



REQUEST FOR QUOTES (RFQ)
RFQ No. EDG – 2026-02-20

Town of Torbay - Subdivision Engineering Design Guidelines Update

The **Engineering Design Guidelines for Subdivisions** provide the technical framework and establish the standards necessary to guide the planning, design, and construction of new subdivision developments within the Town of Torbay. They ensure that all infrastructure—including roads, stormwater management systems, water and sewer services, grading, and active transportation facilities—is designed in accordance with sound engineering principles, relevant municipal, provincial, and national standards, and the Town’s long-term land use and sustainability objectives. These guidelines are intended to foster safe, functional, and resilient infrastructure that supports compact growth, protects environmental features, improves connectivity within and between neighborhoods, and ensures equitable access and service delivery for all residents. Developers, consultants, and contractors are expected to adhere to these standards at every stage of design and construction to maintain consistency, uphold quality, and align with the Town’s vision for sustainable community development.

Issue Date: **February 20, 2026**

Closing Date: **March 20, 2026 – 2:00 PM (NL standard time)**

Attention:

Holly Walters
Accounts Receivable, Assessment & Procurement Administrator
HWalters@torbay.ca
Town of Torbay
1288 Torbay Road
P.O. Box 1160
Torbay, NL A1K 1K4

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“A well planned, inclusive community serving the needs of all residents and a desired place for all age groups to enjoy life.”



Invitation

The Town of Torbay is seeking the services of a qualified consulting firm to complete a comprehensive update of the Torbay Subdivision Engineering Design Guidelines. These guidelines establish standards for roads, water and wastewater systems, stormwater management, grading, and municipal infrastructure within subdivision development.

This RFQ invites consultants to submit a quote aligned with the Town's goals for improved engineering standards, sustainability, accessibility and development efficiency.

Submission Requirements of Quote

- Quotes should be clearly labeled “**Town of Torbay – Subdivision Engineering Design Guidelines Update**”.
- Submissions may be sent via email to hwalters@torbay.ca or delivered by mail/courier to the following address:

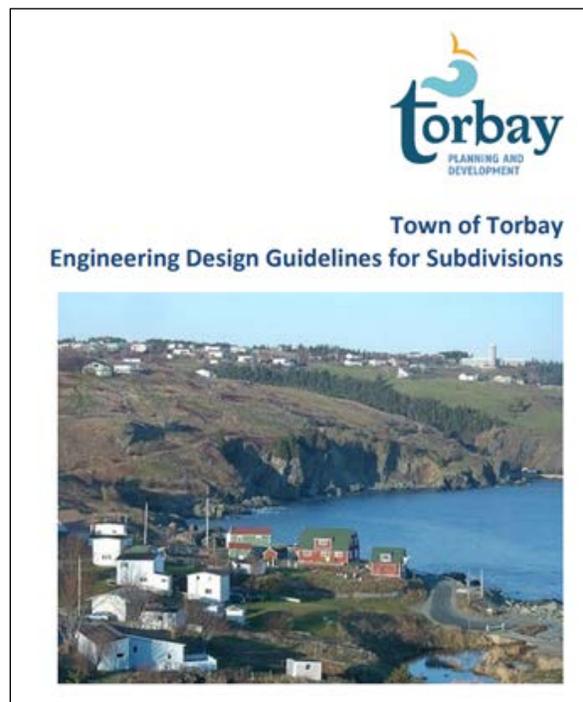
Holly Walters
Accounts Receivable, Assessment & Procurement Administrator
HWalters@torbay.ca
Town of Torbay
1288 Torbay Road
P.O. Box 1160
Torbay, NL A1K 1K4

- **Technical submission shall be separate from financial quotation.**
- All quotes must be received **before 2:00 PM (NL standard time), Friday, March 20, 2026**

Background

The **Town of Torbay**, a growing community on the Avalon Peninsula, Newfoundland & Labrador, is seeking updated engineering standards to better support not only subdivision development but also commercial and residential infill developments. The existing **Subdivision Engineering Design Guidelines** require modernization to:

- Align with current provincial specifications
- Align with Torbay Development Regulations; and
- Align with regional standards, policies and practices.
- Be renamed and broadened to not only be applicable to subdivision development but all residential, commercial or industrial development in the Town.
- Integrate climate resiliency principles, landscaping requirements and accessibility requirements.
- Enhance detailed requirements for stormwater management, including Low Impact Development practices (**Low Impact Development (LID)** as a sustainable stormwater management approach that aims to mimic natural hydrological processes by managing runoff at its source. LID practices reduce runoff volume, improve water quality, and promote infiltration through measures such as bioretention areas, permeable pavements, green roofs, and infiltration systems. By integrating LID guidelines into urban design, developments can minimize environmental impacts, reduce stress on conventional drainage infrastructure, and support long-term watershed sustainability.)
- Develop standardized technical requirements for municipal services, including design criteria, material specifications, submission requirements, and construction standards, to ensure consistency, transparency, and long-term infrastructure performance.
- Improve clarity and usability for both developers and municipal staff.





Objectives / Description of the Project

The objective of updating the Subdivision Engineering Design Guidelines is to produce a clear, modern, and implementable document that not only reflects fundamental engineering principles but also supports the planning, design and construction of resilient and sustainable communities. The updated guidelines are expected to:

- **Reflect best practices in subdivision engineering**, including road design, water and wastewater systems, stormwater management, and grading standards.
- **Support efficient and safe municipal service**, ensuring that all infrastructure is designed in accordance with municipal, provincial, and national standards, and optimized for long-term durability and maintainability, while remaining adaptable to the Town's smaller rural roads and laneway settings.
- **Guide consistent and transparent development review**, providing a clear framework to ensure all projects align with the Town's long-term land use, sustainability, and growth objectives.
- **Incorporate stormwater management and climate change resilience principles**, creating infrastructure and encouraging lot development that is adaptable and resilient to changing environmental conditions.
- **Identify gaps and technical updates needed** to existing standards, as well as inconsistencies between the guidelines and other regulations, and provide practical solutions to address them.
- **Support compact, sustainable growth in neighborhoods**, with an emphasis on connectivity, accessibility, and the safety of residents, recognizing natural and community assets.
- **Facilitate coordination among consultants, contractors, and Town staff**, ensuring consistency and transparency from the design stage through construction and project completion.
- **Provide a framework for future development**, ensuring flexibility to accommodate legislative, technological, and social changes over time.
- **Encourage equitable and accessible infrastructure design**, ensuring safe and functional services for residents of all ages, household sizes, and income levels throughout the Town.
- **Expand upon existing guidelines and regulations** to include standards for commercial, industrial, single and multi-unit residential developments (including servicing, design, grading, landscaping and accessibility requirements).



By achieving these objectives, the updated guidelines will provide a comprehensive, practical, and implementable framework that enhances engineering standards, supports sustainable and resilient growth, and promotes safe, connected, and accessible communities.

Scope of Work / Proposed Work Plan

The update and revision of our Engineering Design Guidelines, including all necessary technical reviews, edits, compliance checks, and documentation enhancements, is intended to achieve the key objectives and outcomes through the following core activities, but is not limited to:

1. Background Review

- Review of the current Engineering Guideline document(s)
- Review related plans including the Housing Action Plan, Climate Resiliency Considerations, Accessibility Handbooks, Landscaping Standards, Torbay Municipal Plan and Development Regulations 2015-2025 (and currently ongoing plan review documents)
- Jurisdictional scan of comparable communities
- Inviting engineering consultants working within the Town and residents and the business community to submit for recommended changes

2. Technical Engineering Standards Review and Update

- Identification of Gaps and Non-Compliance Conflicts between documents
 - Redundant provisions
 - Outdated references, sections, standards, specifications
 - Missing technical criteria and any other gaps
- Update application submission standards
- Update regulatory alignment & standards harmonization: update the guidelines to align with the most recent:
 - Municipal Plan and Development Regulations
 - Provincial infrastructure standards
 - Federal regulations and applicable national engineering standards (TAC, CSA, AWWA or equivalent)
 - Environmental and stormwater regulations
 - Accessibility legislation
 - Engineering standards and best practices
 - Standard codes and technical specifications
- The Consultant shall comprehensively update all municipal infrastructure sections with measurable, enforceable technical criteria.

3.1 Road & Transportation Infrastructure

The updated standards shall include:

- Road classification system

- Minimum right-of-way widths
- Standard cross-sections (urban, rural, cul-de-sac, laneway)
- Pavement design methodology (including minimum structural requirements)
- Intersection geometry and turning radii
- Accessibility compliance standards
- Active transportation integration
- Traffic calming design parameters
- Snow storage and winter maintenance considerations
- Construction tolerances

Standard drawings and cross-sections shall be included where appropriate.

3.2 Water Distribution Systems

The Consultant shall establish:

- Minimum pipe diameters
- Hydraulic design criteria
- Fire flow requirements
- Pressure range requirements
- Hydrant spacing
- Separation distances
- Approved material specifications
- Testing, commissioning, and disinfection procedures
- Redundancy and looping standards

All criteria shall be numerically defined and performance-based where applicable.

3.3 Sanitary Sewer Systems

The updated standards shall include:

- Design flow calculations and peaking factors
- Minimum slopes and velocities
- Manhole spacing and configuration
- Inflow & infiltration mitigation standards
- Odour control considerations
- Testing and inspection standards
- Commissioning procedures

3.4 Stormwater Management & Climate Resilience

This section shall be significantly strengthened and shall include:

- Clearly defined design storm events
- Hydraulic modeling requirements

- Runoff coefficient standards
- Peak flow attenuation requirements
- Water quality treatment criteria
- Erosion and sediment control standards
- Low Impact Development (LID) technical specifications
- Infiltration testing requirements
- Climate change rainfall intensification factors
- Long-term maintenance framework
- Asset lifecycle considerations
- Detention System Requirements
- Culvert Requirements
- Climate resiliency measures in building construction (Ventilation, Rainwater)

The Consultant shall define minimum performance targets where appropriate.

3.5 Grading & Drainage Standards

The Consultant shall define:

- Lot grading requirements
- Drainage swale standards
- Foundation drainage requirements
- Minimum cover depths
- Overland flow routing requirements
- Drainage easement standards

3.6 Landscaping, Streetscape & Urban Interface

The Guidelines shall be incorporated:

- Minimum open space requirements
- Open Space dedications and Cash in Lieu Policies
- Minimum landscaping and urban design standards
- Boulevard treatment standards
- Specifications Tree / Shrub Plantings
- Soil volume / composition requirements
- Utility conflict considerations
- Lighting design standards
- Accessibility integration

4. Development Submission & Approval Framework

The Consultant shall develop/incorporate a standardized submission framework including:

- Engineering drawing checklist



- Required technical studies (geotechnical, hydraulic, traffic, etc.)
- Hydrologic/Hydraulic modeling software
- Digital submission standards (CAD version, coordinate system, projection requirements)
- GIS compatibility requirements
- Construction inspection framework
- Certification and assumption procedures
- As-built submission standards
- Securities and warranty period recommendations

The submission framework shall clearly distinguish between mandatory and advisory requirements.

5. Implementation Tools & Enforcement Framework

The Consultant shall:

- Develop enforcement language suitable for regulatory adoption
- Clarify roles and responsibilities of developers and consultants
- Define approval authority hierarchy
- Provide transition provisions for projects in process
- Provide guidance for interpretation and variance review

6. Draft Updated Guidelines

- Provide revised document with drawings, tables, figures or examples
- Presenting Change Tracking Summary Report (existing vs. revised standards).
- Considering the results of Stakeholder consultation/survey (A Stakeholder Response Summary Report shall be submitted.)
- Conduct review meetings with Town staff

7. In-person Council Presentation meeting (to review updates to Council and staff for feedback)

8. Final Document

- Submit final guideline in final editable (word) and PDF formats
- Provide CAD/GIS files

All deliverables shall be clear, implementation-ready, and formatted for long-term usability.



Project Timeline

The project is anticipated to be completed within **a three-month period.**

Deliverables

Deliverable 1:

1. The successful bidder will be required to **prepare the contract for joint signature** and submit a **detailed work plan/schedule** within the first two (2) weeks to the Project Design Review Expert. The workplan should clearly identify **key activities, timelines, and key milestones (draft, review, final version)** related to the update of the Subdivision Engineering Design Guidelines.
2. The successful bidder will coordinate and schedule **monthly progress meetings** with the Project Design Review Expert via email (nkhajehpour@torbay.ca) to ensure the project is progressing according to the approved workplan and schedule.

Deliverable 2:

3. The successful bidder shall commit to holding overview meeting(s) with Town staff on recommended changes.
4. The successful bidder shall conduct a targeted survey for completion by key town staff, Town Council, key stakeholders, advisory groups, engineers, builders, developers, contractors and consultants operating in the Town on recommended edits/additions/changes to the guidelines.
5. The successful bidder shall commit to an **in-person presentation** meeting to review updates with Council
6. Providing a change summary report.
7. Providing the Updated Engineering Guidelines that shall be delivered in the following format:
 - a. **Three (3) bound colour copies** and **one (1) digital copy** on a portable USB drive in **Microsoft Word (editable) and PDF formats**.
 - b. **GIS / AutoCAD-compatible file types** for any mapped infrastructure or subdivision layouts included in the guidelines.
 - c. The final document shall include a **comprehensive text body, table of contents, chapters, tables, and associated maps, graphics, figures, and charts** to clearly convey all updates and recommendations.



Project Administration & Enquiries

All Quotes shall be submitted and questions issued via:

Holly Walters
Accounts Receivable, Assessment & Procurement Administrator
hwalters@torbay.ca

All Questions / Enquiries

Must be emailed to:

Holly Walters
Accounts Receivable, Assessment & Procurement Administrator
hwalters@torbay.ca

No later than or before: **March 10, 2026** – 2:00 PM (NL standard time)

A response to all written email questions will be sent as a group email to all interested parties.

After Contract Award

Negar Khajehpour is project design review expert and will be main contact person, once contract is awarded – nkhajehpour@torba.ca

The project design review expert shall be the day-to-day contact for the consultant. The design review expert will provide the consultant with relevant resource materials, including related studies and reports, and assist in the identification of and contact with individuals / organizations within the Town for any public engagement session. Other municipal staff are available to assist and provide input where required.

Quote Requirements

Bidders are requested to provide the following information in their quote:

Quotes must include:

- I. Letter of Intent - the quote shall include:
 - A cover letter which provides an executive summary
 - and a completed Contact Submission Form (see Appendix A)

- II. Skills & Expertise
 - Team members and qualifications (CVs and experience) and company experience with similar engineering guideline updates. References may be requested by the Town of Torbay, if required.

III. Work Plan

- Methodology & key tasks, milestones, timeline, deliverables, meetings and key dates

IV. Costing (**Separate Envelope Submission**)

- Total cost, Breakdown of cost by task, assumptions, rates

V. Any assumptions or exclusions

Schedule

EVENT	DATE
Circulate RFQ	February 20, 2026; 2:00PM (NL standard time)
Deadline for Questions	March 10, 2026; 2:00PM (NL standard time)
Deadline for Quote	March 20, 2026; 2:00PM (NL standard time)
Project Award	April 15, 2026
Kickstart Meeting	April 27-30, 2026
Stakeholder Consultation	May 2026
Draft Submission and Change summary report	June 30, 2026
Presentation to review updates to Council	July 15, 2026
Final Submission of Guideline Document	July 31, 2026



Evaluation Criteria

The quotes will be evaluated based on the following criteria:

METHOD	WEIGHT POINTS
Skills, Experience, Qualifications, Workplan, Methodology, Scheduling (TIME /COST)	70
Fees and Expenses	20 + 10
TOTAL	100

Technical Proposal

Proposals must meet a minimum of 50 out of 70 in the technical components in order to move forward to the financial evaluation.

Skills, Experience, Qualifications, Workplan, Methodology will be evaluated by a 3 or 5 staff member Committee with representatives from the Corporate Services and Planning & Development Departments.

The maximum number of points for the technical component (skills, experience, qualifications, workplan, methodology, scheduling) shall be 70.

Proposals that do not meet the Technical Evaluation Requirements will not have their Fee Proposal opened.

Fee Proposal

Costing shall be submitted via separate envelope process.

Proposals will be assigned a point value relative to the lowest opened fee proposal. The lowest price will be awarded a maximum 20 points.

The remainder of the proposals will receive points based on the following method/formula:

Points Awarded = (Lowest Proposal Cost / Cost of Proposal Being Evaluated) x Maximum Points (20)

A total of 30 points may be awarded regarding the total costs of the proposal, based on the following:

- (a) The total cost of all services for all work listed in this proposal will be given a value relative to the lowest cost of services, which will be assigned a maximum value of 20.
- (b) A maximum value of 10 points will be provided to the proposer who submits clear, organized financial criteria that includes all the components listed in these terms while identifying key tasks.



Total Score

The total of technical and financial proposal points to award the contract shall be 75 or higher.



APPENDIX A – CONTACT SUBMISSION FORM

Bidder Information

Please fill out the following form, naming one person to be the bidder's contact for the RFQ process and for any clarifications or communication that might be necessary.	
Full Legal Name of Bidder:	
Any Other Relevant Name under which Bidder Carries on Business: Business Name(s):	
Street Address:	
City, Province/State:	
Postal Code:	
Phone Number:	
Fax Number:	
Company Website (if any):	
Bidder Contact Name and Title:	
Bidder Contact Phone:	
Bidder Contact Fax:	
Bidder Contact Email:	



APPENDIX B – OTHER TERMS AND CONDITIONS

Ownership of Quotes

All quotes submitted will become the property of the Town. All documents generated as a result of this project will become the property of the Town and the successful proponent will be required to assign any copyright to the Town. The Town will have the exclusive rights to copy, edit, and publish the material.

Irrevocable Period

All quotes shall be irrevocable for a period of ninety (90) days from date of closing.

Addenda or Corrections

The Town of Torbay reserves the right to modify the terms of this RFQ at any time prior to closing, at its sole discretion.

Right to Reject

The Town has the absolute right to accept or reject any quote for any reason, to negotiate with any consultant or consultants, to evaluate the Quotes, in accordance with the RFQ at any stage, for any reason.

Cancellation

The Town reserves the right to cancel any contract resulting from this RFQ if, in the Town's opinion, the service provided is not satisfactory. In the event of cancellation, the consultant will have no right of action against the Town for damages; however, cancellation would not, in any manner, limit the Town's right to bring action against the consultant for damages for breach of contract. Ten (10) days written notice of cancellation will be provided.

Freedom of Information

The Town is subject to the Access to Information Protection of Privacy Act. Section 21 of this Act offers some protection for third-party business interests; however, the Town cannot guarantee that any information provided to the Town can be held in confidence.

Subcontract and Assignments

Under no circumstances will any part of a contract resulting from this RFQ be subcontracted or assigned to another firm, person, or company without the prior written authorization of the Town.

Consultant's Expenses

Consultants shall be solely responsible for their own expenses in preparing a quote and subsequent negotiations with the Town, if any.



Contract

If a quote is accepted, the consultant will be required to draft a contract for the Town's review and approval and enter into an agreement governed by the laws of the Province of Newfoundland and Labrador. The Request for Quotes and the consultant's response will form part of the Contract by attachment and incorporation by reference.

Indemnification

In carrying out this project, the consultant will act as an independent consultant and must agree to keep the Town indemnified against any and all claims, actions or demands that may be brought, made, or arise in respect of anything done or omitted to be done by its employees who shall be and remain at all times and for all purposes, the servants or employees of the consultant.

Accuracy of RFQ Document

While every reasonable effort has been made to ensure the accuracy of this RFQ, it is not guaranteed or warranted by the Town of Torbay to be accurate, nor is it necessarily comprehensive or exhaustive.

Scheduling

The successful proponent delivery schedule is legally binding upon contract signing. The Town of Torbay reserves the right to assess penalties or cancel a contract with the successful proponent who fails to meet their stated delivery or completion dates.

Pricing

The quote must include a breakdown of the costs to include the work identified herein, including all material costs, labour costs (hours to be worked per individual x hourly rates), expenses /disbursements, applicable taxes, and any other costs so as to be the final cost to the Town for the proposed project. * All prices must be quoted in Canadian dollars (CAD). The Town reserves the right to accept any or none of the proposals submitted and will evaluate proposals based on the evaluation criteria outlined above and not necessarily at the lowest cost.

Reporting Structure

The successful consultant will report directly to Negar Khajehpour, Project Design Review Expert with the Town of Torbay. The consultant will be required to report monthly on the status of the project, issues that are being addressed, actions that will be taken to address budget/timing/issues, etc. Changes in scope will require the written approval of the Project Design Review Expert.