



## Town of Three Rivers

### Request for Proposals (RFP) – Bylaw Enforcement Services

Issue Date: November 17, 2025

Closing Date and Time: 2:00pm, Thursday, December 11, 2025

**Contact:**

John Jamieson, Chief Administrative Officer  
Town of Three Rivers  
172 Fraser Street, PO Box 546  
Montague, PE COA 1R0  
[jjamieson@threeriverspei.com](mailto:jjamieson@threeriverspei.com)  
902-838-2528

## 1. Introduction

The Town of Three Rivers is one of PEI's largest and most vibrant municipalities. With over 8000 residents, and a storied past of entrepreneurship, innovation, culture, family and friendship, The Town of Three Rivers was created in 2018 through an amalgamation of seven municipalities, along with surrounding rural areas.

Bylaw Enforcement is responsible for the investigation and enforcement of all the town's municipal bylaws. Bylaws are in place to encourage residents and businesses to be responsible and respectful of their neighbours and contribute to the health, safety and vibrancy of our community.

The Town of Three Rivers invites qualified individuals or firms to submit proposals to provide professional Bylaw Enforcement Services in accordance with the Town of Three Rivers Bylaw 2021-13 – A Bylaw to Enforce Municipal Offences, Ticketing and Enforcement, and other applicable municipal bylaws.

The successful Proponent will be responsible for enforcing Town of Three Rivers bylaws, issuing tickets and ensuring compliance through education, mediation, and enforcement.

## 2. Scope of Services

The Town requires the provision of professional bylaw enforcement across all areas of the municipality. Services are required for a minimum of one day per week

Services will include, but are not limited to:

- Investigation and enforcement of the Town of Three Rivers By-laws:
- Issuance of Municipal Offence Tickets and Orders to Comply under Bylaw 2021-13
- Attendance before the Provincial Court or Justice of the Peace as required

- Preparation of reports and documentation for the Town Office
- Coordination with Town Administration and RCMP where appropriate
- Providing monthly summary reports to the Chief Administrative Officer

### 3. Term of Contract

The term will be one (1) year commencing on January 1, 2026, with the possibility of renewal for up to two (2) additional one-year terms based on satisfactory performance and mutual agreement.

### 4. Proponent Qualifications

Proponents should demonstrate:

- Relevant experience in municipal or provincial law enforcement, inspection, or compliance services
- Knowledge of Prince Edward Island municipal legislation
- Strong communication, mediation, and documentation skills
- Access to transportation and ability to work throughout all areas of Three Rivers
- Appropriate liability insurance coverage (minimum \$5 million)
- Criminal record and vulnerable sector checks (prior to contract signing)

### 5. Proposal Instructions

Proposals must include:

1. Cover Letter – introducing the Proponent and understanding of the assignment
2. General Qualifications and Experience – including examples of similar work
3. Approach and Availability – outline how enforcement calls will be managed and prioritized
4. Proposed contract rates and terms for a one (1) year contract – provide an hourly rate and any additional fees
5. References – at least two (2) relevant professional references
6. Proof of Insurance – or ability to obtain prior to contract award
7. Any other information that would help the review team better understand the proposal

### 6. Evaluation Criteria

Criteria	Weighting
Relevant Experience and Qualifications	30%
Approach, Methodology, and Responsiveness	25%
Cost Proposal	25%
References and Past Performance	10%
Local Knowledge and Availability	10%

The Town reserves the right to negotiate with one or more proponents and to reject any or all proposals without cause.

## **7. Proposal Submission**

Three copies of the proposal clearly marked "TOTR RFP 2025- A-01 Bylaw Enforcement "shall be submitted in a sealed envelope no later than 2:00PM on Thursday, December 11, 2025, to

ATTENTION: John Jamieson  
Chief Administrative Officer  
Town of Three Rivers  
172 Fraser Street  
Montague, PE C0A 1R0

Fax, email, and late replies to the RFP will not be considered and proposals will not be returned.

By submitting a proposal, the proponent grants a license to the Town of Three Rivers to distribute, copy, or print their proposal for the purposes of evaluation.

## **8. Signed Proposals**

The proposal must be signed by the person(s) authorized to sign on behalf of the Proponent and to bind the Proponent to statements made in response to this Request for Proposal. All proponents who operate through an incorporated company shall affix their corporate seal to the submission documents in addition to the authorized signature.

## **9. General Terms and Conditions**

- The lowest or any proposal will not necessarily be accepted.
- The Town reserves the right to cancel this RFP at any time.
- All documents submitted become the property of the Town.
- The successful Proponent will be required to enter into a Service Agreement with the Town which will include all the terms and conditions necessary for conducting business with the Town of Three Rivers.
- The Proponent shall indemnify and hold harmless the Town from any and all claims, damages, or liabilities arising out of the performance of this contract.

## **10. Questions**

Questions may be directed in writing to John Jamieson, CAO at 902-838-2528 or via email to:  
[jjamieson@threeriverspei.com](mailto:jjamieson@threeriverspei.com)