REQUEST FOR PROPOSALS

MAIN STREET SIDEWALK PAVING STONE REPLACEMENT - 2027

Town of Manning
RFP No.: 2027-01
Issue Date: Nov 16, 2026
Closing Date: Dec 08, 2026
Closing Time: 12:00 pm
It is the Proponent's responsibility to ensure its proposal is received by the Town prior to the closing date and time.

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1. INVITATION TO SUBMIT PROPOSALS

The Town of Manning invites qualified and experienced contractors to submit proposals for the removal and replacement of paving stone sidewalks along both sides of Main Street (Highway 35) in the Town of Manning for the Spring of 2027.

The project will include the removal and replacement of paving stones along both the east and west sides of Main Street within the following limits:

Main Street (Highway 35), from 4 Avenue SW and 4 Avenue SE to 3 Avenue SW and 3 Avenue SE.
The project is intended to improve the condition, safety, appearance, and accessibility of the existing Main Street sidewalks.

The successful Contractor will be responsible for removal of the existing paving stones in accordance with the removal option selected by the Town, preparation and compaction of the sidewalk base, and installation of new paving stones and jointing silica sand supplied by the Town.

The Town estimates that approximately 709 square metres of sidewalk will be included in the project. This quantity is provided for estimating purposes only and may be adjusted by the Town.

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2. PROJECT OBJECTIVE

The objective of this project is to replace deteriorated and damaged paving stones along both sides of Main Street while maintaining the overall appearance and functionality of the existing streetscape.

The completed sidewalks shall provide a safe, stable, level, and aesthetically consistent pedestrian surface.

The Contractor shall complete the work in accordance with the requirements of this RFP, accepted industry practices, applicable legislation, and the directions of the Town of Manning.

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3. PROJECT LOCATION

The work is located along both sides of Main Street (Highway 35) within the Town of Manning.

The general project limits are:
North/South Limits: Between 4 Avenue SW/SE and 3 Avenue SW/SE.
Work Areas: Both sides of Main Street, including the designated sidewalk areas within the project limits.

The Town reserves the right to identify specific sections or locations within these limits that are to be completed as part of the project.

Contractors are strongly encouraged to inspect the site prior to submitting a proposal.

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4. APPROXIMATE PROJECT QUANTITY

The estimated total area of paving stone sidewalk replacement is approximately:
709 square metres

This quantity is an estimate only and is not a guarantee of the final quantity of work.

The Contractor shall provide unit pricing based on square metres of sidewalk removed and replaced.

The Town may increase or decrease the final quantity based on available funding, site conditions, project priorities, and Council direction.

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5. SCOPE OF WORK

The successful Contractor shall provide all labour, supervision, equipment, tools, transportation, safety equipment, and other resources necessary to complete the work.

The scope of work shall include, but not be limited to, the following.

5.1 Removal of Existing Paving Stones – Pricing Alternatives

The Contractor shall provide separate pricing for each of the following alternatives**:**

Option A – Salvage Suitable Paving Stones

The Contractor shall carefully remove the existing paving stones and separate those suitable for reuse from broken, damaged, or otherwise unsuitable paving stones. Pavers deemed suitable for reuse shall be neatly and securely stacked on pallets and transported to a location designated by the Town. Broken or unsuitable pavers shall be removed from the project site and properly disposed of by the Contractor.

The Town shall have final authority in determining whether paving stones are suitable for salvage. All salvaged paving stones shall remain the property of the Town.

Option B – Remove and Dispose of All Existing Paving Stones

The Contractor shall remove all existing paving stones within the designated project area and dispose of them at an appropriate disposal or recycling facility. Under this option, the Contractor will not be required to sort, salvage, palletize, or retain any existing paving stones.

Pricing for this option shall include all labour, equipment, loading, transportation, tipping fees, disposal fees, and other costs associated with complete removal and disposal.

The Town will determine which option will be awarded following review of the proposals.

Sections 6 and 7 apply only where the Town selects Option A – Salvage Suitable Paving Stones. Where Option B is selected, all existing paving stones shall be removed and disposed of in accordance with Section 5.1.

6. DISPOSAL OF BROKEN PAVING STONES

All broken, damaged, or otherwise unsalvageable paving stones shall be removed from the project site by the Contractor.

The Contractor shall provide all loading, transportation, disposal, tipping fees, and associated costs necessary for disposal.

Disposal shall be undertaken at an appropriate facility and in accordance with all applicable legislation and regulations.

The Contractor shall not leave broken paving stones or construction debris on the site.

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7. SALVAGE OF EXISTING PAVING STONES

Paving stones that are suitable for reuse shall be carefully removed and stacked on pallets.

Pallets shall be supplied by the Contractor unless otherwise agreed to by the Town.

Salvaged paving stones shall be stacked neatly, safely, and securely on pallets.

Salvaged material shall be kept separate from broken or unsalvageable material.

The Contractor shall move completed pallets to a location designated by the Town.

The Contractor shall exercise reasonable care to prevent damage to salvaged paving stones during removal, handling, transportation, and stacking.

All salvageable paving stones remain the property of the Town.

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8. SIDEWALK BASE PREPARATION AND COMPACTION

Following removal of the existing paving stones, the Contractor shall inspect and prepare the underlying base to provide a uniform, stable, and properly graded surface for installation of the new paving stones.

The Contractor shall complete all required grading, leveling, and compaction of the base material.

The prepared base shall achieve a minimum of 98% compaction.

The Contractor shall provide documentation demonstrating that the required compaction has been achieved when requested by the Town. Compaction testing shall be performed by a qualified testing agency acceptable to the Town.

Where compaction testing indicates that the required compaction has not been achieved, the Contractor shall rework and recompact the deficient area at no additional cost to the Town. Any additional testing required as a result of a failed compaction test shall be at the Contractor's expense.

The Contractor shall supply and install all bedding material required for the paving stone installation. The Town-supplied jointing silica sand is intended for joint filling and shall not be considered bedding material. Any additional granular base material required beyond normal bedding preparation shall require prior authorization from the Town.

Where significant deterioration, settlement, unsuitable material, drainage deficiencies, or other conditions requiring substantial reconstruction are encountered, the Contractor shall immediately notify the Town. Additional excavation, granular replacement, drainage improvements, or other work outside the original scope shall not proceed without prior authorization from the Town.

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9. INSTALLATION OF NEW PAVING STONES

The Town of Manning will supply all new replacement paving stones.

The Contractor shall be responsible for:
Receiving and handling the Town-supplied paving stones;
Transporting the paving stones to the required work locations;
Preparing the installation area;
Installing the paving stones;
Cutting paving stones where necessary;
Maintaining proper alignment and pattern;

Ensuring appropriate elevations and transitions; and

Completing all finishing work necessary for a professional installation.

New paving stones shall be installed in the pattern selected and approved by the Town.

The Contractor shall not change the approved pattern without authorization from the Town.

Following installation of the paving stones, the Contractor shall apply the Town-supplied jointing silica sand to the joints and complete the required sweeping and compaction to ensure the joints are adequately filled. Additional applications shall be completed as necessary to provide a finished, stable installation.

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10. PAVING STONE PATTERN

The Town will determine the paving stone pattern to be used for the project.

The Contractor shall install the paving stones consistently throughout each designated section.

Where the new paving stones interface with existing paving stones, the Contractor shall make reasonable efforts to maintain alignment and continuity of the existing pattern.

The Contractor shall provide neat and accurate cuts around:
Utility structures;
Catch basins;
Hydrants;
Trees;
Light standards;
Signs;
Poles;
Buildings;
Curbs;
Driveways; and
Other obstructions.

10.1 EDGE RESTRAINTS

Existing suitable edge restraints shall be maintained and protected during construction. Where an existing edge restraint is damaged, inadequate, or absent, the Contractor shall notify the Town prior to proceeding with paving stone installation in the affected area.

The Contractor shall not install, replace, or modify edge restraints without prior authorization from the Town. If edge restraints are required to be replaced the contractor shall supply a quoted price.

Edge restraints shall be installed as required to provide adequate lateral support to the paving stones and to prevent movement or separation of the completed paving stone surface.

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11. TOWN-SUPPLIED MATERIALS

The Town of Manning will supply the new paving stones and jointing silica sand required for installation of the paving stones.

The Contractor shall be responsible for receiving, handling, transporting, distributing, and properly using the Town-supplied materials as required to complete the work.

The Contractor shall not include the purchase cost of the paving stones or jointing silica sand in its proposal.

The Contractor shall supply all other labour, equipment and materials required to complete the work unless otherwise specifically identified as being supplied by the Town.

All unused Town-supplied paving stones and jointing silica sand shall remain the property of the Town and shall be returned or stored at a location designated by the Town.

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12. SIDEWALK ACCESS AND PUBLIC SAFETY

Because the project is located along Main Street, the Contractor shall maintain safe pedestrian access wherever reasonably possible.

Where sidewalk closures are required, the Contractor shall provide appropriate barricades, signage, and alternate pedestrian routes.

The Contractor shall ensure that excavated or unfinished areas are adequately protected from pedestrians and vehicles.

No open excavation or hazardous condition shall be left unattended without appropriate barricades or protection.

The Contractor shall coordinate sidewalk closures with the Town.

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13. HIGHWAY 35 / MAIN STREET REQUIREMENTS

The Contractor shall recognize that the project is adjacent to Highway 35 and shall take appropriate measures to protect the travelling public, pedestrians, Town infrastructure, and existing roadway facilities.

Any traffic control required as a result of the Contractor's work shall be provided by the Contractor unless otherwise directed by the Town.

The Contractor shall comply with all applicable Alberta traffic accommodation and work-zone requirements.

The Contractor shall obtain any required approvals or permits associated with working within or adjacent to the highway right-of-way.

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14. EXISTING UTILITIES AND MUNICIPAL INFRASTRUCTURE

The Contractor shall exercise care around all existing utilities and municipal infrastructure.
This includes, but is not limited to:
Water valves;
Gas infrastructure;
Catch basins;
Storm drainage;
Manholes;
Utility boxes;
Streetlights;
Signs;
Hydrants;
Curbs and gutters;
Trees and landscaping; and
Other municipal infrastructure.

The Contractor shall be responsible for damage caused by its operations where such damage results from negligence, improper work practices, or failure to exercise reasonable care.

Any damage shall be immediately reported to the Town.

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15. CLEANUP

The Contractor shall maintain a clean and orderly work site throughout the project.

The Contractor shall remove all broken paving stones, construction debris, excess materials, packaging, and other waste from each completed work area.

Upon completion, the Contractor shall leave the sidewalk and adjacent areas in a clean and safe condition.

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16. PROJECT SCHEDULE

The Contractor shall provide a proposed project schedule with its proposal.

The proposal shall identify:

Proposed Start Date: _____

Proposed Completion Date: _____

Estimated Number of Working Days: _____

The Contractor shall coordinate the final construction schedule with the Town.

The Town may require the Contractor to complete certain sections in a particular sequence to minimize disruption to businesses, residents, pedestrians, and traffic.

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17. WORK HOURS

Normal work hours shall be coordinated with the Town.

The Contractor shall identify any proposed work outside normal working hours in its proposal.

The Contractor shall make reasonable efforts to minimize noise, dust, traffic disruption, and impacts on adjacent businesses and residents.

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18. ACCESS TO BUSINESSES AND PROPERTIES

The Contractor shall maintain reasonable access to businesses, residences, entrances, and other properties adjacent to the work areas.

The Contractor shall provide advance notice to the Town where temporary access restrictions are required.

The Contractor shall coordinate with affected property owners or businesses as directed by the Town.

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19. QUALITY OF WORK

The completed paving stone installation shall be:
Level;
Stable;
Properly aligned;
Installed in the Town-approved pattern;
Free of significant trip hazards;
Properly fitted around obstructions;
Consistent with adjacent paving stones where applicable; and
Suitable for pedestrian use.

The Town may inspect the work throughout the project.

Any deficiencies resulting from poor workmanship or failure to follow the project requirements shall be corrected by the Contractor at no additional cost to the Town.

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20. CONTRACTOR RESPONSIBILITIES

The Contractor shall provide all labour, supervision, equipment, tools, vehicles, transportation, disposal, safety equipment, and incidentals required to complete the project.

The Contractor shall be responsible for obtaining and maintaining all required licences, permits, approvals, and insurance.

The Contractor shall comply with all applicable federal, provincial, and municipal legislation, regulations, bylaws, codes, and standards.

21. HEALTH AND SAFETY

The Contractor shall be responsible for the health and safety of its employees, subcontractors, suppliers, and members of the public affected by the project.

The Contractor shall comply with Alberta Occupational Health and Safety legislation and all other applicable safety requirements.

The Contractor shall provide appropriate personal protective equipment and ensure that workers are properly trained and competent.

All incidents, injuries, property damage, utility strikes, or other significant events shall be immediately reported to the Town.

22. INSURANCE

The successful Contractor shall maintain insurance appropriate to the scope of the project.

The minimum required insurance shall include:
Commercial General Liability: $2,000,000 per occurrence.
Automobile Liability: $2,000,000.

The Town of Manning shall be named as an additional insured where applicable.
Certificates of insurance shall be provided to the Town prior to commencement of work.

23. WCB

The successful Contractor shall maintain current Workers' Compensation Board – Alberta coverage for all employees working on the project.

The Contractor shall provide evidence of WCB Alberta good standing upon request.

24. CONTRACTOR EXPERIENCE

Proponents shall provide information regarding their experience with similar projects.

Proposals shall include:
Company history and experience;
Experience with paving stone installation and replacement;
Experience with municipal sidewalk projects;
Experience working adjacent to roadways and highways;
Experience working in active commercial areas;
Three references for similar projects; and
Details of any subcontractors proposed for the project.

25. PRICING

The Contractor shall provide unit pricing for the following:

Item	Description	Estimated Quantity	Unit	Unit Price	Extended Price
Option A	Remove existing pavers, salvage and palletize suitable reusable pavers, and dispose of unsuitable pavers	709	m²	$_____	$_____
Option B	Remove and dispose of **all** existing pavers – no salvaging or palletizing	709	m²	$_____	$_____
3	Base preparation and compaction to **minimum 98% compaction**	709	m²	$_____	$_____
4	Installation of Town-supplied paving stones, including application of Town-supplied jointing silica sand	709	m²	$_____	$_____
5	Cutting/fitting around obstructions	Allowance	Hour	$_____	$_____
6	Additional bedding granular base material beyond normal bedding preparation, if authorized	Allowance	Tonne	$_____	$_____
7	Compaction testing, if applicable	Allowance	Each	$_____	$_____
8	Other – specify	—	—	$_____	$_____

Contractor must provide pricing for both Option A and Option B. The Town reserves the right to select either removal option when awarding the contract. Selection of an option will not obligate the Town to proceed with the other option.

No additional granular material is to be placed without prior Town approval. Payment for authorized additional granular material will be based on the applicable quoted unit price.

All costs associated with completing the scope of work shall be included in the submitted pricing unless clearly identified as an exclusion.

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26. ADDITIONAL WORK

Additional work outside the identified scope shall require prior authorization from the Town.

Where additional work is required, the Contractor shall provide a written quotation or applicable unit price before commencing the work.

The Contractor shall not proceed with additional chargeable work without authorization from an authorized Town representative.

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27. PAYMENT

Payment shall be based on actual quantities of work completed and accepted by the Town, multiplied by the applicable unit prices.
Quantities for payment shall be based on the actual square metres of completed and accepted paving stone sidewalk as measured or verified by the Town. No additional payment will be made for quantities resulting from Contractor waste, breakage, rework, cutting methods, or other construction practices.

Invoices shall identify the locations, quantities, unit prices, and total amount owing.

The Town may withhold payment for incomplete or deficient work until deficiencies have been corrected.

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28. PROJECT COMPLETION

The project shall be considered complete when:
Existing paving stones have been removed and either salvaged and palletized or disposed of in accordance with the removal option selected by the Town;
The sidewalk base has been properly prepared and the specified minimum 98% compaction has been achieved;
Any required compaction testing has been completed and accepted by the Town;
New paving stones have been installed in the Town-approved pattern;
All required cuts and transitions have been completed;
The work area has been cleaned;
All construction debris has been removed; and
The Town has inspected and accepted the completed work.

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29. WARRANTY

The Contractor shall warrant its workmanship for a minimum period of **one year** from the date of substantial completion.

The Contractor shall correct, at its expense, deficiencies resulting from defective workmanship during the warranty period. Deficiencies resulting from workmanship include, but are not limited to, settlement, rocking or unstable paving stones, separation, loss of alignment, or other failures resulting from improper base preparation or installation.

The warranty shall not apply to damage caused by circumstances outside the Contractor's control, including municipal construction, utility work, vandalism, extraordinary weather events, or damage caused by third parties.

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30. SUBMISSION INFORMATION

Submissions can be returned to:

Town of Manning
C/O Chief Administrative Officer April Doll

By Email: cao@manning.ca

By Mail:
Box 125
Manning, AB
T0H 2M0

In person to:

413 Main Street, Manning, AB

Proposals received after the closing time may not be considered.

Questions regarding this RFP shall be submitted in writing to the Chief Administrative Officer at **cao@manning.ca** no later than **Dec 04, 2026.**

Any changes to the RFP will be issued by the Town through a written addendum.

Proposals shall remain valid and open for acceptance by the Town for a period of sixty (60) days following the RFP closing date.

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31. EVALUATION OF PROPOSALS

Proposals may be evaluated using the following criteria:

Evaluation Criteria	**Weight**
Price and overall value	40%
Relevant experience and qualifications	20%
Proposed construction schedule	15%
Understanding of project and methodology	15%
References and past performance	10%
Total	**100%**

The Town is not obligated to accept the lowest-priced proposal.

The Town reserves the right to reject any or all proposals, waive minor irregularities, negotiate with proponents, modify the scope of work, or cancel the RFP where it determines that doing so is in the best interests of the Town.

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32. PROPONENT INFORMATION

Company Name: _____
Address: _____

Contact Person: _____
Telephone: _____
Email: _____
Business Registration No.: _____

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33. PROPONENT DECLARATION

The undersigned confirms that they have reviewed the requirements of this Request for Proposal and understand the scope, conditions, and requirements of the project.

The undersigned further confirms that the submitted pricing includes all labour, equipment, transportation, disposal, supervision, overhead, profit, and other costs necessary to complete the work, except for materials specifically identified as being supplied by the Town.

Company Name: _____

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____
Subtotal: $_____
GST: $_____
Total Proposed Price: $_____

All unit prices shall be exclusive of GST unless otherwise indicated.

Addenda Acknowledged: No. _____ through No. _____

APPENDIX A – SITE INSPECTION

Proponents are encouraged to inspect the project area prior to submitting a proposal.

The site inspection should include review of:
Existing paving stone condition;
Sidewalk widths;
Existing paving stone patterns;
Curbs and transitions;

Drainage;
Utility structures;
Trees and landscaping;
Business and property access;
Pedestrian traffic;
Highway 35 interface;
Existing grades; and
Other site conditions that may affect the work.

By submitting a proposal, the Contractor acknowledges that it has satisfied itself regarding the general site conditions affecting the work.

APPENDIX B – TOWN-SUPPLIED MATERIALS

The Town will supply the replacement paving stones and jointing silica sand and make the materials available for pickup at the Town of Manning Public Works Shop. The Contractor shall be responsible for loading, transportation and distribution of the materials from the Public Works Shop to the project site.

The final paving stone size, colour, style, quantity, and installation pattern will be confirmed by the Town prior to installation.

The Contractor shall coordinate delivery, handling, distribution, and installation of the Town-supplied paving stones with the Town.

All unused paving stones and jointing silica sand remain the property of the Town and shall be returned to a Town-designated storage location upon completion of the project.