



Request for Proposal (RFP) Professional Engineering Consulting Services

RFP No.: MOP2026-01

Issued: February 20, 2026

Closing Date: Tuesday, March 24th, 2026 at 3:00 pm CST

1. Invitation to Proponents

The Municipality of Pembina is inviting proposals from qualified professional engineering firms to deliver project-based municipal engineering services. Through this Request for Proposals (RFP), the Municipality seeks to retain a consulting engineering firm to provide planning, design, tendering, contract administration, and construction oversight for municipal infrastructure projects.

This agreement is intended solely to support project delivery and is not meant to serve as an asset management or standing advisory contract.

2. Background

The Municipality periodically undertakes capital infrastructure projects involving roads, drainage, water and wastewater systems, bridges, and culverts. To support this work, the Municipality aims to establish a long-term partnership with a qualified engineering firm to promote continuity, efficiency, and the delivery of high-quality projects.

3. Scope of Services

The successful proponent shall provide professional municipal engineering services on a project-by-project basis and may include:

- Preliminary engineering and feasibility studies
- Detailed design, drawings, specifications, and cost estimates
- Tender preparation, administration and procurement support
- Contract administration and construction inspection
- Project completion and as-built documentation

Project types may include roads and drainage, water and wastewater systems, bridges and culverts.

Routine asset management planning and non-project-specific advisory

services are excluded unless separately authorized.

4. Term of Agreement

The Municipality intends to enter into an agreement for a term of five (5) years, with the option to renew on a yearly basis. Agreement subject to annual budget approvals and satisfactory performance. This agreement does not guarantee a minimum volume of work.

5. Proposal Submission Requirements

Proponents must provide:

- Firm profile and qualifications
 - Description of project team and availability
 - Demonstrated experience providing engineering services to Manitoba municipalities or similar rural municipalities
 - Project delivery experience
 - Fee schedule and rate structure
 - Confirmation of insurance coverage, including Professional Liability
 - References from comparable municipal clients
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6. Evaluation Criteria

Proposals will be evaluated using a weighted, multi-factor assessment:

- Project delivery experience - 30%
- Roads and drainage expertise - 20%
- Water and wastewater expertise - 20%
- Bridges and culverts capability - 15%
- Fees -15%

The Municipality reserves the right to conduct interviews or request additional information from proponents.

7. Award of Contract

The Municipality will recommend a preferred proponent to Council for approval. The Municipality is not obligated to select the lowest-priced proposal.

8. Rights Reserved

The Municipality reserves the right to accept or reject any or all proposals, waive minor irregularities, or negotiate with the preferred proponent.

9. Submission Details

Proposals must be received by:

- **Closing Date:** March 24th, 2026
- **Closing Time:** 3:00 pm, CST
- **Submission Method:**

Emailed in PDF format to tenders@pembina.ca

With the subject line: “**Engineering - MOP2026-01**”

Contact Person:

Kat Bridgeman, CAO
Municipality of Pembina

Questions with respect to the RFP should be directed to the CAO at
kat.bridgeman@pembina.ca

Late submissions will not be accepted.
