



Three Rivers

• WHERE HISTORY IS MADE •

REQUEST FOR PROPOSALS (RFP)
Engineering Services
John Beer Drive Sidewalk Project

RFP TOTR2026-PW-01

Town of Three Rivers, Prince Edward Island

REQUEST FOR PROPOSALS (RFP)

Engineering Services – John Beer Drive Sidewalk Project

Town of Three Rivers, Prince Edward Island

1. Introduction

The Town of Three Rivers is seeking proposals from qualified engineering firms to provide design, tender preparation, and construction phase project management services for the planned sidewalks along John Beer Drive in Montague. The project is pending external funding approval. The Town intends to identify and select an engineering consultant now, with the contract to be conditionally awarded upon successful confirmation of project funding.

2. Background

The Town of Three Rivers aims to improve active transportation and pedestrian safety through the construction of new sidewalks along John Beer Drive. Subject to funding approval, the Town hopes to initiate and complete the project within the current construction season. Map enclosed of John Beer Drive.

3. Scope of Work

3.1 Design Phase

- Conduct site visit(s) and collect necessary survey data.
- Assess existing conditions, utilities, drainage, and road geometry.
- Prepare preliminary and final design drawings.
- Provide design options or recommendations.
- Prepare Class B cost estimates.
- Attend meetings with Town staff.

3.2 Tender Preparation

- Prepare complete tender documents suitable for public procurement including specifications, drawings, and quantities.
- Assist with bidder inquiries during the tender period.
- Support the Town in evaluating bids and recommending contract award.

3.3 Construction Phase Services

- Act as the Town's representative for construction administration.
- Conduct regular site inspections and provide written reports.
- Review shop drawings and contractor submissions.
- Monitor schedule, cost, and compliance.
- Coordinate with utilities and stakeholders.
- Prepare final as-built drawings.

4. Project Schedule

Design work will be awarded immediately. Construction, if funding is successful is expected to be completed within the 2026 construction season.

5. Proposal Submission Requirements

- Corporate Profile & Team information including relevant experience.
- Understanding of the Project.
- Methodology & Work Plan including schedule.
- Fee Proposal with breakdown for design, tender, and construction services.
- References from at least two relevant projects.

6. Evaluation Criteria

Proposals will be evaluated on experience, understanding of the project, methodology, schedule, quality of past work, fee structure, and references. Please submit fee structure for Design and tendering, and Construction project management separately, to allow award in phases if needed.

7. Conditions

This RFP does not commit to the Town to award a full contract. Award is conditional upon successful funding approval. The Town reserves the right to reject any or all proposals.

8. Submission Instructions

Proposals must be submitted in PDF format and delivered to:

RFP TOTR2026-PW-01

Dorothy Macdonald

PO Box 546,

172 Fraser Street, Montague, PE C0A1R0

No later than 2:00 PM (AST), April 16, 2026.

9. Inquiries

Queries may be sent to dmacdonald@threeriverspei.com no later than April 13, 2026.

Contact Information

Dorothy MacDonald

Email: dmacdonald@threeriverspei.com

