



REQUEST FOR PROPOSAL

ANNUAL MONITORING & REPORTING PROGRAM

The Municipal Corporation of the Township of Armour is requesting proposals from qualified firms to provide consulting services to fulfill the requirements of the Annual Monitoring & Reporting Program at the TRI Communal Landfill.

Amy Tilley
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Township of Armour - Request for Proposal (RFP)

Annual Monitoring & Reporting Program – TRI Communal Landfill

Closing Date: Friday November 21, 2025, at 3:00 p.m. (local time)

Part I – Invitation and Instructions

1.1 Purpose

The Municipal Corporation of the Township of Armour is requesting proposals from qualified firms to provide consulting services to fulfill the requirements of the **Annual Monitoring & Reporting Program** at the **TRI Communal Landfill**.

The services include, but are not limited to:

- Environmental sampling;
- Providing analytical results;
- Future capacity recommendations/applications; and
- Preparing and submitting an **Annual Report commencing in 2026**.

1.2 Inquiries

All questions concerning this RFP are to be directed to:

Amy Tilley, Waste Management Administrator

Email: landfill@armourtownship.ca

Phone: 705-382-3332

Information obtained from sources other than the Waste Management Administrator, including other municipal representatives, is not official, may be inaccurate, and may not be relied upon.

Responses to questions will be:

- Sent directly to the inquiring bidder; and
- Posted on the Township's website: www.armourtownship.ca/bids-and-tenders/.

1.3 Rights Reserved by the Township

- The lowest bid or any proposal will not necessarily be accepted.

- The Township reserves the right to accept or reject any or all proposals, to waive informalities, and to accept the proposal deemed most favourable in the Township's interest.
- By submitting a proposal, proponents confirm they are competent and capable of performing the work, and that no directors, officers, principals, senior managers, employees, or owners are officers, employees, or directors of the Township, or immediate family members thereof.

1.4 Costs and Accuracy

- The Township will not be responsible for any costs incurred in preparing or submitting proposals.
 - Proponents are responsible for ensuring the accuracy and completeness of their submissions. Errors identified after submission must be corrected at the proponent's expense.
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2. Proposal Submission

2.1 Submission Instructions

Proposals must be received no later than **Friday, November 21, 2025, at 3:00 p.m. local time.**

Sealed proposals clearly marked:

RFP #2025-02 Annual Monitoring & Reporting Program [Firm Name]

will be received by the undersigned:

Township of Armour Municipal Office
c/o Amy Tilley, Waste Management Administrator
56 Ontario Street
Burk's Falls, ON P0A 1C0
705-382-3332

Late submissions will not be accepted.

Due to the ongoing Canada Post strike and disruptions to mail delivery, all submissions must be made in person or via courier services by the deadline specified in this RFP.

2.2 Opening and Results

- There will be **no public opening.**
- A summary of bids will be provided to all bidders once Council has received the Evaluation Team's report.

3. Confidentiality and Freedom of Information

- All proposals submitted become the property of the Township and are subject to the **Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)**.
 - Certain contractual information must be disclosed to Council and may form part of the public record.
 - Proponents must identify in their submission any **scientific, technical, commercial, or proprietary information** that should remain confidential.
 - Any information not specifically identified as confidential will be treated as public.
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4. Legislation and Compliance

The successful proponent shall ensure all services are performed in accordance with all applicable Municipal, Provincial, and Federal legislation, including but not limited to:

- Occupational Health and Safety Act and Regulations;
- Workplace Safety and Insurance Act;
- Canadian Environmental Protection Act;
- Provincial Water Quality Objectives and Ministry of the Environment, Conservation and Parks (MECP) Regulations; and
- Accessibility for Ontarians with Disabilities Act, 2005.

All contracts will be governed by the laws of the Province of Ontario.

5. Indemnification

The successful proponent shall:

- Defend, indemnify, and hold harmless the Township of Armour, its Council, officers, employees, and agents from all claims, damages, costs, or liabilities arising from the contract;
 - This indemnity is in addition to and not in lieu of insurance coverage;
 - The indemnification obligation shall survive termination of the contract.
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6. Insurance Requirements

The successful proponent must provide and maintain insurance coverage as follows:

- Comprehensive General Liability Insurance of not less than \$5,000,000 per occurrence, inclusive of:

- Blanket Contractual Liability
 - Cross Liability
 - Non-Owned Automobile Liability
 - Personal Injury Liability
 - Non-Owned Automobile Insurance of not less than \$5,000,000 per accident.
 - The Township of Armour shall be named as Additional Insured.
 - Prior to commencing work, the proponent shall provide a valid Certificate of Insurance.
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7. Workplace Safety Insurance Board (WSIB)

The successful proponent must:

- Be in good standing with WSIB; and
 - Provide a current Clearance Certificate prior to contract commencement.
-

8. References

Proponents must include a minimum of three (3) references for projects of similar scope, including:

- Contact information (name, organization, phone/email); and
 - Brief project descriptions.
-

9. Professional Responsibility

- Only qualified and experienced Environmental Consultants will be considered.
 - Reports must be prepared and sealed by a Professional Engineer (P.Eng.) or Professional Geoscientist (P.Geo.) licensed in Ontario.
 - Services must be performed in accordance with professional standards of care, skill, and diligence.
-

Part II – Detailed Scope and Background

10. General Scope

The successful proponent will carry out the Township's Annual Monitoring & Reporting Program.

- The 2024 Annual Monitoring Report will be made available on the Township's website.
- The 2025 Annual Monitoring will be completed by the current Environmental Consultant. Successful bidder to commence Annual Reporting in 2026.
- Digital copies can be provided upon request.
- Excel files containing historic data will be provided to the successful bidder.

11. TRI Communal Landfill Background

- Location: Almaguin Highlands, District of Parry Sound.
- Servicing: Township of Armour, Township of Ryerson, and Village of Burk's Falls.
- Ownership: Village of Burk's Falls.
- Operations: Administered by Township of Armour.

Population Served: approx. 3,185.

- Village of Burk's Falls (981 residents) receives curbside collection; landfill use limited to bulky, construction/demolition waste, and diversion programs.

Regulatory Approvals:

- Waste ECA A521003;
- Sewage Works CofA 6402-85LHL.

Site Characteristics:

- Licensed to receive municipal solid non-hazardous waste.
- Waste footprint: 1.73 ha; capacity: 86,500 m³.
- Total site: 20.2 ha; bounded by Chetwynd Road (north) and Magnetawan River (south).
- Groundwater moves south toward the Magnetawan River through an attenuation zone.

Monitoring Program:

- In place since February 2001.
- Monitoring locations, parameters, and sampling frequency have evolved with regulatory requirements and public input.
- Current monitoring program requirements are provided in **Appendix A**.

Part III – Proposal Submission Checklist

Proponents must ensure the following are included with their submission:

Requirement	Included (✓)
Cover letter identifying firm and project lead	
Company profile and qualifications	
Detailed methodology and work plan	
Proposed schedule and deliverables	
Fee proposal (separate section)	
Three (3) references with contact info	
Proof of insurance (minimum \$5M CGL, \$5M Non-Owned Auto, Additional Insured)	
WSIB Clearance Certificate (or exemption if applicable)	
Confirmation of professional sealing of reports (P.Eng. / P.Geo.)	
Identification of any confidential information under MFIPPA	

Part IV – Evaluation of Proposals

All proposals will be reviewed by the Evaluation Team. The evaluation will be based on the criteria below. The Township reserves the right to clarify information, request additional details, and verify references.

12. Evaluation Criteria

Category	Criteria	Weight (%)
A. Technical Qualifications & Experience (40%)	Relevant firm experience in landfill monitoring, groundwater/surface water sampling, and reporting	15%
	Qualifications of key staff (P.Eng./P.Geo.) and availability of professional sealing	10%
	Understanding of project scope and regulatory requirements	10%
	Past performance and client references	5%
B. Methodology & Work Plan (30%)	Proposed approach, sampling methodology, QA/QC, and reporting process	15%
	Proposed schedule and ability to meet deadlines	10%
	Innovation, value-added services, or efficiencies	5%
C. Cost (30%)	Overall price and fee structure	25%
	Transparency of costs (hourly rates, disbursements, lab fees)	5%

Category	Criteria	Weight (%)
TOTAL		100%

Note: Proposals must achieve a minimum score of **70% overall** to be considered.

Appendix A – Proposed 2026 Monitoring Program

MONITORING LOCATIONS	PARAMETERS	FREQUENCY
Leachate		
BH07-5, BH15-1	Leachate levels	May and September
BH15-1	FP	September
	GW-CL, TSS	
Groundwater		
BH2, BH3, BH03-1, BH03-2, BH03-3, BH07-1, BH07-2, BH07-3, BH07-4, BH10-1, BH10-2, BH15-2, BH15-3	Groundwater levels	May and September
BH2, BH3, BH03-1, BH03-2, BH03-3, BH07-1, BH07-2, BH07-3, BH10-1, BH10-2, BH15-2, BH15-3	FP	May
	GW-IL	
BH03-1, BH03-2, BH07-1, BH07-2	FP	September
	GW-CL	
Surface Water		
S1, S2, S4, S5, S6, S7, S8, S9	Flow rates	May and September
S1, S2, S4, S5, S6, S7, S8, S9, SW1, SW2	FP	May and September
	SW-CL	

NOTES:

- 1) FP indicates field parameters: pH, conductivity, turbidity, dissolved oxygen, temperature.
- 2) GW-CL indicates: alkalinity, ammonia (total), arsenic, barium, boron, cadmium, calcium, chloride, chromium, conductivity, copper, iron, lead, magnesium, manganese, mercury, nitrate, nitrite, TKN, pH, total phosphorus, potassium, sodium, TDS, sulphate, zinc, COD, DOC, phenol.
- 3) GW-IL indicates: alkalinity, bicarbonate alkalinity, carbonate alkalinity, ammonia (total), barium, boron, calcium, chloride, conductivity, iron, magnesium, nitrate, pH, potassium sodium, TDS, sulphate, zinc.
- 4) SW-CL indicates: alkalinity, bicarbonate alkalinity, ammonia (total), arsenic, barium, boron, cadmium, calcium, chloride, chromium, conductivity, copper, iron, lead, magnesium, mercury, nitrate, nitrite, TKN, pH, potassium, total phosphorus, TSS, TDS, sodium, sulphate, zinc, BOD_s, COD, DOC, phenol.

Figure 2 – Site Plan Monitoring Locations

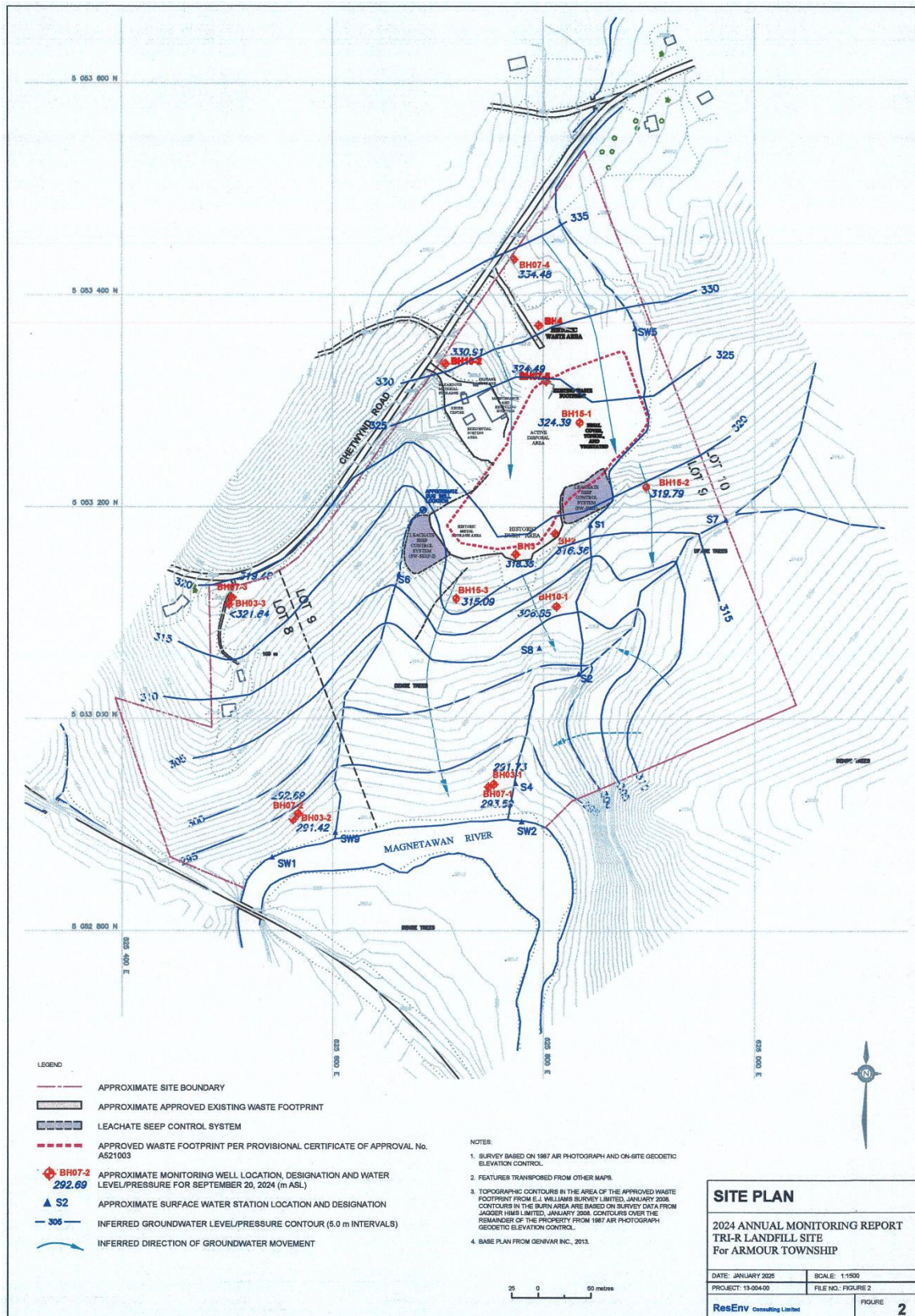


Figure 3 – Attenuation Zone

