



Request for Quote

Ganaraska Forest Centre – Auxiliary Building Water Supply and Septic System Assessment and Design

Issued April 24, 2026

Quotes due May 11, 2026

General Overview

This Request for Quote (RFQ) is an invitation to prospective consultants to provide written quotes to evaluate the existing water supply and provide design support for the provision of water and wastewater services for the reconstructed auxiliary building.

1.0 Introduction

The Ganaraska Region Conservation Authority (GRCA) is looking to retain a consulting firm/qualified person (i.e. Contractor) to evaluate the existing supply well at the northern portion of the Ganaraska Forest Centre (GFC) site and provide design support to the GRCA in obtaining approvals for the water and septic connections to the reconstructed auxiliary building (former gymnasium). A consultant is currently completing the architectural design of the auxiliary building, including the mechanical components within the future utility room.

Property Location: [10585 Cold Springs Camp Road, Campbellcroft, ON L0A 1B0](#)

2.0 Scope of Work

2.1 Review of Site and Background Information (Existing Systems)

Review each of the five existing septic systems on the property:

- Review of **System Summary Document** and accompanying mapping (**Figure 1**), available records, reports, permits, and drawings
- Review of system components:
 - Tank sizes and locations
 - Leaching bed/system type
 - Setbacks to wells, watercourses, buildings, and property lines

Review existing water supply system:

- Review location of existing supply well and overall layout of water supply system for the northern portion of the site (the well supplies several existing buildings). This project does not include the existing water supply system for the Ganaraska Forest Centre building
- Review the location of existing supply lines
- Review proposed auxiliary building location and floor plan
- Review previous lab testing results for the supply well/water system

Review existing utility location information indicated on **Figure 2**:

- Electrical, gas (propane), fibre, telephone, etc.

Review buildings to be removed and to remain:

- Shop Building (draining to septic system no. 1) is to remain
- Weekend kitchen (draining to septic system 2) is to remain
- Washroom building (draining to septic system no. 3) will be removed in the future

- Office/Portable (draining to septic system no. 4) will be removed to facilitate construction of auxiliary building
- Cabin (draining to septic system no. 5) is to remain

To request a link to download the background documents, email Cory Harris.

2.2 Site Investigation (as required)

Please indicate whether the fee includes:

- Test pits and soil profile logging
- Confirmation of usable area for septic installation
- A yield test or pumping test for the existing well

2.3 Septic System Design

Review proposed building design and provide:

- Design of a new septic system compliant with OBC Part 8 and local Northumberland County septic system permit requirements (sewage system loading is expected to be less than 10,000 litres per day)
- System sizing based on confirmed design flow. The reconstructed auxiliary building will include the following:
 - **Number of fixtures:** 6 washrooms and 1 kitchenette
 - Total of 6 water closets and 8 sinks.
 - **Square footage**
 - 365 sm = 3930 sf
 - **Total occupancy**
 - Total of 80 + 4 occupants (office) + 10 for the flexible space = 94
- Evaluation of feasible system options (e.g., conventional, raised bed, tertiary treatment, etc.)
- Production of scaled, permit-ready design drawings to support a sewage system permit from the County of Northumberland for the auxiliary building
- Designer certification/seal, as required
- Revisions required by approval authority (please specify how many are included)

2.4 Well Assessment

Assessment of the existing private well to confirm adequacy for the proposed auxiliary building and maintaining supply to the existing buildings, including:

- Review of well records
- On-site inspection of wellhead and components
- Review flow rate and previous pump tests
- The reconstructed auxiliary building will include the following:
 - **Number of fixtures:** 6 washrooms and 1 kitchenette
 - Total of 6 water closets and 8 sinks.
 - **Square footage**
 - 365 sm = 3930 sf
 - **Total occupancy**
 - Total of 80 + 4 occupants (office) + 10 for the flexible space = 94
- The demand for the existing buildings that will continue to receive water supply from the well are summarized in the attached **System Summary Document**.

- Confirm the well can support anticipated domestic demand for proposed auxiliary building and the existing buildings that will remain (i.e. cabin, weekend kitchen, shop, etc.)
- Provide written summary of findings and recommendations in summary report

2.5 Design of the Water Supply System

- Confirm that sufficient water supply can be provided to the utility room of the new auxiliary building to supply the new auxiliary building and maintain the supply to the existing buildings that will continue to be connected to the water system
- Design water supply system between well pump and new auxiliary building to be compliant with any local health unit permit requirements and obligations of Ontario Regulation 319/08
- Confirm pump requirements at well
- Recommend layout and sizing of supply pipe between well and auxiliary building in consultation with the architectural consultant

2.6 Preparation of Report

Consultant is to prepare a summary report to discuss the following:

- Overview of background information reviewed
- Summary of the well assessment
- Summary of the proposed design to supply water to the proposed auxiliary building and to maintain the supply to the existing buildings that will remain
- Overview of the proposed septic system design to service the proposed auxiliary building
- Recommendations outlining the necessary steps regarding the decommissioning of septic system no. 4, in addition to Ontario Onsite Wastewater Association guidance: <https://www.oowa.org/wp-content/uploads/2022/05/OOWA-Decommissioning-Guidance-Document.pdf>
- Recommendations regarding system maintenance
- Advice regarding the potential for future expansion of the system, if required

2.7 Regulatory & Permitting Support

Please indicate whether your quote includes:

- Coordination with the architectural consultant
- Coordination with Northumberland County staff regarding the approval of the septic system permit
- Coordination with local Health Unit staff regarding water supply connection to new auxiliary building and any obligations under Ontario Regulation 319/08
- Preparation and submission of permit applications related to septic system and supply well connections with new auxiliary building
- Responses to permit and plan review comments or required revisions

3.0 Deliverables

- Provision of report and drawings to include:
 - Septic system design calculations
 - Design drawings indicating location and sizing of proposed system components
 - Permit-ready documentation suitable for submission for a septic system permit from the Northumberland County
 - Confirmation the well can support anticipated domestic demand for proposed auxiliary building and the existing buildings that will remain (i.e. cabin, weekend kitchen, shop, etc.)
 - Drawings indicating the pipe location(s) supplying water from the well to the utility room of the auxiliary building, in addition to any system components
 - Written well assessment summary with findings and recommendations
 - Design of water supply system between well pump and new auxiliary building to be compliant with any local health unit permit requirements and obligations of Ontario Regulation 319/08
 - Digital copies (PDF); CAD files if available

4.0 Equipment

The bidder shall supply the equipment necessary to complete the assessment and design work and this will be reflected in the quote.

5.0 Right to Accept and Reject Quotations

Lowest or any Quotation may not necessarily be accepted.

6.0 Bidders to Investigate

Bidders must satisfy themselves by personal examination of the project area and by such other means as they may prefer as to the actual conditions and requirements of the work.

7.0 Scheduling of Work

Work shall commence in the second week of May 2026 and must be completed as per the timelines outlined in Section 14.1. The Contractor shall attend a virtual meeting with the Watershed Services Coordinator and the project team to review the project scope and deliverables prior to the commencement of work. If required, an in-person meeting can be arranged on-site.

8.0 Insurance Requirements

The Contractor shall confirm and maintain in effect, at their expense (including the payment of all deductibles) and for the duration of the services provided, the following policies of insurance, which shall be in a form acceptable to the GRCA. A certificate of these policies must be provided to the GRCA prior to the commencement of the prospective services.

Professional Liability

- for the performance of services by the Contractor providing that the policy is in an amount of not less than two million dollars (\$2,000,000.00) and shall not be construed as a limit of liability in the performance of said services.

Comprehensive General Liability

- providing that the policy is in an amount of not less than five million dollars (\$5,000,000.00) per occurrence, and
- adds the Ganaraska Region Conservation Authority as an additional insured, and
- has provisions for cross-liability and severability of interest between the Contractor and the GRCA.

9.0 Payment and Warranty

Payment will be made in response to the Contractor's invoice at the completion of the Contract. This payment will be made when all work has been completed to the satisfaction of the Watershed Services Coordinator. Payment to the Contractor shall be verified from review of the submitted assessment and design report and drawings by the Watershed Services Coordinator or designate.

All additional work requires written authorization from the GRCA. No extra costs will be paid without written approval by the Watershed Services Coordinator, prior to the extra work being undertaken.

The Contractor shall be responsible for the proper performance of the work only to the extent that the design and specifications permit such performance. The Contractor agrees to correct promptly, at their own expense, any defects or deficiencies in the work. The Watershed Services Coordinator shall promptly provide the Contractor with written notice of observed defects and deficiencies.

Upon completion of work, the consultant shall notify the GRCA of the completion and schedule a meeting with GRCA staff to confirm acceptance of the work. Payment will be made within 30 days of written acceptance of the work.

10.0 Compliance with the *Occupational Health and Safety Act (OHSA)*

The Contractor shall perform all work in strict compliance with the *Occupational Health and Safety Act* of Ontario. The Contractor acknowledges possession of the current OHSA and its applicable regulations.

The Contractor acknowledges its duty as an Employer and a Supervisor under the *Occupational Health and Safety Act* and under the applicable regulations and, in particular, that the Contractor shall take all reasonable measures under the circumstance for the protection of a Worker.

The Contractor shall provide all safety and personal protective equipment as required under the OHSA. The GRCA has the right to stop the work if improper performance or measures are being witnessed.

The Contractor releases and discharges the GRCA from any claim or demand for any action taken by the GRCA to exercise its duties of due diligence under the OHSA.

11.0 Compliance with Laws and Licensing

The Contractor will be responsible for adherence to all Federal, Provincial and Municipal statutes, regulations, by-laws, codes of professional conduct and further responsible for all permits and licenses that may be required.

12.0 Workplace Safety and Insurance Board

The Contractor shall be required to provide a Certificate from the Workplace Safety and Insurance Board, prior to the start of the work indicating that all of the assessments the Contractor or any affiliate is liable to pay under the Workplace Safety and Insurance Board Act or successor legislation have been paid and they are in good standing with the Board.

13.0 Indemnification

The Contractor shall indemnify and hold harmless the GRCA, and their respective officers, directors, agents and employees, from and against claims, demands, losses, costs, damages, actions, suits or proceedings by third parties that arise out of or are attributable to the Contractor's performance of services.

14.0 Special Considerations

14.1 Timing

The work is to be completed as follows:

- Start-up meeting the week of May 11, 2026
- Septic system design and permit application package – June 15, 2026
- Water system assessment and final report – June 30, 2026

14.2 Data Availability

The GRCA can provide information on:

- the floor plan of the auxiliary building
- existing septic systems (based on historic records)
- the site layout
- well records
- past geotechnical studies

14.3 Site Meeting

Upon request, a site meeting can be arranged with staff before submitting the quote. Please contact Cory Harris to make arrangements.

15.0 General Quote Submission Requirements

One document (“the quote”) shall be submitted that includes the following information:

- Details of what steps are taken to undertake this evaluation. Please list what tasks GRCA can support to increase efficiency or to reduce costs.
- Contact person and phone number.
- Project cost listed per task with HST listed as a separate item.
- Sub-contractor (if any) to be used and their role.
- A valid Workplace Safety and Insurance Board (WSIB) Certificate of Clearance or WSIB independent contractor form is required when working on GRCA property.
- Proof of insurance (\$5-million liability) to the satisfaction of the Ganaraska Region Conservation Authority. If selected, the Ganaraska Region Conservation Authority would be named as an additional insured.

The total document proposal length shall be a maximum of four pages (not including pictures). It is the contractor’s responsibility to ensure that the entire scope of work, as described in this document, is included in the quote.

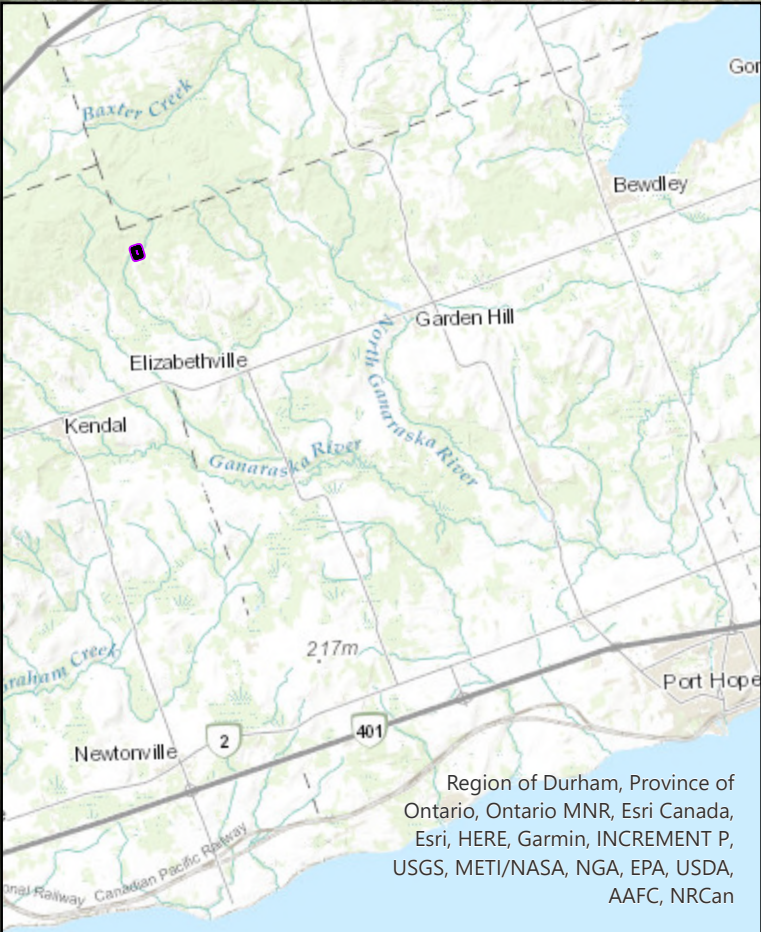
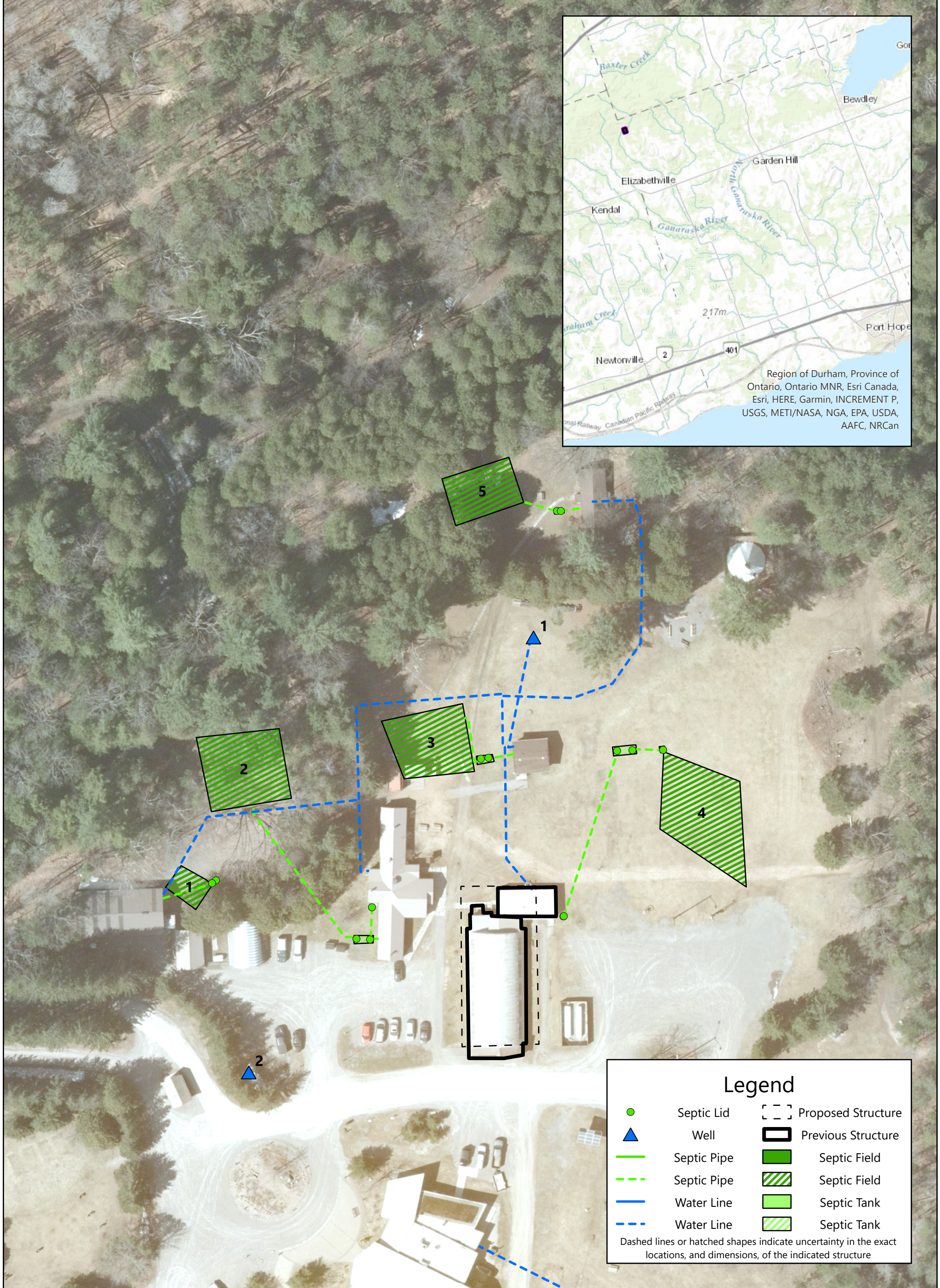
Quote submissions are to be emailed as a single PDF less than 10MB to Cory Harris, Watershed Service Coordinator charris@grca.on.ca.

16.0 Quote Schedule

<u>Quote Due:</u>	<u>Friday, May 8, 2026 4:30 p.m.</u>
<u>Tentative Award Date:</u>	<u>Monday, May 11, 2026</u>

17.0 Project Contact:

Cory Harris
Watershed Services Coordinator
Ganaraska Region Conservation Authority
2216 County Road 28
Port Hope, ON L1A 3V8
905-885-8173 x 226
charris@grca.on.ca

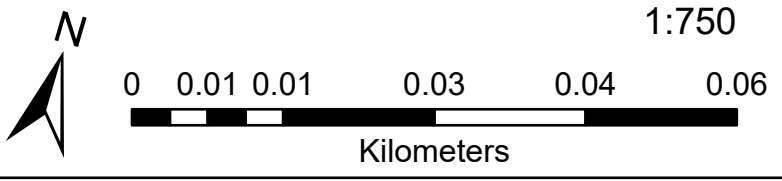


Legend			
	Septic Lid		Proposed Structure
	Well		Previous Structure
	Septic Pipe		Septic Field
	Septic Pipe		Septic Tank
	Water Line		Septic Tank
	Water Line		

Dashed lines or hatched shapes indicate uncertainty in the exact locations, and dimensions, of the indicated structure

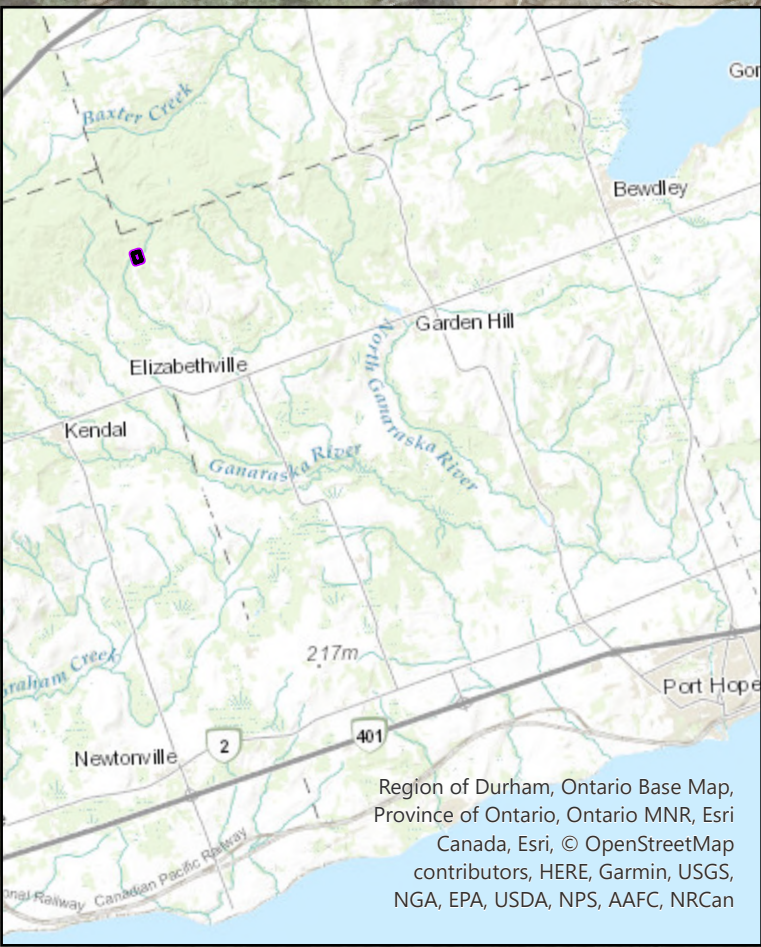
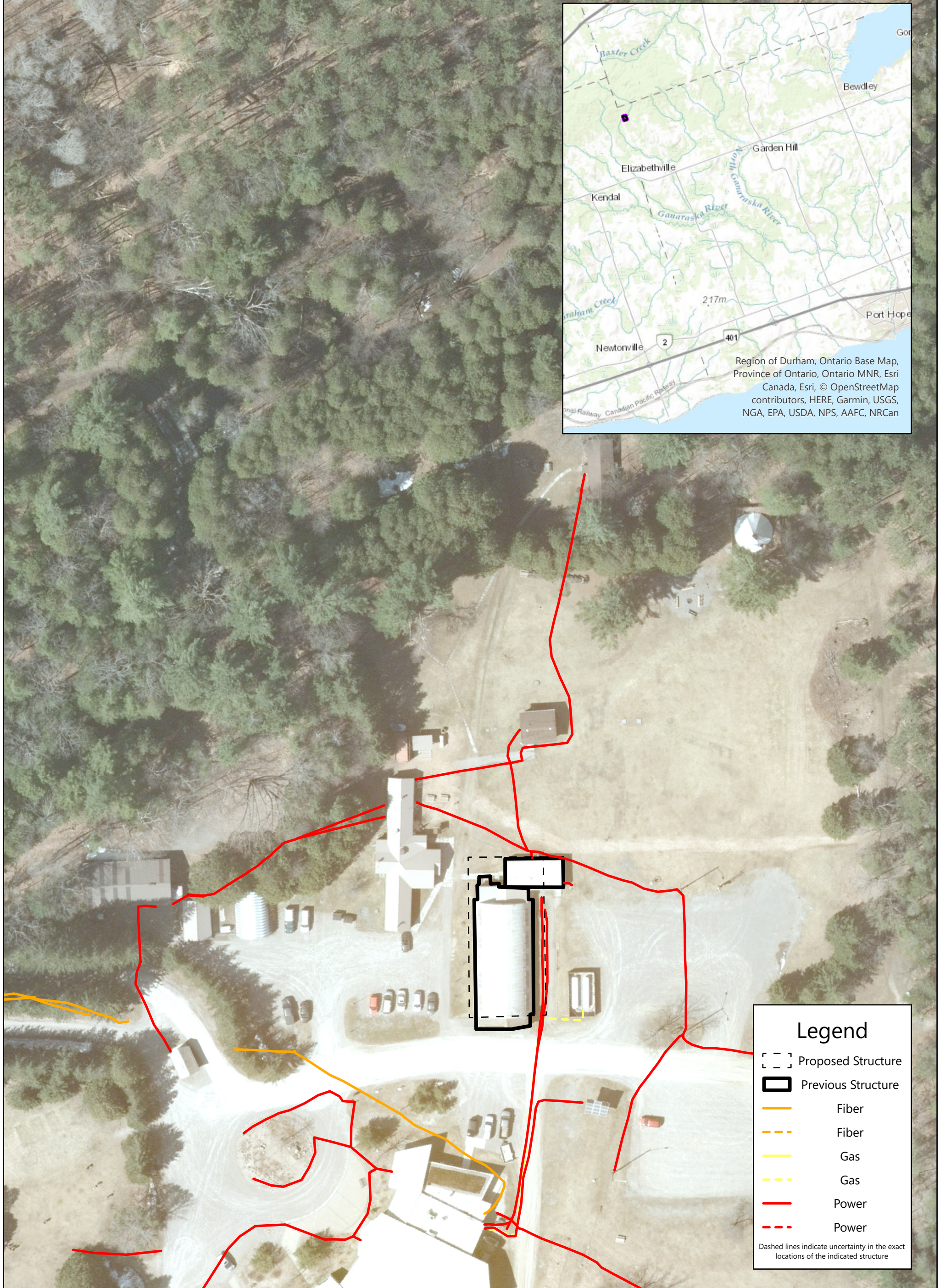
Figure 1: Existing Well and Septic System Locations

Ganaraska Forest Centre - Port Hope



This map is for information purposes only and the Ganaraska Region Conservation Authority takes no responsibility for, nor guarantees, the accuracy of the information contained within the map.
 Prepared by Ganaraska Region Conservation Authority: January 2026.
 Produced using information provided by the Ministry of Natural Resources, GRCA and other municipal sources
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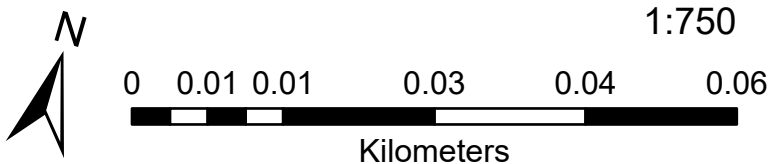
Legend

- [- -] Proposed Structure
- [- -] Previous Structure
- Fiber
- - - Fiber
- Gas
- - - Gas
- Power
- - - Power

Dashed lines indicate uncertainty in the exact locations of the indicated structure

Figure 2: Location of Utilities

Ganaraska Forest Centre - Port Hope



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Ganaraska Forest Centre (GFC) Septic System and Well Information Summary

Existing Septic Systems

Septic 1 – Shop Building (~180m²)

- Concrete tank
- Unknown bed size
- Approximate age mid-1960s
- 2 sinks, 1 shower, 1 toilet
- Hot and cold water, chlorinated water

Septic 2 – Weekend Kitchen (~256 m², but area accessible to washrooms is ~110m². Dinning capacity of 40 people plus those in the kitchen).

- Concrete tank, 9000 L
- Grease trap
- Bed Size: 120 linear meters, 8 runs
- Circa 1983
- 3 sinks, 2 toilets, one 3 sink kitchen sink
- Hot and cold water, chlorinated water

Septic 3 – Public Washroom (~50m²)

- Concrete tank, 4500 L
- Bed Size: 445 linear meters, 8 runs
- Tank is from 1977, septic bed installed in 2000
- Had serviced an 18 bed dormitory with washroom, 4500L/day sewage flow, but part of this building was demolished.
- Building left with 2 sinks, 2 toilets, 2 showers
- Hot and cold water, chlorinated water

Septic 4 – Forestry Office (~40m²)

- Concrete tank
- Unknown bed size, but know approximate location
- A passive feed chamber tank between tank and bed.
- A septic pump from the Forestry Office building to the tank, which is up grade.
- Installed in the mid-1960s
- Currently 3 sinks, 2 toilets. Previously served a 36 bed dormitory (~140m²) with washroom (4 showers, 4 toilets, 4 sinks, 2 urinals, 2 -120 gallon hot water tanks)
- Hot and cold water, chlorinated water

Septic 5 – Cabin (~75m²)

- Concrete tank
- Unknown bed size
- Approximate 1980s

- 1 bedroom and kitchen
- 2 sinks, 1 shower, 1 toilet
- Hot and cold water, chlorinated water

Septic 6 (not on map) Ganaraska Forest Centre

- Total Daily Design Sanitary Sewage Flow of 25,800 litres.
- Under of Certificate of Approval (File Number 4755-7N9M4X) from 2009 when system first constructed. Document is available for reference and information.

Existing Well Systems

Well 1 – GFC Out Building Supply Well

***This system currently supplies the shop, weekend kitchen, portable (and former gym), washroom building and cabin and is intended to supply the future auxiliary building in addition to maintaining a water supply to the shop, weekend kitchen and cabin.**

- Commissioned in 1989
- Well depth: 14.33 meters (47 feet). Confirmed to not be GUDI.
- Pump screen depth: Pump test states the top is at 38 feet with a 4 foot screen (there is a note its at 43-47 feet)
- Pump depth: 42 feet
- Pump rate: 4 g/min (0.25 L/sec)
- Pump size: ½ HP submersible pump
- Services the shop, weekend kitchen, public washroom, forestry office and cabin
- UV primary and chlorine secondary treatment. 120 gallon retention tank.
- Distribution to the other buildings is facilitated by a pressure tank.
- Engineer Report available

Well 2 – Provincial Groundwater Monitoring Network (PGMN) Monitoring Well

- Well depth: 21.46 meters
- A monitoring well through the Provincial Groundwater Monitoring Network
- Not a drinking water supply well
- No plumbing connections

Well 3 – Supply Well for the Ganaraska Forest Centre Building (off the map)

- Commissioned in 2008
- Well depth 66.14 meters (217 feet)
- Pump screen depth: 64.9 meters (213 feet)
- Pump depth: 51.8 meters (170 feet)
- Pump rate: 50 gallon per minute
- Services the Ganaraska Forest Centre
- UV treatment
- Engineer Report available

QUOTATION PRICE FOR PROJECT

QUOTE DETAILS

Quote Price:

HST:

Total Price:

Firm Description (Including any Sub-Contractors)

Name of Firm or Individual:

(Hereinafter referred to as the Contractor)

Name & Position of Signee:

(Please Print)

Signature: Date:

CONTACT DETAILS

Mailing Address:

Primary Phone: Email:

HST No.: WSIB No.:

Please use the following pages to include Sub-Contractor details, as required.

QUOTATION PRICE FOR PROJECT
Firm Description (Including any Sub-Contractors)

SUB-CONTRACTOR #1

Sub-Contractor Name: _____

Mailing Address: _____

Phone: _____

Email Address: _____

Website: _____

SUB-CONTRACTOR #2

Sub-Contractor Name: _____

Mailing Address: _____

Phone: _____

Email Address: _____

Website: _____

SUB-CONTRACTOR #3

Sub-Contractor Name: _____

Mailing Address: _____

Phone: _____

Email Address: _____

Website: _____

SUB-CONTRACTOR #4

Sub-Contractor Name: _____

Mailing Address: _____

Phone: _____

Email Address: _____

Website: _____

Add additional names as required.