

REQUEST FOR PROPOSAL
FOR
FLOOD RISK ASSESSMENT AND MITIGATION STRATEGY

THE TOWN OF SWAN RIVER



Closing Date: **August 25th , 2026**

Closing Time: 2:00pm CST

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1.0 ABSTRACT

The Town of Swan River (the Town) seeks proposals for a professional, reliable, and cost-effective consultant to develop a Flood Risk Assessment and Mitigation Strategy for the 2026 Flood Emergency our municipality has experienced.

2.0 INTRODUCTION

The Town of Swan River is a municipality located in Manitoba's Parkland Region. During 2026, the community experienced three significant flood events. Two overland flooding events impacted southern industrial and residential areas, while a third event resulted in flooding along the Swan River, affecting properties located in lower-lying areas adjacent to the river.

Given increasing weather variability, including periods of both drought and extreme precipitation, the Town recognizes the need to better understand its flood-related vulnerabilities and identify practical measures to reduce future risk.

The objective of this Request for Proposal (RFP) is to retain a qualified consultant to undertake a Flood Risk Assessment and Mitigation Strategy. The successful proponent will assess the factors contributing to recent flood events, evaluate existing vulnerabilities within the community, and develop strategic, cost-effective, and practical recommendations to prevent, reduce, or mitigate the impacts of future flooding.

It is recognized that there may need to be a regional approach to flood mitigation. For the time being, that will be out of scope and must be considered in partnership with other stakeholders.

3.0 INSTRUCTIONS

3.1 CLOSING TIME AND CONTACT INFORMATION

Applicants may hand deliver, mail, or email their proposals. Hard-copy proposals shall be clearly marked with the bidder's name and address and the RFP title shown on the title page. Emailed proposals shall include the RFP title in the subject line. Proposals must be received by the Town

before the closing date and time.

Hand delivered or mailed to:

Attention: Uriah Waldner

Town of Swan River

Box 879

439 Main St.

Swan River, MB R0L 1Z0

Emailed to:

uwaldner@townsr.ca

No later than: **August 25th , 2026**2:00pm CST

The Town shall not be responsible for proposals delivered to wrong addresses or that are not received prior to the closing date and time. It is the sole responsibility of each bidder to ensure their proposal(s) are received as intended. Late proposals will not be considered or opened.

3.2 AMENDMENTS TO PROPOSALS

Amendments to proposals will be accepted only if they are received before the closing date and time and are submitted in accordance with Section 3.1.

3.3 ADDENDA

If the Town determines that additional information is necessary— either in response to questions received from bidders or because new information arises—an addendum will be issued. All addenda shall be posted on the Town website. Bidders are responsible for checking the Town website for addenda, and by submitting a proposal, each bidder will be deemed to have received and considered all addenda posted before closing.

3.4 INQUIRIES AND TOWN OF SWAN RIVER REPRESENTATIVE

All inquiries and technical questions related to this RFP shall be directed to the Town of Swan River representative noted below:

Uriah Waldner

Executive Assistant

Ph: 204-734-4586 ext. 207

3.5 OPENING OF PROPOSALS

Proposals shall be opened/reviewed in the Town of Swan River Municipal Office, **August 25th , 2026** after 2:00 pm CST.

4.0 PROPOSAL CONTENT

All proposals shall include the following information:

1. A completed copy of Schedule A – Proposal Form.
2. The bidder's plan to draft a Flood Risk Assessment and Mitigation Strategy. Such work is expected to include:
 - a. Review of the 2026 flood events;
 - b. Stormwater system assessment;
 - c. River flood risk analysis;
 - d. Identification of infrastructure deficiencies;
 - e. Flood mapping and modelling;
 - f. Evaluation of mitigation options including berms, spillways and temporary flood control barriers;
 - g. Prioritized capital project recommendations; and
 - h. Cost estimates and implementation roadmap.
3. While remaining out of scope, high level consideration can be given to the identification of inter-jurisdictional drainage and flood mitigation opportunities:
 - a. Engagement with the Province of Manitoba, Manitoba Transport and Infrastructure, Canadian National Railway, the G4 Municipalities, and the Swan Lake Watershed for a regional strategy for flood resilience;
 - b. Watershed and drainage analysis; and

- c. Climate change and rainfall trend considerations.
4. Qualifications: a description of the bidder's capabilities, including examples of relevant experience.
5. References: at least three references from organizations where similar work has been completed.
Please include the organization's name, contact person with email/phone number, and a brief description of the project done for them (preference for public sector or non-profit organizations).
6. Project Organization: the composition of the proposed team, if any, including:
 - a. Project team members;
 - b. Description of the roles of the team members; and
 - c. Level of experience of the team members specific to project.
7. Cost Breakdown: a detailed cost breakdown for the proposed services, showing the total cost for the performance of all services, consultations, expenses, materials, deliverables, to be used for completion of the project. Total cost shall be in Canadian dollars, and shall identify applicable GST and PST separately.

5.0 SUPPORTING ATTACHMENTS

6.0 EVALUATION AND SELECTION

6.1 GENERAL

The evaluation of proposals will be conducted at the Town's sole discretion and may include consultation with others, references, etc. Any information obtained by the Town, whether provided by the bidder or not, may be used in the evaluation process.

Proposals will be evaluated using the following criteria:

- Understanding of the Project and Proposed Approach
 - Demonstrated understanding of the Town's flood risks and project objectives.
 - Quality and completeness of the proposed methodology.
 - Ability to identify root causes of flooding and develop practical mitigation strategies.
- Qualifications and Experience of the Proponent

- Experience conducting flood risk assessments, hydrologic/hydraulic studies, drainage assessments, or flood mitigation strategies.
- Experience working with municipalities and public-sector clients.
- Qualifications of the project team.
- Quality of Deliverables and Implementation Planning
 - Ability to provide practical, prioritized recommendations.
 - Inclusion of cost estimates, funding opportunities, and implementation roadmap.
 - Clarity and usability of final reports and presentations.
- Project Cost
 - Overall value to the Town.
 - Reasonableness of proposed fees and disbursements.
 - The Town intends to evaluate proposals based on the best overall value to the Town of Swan River in its sole discretion.

The Town is not obligated to complete a detailed evaluation of all proposals and may, at its discretion, after completing a preliminary review of all the proposals, identify and drop from the detailed evaluation any proposal that the Town deems is not fit for further consideration.

Contract award is subject to the Town policies, procedures and bylaws, including funding approval, and may require approval by the elected Council of the Town.

6.2 EVALUATION PROCESS

The Town may, at its discretion, request clarifications or additional information from a bidder and the Town may make such requests to selected bidder(s) only. The Town may consider such clarifications or additional information in evaluating a proposal.

Bidders are advised that no information relating to the Town's process will be given out after the closing date or while the evaluation and selection process is underway. Bidders are asked to refrain from contacting the Town during the evaluation process.

Bidders will be advised of the outcome of the process after it is concluded whether by the award of a contract or by cancelling the RFP process without contract award.

6.3 LITIGATION

In addition to any other provision in this RFP, the Town reserves the right, at its absolute discretion, to reject a proposal if the bidder, or any officer or director of the bidder, is or has been engaged directly or indirectly in a legal action against the Town, its elected or appointed officers, representatives, or employees in relation to any matter.

6.4 NEGOTIATION

The Town reserves the right to:

- A. Enter into a contract with the preferred bidder;
- B. Enter into discussions or negotiations with the preferred bidder(s) to finalize the terms of the contract, including financial terms. If discussions are successful, the Town and the preferred bidder(s) will finalize the contract; or
- C. If at any time, the Town reasonably forms the opinion that a mutually acceptable agreement is not likely to be reached within a reasonable time, the Town shall give the preferred bidder(s) written notice to terminate discussions, in which event the Town may then terminate this RFP without contract award.

7.0 GENERAL CONDITIONS

7.1 NO TOWN OBLIGATION

This RFP is not a tender and does not commit the Town in any way to select a preferred bidder, or to proceed to negotiations for a contract, or to award any contract. The Town reserves the right to reject all proposals and to terminate this RFP process at any time.

7.2 NO CLAIM FOR COMPENSATION

Except as expressly and specifically permitted in these general conditions, no bidder shall have any claim for any compensation of any kind whatsoever, as a result of participating in this RFP, and by submitting a proposal, each bidder shall be deemed to have agreed that they have no claim.

7.3 CONFLICT OF INTEREST

Bidders should disclose in their proposal any actual or potential conflicts of interest and existing business relationships it may have with the Town of Swan River, its elected or appointed officials or employees. The Town may rely on such disclosure.

7.4 OWNERSHIP OF PROPOSALS AND FREEDOM OF INFORMATION

All proposal submissions submitted under this RFP become the property of the Town and will not be returned to the bidder. The Town advises bidders that their proposals may be subject to the provisions of Manitoba's *Freedom of Information and Protection of Privacy Act*.

7.5 DISPUTE RESOLUTION

All claims, disputes or issues between the Town and the Contractor shall be decided by mediation or arbitration, if the parties agree, or, if the parties do not agree, by a Court of competent jurisdiction within the Province of Manitoba and governed by the laws of Manitoba.

8.0 SCHEDULE "A" - PROPOSAL FORM

RFP PROJECT TITLE: Flood Risk Assessment and Mitigation Strategy

NAME OF BIDDER: _____

Contact person: _____

Address: _____

Phone: _____

Email: _____

Postal Mailing Address: **Town of Swan River**
Box 879
Swan River MB
R0L 1Z0

Drop off Address: **Town of Swan River**
439 Main St.
Swan River MB
R0L 1Z0

I/We, the undersigned duly authorized representative of the bidder, having received and carefully reviewed all of the proposal documents; including the RFP and any issued addenda and having full knowledge of the scope(s) submit this proposal in response to the RFP. We are including comprehensive information as requested.

Signature of authorized Representative

Print Name of authorized Representative