



**REQUEST FOR PROPOSALS FOR  
MAITLAND VALLEY CONSERVATION AUTHORITY**

**SOUTH MAITLAND DAM DECOMMISSIONING**  
*Note: Project is contingent on funding approval*

Date Issued: June 7<sup>th</sup>, 2024  
Closing Date and Time: 4:00 p.m. on June 21<sup>st</sup>, 2024

Closing location: Email to [smillar@mvca.on.ca](mailto:smillar@mvca.on.ca)

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## Definitions

**“Award”** means the selection by MVCA of the Bidder and the Bidder’s goods and/or services as a result of the Bid Request.

**“Bid”** means an offer or Bid received from a Bidder in response to a Bid Request.

**“Bidder”** means any legal entity submitting a Bid.

**“Bid Request”** means a solicitation from MVCA to potential Bidders to submit a Bid.

**“Closing Date and Time”** means the date and time by which Bids are to be delivered to and received by the Owners and their Representatives as stated in the Request for Proposals.

**“Contract”** means a legally binding agreement between MVCA and the Successful Bidder(s) resulting from this Bid Request. The agreement may be a numbered MVCA purchase order or other form of contract.

**“Consultant”** means the Successful Bidder (if any) that enters into the Contract with the Owner or Owner’s Representative.

**“MVCA”** means “Maitland Valley Conservation Authority”.

**“Mandatory Requirements”** means the requirements set out in Section 1.10 and Section 3 of this RFP.

**“Notice of Contract Award”** has the meaning given to it in the “MVCA Standard Instructions to Bidders & General Terms and Conditions for Bid Requests”.

**“Owner”** has the meaning given to it in this Request for Proposals.

**“Owner’s Representative”** means the Owner’s authorized agent or representative as designated by the Owner.

**“Project”** and **“Work”** are synonymous and mean the Project as defined in Section 1.1 and Section 2 of this RFP.

**“Request for Proposals”**, and **“RFP”** means this Request for Proposals.

**“Subconsultants”** means all persons or entities that would, if the Bidder were successful in the RFP, have a direct contract with the Bidder to perform a part of the work for the Project.

**“Submission Requirements”** are the requirements and criteria set out in Section 1.9 of the Request for Proposals that are subject to evaluation for completeness and relevance to the project, per the Evaluation Criteria set out in Section 4.1.

**“Successful Bidder”** means the Bidder(s) whose Bid is accepted by MVCA (if any).

## 1.0 SUMMARY OF SERVICES

### 1.1 PURPOSE

The purpose of this Request for Proposals (RFP) is to procure for Maitland Valley Conservation Authority (MVCA), professional services for the South Maitland Dam Decommissioning (the "Project"). MVCA is seeking qualified consulting firms to submit a proposal to develop detailed drawings, tender documents, and construction supervision to decommission a concrete dam on the South Maitland River. The project is contingent on funding and bidders will be notified by MVCA staff if updates are received. Restoration plans have been organized into three parts; key tasks will include:

- **Part A:** Detailed design, aquatic monitoring, permitting and consultation support
- **Part B:** Construction tender
- **Part C:** Construction supervision

The selected consulting firm would work in close consultation with MVCA's technical team throughout the detailed design. This Request for Proposal (RFP) outlines the proposed timelines and scope of work that the successful firm would be expected to deliver; however, alternate work plans or processes proposed by respondents to deliver the key outputs of this RFP will be considered and evaluated.

### 1.1 OWNER

The word "Owner" means the Landowner of the Project Location. MVCA is acting as the Owner's Representative and has the authority to enter into agreements to execute the work as described in this RFP, per verbal landowner permission (signed agreement pending).

### 1.2 BID REQUEST TIMELINES

The anticipated schedule for this Bid Request and Contract Award are as follows, or as adjusted by the MVCA:

1. **Issue Date:** June 7<sup>th</sup>, 2024
2. **Optional Bidder Site Meeting:** June 13<sup>th</sup>, 2024 at 1:30PM EST
3. **Deadline for Receipt of Questions:** June 17<sup>th</sup>, 2024 at 4:00PM EST.
4. **Closing Date and Time:** June 21<sup>st</sup>, 2024 at 4:00PM EST.
5. **Anticipated Contract Award (depending on funding approval):** Friday, June 28<sup>th</sup>, at 4:00PM EST.

### 1.3 PROJECT TIMELINES

If funding is confirmed, work shall commence starting Friday, June 28<sup>th</sup>, 2024 (if not sooner, pending timing of executed contract).

The Substantial Completion Date for the project is December 1<sup>st</sup>, 2025.

Time will be of the essence with respect to the Successful Bidder's obligations under the Contract.

## 1.4 PROJECT LOCATION

The project is located at 81833 London Road, Londesborough ON (Figure 1)

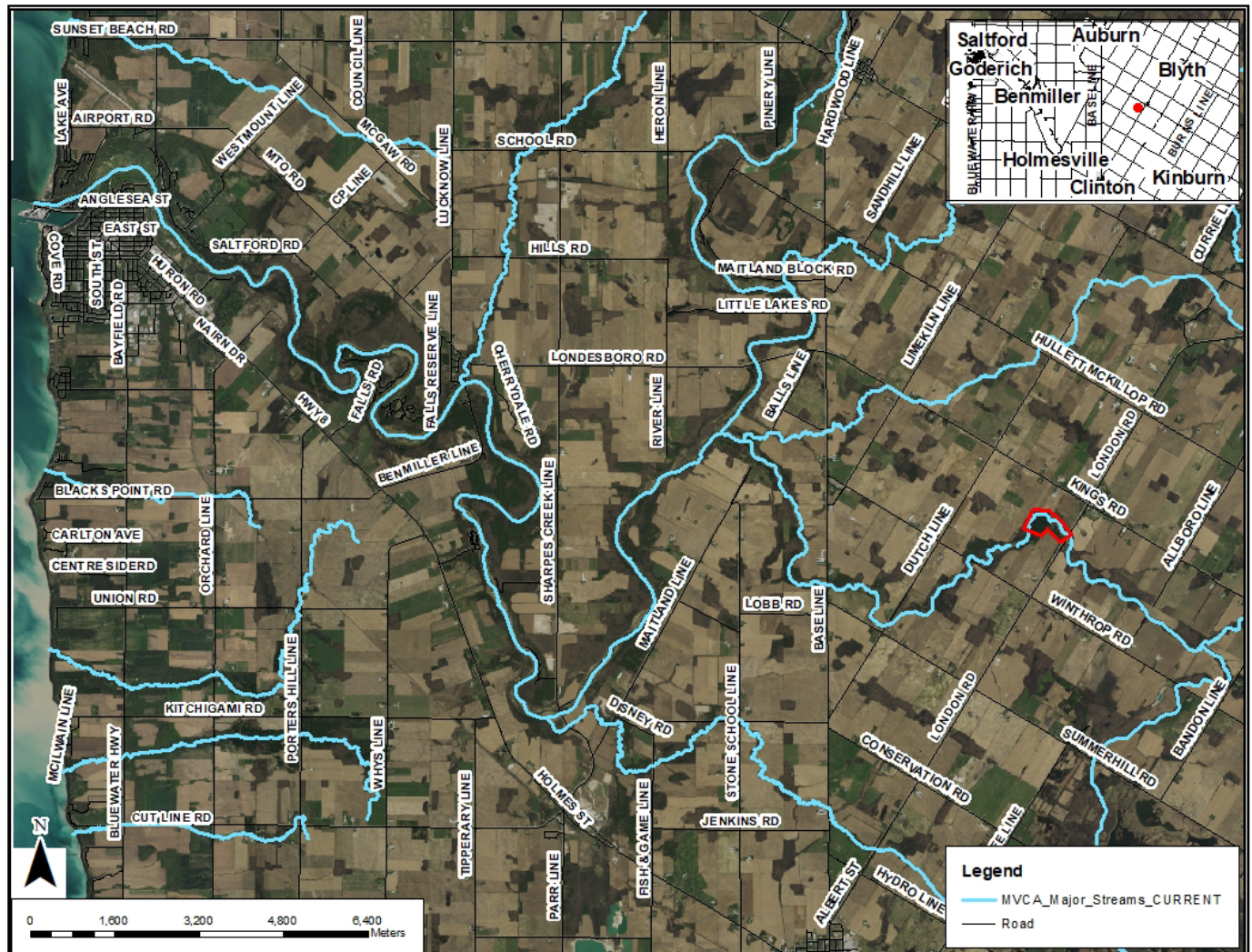


Figure 1: Location of project site (outlined in red)

## 1.5 SITE EXAMINATION

Before submitting a Bid, each Bidder is invited to visit and carefully examine the site at the scheduled Optional Bidder Site Meeting held on June 13<sup>th</sup>, 2024 at 1:30PM.

## 2.0 PROJECT INFORMATION

### 2.1 TERMS OF REFERENCE FOR CONSULTANT SERVICES

A full description of the scope of proposed services is found below outlining general expectations for Consultant's performance. Standard Instructions to Bidders & General Terms and Conditions for Bid Requests can be found in Section 3 of this document.

### **2.1.1 PROJECT ACTIVITIES**

MVCA is seeking qualified consulting firms to submit a proposal for developing Detailed Design documents for dam decommissioning, Tender Document Preparation for construction, and Construction Supervision.

Project activities would include:

- Dam decommissioning designs, aquatic monitoring, and support for permitting and consultation
- Construction tendering
- Construction supervision

Project Objectives:

1. To improve habitat for fish and other aquatic organisms in the South Maitland River and Maitland River by removing a barrier to migration
2. To restore natural sediment and flow patterns

### **2.1.2 PROJECT BACKGROUND**

The subject property is located at 81833 London Road south of Londesborough ON in the Municipality of Central Huron. The South Maitland River connects to the main Maitland River, which outlets at Goderich. The watershed is rural, with natural areas and agricultural land use upstream and downstream of the dam. The subject property holds the only dam throughout the South Maitland River; therefore, removing this barrier would reconnect over 204km of rivers upstream. Downstream of the dam are three aquatic species at risk including Northern Sunfish, Rainbow Mussel, and Wavey-Rayed Lampmussel. Land uses on the subject property include residential and natural lands.

The dam was originally constructed in the 1870's as a grist/flour mill where flour was produced until 1939. The building collapsed in 1968 but the dam remains today. Around 1999 the Ministry of Natural Resources (MNR) installed a fish ladder which was operated by the Maitland Anglers and is no longer active. There is currently no use for the dam and the landowners have asked that it be fully removed.



Figure 2: Aerial image of project site at 81833 London Road , Londesborough (red rectangle outlines the location of the dam)





Figure 3: Panorama of the South Maitland Dam taken September 28<sup>th</sup>, 2022

#### 2.1.4 SCOPE OF WORK

Work consists of the creation of:

Part A: Dam decommissioning designs, aquatic surveys, support for permitting and consultation

Part B: Construction tender; including drawings, document preparation, and meetings

Part C: Construction supervision

The successful consultant would work closely with MVCA, including fieldwork and regular, on-going dialogue.

#### 2.1.5 ANTICIPATED WORK PLAN

Tentative timelines are below:

Task	Timeline
<b>Part A: Detailed Designs for dam decommissioning, aquatic surveys, and support for permitting and consultation</b>	
<b>Phase</b>	<b>Completion Date</b>
Part A1 Project Initiation	June 28 <sup>th</sup> , 2024
Part A2 Site survey, upstream sediment evaluation	July 31 <sup>st</sup> , 2024
Part A3 Aquatic monitoring for fish and mussels	September 13 <sup>th</sup> , 2024
Part A3 Draft Detailed Design and draft cost estimate	August 30 <sup>th</sup> , 2024
Part A4 MVCA revisions for Detailed Design due to Consultant	September 6 <sup>th</sup> , 2024
Part A5 Final Detailed Design and final cost estimate	September 13 <sup>th</sup> , 2024
Part A6 Expected Lakes and Rivers Improvement Act (LRIA), Fisheries Act, and Ontario Regulation 41/24 permit submission date (and additional applications as required)	September 30 <sup>th</sup> , 2024
Part A7 Public and First Nations Consultation	Ongoing, throughout project timeline

<b>Part B: Construction Tender</b>	
<b>Phase</b>	<b>Completion Date</b>
Part B1 Draft Tender Documents	March 17 <sup>th</sup> , 2025
Part B2 Finalize and release Tender	April 1 <sup>st</sup> , 2025
Part B3 Tender closes	April 21 <sup>st</sup> , 2025
Part B4 Notify successful bidder	April 25 <sup>th</sup> , 2025
Part B5 Executed construction contractor contract due	May 5 <sup>th</sup> , 2025
<b>Part C: Construction Supervision</b>	
<b>Phase</b>	<b>Completion Date</b>
Part C1 Start Construction	July 15, 2025
Part C2 Project Completion	December 1, 2025

### 2.1.6 PROJECT DELIVERABLES

- Digital copies of the final report, survey data, maps, drawings, etc. in digital media (pdf), AutoCAD and ArcGIS formats (with the provision to provide 3 stamped, large scale final hard copies for all permitting submissions and site plans georeferenced to NAD83/ UTM zone 17N)
- The Final Products will require certification by a Professional Engineer.
- The proposal should outline, describe, and sequence the proposed tasks that include at a minimum the required work plan, phasing, and tasks
- Services, processes, outputs, and optional recommendations should be described for each phase of work to fulfill the expectations of the project goals

### PART A: DETAILED DESIGN

<b>Products Item #</b>	<b>Item</b>	<b>Notes</b>
1	Drawings	Including: a) Engineering drawings showing existing and final proposed conditions including cross sections and a general step wise decommissioning plan b) Details - Showing dam decommissioning, riffle or grade control structure, substrate material, stone size. c) Erosion and Sediment Control (ESC) Plan, Phasing & Dewatering Plans - Detailed ESC and dewatering plans and notes (including; pumping, erosion and sediment control measures, coffer dam installations, and excavation) d) Written recommendations and approval on the design and ESC plans from a qualified Aquatic Ecologist to ensure 1) that the dam will no longer act as a barrier to fish and mussel migration after construction is complete, and, 2) that construction will not cause death to fish and mussels
2	Estimated Costs	Including construction, sediment and erosion control, materials etc.
3	Field Work	Including field assessments required to inform the detailed design, fish and mussel surveys upstream and downstream of the dam completed by a qualified Aquatic Ecologist, and other field work as required.

4	Meetings	Including: a) Site meetings. One With MVCA First Nations, and the landowner, with provisional meetings as required. b) Project team meetings. Could include start up meeting and provisional meetings. Costs on a per meeting basis should be submitted. Meetings can be conducted virtually. c) Two agency permitting meetings and provisional meetings as required. d) One Consultation meeting with First Nations and one meeting with the public
5	General Support	Including: a) Permitting support - MVCA will lead permitting activities required for MVCA, Department of Fisheries, Oceans Canada, Ministry of Natural Resources and Forestry, and others as required. The Consultant will be required to help as needed to complete engineering sections of permitting requirements including any calculations, assumptions, interpretations used in determining the design of the proposed work, and rationale for any deviations from permitting Standards. b) Consultation support: MVCA will lead First Nations and public consultation. The Consultant will be required to help as needed to answer questions relating to engineering of the project.
6	Revisions	As required by MVCA

## PART B: CONSTRUCTION TENDER

Product Item #	Item	Notes
1	Production of construction tender documents	Including: a) Tender Special Provisions b) Bid Sheet c) Construction milestone schedule
2	Meetings	Including: a) One site meeting with potential construction contractors, MVCA, and the landowner b) One meeting to review tender submissions and recommendation to MVCA c) One site meeting with the successful contractor bidder, MVCA, First Nations, and the landowner
3	a) As-built drawings for all constructed design elements post construction. b) Additional drawings - suitable for construction and tendering.	PDF, AutoCAD and ArcGIS formats

## PART C: CONSTRUCTION SUPERVISION

### Services

Item #	Item	Notes
1	Site supervision during construction	Including: a) Provide clarification to contractors b) Ensure work is being completed as per design c) Conduct inspections and supervise construction milestones
2	Construction monitoring	Review of contractor invoices, progress reports and confirmation of substantial completion of work

### 2.2 GENERAL EXPECTATIONS

General expectations of the successful Bidder throughout the duration of the Project are as follows:

- Complete all deliverables and tasks as outlined in the anticipated work plan.
- Written agreement from MVCA is needed to adjust, include, or exclude any tasks in the work plan.
- Comments provided by MVCA shall be incorporated into the drawings/reporting to the maximum extent possible.
- It is important that the Consultant understands the sensitivity of working on a private landowner's residential property.
- Changes to the Consultant or subconsultant team personnel cannot be made without appropriate notice to MVCA and substitutions or changes to personnel on the project must reflect like-for-like qualifications and experience.
- The Consultant needs to be flexible and adaptable.

## 3.0 INSTRUCTIONS TO PROPONENTS

### 3.1 CLOSING DATE AND TIME

Submissions must be received by Shannon Millar via email to [smillar@mvca.on.ca](mailto:smillar@mvca.on.ca) prior to 4:00 p.m. Eastern Standard Time, June 21<sup>st</sup>, 2024 (the "Closing Date and Time").

Upon receipt, MVCA will send a confirmation email. MVCA accepts no responsibility for any loss or delay with respect to bids that are delivered to any email address other than that specified.

Late submissions will not be given consideration and the Consultant will be notified.

### 3.2 INQUIRIES

Inquiries must be submitted to [smillar@mvca.on.ca](mailto:smillar@mvca.on.ca) by 4:00 p.m. on June 17<sup>th</sup>, 2024. Verbal clarification should not be interpreted to change the intent of the Terms of Reference. The MVCA retains the right to decline to answer a given question (such as project budgets).

### **3.3 SUBMISSION FORMAT**

Submissions must be a maximum of 15 pages (8.5"x11") and must include the following:

#### **3.3.1 Overall Experience & Demonstrated Results**

- Resumes/CV's for key personnel shall be provided
- A short summary of three (3) past projects that were similar and included experience working with the Lakes and Rivers Improvement Act and/or Fisheries Act, and the specific role of key personnel proposed in each project

#### **3.3.2 Work Program Effectiveness (Separated into Part A, B, and C)**

- A summary of issues to be addressed through the proposal including the Consultant's proposed approach to meet the RFP's stated activities and objectives in Section 2.1.1
- Description of the services to be provided, structured as per the tasks outlined in the "Project Deliverables" in Section 2.1.6 and including any additional or optional tasks and services clearly defined and priced separately from minimum requested requirements.

#### **3.3.3 Budget Approach/Cost Effectiveness**

- Three (3) 'Schedule of Prices' tables are to be completed (one for Part A, Part B, and Part C) for tasks outlined in Section 2.1.6 (including Provisional Items) and include:
  - Itemized costs of each project task
  - Total estimated project disbursements
  - Total Bid Price (total of fees, disbursements and HST)
  - Hourly rate for any additional work required
  - Cost of any additional or proposed optional tasks considered beyond the scope of the Terms of Reference
  - Should any other expenses be anticipated, please indicate the nature of the expense, and provide an estimated total

Submissions must consist of a digital copy of the proposal, emailed to [smillar@mvca.on.ca](mailto:smillar@mvca.on.ca) . Maximum file size to be 10MB. Bidders may be required to provide further information or clarification on the contents of their submissions.

### **3.4 EVALUATION**

The purpose of the bid review and evaluation process described herein is to achieve the best value overall for MVCA in a fair and objective manner in accordance with the principles of MVCA's Purchasing Policy and Procedures. Bids will be reviewed and/or evaluated as described in the Bid Request and in accordance with MVCA's policy.

Compliance with the Terms of Reference is mandatory to be considered for evaluation (including project schedule deadlines).

Bidders will be evaluated by the Evaluation Committee on their submission and assigned a Technical Rating using the following evaluation matrix:

#	Item (details in Section 3.3 above)	Weight
1	<b>Overall Experience &amp; Demonstrated Results</b> <ul style="list-style-type: none"> <li>Qualifications/experience of the Project Team, subconsultants, and consultancy within scope of services requested (emphasis on experience with dam removal projects)</li> </ul>	30%
2	<b>Work program effectiveness (Separated into Part A, B, and C)</b> <ul style="list-style-type: none"> <li>Completeness and clarity of Proposal</li> <li>Project understanding and demonstrated awareness of context</li> <li>Proposed approach and description of work plan execution to meet project objectives</li> </ul>	30%
3	<b>Budget Approach/Cost Effectiveness</b> <ul style="list-style-type: none"> <li>Proposed cost timetable value for fees and cost effectiveness</li> </ul>	40%
	<b>TOTAL</b>	<b>100%</b>

## 4. GENERAL TERMS AND CONDITIONS

### 4.1 CONTRACT

Notice in writing to a Proponent that it has been identified as the successful Consultant, in conjunction with the RFP documents and agreements contained herein, will constitute the “Contract” for the goods and services, and no Proponent will acquire any legal or equitable rights or privileges relative to the goods and services until the occurrence of both events. In some cases, the MVCA may require a legally binding contract to be signed before work commences.

The Tenderer whose Tender is accepted by the Owner will be required to sign a form of Agreement within five (5) days of notification by the Engineer of the acceptance of the Tender.

### 4.2 RESERVED RIGHTS

The MVCA reserves the right to:

- a) Exercise any of the rights set out in the General Terms and Conditions or elsewhere in this document;
- b) Award all, part, or none of the tasks identified in the RFP;
- c) Make changes, including substantial changes, to this document in the manner set out herein;
- d) Cancel this RFP process at any stage;
- e) Retract this RFP at any stage during the process and issue a new document for the same or similar deliverables;
- f) Reject any or all submissions at the MVCA’s sole discretion;
- g) Negotiate terms of any final contract with any Proponent identified as being successful;
- h) If only one submission is received, elect to negotiate or not negotiate an agreement with the Proponent; or
- i) Terminate negotiations of a contract with any preferred Proponent at any time and for any reason without liability to such Proponent.

These reserved rights are in addition to any other rights which may be implied in the circumstances, and the MVCA shall not be liable for any expenses, costs, losses or any direct or indirect damages incurred or suffered by any Proponent or any this party resulting from the MVCA exercising any of its express or implied rights under this document.

#### **4.3 INTELLECTUAL PROPERTY AND COPYRIGHTS**

Ownership of any work, information, records, or materials developed or produced under the contract resulting from this RFP shall become the sole property of MVCA. MVCA assumes no liability for disclosure or use of proposal solutions either unmarked or marked by the proponent as confidential or proprietary. Any proposal marked as confidential or proprietary in its entirety may be rejected without further consideration or recourse.

#### **4.4 ERRORS AND OMISSIONS**

It shall be understood and acknowledged that while the RFP includes specific requirements and specifications, minor items or details not herein specified but obviously required for the Work, will be provided as is specified. Any omission or error or misinterpretation of the RFP shall not relieve the bidder of the responsibility of providing the goods or services foresaid.

#### **4.5 CURRENCY AND TAXES**

All prices are in Canadian dollars exclusive of all applicable taxes. Applicable taxes shall be shown as a separate line item.

#### **4.6 LIMITATION OF LIABILITY**

By submitting a Proposal, the Proponent acknowledges and agrees that the MVCA will have no liability or obligation to any submission except only that of the successful Proponent, if any, awarded the contract by the MVCA, in its sole discretion. The Proponent also agrees that if they are not awarded the contract, the MVCA shall be fully and forever released and discharged of all liability and obligations relating to this RFP and all its submission procedures. All Proponents responding to this RFP shall accept the decision of the MVCA as final and binding.

#### **4.7 CONFIDENTIAL DATA**

All data, facts and information, including third party information, provided by MVCA to the Service Provider for any purpose related to this Agreement shall remain the sole property of MVCA.

#### **4.8 PRICING**

- a) All prices are in Canadian funds;
- b) All pricing will remain firm for 180 days; Proposal is to be open to acceptance for a period of 180 days beyond the deadline for the submission of Proposals;
- c) When submitting prices, all Consultants should realize that quoted prices are not confidential after acceptance, and may be given to all competing Consultants upon request. All prices will be held in confidence until after acceptance;
- d) The MVCA is under no obligation to accept the lowest quoted amount;

#### **4.9 PAYMENT TERMS**

Payments to the Consultant:

- a) Will be made based on the pricing offered in the submission;
- b) Will be made subject to the goods and services being provided to the satisfaction of the MVCA;

- c) Work outlined in the proposal must be completed before payment will be issued. The MVCA will approve completed work, before any invoice is paid;
- d) The purchase order number must be supplied when invoicing;
- e) Net thirty (30) days required from invoice date.
- f) Invoicing and payment for consulting services will be on a deliverable basis for work completed to the expectations noted in the RFP, beginning once the Consultant has been given written approval by MVCA to start work.
- g) Payment will be withheld for deliverables not completed to the expectations of the RFP and Contract until such time when all expectations are met to the satisfaction of the MVCA Contract Administrator

#### **4.10 COMPLIANCE**

The Proponent agrees to comply with all laws and regulations affecting this RFP document in any manner and agree to take further steps as may be necessary to effect such compliance. All laws and regulations required to be incorporated in contracts of this character are hereby incorporated by inference.

#### **4.11 ASSIGNMENT AND SUB-CONTRACTING**

The Consultant shall not, without the prior written approval of the MVCA:

- a) Assign, either directly or indirectly, the contract or any right of the Consultant under the contract; or
- b) Sub-contract any obligation of the Consultant under the contract.

#### **4.12 WORKPLACE SAFETY AND INSURANCE BOARD (WSIB)**

Before signing the Contract Agreement, and at completion of construction, the Consultant/Contractor will be required to furnish a current Certificate of Clearance from the Worker's Safety Insurance Board (WSIB).

#### **4.13 INDEMNIFICATION & INSURANCE**

Tenderers shall review and satisfy insurance and indemnification requirements as specified in the OPSS MUNI 100 General Conditions and herein. All insurance shall include the Maitland Valley Conservation Authority as additional insureds. The Consultant/Contractor shall pay all costs for insurance and pay all deductibles.

Minimum insurance coverage shall be \$2,000,000 per occurrence for General Liability Insurance and Automobile Liability Insurance, with a maximum \$2,000 deductible. The Contractor must provide acceptable insurance documents to the Owner prior to beginning work.



**REQUEST FOR PROPOSALS  
MAITLAND VALLEY CONSERVATION AUTHORITY  
SOUTH MAITLAND DAM DECOMMISSIONING  
PROPONENT SUBMISSION FORM**

I/We, of (Proponent Name)

\_\_\_\_\_

having examined the Request for Proposals including all Instructions to Proponents and General Terms and Conditions as issued by the Maitland Valley Conservation Authority, hereby offer and agree to enter into a contract to deliver the services required by this Request for Proposals and at the costs detailed. It is understood, by signing and submitting a response, the undersigned is/are fully aware of the requirements outlined herein, and that acceptance of this offer shall be indicated by written notice of award from the MVCA. The undersigned acknowledges that upon such issuance they shall be bound by the terms and conditions set out herein. Furthermore, it is certified that the undersigned is/are authorized and empowered to sign and submit this Proposal.

Proponent:

\_\_\_\_\_  
(Company Name)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City, Province and Postal Code)

Signature:

\_\_\_\_\_  
(I have the authority to bind the Proponent)

\_\_\_\_\_  
(Print Name and Position)

Dated at \_\_\_\_\_ this \_\_\_\_ day of \_\_\_\_\_, 2024.