



## Request for Proposal

# Hamilton Migratory Bird Survey Project for Hamilton Region Conservation Authority

Request for Proposals for this project are invited by the Hamilton Region Conservation Authority (HCA) to be emailed to [lstinson@conservationhamilton.ca](mailto:lstinson@conservationhamilton.ca), no later than **11:00 a.m., local time, Monday, March 30<sup>th</sup>, 2026**. Proposals received after the specified closing time and date, will not be accepted. RFP packages are available at [conservationhamilton.ca](http://conservationhamilton.ca) and [Biddingo.com](http://Biddingo.com).

The HCA is currently seeking an experienced Avian Biologist, for the Hamilton Natural Areas Inventory Project (NAI) for a project during the spring and fall migratory bird season. The NAI project is an inventory of significant natural areas in the City of Hamilton, and is being undertaken so that current information on plant and wildlife species, vegetation communities, and natural area site boundaries is available for agencies which are responsible for protecting and enhancing natural features and biodiversity. NAIs have been completed every ten years, since 1993. The current NAI is building on earlier work and is focusing on data gaps in order to provide a baseline for measuring the state of Hamilton's biodiversity, including the impacts of climate change. This project involves conducting migratory bird surveys in defined near shore areas at nine municipal parks in the City of Hamilton. This will also include reporting and data management.

For any questions regarding this project, please contact:

**Kasia Zgurzynski, M.Sc.**

Natural Areas Inventory Coordinator  
Hamilton Conservation Authority

**Phone:** (905) 525-2181 Ext. 175

**Email:** [kasia.zgurzynski@conservationhamilton.ca](mailto:kasia.zgurzynski@conservationhamilton.ca)

## **REQUEST FOR PROPOSALS**

### **1.0 Introduction**

Hamilton Region Conservation Authority (HRCA) is an independent, non-unionized, environmental corporate body established under the Conservation Authorities Act of Ontario. Located at the western end of Lake Ontario, HRCA is the area's largest environmental management agency. Our work includes protecting against flooding and erosion, managing conservation and recreational lands, and promoting environmental stewardship and education. We own or manage 4,732 hectares (11,695 acres) of land, representing 10% of our watershed, and over 147 kilometres of trails.

The HRCA is currently seeking an experienced Avian Biologist, to complete a spring and fall migratory bird survey for the Hamilton Natural Areas Inventory Project (NAI). The NAI project is an inventory of significant natural areas in the City of Hamilton and is being undertaken so that current information on plant and wildlife species, vegetation communities, and site boundaries is available for agencies which are responsible for protecting and enhancing natural features and biodiversity. NAIs have been completed every ten years, since 1993. The current NAI is building on earlier work and is focusing on data gaps in order to provide a baseline for measuring the state of Hamilton's biodiversity, including the impacts of climate change. The project involves conducting migratory bird surveys in defined near shore areas at nine City of Hamilton properties.

The purpose of this proposal is to retain a consultant to complete the migratory bird surveys and produce a written report on the findings during the fall of 2026.

### **2.0 Project Background and Objectives**

With the threat of climate increasing extreme weather events, and a warming planet, this NAI is undertaking an assessment of climate change indicators to illustrate its effects. Migratory birds were chosen as an indicator because they are sensitive to changes in weather patterns, and because their habitat is increasingly being threatened by development. Parks along the Lake Ontario Shoreline were chosen as representative locations where migratory birds have been known to visit or are likely to visit.

The main objectives of this project are as follows:

- a) Complete both spring/fall surveys at 9 locations
- b) Identify, count and record all bird species observed
- c) Prepare final report to summarize survey findings

The final report must be reviewed by the HRCA's Supervisor, Stewardship and Ecology, prior to completion.

**HAMILTON CONSERVATION AUTHORITY**  
**Hamilton Migratory Bird Survey Project**

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The sites are City of Hamilton property, and the proponent is responsible for health and safety in field conditions, including inclement weather and occupational hazards such as insect bites and uneven terrain.

All surveys must be completed in accordance with all applicable legislation, permit requirements, codes, and standards.

Any item not specifically mentioned in this Request for Proposal document, but implied or required to complete the work, will be included in the proponent's total proposal price. No allowance will be made for the proponent failing to establish a clear and full understanding of the work being undertaken in preparing their proposal. HRCA will make available to the successful bidder available mapping.

Questions related to this project should be directed to:

**Kasia Zgurzynski, M.Sc.**

Natural Areas Inventory Coordinator  
Hamilton Conservation Authority

**Phone:** (905) 525-2181 Ext. 175

**Email:** kasia.zgurzynski@conservationhamilton.ca

**OR**

**Lesley McDonell**

Supervisor, Stewardship and Ecology, Watershed Management Services  
Hamilton Conservation Authority

**Phone:** (905) 525-2181 Ext. 231

**Email:** lesley.mcdonell@conservationhamilton.ca

**3.0 Specific Terms of Reference**

- a) Review existing information.
  - i. Site Locations (Appendix 1)
- b) A minimum of three (3) meetings with HRCA staff at, or in advance of, these project milestones:
  - i. Spring survey start-up meeting on Teams with HRCA staff to review scope of work and proposed survey design
  - ii. Presentation of preliminary data following completion of spring surveys
  - iii. Fall survey start-up meeting on Teams with HRCA staff to review scope of work and proposed survey design
- c) Complete surveys during migratory bird seasons
  - i. Spring surveys to be completed one up to two times per week for each location, for each week, between April 13<sup>th</sup> and May 22<sup>nd</sup>

**HAMILTON CONSERVATION AUTHORITY**  
**Hamilton Migratory Bird Survey Project**

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- ii. Fall surveys to be completed one up to two times per week for each location, for each week, between September 7<sup>th</sup> and October 23<sup>rd</sup>
  - iii. During each site visit, walk transects covering the area of each park
  - iv. Identify and count bird species using audio and visual cues. Proponent should be able to identify 75% of bird species in Ontario by sight and/or song
  - v. Record findings, and complete and document detailed field observations
- d) Delivery of final report; including complete field surveys, raw field observation notes, mapping of transect locations, and digitized table including species identifications and counts.

#### **4.0 Deliverables**

Final report including complete field surveys, raw field observation notes, mapping of transect locations, and digitized table including sites, species identifications, and counts.

All materials submitted in response to this RFP become the property of the HCA.

#### **5.0 Proposed Schedule**

Following is the proposed schedule of this project:

March 18 <sup>th</sup> , 2026	RFP issued by HRCA.
March 30 <sup>th</sup> , 2026	Proposal Due at HRCA Office.
April 7 <sup>th</sup> , 2026	Anticipated Contract Award.

**Note:** The following dates are tentative and are to be confirmed upon contract award. Bidders are to provide a proposed schedule (see item 7.0 iv proposed work plan)

April 10 <sup>th</sup> , 2026	Initial meeting and survey design proposal with HRCA staff.
April 13 <sup>th</sup> , 2026	Begin spring surveys.
April 27 <sup>th</sup> , 2026	Check-in with presentation of preliminary results for spring surveys.
May 22 <sup>nd</sup> , 2026	Complete spring surveys and submit preliminary results
September 7 <sup>th</sup> , 2026	Begin fall surveys.

**HAMILTON CONSERVATION AUTHORITY**  
**Hamilton Migratory Bird Survey Project**

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September 21 <sup>st</sup> , 2026	Check-in with presentation of preliminary results for fall surveys.
October 23 <sup>rd</sup> , 2026	Complete fall surveys.
November 27 <sup>th</sup> , 2026	Submit final report.

**6.0 Meetings**

Should additional meetings be required by the Consultant to complete their work, HRCA staff will attend but there will not be additional remuneration.

**7.0 Proposal Requirements and Fees**

The Consultant will provide the HRCA with a brief letter proposal, containing at a minimum the following information:

- i. Qualifications, credentials, and experience of the proponent, firm, or staff that will be working on the project, as well as any sub-consultants who will be involved in the project.
- ii. Previous related migratory bird survey project experience and references.
- iii. Proposed work plan, a description of overall project approach and preliminary schedule based on the information included in this term of reference.
- iv. Schedule of billing rates and upset limit itemized cost breakdown for time and expenses, including disbursements to provide all services and deliverables.

**8.0 Pickup and Delivery of Proposals**

Proposals may be submitted via email only to:

**Laura Stinson**  
Programs and Records Management Administrator  
Watershed Management Services  
Hamilton Conservation Authority  
**Office:** (905) 525-2181 Ext. 135  
**Email:** [lstinson@conservationhamilton.ca](mailto:lstinson@conservationhamilton.ca)

**No later than March 30<sup>th</sup>, 2026 at 11:00 am local time**

**9.0 Acceptance or Rejection of Proposals**

Complete Proposals received before the above date & time will be evaluated by HRCA staff based upon the following criteria:

Relevant Consulting Team Experience	-	25%
Overall Project Understanding	-	25%
Proposed Consulting Fees	-	40%
Ability to Meet Project Schedule	-	10%
<hr/>		
Total	-	100%

The Hamilton Region Conservation Authority reserves the right to reject any or all proposals and to waive formalities as the interests of the Hamilton Region Conservation Authority may require without stating reasons therefore and the lowest or any proposal will not necessarily be accepted.

The Hamilton Region Conservation Authority shall not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any proponent prior or subsequent to or by reason of the acceptance or the non-acceptance by the Hamilton Region Conservation Authority of any proposal or by reason of any delay in the acceptance of a proposal save as provided in the Contract.

**10.0 Agreement**

Upon receiving approval of the proposal from the HRCA, the Consultant will be required to enter into an agreement. A copy of these terms of reference and the proposal itself shall form a part of the agreement. An HRCA purchase order will be issued once the agreement is accepted.

The selected Consulting company/consultant shall be required to carry and show proof of Professional Liability Insurance, Comprehensive Liability and Automobile Insurance (each with \$2,000,000 min. coverage). A WSIB clearance certificate will also be required before field work commences.

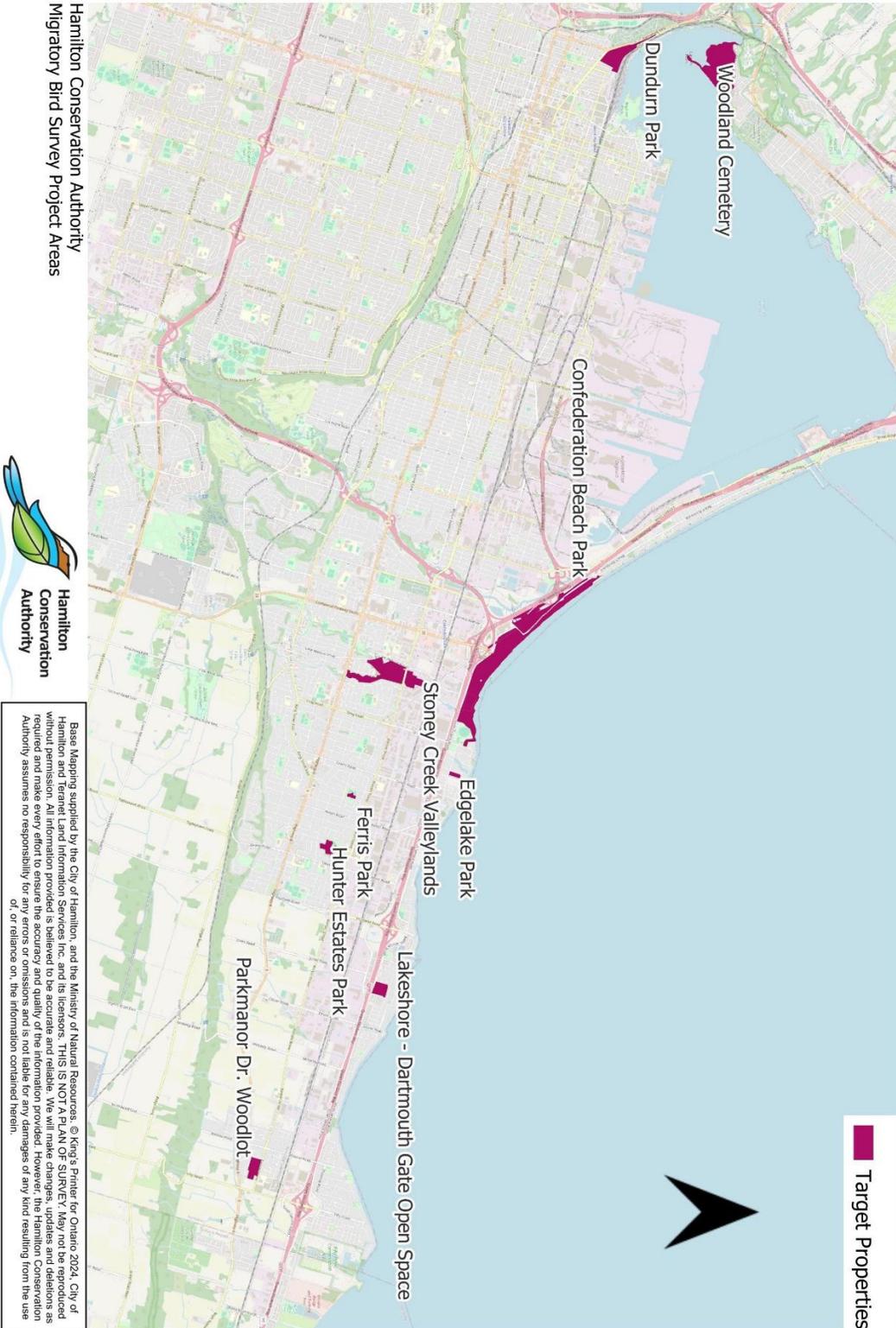
After a formal contract has been executed, the proponent shall not be permitted to substitute other sub-consultants in place of those named in their proposal without the approval of the HRCA Project Manager.

END OF SECTION

# HAMILTON CONSERVATION AUTHORITY

## Hamilton Migratory Bird Survey Project

### Appendix 1



Hamilton Conservation Authority  
Migratory Bird Survey Project Areas



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## Hamilton Migratory Bird Survey Project

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**Hamilton Migratory Bird Survey Project**

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 Migratory Bird Survey Project Areas



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## Hamilton Migratory Bird Survey Project

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## Hamilton Migratory Bird Survey Project

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## Hamilton Migratory Bird Survey Project



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**Hamilton Migratory Bird Survey Project**



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**Hamilton Migratory Bird Survey Project**



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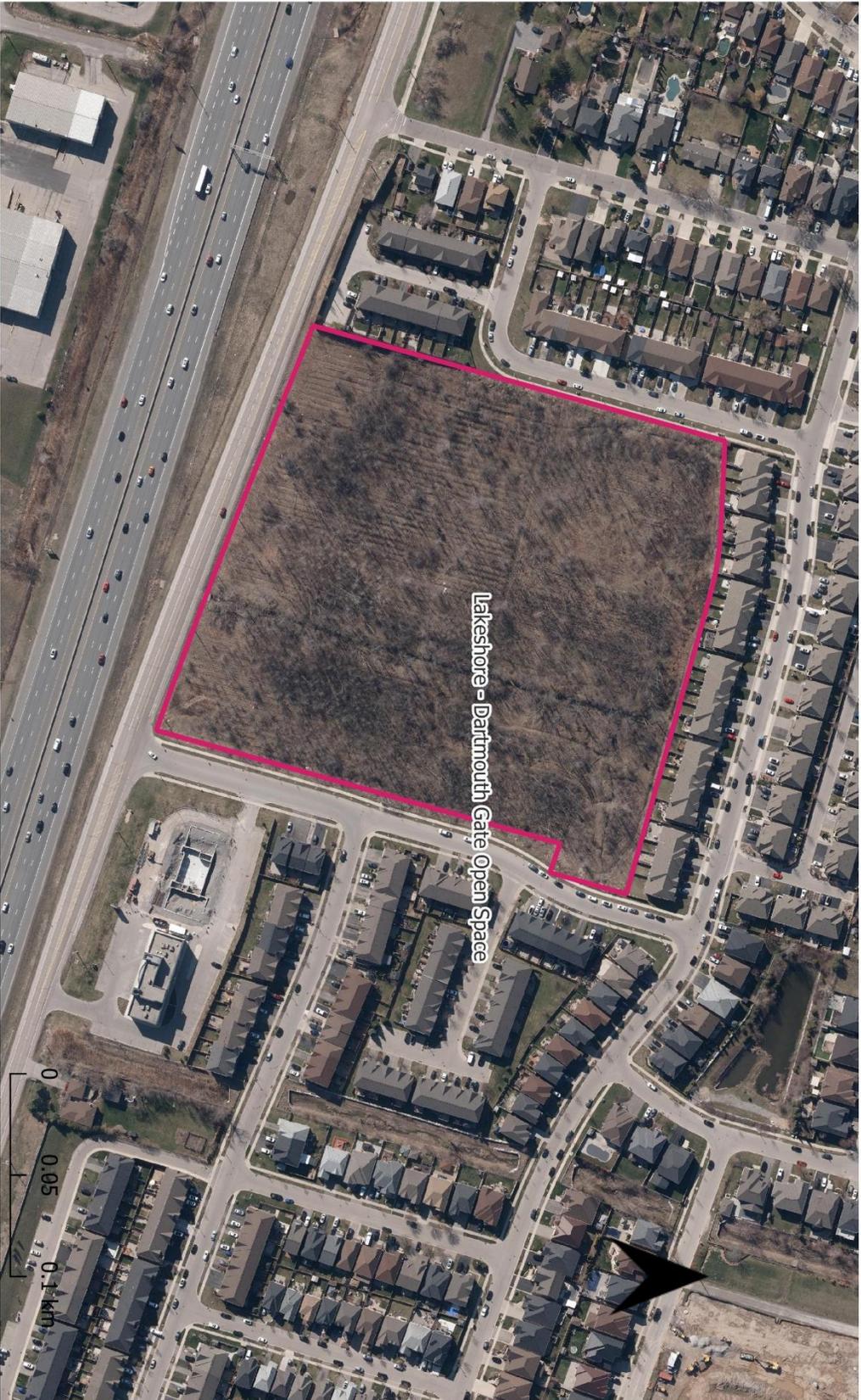


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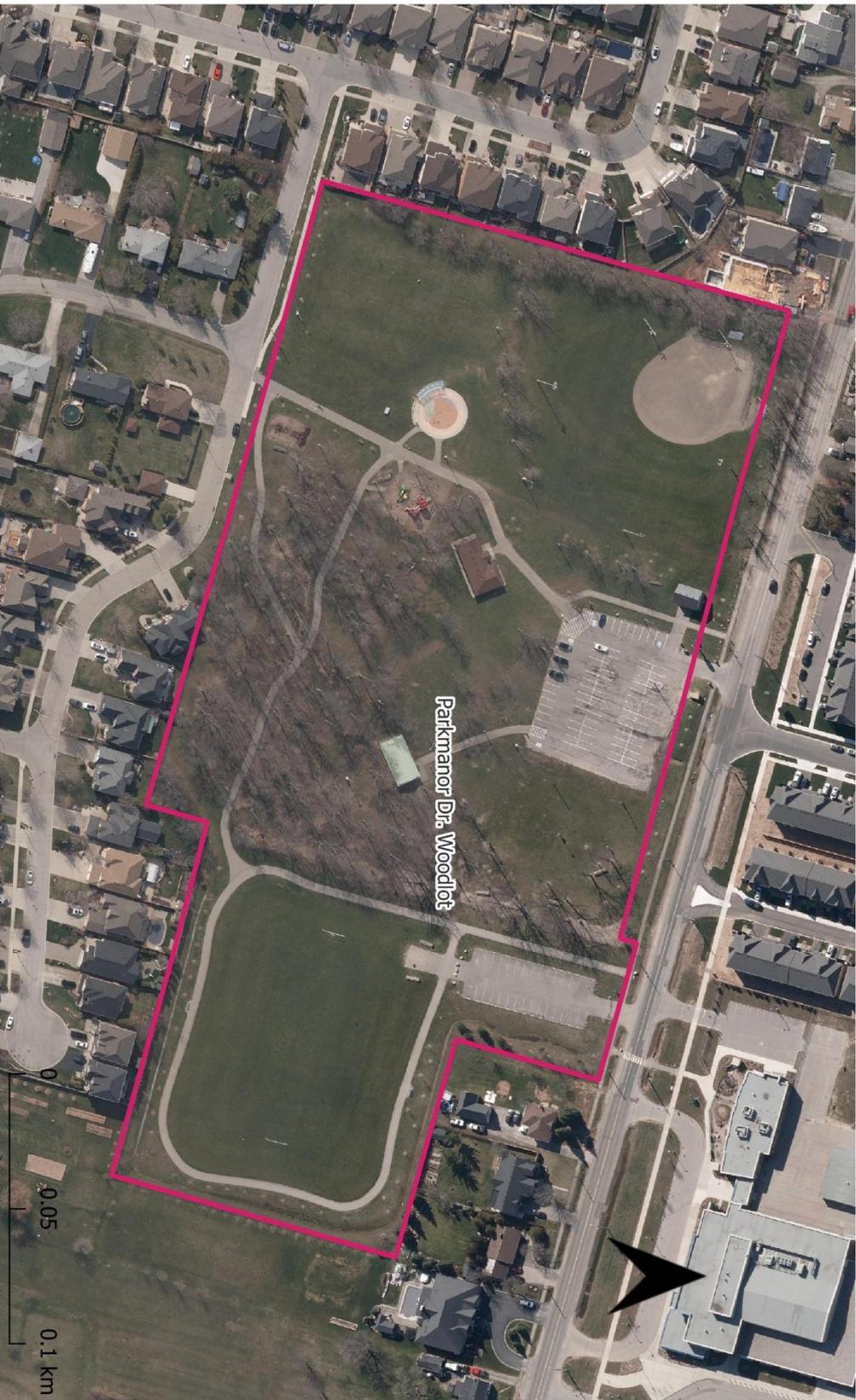
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**Hamilton Migratory Bird Survey Project**



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