

Town of Burin Request for Proposal (RFP)

Engineering Services for Municipal Asphalt Repair Program

1. Introduction

Municipality: Town of Burin

RFP Number: 2026-01

Issue Date: July 6, 2026

Proposal Closing Date and Time: July 20, 2026

The Municipality of Burin invites qualified engineering consulting firms to submit proposals to provide professional engineering services for the planning, design, tendering, construction administration, and inspection of municipal asphalt repairs.

2. Project Background

Engineering services are required to support the Municipality in delivering its annual asphalt repair program in accordance with municipal standards and applicable provincial regulations.

3. Project Objectives

The successful consultant will assist the Municipality in:

- Evaluating existing pavement conditions.
 - Preparing engineering designs and contract documents.
 - Providing cost estimates.
 - Assisting with procurement.
 - Administering construction contracts.
 - Providing project close-out documentation.
-

4. Scope of Services

The consultant shall provide services including, but not limited to:

Phase 1 – Investigation and Assessment

- Review available municipal records.
- Conduct site investigations.
- Perform pavement condition assessments.
- Evaluate drainage issues.
- Identify utility conflicts.
- Prepare recommendations for rehabilitation.

Phase 2 – Engineering Design

- Prepare design drawings.
- Develop technical specifications.
- Prepare quantities and cost estimates.
- Recommend asphalt repair methods.
- Coordinate with utility providers where required.
- Obtain necessary permits.

Phase 3 – Tender Assistance

- Prepare tender documents.
- Respond to contractor inquiries.
- Issue addenda.
- Assist in tender evaluation.
- Prepare award recommendations.

Phase 4 – Construction Administration

- Attend pre-construction meetings.
- Conduct site inspections.
- Monitor contractor performance.
- Review progress claims.
- Manage contract changes.
- Maintain construction records.

Phase 5 – Project Close-Out

- Conduct substantial completion inspections.
 - Prepare final project report.
 - Recommend final payment.
-

5. Schedule

Milestone	Date
RFP Issued	July 6, 2026
Questions Deadline	July 16, 2026
Proposal Closing	July 20, 2026
Consultant Selection	July 20, 2026
Contract Award	July 21, 2026
Design Completion	August 11, 2026
Tender Release	August 21, 2026
Construction	September 11, 2026
Project Completion	September 18, 2026

6. Consultant Qualifications

Proponents should demonstrate:

- Experience with municipal roadway rehabilitation projects.
 - Experience with asphalt pavement design and repair.
 - Knowledge of applicable municipal and provincial standards.
 - Qualified professional engineers licensed in the applicable jurisdiction.
 - Construction administration experience.
 - Quality management procedures.
 - Relevant project references.
-

7. Proposal Submission Requirements

Proposals shall include:

A. Cover Letter

- Authorized representative
- Contact information

B. Company Profile

- Firm overview
- Years in business
- Office locations
- Available resources

C. Project Understanding

Describe:

- Understanding of the Municipality's objectives
- Key project considerations
- Proposed approach

D. Project Team

Include:

- Project Manager
- Design Engineer
- Construction Administrator
- Inspection Staff
- Subconsultants (if applicable)

Include resumes for key personnel.

E. Relevant Experience

Provide descriptions of similar municipal projects completed within the last five years.

Include:

- Client
- Project value
- Scope
- Completion date
- Reference contact

F. Work Plan

Describe:

- Methodology
- Schedule
- Communication plan
- Quality control procedures
- Risk management approach

G. Fee Proposal

Provide:

- Lump sum fees by phase
- Hourly rate schedule
- Disbursement rates
- Optional services
- Applicable taxes

8. General Conditions

The Municipality reserves the right to:

- Reject any or all proposals.
- Accept the proposal deemed most advantageous.
- Negotiate scope and fees.
- Cancel the RFP at any time.
- Request additional information or interviews.

The lowest-priced proposal will not necessarily be accepted.

9. Insurance Requirements

The successful consultant shall provide evidence of:

- Professional Liability Insurance
- Commercial General Liability Insurance
- Workers' Compensation coverage
- Automobile Liability Insurance (if applicable)

Minimum coverage limits shall be specified by the Municipality.

10. Proposal Submission

Submit proposals electronically in PDF format to:

Contact: July 20, 2026 at 2 p.m.

Title: Troy Hollett , Director Public Works

Email: office@townofburin.ca

Submission Deadline: July 20, 2026

Late submissions will not be accepted.

11. Questions

All inquiries regarding this RFP shall be submitted in writing to:

Contact: Troy Hollett

Email: thollett@townofburin.ca

Questions received after the stated deadline may not be answered.
