

**THE CORPORATION OF THE TOWNSHIP OF  
BLACK RIVER-MATHESON**



**REQUEST FOR PROPOSALS  
RFP NUMBER ADM2026-002**

**Asset Retirement Obligation (ARO) Assessment - BRM**

Sealed Proposals, clearly marked:  
“Sealed Proposal – ARO Assessment BRM – Do Not Open”

Issue Date:	January 30 <sup>th</sup> , 2026
Closing Date:	2:00PM on Feb 20 <sup>th</sup> , 2026
Proposal Opening:	2:15PM on Feb 20 <sup>th</sup> , 2026

Lowest or any Proposal not necessarily accepted.

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## 1.0 Introduction

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### 1.1 Purpose

The Township of Black River-Matheson invites proposals from qualified consulting firms to undertake an Asset Retirement Obligation Assessment in accordance with Public Sector Accounting Board (PSAB) standard PS 3280. The intent of this Request for Proposals is to retain a consultant with the experience and expertise necessary to prepare a comprehensive, audit-ready ARO assessment that will ensure the Township's financial statements comply with PS 3280 requirements.

Asset Retirement Obligations (AROs) are legal obligations associated with the retirement of tangible capital assets. This includes obligations to safely remove, remediate, or dispose of assets or hazardous materials at the end of an asset's useful life. Under PS 3280, municipalities must identify and report ARO liabilities for assets such as buildings (e.g. asbestos abatement), water and wastewater facilities (e.g. decommissioning costs), and other infrastructure that require remediation or retirement activities. The purpose of this project is to identify all such obligations in the Township's asset portfolio, estimate the future costs of fulfilling those obligations, and calculate the present value of the liabilities for financial reporting.

The ARO Assessment is required for the 2025 annual audit (commencing March 2026), meaning time is of the essence to complete the work and deliver results that can be used by the Township's auditors. The successful Proponent will be expected to work closely with Township staff (Finance, Public Works, etc.) and, if necessary, present findings to senior management or Council. Collaboration with Township staff will help ensure that the assessment reflects local conditions, existing asset information, and regulatory obligations specific to the Township.

### 1.2 Municipal Context

The Township of Black River-Matheson is a small Northern Ontario municipality with limited administrative and financial capacity (e.g. small staff and budget). The Township owns a range of assets including municipal buildings, recreation facilities, roads, and water/wastewater infrastructure typical of a rural community. These assets may contain designated substances or environmental considerations (such as asbestos, fuel storage tanks, or contaminated materials) that give rise to retirement obligations.

Given the Township's scale and capacity, the ARO Assessment must be practical, concise, and tailored to our asset base – focusing on material obligations and using methodologies appropriate for a small municipality. The Township requires an ARO Assessment that is thorough yet scalable, providing clear results that can be maintained and updated by staff in the future without undue complexity.

### 1.3 Project Objectives

The key objectives of the Asset Retirement Obligation Assessment are:

- a) **PS 3280 Compliance:** Ensure the Township fully complies with PSAB Section PS 3280 by identifying all AROs and accurately measuring the associated liabilities for financial statement reporting.
- b) **Audit-Ready Results:** Provide an audit-ready analysis, including documentation and working papers, that will satisfy external auditors and withstand scrutiny during the 2025 audit.
- c) **Comprehensive Asset Review:** Leverage the Township's existing asset inventory and conduct any necessary site reviews to leave no significant retirement obligation unidentified.
- d) **Financial Clarity:** Quantify the future retirement/remediation costs and their present value, giving the Township a clear understanding of the total ARO liability to inform financial planning and asset management.
- e) **Knowledge Transfer:** Provide deliverables (reports, schedules, and optionally a presentation) that help Council and staff understand the nature and implications of the Township's asset retirement obligations, thereby aiding informed decision-making regarding asset management and long-term planning.

## 2.0 Scope of Work

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### 2.1 General Requirements

The Consultant shall provide all professional services, expertise, and resources necessary to conduct and complete the Asset Retirement Obligation Assessment in accordance with PS 3280 requirements and the Township's objectives. All work shall be carried out in coordination with Township staff and at times mutually agreed upon to ensure alignment with municipal operations and deadlines. If the Consultant will require information or assistance from Township personnel (for example, access to facilities or records), these needs and any other assumptions regarding resources, data, or support must be clearly identified in the proposal .

Any services, work, or deliverables not expressly identified in this Scope of Work shall be considered additional services. The Consultant shall not undertake any such additional services without prior written authorization from the Township. The Township will not be responsible for any costs incurred for unauthorized services outside the defined scope.

### 2.2 Asset Inventory & Document Review

Review the Township's existing asset inventory (e.g. asset management plan data, tangible capital asset registers) and all relevant documents, reports, and records to establish a baseline understanding of assets that may have retirement obligations. This includes reviewing prior building condition assessments, environmental reports, landfill or site closure plans (if any), and any available information on hazardous materials present in facilities.

For general context, a non-exhaustive list of municipally owned buildings and facilities is provided in Appendix A – Municipal Building Inventory (Informational); however, the determination of assets subject to asset retirement obligations shall be confirmed by the Consultant following contract award in accordance with PSAB Section PS 3280.

### **2.3 Site and Facility Assessments**

Conduct on-site reviews or inspections of municipally owned buildings and water/wastewater facilities and infrastructure as needed to validate conditions that lead to asset retirement obligations. This task may involve site visits to facilities such as offices, community centers, public works garages, water treatment plants, sewage lagoons, pump stations, etc., to identify the presence of materials or conditions (e.g. asbestos, lead, fuel storage tanks, contaminated soil) that will require remediation or special handling upon asset retirement. Township staff will facilitate access to sites as required.

### **2.4 Identification of Asset Retirement Obligations**

Based on the data review and site assessments, identify which Township assets have legally mandated future retirement and/or remediation obligations. “Legally mandated” includes obligations required by law, regulation, or contract, such as environmental regulations (for contaminant cleanup), occupational health and safety laws (for removal of designated substances like asbestos), or licensing requirements (e.g. decommissioning of wells or septic systems). The Consultant should document the criteria used to determine whether an asset has an ARO under PS 3280 (e.g. contamination exceeding environmental standards, presence of hazardous materials that must be removed, obligations to dismantle or restore sites, etc.).

### **2.5 Future Cost Estimation**

For each asset identified as having an ARO, estimate the future costs required to retire the asset and remediate the site (as applicable). Cost estimates should encompass all activities necessary to fulfill the obligation – for example, facility demolition, hazardous material abatement (asbestos removal, lead paint remediation, etc.), soil or groundwater remediation, site restoration (grading, re-vegetation), and post-closure monitoring if required.

The Consultant should use defensible cost estimation methods (such as recent project costs for similar work, industry standard unit costs, or engineering estimates) and clearly state the assumptions (e.g. today’s dollars vs inflated costs at time of retirement). Where applicable, differentiate between different timing scenarios (e.g. if certain assets are expected to be retired at different dates, future costs should account for inflation to the expected date of retirement).

### **2.6 Present Value Liability Calculation**

In accordance with PS 3280, calculate the present value of the ARO liability for each asset and in aggregate. This involves selecting appropriate discount rates and inflation

rates consistent with PSAB guidelines and the Township's accounting policies. The Consultant must document the rationale for the discount rate chosen (for example, using the Township's long-term borrowing rate or risk-free rate as per PS 3280 recommendations).

Each ARO liability should be calculated as the present value of the future retirement cost, and where the timing of the retirement obligation is known or estimable, that timing should be factored into the calculation. The outcome will be a schedule of liabilities (one per obligated asset) and a total ARO liability for the Township. These calculations must be prepared in a manner that can be audited, including clear documentation of all assumptions (timing of cash flows, discount rate, inflation, etc.) and formulas used.

## **2.7 Reporting and Documentation**

Prepare a comprehensive Asset Retirement Obligation Assessment Report that compiles the findings, methodology, assumptions, and recommendations. This report should be written in a clear, structured manner suitable for both Township officials and auditors. It must include an asset-by-asset breakdown of identified AROs (describing the nature of the obligation, the estimated future cost, and the present value calculation for each) and a summary of total ARO liability for the Township's financial statements.

The report should also include an executive summary highlighting the key results (e.g. number of assets with AROs and total liability) and a section confirming how the work complies with PS 3280 (referencing specific requirements of the standard and how they were addressed).

In addition to the report, the Consultant shall provide all supporting calculations and data in Microsoft Excel format (with formulas intact) to serve as audit working papers and for use by the Township's finance staff. The Excel schedules should be well organized, clearly labeled, and formatted to integrate with the Township's accounting working paper templates if applicable.

## **2.8 Preparation and Final Delivery of the ARO Assessment**

The Consultant shall prepare a comprehensive Asset Retirement Obligation (ARO) Assessment in accordance with Public Sector Accounting Board (PSAB) Section PS 3280 and applicable audit requirements.

The ARO Assessment shall be issued in draft form solely for the purpose of validation and review by Township staff and, where applicable, the Township's external auditor. The draft and final versions shall not differ in scope or substance, except to reflect agreed-upon clarifications, corrections, or refinements arising from the review process.

Following review, the Consultant shall incorporate required feedback and deliver a final, audit-ready ARO Assessment suitable for inclusion in the Township's 2025 financial statements and supporting audit working papers.

## 2.9 Final Deliverables

The final deliverables shall include, at a minimum:

- a) The Final ARO Assessment Report (PDF and an editable format), documenting methodology, assumptions, and conclusions in accordance with PS 3280;
- b) Detailed Microsoft Excel spreadsheets of all ARO calculations, with formulas intact and clearly documented;
- c) A one-page summary of total ARO liabilities suitable for inclusion in the Township's financial statement notes; and
- d) Any supporting documentation used to substantiate the assessment (e.g. cost estimate source data, assumptions, photographs of assets where applicable, or other working papers).

The Consultant shall plan for at least one review meeting (which may be virtual) with Township staff to discuss the draft findings. If required, the Consultant may also be asked to attend a meeting with the Township's external auditors to explain the methodology and results. Audit support related to review and clarification of the ARO Assessment shall be considered part of the base scope of work.

## 2.10 Optional Presentation to Council or Staff

(Priced Optional Service) If requested by the Township, the Consultant will prepare and deliver a presentation of the ARO Assessment results to Township Council and/or senior staff. This presentation would summarize the project background, methodology, key findings (such as total liability and significant asset-specific obligations), and any recommendations for future action.

The presentation should be delivered in plain language suitable for a non-technical audience. The proposal should treat this presentation as an optional item – i.e. include it as a separately priced add-on, which the Township may choose to include or not at the time of award. The Consultant should not assume that the presentation will occur unless requested.

## 2.11 Project Timeline and Completion

All work must be completed and delivered on an accelerated timeline to meet audit requirements. The Asset Retirement Obligation Assessment must be fully completed, finalized, and delivered no later than **May 31, 2026**. This deadline is driven by the Township's year-end audit schedule. The successful Proponent shall organize their work plan to achieve all deliverables by this date.

Timely completion is critical; therefore, proponents should demonstrate in their proposals how they will meet this schedule. If the Proponent believes an earlier completion date is advisable (to allow for any buffer before audit), they may indicate an earlier target. The Township expects the final ARO report and schedules to be audit-

ready by **the end of May 2026**, enabling integration into the 2025 financial statements and review by auditors.

### 3.0 Evaluation/Selection Process

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#### 3.1 Minimum Qualifications

To be considered for this RFP, proponents must demonstrate the qualifications, experience, and capacity to perform an Asset Retirement Obligation assessment of the scope and complexity described. At a minimum, proponents shall provide evidence of the following in their proposal:

- a) Relevant Experience: Experience completing asset retirement obligation studies, PS 3280 implementation projects, or similar environmental/financial assessment projects for municipal or broader public sector clients. Experience with projects of comparable scope and complexity (e.g. involving multiple facilities and technical cost estimation) is preferred.
- b) References: A minimum of three (3) client references from projects completed within the past five (5) years that are relevant to the services required. Include contact information and a brief description of each referenced project.
- c) Project Team: Identification of the proposed project manager and key personnel (including any subconsultants or specialists) who will be directly involved in the project. Provide a brief description of each team member’s role, relevant qualifications (e.g. professional designations such as P.Eng., CPA, etc.), and experience.
- d) Comparable Work: A summary of similar projects completed in the last five (5) years, including the client name, project title/scope, date or duration, and outcomes. Emphasize any projects involving public sector accounting changes, environmental liability assessments, or asset management initiatives, especially for small or rural municipalities, that demonstrate the proponent’s capability to deliver this project.

#### 3.2 Evaluation Criteria

Proposals will be scored using a weighted evaluation system. Each proposal will be assessed and assigned a score out of 100 based on the following categories:

CRITERIA	MAXIMUM POINTS
Qualifications and Experience	30
Methodology & Approach (Work Management Plan)	20
Price Proposal	35
References	15
<b>Total Evaluation Score:</b>	<b>100</b>

The highest-ranking Proponent will be determined by the combined scores. Selection will not be based solely on the lowest cost but rather on best overall value and fit for the Township's needs.

The final decision and contract award will be authorized by Township Council in accordance with the Township's Procurement Policy.

### **3.3 Evaluation Process**

All proposals received by the closing time will first undergo a preliminary review by Township staff to ensure compliance with the mandatory requirements of this RFP. Proposals that are incomplete, do not include the required content, or otherwise fail to meet the submission requirements may be disqualified and not evaluated further. The Township may also reject proposals that are improperly formatted or lack the required signed forms.

All compliant proposals will then be evaluated by a review committee comprised of Township staff (and/or advisors) using the above evaluation criteria. The committee will review each proposal in detail, assessing the technical content, the qualifications of the proponent, and the proposed approach. During the evaluation, the Township may contact references provided, and may seek clarification from proponents if any information in the proposal is unclear. Note: The Township reserves the right to eliminate from consideration any proposal submitted by a Proponent that is, at the time of submission, engaged in unresolved litigation with the Township if the Township believes such litigation may hinder an effective working relationship.

At the conclusion of the evaluation, the committee will rank the proposals and may recommend entering into negotiations with the top-ranked Proponent. However, submission of a proposal does not guarantee any award, and the Township may choose not to award a contract as a result of this RFP process.

### **3.4 Acceptance of Terms**

By submitting a proposal in response to this RFP, the Proponent acknowledges and agrees to all terms and conditions contained within this document. The proposal shall be considered a binding offer, valid for the duration specified in the RFP.

The Proponent further certifies, by signing the cover letter, that they accept all terms and conditions in full, without reservations, assumptions, restrictions, or qualifications, except for those expressly stated and justified in the submitted proposal.

Any addenda issued during the RFP process must be acknowledged in writing and submitted with the final proposal package.

### **3.5 No Obligation to Award**

The issuance of this Request for Proposals and the receipt of proposals does not create any obligation on the part of the Township of Black River-Matheson to award a contract or enter into any agreement. No contractual relationship shall exist between the

Township and any Proponent unless and until a written agreement has been executed by the Township following Council authorization.

### **3.6 Failure to Perform**

If, in the Township's opinion, the successful Proponent fails to commence the work, fails to perform the services in accordance with this RFP, or fails to meet generally accepted professional standards, the Township may terminate the contract upon written notice. Continued delays, deficiencies, or non-performance may result in contract termination without penalty to the Township.

### **3.7 Ownership of Work Product**

All reports, studies, data, documents, drawings, graphics, materials, and other work products prepared or provided by the Consultant in connection with this RFP shall become the property of the Township of Black River-Matheson upon completion of the work. The Township shall have the unrestricted right to use, reproduce, modify, adapt, and distribute such materials for municipal purposes without limitation.

### **3.8 Accessibility**

The successful Proponent shall comply with the requirements of the Accessibility for Ontarians with Disabilities Act (AODA). Upon request, the Proponent shall provide documentation describing accessibility policies, training, or procedures relevant to the services provided under this contract.

### **3.9 Indemnification**

The successful Proponent shall indemnify and hold harmless the Township of Black River-Matheson, its Council members, officers, employees, and agents from and against any and all claims, demands, losses, costs, damages, actions, or proceedings arising out of or attributable to the Proponent's performance of the work, or any negligent act or omission of the Proponent, its employees, agents, or sub-consultants.

### **3.10 Governing Law**

This Request for Proposals and any resulting agreement shall be governed by and interpreted in accordance with the laws of the Province of Ontario and the applicable laws of Canada therein, without regard to conflict of laws principles.

### **3.11 Qualifications and Relevant Experience**

The Proponent's experience in projects of similar scope and complexity will be evaluated, with particular emphasis on the preparation of Asset Retirement Obligation (ARO). Experience working with municipalities in Northern Ontario or rural communities will be considered an asset. The qualifications, roles, and experience of the proposed project team will also be assessed.

### **3.12 Understanding of Project & Local Context**

Demonstrated understanding of the Township's objectives, local context, and constraints, as reflected in the proposal.

### **3.13 Conflict of Interest**

Proponents must declare any actual or potential conflicts of interest. Individuals or organizations involved in preparing this RFP are not eligible to respond. The Township reserves the right to reject any proposal where a conflict is identified.

### **3.14 Proponents' Expenses**

All costs incurred in the preparation, submission, or presentation of a proposal, including any travel or negotiation activities, are the sole responsibility of the Proponent.

### **3.15 Proposed Methodology and Work Plan**

Proponents shall describe their proposed methodology and work plan for completing the Asset Retirement Obligation (ARO) Assessment in accordance with PSAB PS 3280. The Township will evaluate the clarity, feasibility, and technical soundness of the proposed approach, including how effectively it identifies applicable asset retirement obligations and produces audit-ready results.

The proposed work plan should outline key tasks, data requirements, assumptions, coordination with Township staff, and a realistic project schedule. Proposals will be assessed on the reasonableness of the approach, the appropriateness of the valuation methodology, and the proponent's ability to deliver complete and accurate ARO schedules and supporting documentation within the required timeframe.

## **4.0 Proposal Format and Requirements**

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### **4.1 Overview**

To ensure a fair and efficient evaluation process, all Proponents are required to follow the instructions and structure outlined in this section. While the Township discourages overly lengthy or elaborate proposals, submissions must provide enough detail to demonstrate a comprehensive understanding of the Township's needs and to allow a full assessment of qualifications, experience, and approach.

## **4.2 Proposal Content**

Proposals must include the following elements:

- a) Proponent contact information;
- b) Company profile;
- c) Understanding of the project and local context;
- d) Proposed methodology and work plan;
- e) Project team qualifications;
- f) Relevant experience and references;
- g) Proposed fee structure;

## **4.3 Format and Copies**

One (1) original copy of the proposal, clearly marked “Original,” must be submitted along with one (2) complete duplicates. Additionally, an electronic PDF copy may be submitted by email if requested by the Township during evaluation.

## **4.4 Understanding of the Project & Local Context**

A section demonstrating the Proponent’s understanding of what the Asset Retirement Obligation Assessment entails and the Township’s context. The Proponent should articulate their understanding of PS 3280 requirements and the challenges/opportunities for the Township.

For example, identify the types of assets likely to carry retirement obligations in a municipality like Black River-Matheson and discuss key considerations such as regulatory compliance, typical remediation needs (asbestos, fuel tanks, etc.), and the importance of creating an auditable work product. This section should reassure the Township that the Proponent grasps the purpose and urgency of the project and the need for a practical approach suitable for a small Northern Ontario community.

## **4.5 Proposed Approach and Methodology**

A detailed description of how the Proponent intends to carry out the project from start to finish. This should include:

- a) the overall project approach; the sequence or phases of work (e.g. start-up and data gathering, site assessments, analysis, reporting);
- b) methods for data collection and analysis (including any on-site testing or use of external labs, if applicable);
- c) approach to engage and obtain information from Township staff (and any external agencies, if needed);
- d) strategy for cost estimation and sources of cost data;
- e) methodology for determining discount rates and calculating present values in line with PS 3280;
- f) quality control measures (such as peer review of calculations); and
- g) a project schedule/timeline indicating how the work will be completed by the required deadline.

The work plan should be presented as a clear, step by- step process. Proponents should also identify any key assumptions or dependencies in their approach – for example, assuming the Township can provide certain data by a given date, or assuming access to facilities will be granted in a timely manner. Any potential risks to meeting the project timeline (and how the Proponent will mitigate them) should be noted. The methodology will be evaluated for clarity, feasibility, and alignment with the Township’s objectives and timeline.

#### **4.6 Team Qualifications and Experience**

Introduce the members of the project team, including any subconsultants or specialist personnel. For each key individual, state their name, title, role in the project, and summarize their relevant experience/qualifications. You may attach brief résumés in an appendix (if so, summarize key points in the proposal body). Clearly identify the Project Manager who will be the day-to-day contact and lead for the work.

If the project involves multidisciplinary expertise (e.g. accounting, engineering, environmental science), describe how the team covers these competencies. If sub-consultants (for example, an environmental engineering firm to handle site assessments) are part of your team, provide details of their qualifications and how you will coordinate their work. The successful Proponent will be expected to have all necessary expertise in-house or through sub-consultants and will bear full responsibility for the quality of work by any sub-consultants or agents.

#### **4.7 Relevant Project Experience and References**

Provide examples of at least three (3) projects that the Proponent has completed which are similar in nature or relevant to this RFP. For each example, include: the client organization and location; the title or brief description of the project; the timeframe (year completed and duration); the scope of work (especially noting any ARO, environmental liability, asset management, or PSAB-related components); and the outcomes or deliverables of the project.

Emphasize any projects for Ontario municipalities or public sector bodies, and especially any for small/rural or Northern communities if available (since our context is similar). For

each example, provide a reference contact (name, organization, phone, and email) who can speak to the Proponent's performance on that project. The Township reserves the right to contact these references (or other past clients not listed) to assist in the evaluation.

#### **4.8 Proposed Fee Structure**

Outline your pricing for this project in a clear and transparent manner. At minimum, provide a fixed total fee to complete the entire Scope of Work and deliverables as described (exclusive of HST). If possible, break down the fee by major task or phase (e.g. data collection, site assessments, analysis, reporting) or by personnel hours.

Include a schedule of hourly rates for key team members for reference, in case any additional work is required outside the original scope. Clearly indicate any expected expenses that are included in the fee (e.g. travel, accommodation, sub-consultant fees, lab tests) – the proposal should be all-inclusive with no hidden extras.

All fees should be quoted in Canadian dollars and exclusive of HST (show HST as extra). If the Proponent is proposing any optional or additional services (for instance, a follow-up training session for staff, or enhanced deliverables), these should be clearly identified as optional and priced separately.

Note: While the Township has not published a budget for this project, cost effectiveness and overall value for money will be a factor in the evaluation. Proponents are encouraged to propose a cost-efficient approach that meets the project requirements. If any economies or efficiencies can be achieved (for example, by leveraging work the Township has already done, or using technology for site assessments), those should be reflected in the methodology and pricing.

#### **4.9 Insurance and WSIB**

Confirm that your firm carries adequate insurance coverage. At a minimum, the successful consultant will be required to have Commercial General Liability Insurance of at least \$2,000,000 per occurrence (with the Township named as an additional insured) and Professional Liability (Errors & Omissions) Insurance of at least \$1,000,000. The Proponent should state that they can meet these requirements and will provide proof of insurance upon award. Also confirm your firm is in good standing with the Ontario Workplace Safety and Insurance Board (WSIB) and will provide a WSIB clearance certificate if selected.

#### **4.10 Addenda Acknowledgement**

Include a statement confirming that the Proponent has reviewed all issued addenda to the RFP (if any) and considered them in preparing the proposal. It is the Proponent's responsibility to check the Township's website for any addenda or clarifications prior to submitting.

#### **4.11 Submission Instructions**

Proposals must be submitted in a sealed envelope clearly marked with the Respondent's name, address, and the label:

**“ARO ASSESSMENT BRM – SEALED PROPOSAL – DO NOT OPEN”**

Submissions must be received no later than the date and time specified on the cover page of this RFP. Late submissions will not be considered and will be returned unopened.

**4.12 Rights Reserved by the Township**

Proposals submitted to the Township are subject to the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Proponents should identify any proprietary or confidential information contained in their submissions; however, the Township does not guarantee the confidentiality of any part of a proposal and disclosure may be required in accordance with applicable legislation.

The Township of Black River-Matheson reserves the right to:

- a) Publicly disclose the names of all Respondents
- b) Request clarification or supplementary information from any Respondent
- c) Verify references beyond those provided
- d) Disqualify any Respondent who provides misleading or inaccurate information
- e) Disqualify any Respondent engaged in prohibited conduct or under disqualifying conditions
- f) Select a Proponent offering best value rather than lowest cost
- g) Cancel the RFP at any stage
- h) Waive minor irregularities that do not compromise fairness or the intent of the RFP
- i) Accept or reject any proposal, in whole or in part
- j) Reject a sole proposal and negotiate directly or cancel the RFP
- k) Reject any proposal that, in the Township’s sole opinion:
  - i. Is incomplete or fails to meet one or more material requirements of the RFP;
  - ii. Presents an actual or perceived conflict of interest;
  - iii. Contains qualifications, assumptions, or conditional responses that alter or limit the Township’s rights under this RFP; or
  - iv. Is adversely affected by reference checks, past performance, or any other information obtained by the Township during its due diligence.

#### **4.13 Closing Date, Time, and Delivery Instructions**

All proposals must be received by the Township no later than:

Date: 2:00 PM on Feb 20<sup>th</sup>, 2026  
To: Township of Black River-Matheson  
421 Fifth Ave, PO Box 601  
Matheson, ON P0K 1N0  
Attention: Hongji Lei - Clerk  
Email: hlei@twpbrm.ca

Late proposals will not be considered. The timestamp on physical delivery receipts will be deemed the official time of submission.

#### **4.14 Inquiries**

All inquiries regarding this RFP must be submitted in writing by email to:

Hongji Lei, Clerk  
Phone: 705-273-2313 ext. 311  
Email: hlei@twpbrm.ca

Please include “RFP-ADM2026-002” in the subject line of your email. Inquiries made through other channels will not be considered official.

### **5.0 Appendix A – Municipal Building Inventory (Informational)**

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#### **5.1 Appendix Description**

The Township of Black River-Matheson maintains an inventory of municipally owned buildings and facilities. This inventory is provided for information and scoping purposes only to assist Proponents in understanding the range and variety of assets that may be reviewed as part of the Asset Retirement Obligation (ARO) Assessment.

The list below identifies buildings and facilities only. It does not include financial values, condition ratings, remaining service life, or assumed asset retirement obligations. The inclusion of an asset on this list does not imply that an ARO exists. Proponents are responsible for determining which assets give rise to AROs in accordance with PSAB Section PS 3280, based on their professional assessment.

This list is not intended to be inclusive or exhaustive and is provided as a general guideline only. The final inventory of assets to be reviewed, and the level of detail to be applied, will be confirmed and finalized following contract award, in coordination with Township staff.

The Township will provide the successful Proponent with access to its full asset inventory and supporting documentation following contract award.

## 5.2 Municipal Buildings and Facilities

No.	Building / Facility Name
1	Arena
2	Arena – Storage Shed
3	Boat Launch – Canoe Building
4	Dog Pound – Matheson
5	Fire Station – Holtyre
6	Fire Station – Matheson
7	Fire Station – Val Gagné
8	New Ramore Fire Hall
9	Garage – Holtyre
10	Garage – Ramore
11	Garage 1 (6 Bays)
12	Garage 2
13	Gauthier Lake Change Room
14	Hough Lake Change Room
15	Matheson Library
16	Municipal Office (Fourth Ave – Current)
17	Municipal Office (Old Office)
18	Museum
19	Museum – Shed
20	Ponderosa
21	Quonset Hut
22	Storage Building (Quonset Building)
23	Warehouse
24	Ramore Hall
25	Shillington Hall
26	Val Gagné Hall
27	Watabeag Church
28	Rink Shack – Holtyre
29	Rink Shack – Ramore
30	Rink Shack – Val Gagné
31	Sewage Treatment Plant
32	Water Treatment Plant – Matheson

No.	Building / Facility Name
33	Water Treatment Plant – Holtyre
34	Water Treatment Plant – Ramore
35	Water Treatment Plant – Val Gagné
36	Water Treatment Plant – Val Gagné South
37	Water Treatment Plant Shed – Matheson
38	Reservoir
39	Lift Station #1 – Matheson (Off Second St.)
40	Lift Station #2 – Matheson (Off Seventh St.)
41	Lift Station #3 – Matheson (Off Quinn Cres.)
42	Lift Station – Holtyre (Off Hwy 572)
43	Lift Station – Ross Mine (Holtyre)
44	Lift Station – Ramore
45	Lagoon – Holtyre
46	Lagoon – Ramore
47	Lagoon – Val Gagné
48	Communication Tower (Two Buildings)
49	Greenhill Vault
50	St. Laurent Vault
51	Val Gagné Vault

### 5.3 Notes:

- a) Assets that have been sold, demolished, or decommissioned may be excluded from the ARO analysis, subject to confirmation with Township staff.
- b) The Township reserves the right to clarify, amend, or supplement asset information during the course of the assignment.

### 6.0 Submission Form

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TOWNSHIP OF BLACK RIVER-MATHESON  
RFP-ADM2026-002 – ARO ASSESSMENT BRM

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## SUBMISSION FORM

Contractor / Firm: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_ Position: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

### Proposal Validity

The undersigned confirms that this Proposal shall remain valid and open for acceptance for a period of **ninety (90) days** from the closing date of the RFP.

Confirmed

### Acknowledgements

By submitting this Proposal, the Proponent confirms and acknowledges that:

- The Proponent has reviewed and understands the RFP in its entirety.
- The Proposal has been prepared in accordance with all requirements set out in the RFP.
- All services will be performed in accordance with the Scope of Work and written direction provided by the Township.
- No changes to the approved scope of work will occur without prior written authorization from the Township.
- Any resulting contract is subject to approval by Township Council and execution of a written agreement.
- No contractual relationship exists until such agreement is executed by the Township.

### Proposed Fee

Fee Component	Amount (\$)
Fixed Price (excluding HST):	_____
HST:	_____
Total Price (including HST):	_____

**Optional / Additional Services (if applicable)**

If proposed, optional or additional services and associated pricing are identified below. (Addition of optional pricing does not obligate the Township to proceed with such services.)

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**WSIB and Insurance**

The Proponent confirms that it can provide:

- WSIB Clearance Certificate
- Required insurance coverage as specified in the RFP
- Professional Liability (Errors & Omissions) Insurance

**Execution Commitment**

The Proponent confirms that it has the personnel, experience, and capacity to complete the Asset Retirement Obligation (ARO) assessment in accordance with the project schedule and deliverables outlined in the RFP.

- Confirmed

**Signature**

I/We certify that all information provided is accurate and that the Proposal is submitted in good faith.

Authorized Signature: \_\_\_\_\_  
(I have authority to bind the corporation)

Name: \_\_\_\_\_ (Please Print)

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

Name: \_\_\_\_\_ (Please Print)

Date: \_\_\_\_\_