

Rural Municipality of Mervin No. 499

REQUEST FOR QUOTE (RFQ)

Planning Services for Canada Housing Infrastructure Fund – Planning Grant Support

Issue Date: October 15, 2025

Closing Date & Time for Submission: November 14, 2025

RFQ Reference Number: RM499-06

1. Overview

The Rural Municipality of Mervin is seeking quotations from qualified consultants/firms to provide planning and/or technical services in support of an application to the Canada Housing Infrastructure Fund (CHIF) – Planning Grant.

The objective of this engagement is to develop eligible planning deliverables that support housing-enabling infrastructure, in alignment with the goals and requirements of the CHIF Planning Grant as administered by Infrastructure Canada.

2. Background

The Government of Canada has launched the Canada Housing Infrastructure Fund, with a Planning Grant component that provides funding to help municipalities, Indigenous communities, and other eligible recipients conduct studies, assessments, and preparatory work necessary for future housing-enabling infrastructure projects.

The Organized Hamlet of Spruce Lake currently relies on an aging hygienic water system that has reached its capacity, with no ability to support additional service lines. The community is seeking to explore options for upgrading the existing system or transitioning to a modern, human-consumptive water system that can support current needs and future housing development.

3. Scope of Work

The successful respondent will be required to assist in the preparation of planning activities eligible under the CHIF Planning Grant. This may include, but is not limited to:

- Pre-feasibility or feasibility studies
- Asset condition assessments for water infrastructure

- Development readiness studies
- Climate resilience or green infrastructure planning
- Cost estimation and capital planning
- Support for CHIF Planning Grant application submission

Deliverables must align with CHIF requirements.

4. Proposal Requirements

Interested proponents must provide:

- A cover letter summarizing your interest and relevant experience
 - A description of your approach to the scope of work
 - A list of personnel assigned, with brief bios or resumes
 - At least two examples of similar work completed for municipalities or Indigenous communities
 - A detailed fee estimate, including hourly rates, anticipated hours, and disbursements
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5. Evaluation Criteria

Submissions will be evaluated based on:

Criteria	Weight
Cost	30%
Relevant experience	25%
Quality of proposed approach	25%
Understanding of CHIF and scope	20%

6. Submission Details

Please submit your quote in PDF format via email to:

Janessa Macnab
Deputy CAO
Rural Municipality of Mervin No. 499
Email: nsrmhh@rmofmervin.com
Phone: 306-845-2045

Deadline: November 14, 2025

7. Additional Information

- Questions may be submitted in writing no later than November 7, 2025.
- The RM of Mervin reserves the right to not accept the lowest or any quote submitted.
- This RFQ does not constitute a commitment to fund or proceed with the work.