an hourly rate plus disbursements only when authorized in writing in advance by the City.

The successful Consultant will be required to enter into a written agreement with the City for the services provided. A sample agreement has been provided for reference. Requested changes/amendments to the City's sample agreement shall be included as part of the Proposal submission. Wording changes can be included in an appendix to the Proposal provided it is clearly indicated in the ten (10) - page submission where this information can be located.

The Consultant will be required to maintain Professional Liability Insurance in the amount of not less than \$2,000,000 (Two Million Dollars) for any one (1) claim, and \$5,000,000 (Five Million Dollars) in the aggregate for all claims.

The Consultant will be required to purchase Errors and Omission Insurance for the work on this proposal to save the City harmless on any claims resulting from the work performed by the consultant.

All data, reports and plans provided by the consultant to the City shall become the property of the City of Brandon free of all copyright restrictions.

9.0 RECEIPT OF PROPOSALS

The Proposal must be received by the method specified below before 5:00:00 p.m. local Brandon time on Tuesday, August 11, 2026 to be accepted as a bona fide Proposal Submission.

Proposal Submissions must be received by the City before the stipulated closing time. Late Proposal Submissions will not be accepted.

Via Online Bidding Platform (E-submission)

One (1) copy of an electronic Proposal Submission in .PDF format shall be submitted via the "Submit Online Bid" link for the associated Proposal on the City of Brandon Purchasing & Tenders website: <https://purchasing.brandon.ca>.

The City utilizes an online bidding platform where electronic Proposal Submissions may be submitted until the closing time indicated herein for Receipt of Proposals.

The procedure for submitting electronic Proposal Submissions can be viewed on the City's Purchasing & Tenders website or by clicking [here](#). Failure to follow the procedure as indicated may result in a Proposal submission not being received. Any failure or delay in the transmission or storage of electronic Proposal submission is the sole responsibility of the Bidder and not of the City.

The City will ONLY accept electronic Proposal Submissions uploaded to the City's online bidding platform. Electronic Proposal Submission sent via e-mail will not be accepted. If a Bidder encounters issues uploading an electronic Proposal Submission, contact the City's Procurement Services Department at 204-729-2251.

A Proposal Submission will only be considered to have been submitted once it has been received by the City in its online bidding platform. The time the Proposal Submission is received shall be determined by the City's server time, which is linked to National Institute of Standards & Technology time. Bidders are advised the time the electronic Proposal Submission is received is based on when the Bid Submission is received by the City's server.

A confirmation webpage will display advising the Proposal Submission was submitted successfully and a confirmation email will be sent. Bidders should not consider their Proposal Submission to have been submitted if the confirmation webpage does not display and a confirmation e-mail is not received.

Proposal Submissions received via the online bidding platform are held securely and are inaccessible by Procurement Services staff until after the stipulated closing date and time.

Mail, Courier, Hand Delivered, Facsimile or E-mail Submissions Are Not Accepted.

*This document must be witnessed to be compliant.

**CITY OF BRANDON
FINANCIAL PROPOSAL BID FORM
(to be submitted as a separate document from the Technical Proposal)**

PROPOSAL: Item: #L-13/26

SUBJECT: Engineering Consulting Services for Flood Protection System Assessment and Mitigation Strategy

CLOSING DAY: 5:00:00 pm local Brandon time, Tuesday, August 11, 2026

I, _____ representing _____
(Name) (Company Name)
of _____
(Mailing Address) (City) (Province) (Postal Code)

(Phone Number) (Fax Number) (G.S.T Registration Number)

Email Address: _____

I am authorized to bind the corporation and do hereby submit this as my price on the above-noted item.

The total amount of my bid price, in Canadian Funds, including all duties and applicable fees, F.O.B. A.R. McDiarmid Civic Complex, 638 Princess Avenue, Brandon, Manitoba, Canada is:

Engineering Consulting Services for Flood Protection System Assessment and Mitigation Strategy

Base Price	\$ _____
Plus (5%) G.S.T.	\$ _____
Plus (7%) MB R.S.T.	\$ _____ (where applicable)
TOTAL BID PRICE	\$ _____

(Signature) (Date) (Witnessed by)*

I am authorized to bind the Corporation

Print Name of Witness

*This document must be witnessed to be compliant.