



# Westlake Watershed District

“Local People Working Together to Conserve and Enhance Local Resources”  
18 Railway Avenue / Box 33 Alonsa, Manitoba R0H 0A0 1-204-767-2101

## REQUEST FOR TENDER

Tender is to be received by Westlake Watershed District no later than **4:30pm Wednesday June 3, 2026**. Tender may be submitted by mail (Box 33 Alonsa, MB R0H 0A0), or hand delivery (18 Railway Ave Alonsa, MB) in a sealed envelope.

## SCOPE OF WORK

**Project:** Hoffman Drain crossing removal, new crossing construction and install culverts through dyke, located at Road 110N (NE-9-19-9-W1).

**Mandatory Site Visit:** **Monday June 1, 2026 @ 10 am** (Road 110N NE-9-19-9-W1)

**Start Date:** To be started as soon as conditions allow after June 15, 2026. Please state expected start date on quote form.

**Completion Date:** No later than August 31, 2025.

**Culvert Replacement:** Culverts:  
Please see attached license. Culverts are to be installed at elevation set by Westlake Watershed District.

1. **Remove** existing field access culverts (3-600mm culverts).
2. Construct new crossing upstream (2 – 27m x 900mm culverts) according to licensed specifications.
3. Install culvert with flap gate through dyke at two locations as specified on licence.

### Culvert details:

New crossing: 2 – 27m x 900mm, (6 – 6m x 900mm culverts, 2 – 9m x 900mm culverts, 6 – 900mm couplers) and 4 culvert markers and brackets

Construct new crossing:

- Excavate 6" below defined culvert invert (provided by Westlake Watershed District)
- Place 6" of 19mm (¾") down gravel and pack
- Place culvert on packed gravel
- Pack 6" lifts of 19mm (¾") down crushed gravel to spring line of culverts
- Cover remainder of pipe with packed, natural material
- Pack 2' of clay to cap ends surrounding the culverts



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- Place geo-tech (provided by Westlake Watershed) around culvert ends
- Clay cap road surface
- Gravel road surface to match existing road bed using  $\frac{3}{4}$ " down gravel
- Place 450mm of debris-free field stone (riprap) surrounding culverts and bank slopes at upstream and downstream ends, sized as follows:

Dmax = 300 mm

D<sub>50</sub> = 200 mm

Dmin = 100 mm

- Extend riprap beyond the upstream end of the culverts on the drain bottom by 10' and the downstream ends of the culverts on the drain bottom by 10'

Dyke Culverts: At each location (2 locations), install 1 – 6m x 450mm culvert with 450mm flap gate (total culverts: 2 – 6m x 450mm culverts, 2 – 450mm couplers, 2 – 450mm flap gates) and 4 culvert markers and brackets

- Excavate existing material to elevation set by Westlake Watershed District
- Set culverts in existing material
- Cover culvert with packed, natural materials
- Pack 2' of clay to cap ends surrounding the culverts
- Place 450mm of debris-free field stone (riprap) surrounding culverts and bank slopes at upstream and downstream ends, sized as follows:

Dmax = 300 mm

D<sub>50</sub> = 200 mm

Dmin = 100 mm

Culverts, couplers, nuts/bolts, culvert markers and geo textile associated with this project will be available for pickup in the Westlake Watershed District compound (Alonsa, MB).

Contractor is to pick up materials and haul to project location.

Removed scrap culvert is to be disposed of off-site by the contractor.

Contractor is to return any un-used geo tech to the Westlake Watershed District.



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Contractor to provide all material required for culvert removal and new installation:

- Remove existing crossing as indicated on license
- Contractor to provide road signage as needed
- If road closures are required, the R.M. of Alonsa will be contacted by Westlake Watershed District to close the road, with dates for closure determined with the contractor.
- NOTE: some existing material can be reused as long as it meets above noted specifications
- It is the excavator's responsibility to remove locate flags once the work is complete.

***\*\*\*The contractor is responsible for obtaining cable locate and locate documentation must be kept on site during your excavation.\*\*\****

The Contractor shall be liable for damage caused to utilities located at the work site.

It is the contractor's responsibility to ensure that all provincial and federal environmental standards are met.

Contractors must abide by the Watershed Districts' Respectful Workplace Policy. (Copy of the Policy is available upon request)

Westlake Watershed District welcomes any inquiries regarding this project prior to submitting tender.

The lowest or any tender for any job will not necessarily be accepted. Discretion is given to the Board.

Only the contractor who is awarded the project will be contacted.

If you have any questions, please contact Westlake Watershed District by phone, at 204.767.2101, or by email at [manager@westlakewd.com](mailto:manager@westlakewd.com).



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## TENDER FORM – Hoffman Drain Road 110N Crossing and Dyke Culverts (Page 1 of 3)

### VENDOR CONTACT INFORMATION FORM

Vendor Name: \_\_\_\_\_

### CONTACT INFORMATION:

Primary Contact Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Office Phone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

### Secondary Contact

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Office Phone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

### BILLING/PAYMENT INFORMATION:

Payable to (if different from Vendor Name): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_

GST Number: \_\_\_\_\_

WCB Number: \_\_\_\_\_

Proof of Insurance: Please attach; minimum of \$2 million liability required.

By filling out this form, you agree to keep your contact information updated. Any changes must be communicated to the Westlake Watershed District.

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



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## TENDER FORM – Hoffman Drain/Road 110N Project (Page 2 of 3)

**Project Location:** Hoffman Drain/Road 110N (NE-9-19-9-W1)

**Sub-district:** 160 (Kinosota Ridge)

**Project:** Crossing removal, new crossing construction, culverts through dyke

**Proposed Start Date (after June 15, 2026):** \_\_\_\_\_

**Completion Date:** No later than August 1, 2026

**Contractor must attend mandatory site visit prior to submitting RFT**

### Additional Details:

- The crossing may have standing water. The drain has been inspected downstream for blockages, none have been identified.
- The contractor is required to notify the Westlake Watershed District of project completion.
- WLWD will complete a post construction inspection within three working days after being notified that construction is complete.
- The project will not be considered finished until WLWD completes a standard post construction inspection form and has it been approved by the board.
- Any deficiencies noted in the post construction inspection will follow the policy titled “Penalties for Project Non-compliance” (copy of policy available upon request)
- The contractor is responsible for completing and having on hand during construction, a valid cable locate.
- The contractor shall be liable for damage caused to utilities at the work site.
- Contractors must abide by the WLWD Respectful Workplace Policy.
- RFT submissions will be evaluated based on the following criteria:
  - Contractor approval will be by board discretion based on tender, performance history, and availability. The lowest tender or any tender may not necessarily be accepted.

**NOTE: All Westlake Watershed District Policies can be viewed on the Westlake Watershed District website at [www.westlakewd.com](http://www.westlakewd.com) .**

**Contractor Signature that all required information for the project has been provided by Westlake Watershed District.**

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**Contractor Signature**

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**Date**



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## TENDER FORM – Hoffman Drain/Road 110N crossing removal, new crossing construction, install culverts through dyke (Page 3 of 3)

<b>TENDER DETAILS: HOFFMAN DRAIN/ROAD 110</b>				
<b>ITEM/EQUIPMENT</b>	<b>QUANTITY</b>	<b>DESCRIPTION</b>	<b>PRICE/UNIT</b>	<b>TOTAL PRICE</b>
Debris-free fieldstone, diameter				
¾” down gravel				
Clay				
Fill Material				
Excavator				
Labour				
Freight				
Other:				
Other:				
Other:				
Other:				
<b>SUB TOTAL</b>				
<b>APPLICABLE TAXES</b>				
<b>TOTAL</b>				
Additional Notes:				