

Township of Edwardsburgh Cardinal

Request for Proposals

Engineering Services for Gravel Road Condition Assessment and Capital Improvement Plan EC-PW-21-08

Issue Date: October 14, 2021

Closing Date & Time: Tuesday November 2, 2021 4:00 PM

Closing Location:

Township of
Edwardsburgh Cardinal
18 Centre Street PO Box 129
Spencerville, ON K0E 1X0

Contact:

Gord Shaw
Director of Operations
gshaw@twpec.ca
613-658-3001 x5

Background

The Township of Edwardsburgh Cardinal covers an area of approximately 312 square kilometers including the intersecting 400 series highway of 401 and 416. The Township completed a Roads Need Study in 2015. The road network consists of 195 kms comprising of 64 km of granular, 25km of LCB-Surface and 106km of HCB-Asphalt.

The conversion of gravel roads is one of Council's listed top priorities.

Objectives:

The Township of Edwardsburgh Cardinal is inviting proposals from qualified engineering consultants for consulting services to complete a condition assessment on all gravel roads and develop a capital improvement plan to convert approximately 1/3 of the current gravel network to a combination of surface (LCB) and/or asphalt (HCB).

To reduce the gravel road network to a manageable level for one grader to maintain.

To become more efficient through the resurfacing of isolated gravel roads with long travel times.

Scope of Work:

The following tasks are required:

- Start-up meeting with Township staff to review plan, discuss any issues and proposed work plan;
- Review the existing Road condition Inventory (Township to provide as '.xls' file);
- Complete the onsite evaluation for each gravel road section (surface, base, drainage, component widths, etc.) based on the MTO Inventory Manual for Municipal Roads;
- Confirm field data road section measurements onsite as required and update the database as needed based on inspection/evaluation;
- Prepare cost estimates for both surface and asphalt conversion, by section, including necessary repairs and improvements needed in advance;
- Propose a 5-year Capital Plan, by year, to convert approximately 20-25km of the best candidate gravel roads to a combination of surface (LCB) and/or asphalt (HCB);
- Submit a Draft Final Report for Township review and comment;
- Submit a Final Report to staff;
- Assist staff with finalizing the 2022 Capital Road and maintenance budgets.

Note: No subsurface investigation has been performed on any of these sections. The best candidate roads for the 5-year plan will likely require spot subsurface investigation.

Deliverables

The successful Consultant is required to provide the following list of deliverables:

- Five (5) hard copies of the final report along with a digital copy. A final report which shall identify the methodology and criteria used in the production of the Study.
- A separate pdf Appendix with individual asset sheets and recommendations.
- Provide recommendations for on-going gravel maintenance requirements.
- Provide cost estimates for both surface and asphalt conversion, by section, including necessary repairs and improvements needed in advance.
- Provide recommendation on treatment type (surface or asphalt) for each section.
- Provide updated Spreadsheet Database compatible with Citywide for upload.

Clarifications:

All inquiries regarding this RFP are to be directed to Gord Shaw, Director of Operations at gshaw@twpec.ca . All inquiries are to be in writing and received prior to 4:00pm on **Thursday October 21, 2021**. If required, an addendum will be issued by 4:00pm on **Tuesday October 26** to all consultants by email without naming the source or firm.

Proposal Submission:

Your proposal must be signed by an authorized official and submitted to the Municipal Contact noted below by email, mail, fax or personal delivery no later than **4:00 p.m. on Tuesday, November 2, 2021**. Under no circumstances will proposals received after the due date be considered.

A signed copy of any Addendums must be attached to proponent submissions as an appendix.

For clarity, if a proposal is submitted by email, a confirmation reply will be sent as soon as possible prior to the closing of the tender.

Attn: Gord Shaw, Director of Operations
Township of Edwardsburgh/Cardinal
18 Centre Street
PO Box 129
SSpencerville, ON K0E 1X0
gshaw@twpec.ca

Proposal Format and Requirements:

The main body proposal submission must not exceed ten (10) single sided pages, using a minimum of 12-point font (Arial). Tables can be submitted in 11" x 17" format and will count as one (1) page. All other supporting information (e.g., corporate information,

resumes, projects, profiles) can be attached to the submission as appendices. Any main body proposals exceeding ten (10) page limit will not be considered in the evaluation process.

Proposal Validity

Proposals shall remain valid and open for acceptance by the Township for a period of sixty (60) calendar days following the due date for receipt of submissions.

Proposal Award

The anticipated award date of the assignment is November 5, 2021.

Terms of Payment

The successful consultant shall be reimbursed on a monthly basis for actual work completed and time spent on the project. Monthly invoices are to include supporting documentation for all disbursements and received by the 15th day of the month.

Rights Reserved by the Township

The Township will not be responsible for any costs incurred in the preparation and submission of proposals or selection interviews.

Neither the lowest cost nor any proposal shall necessarily be accepted and the decision of the Township is final. Clarification/additional information may be requested on any bid.

The Township also reserves the right to cancel this Request for Proposal at any time either before, during or after receipt of bids, without penalty or cost to the Township.

This Request for Proposal and resulting proposals should not be considered a commitment by the Township to enter into any contract.

The Township also reserves the right to award subsequent phases of the project to the successful bidder, and fees for any follow-up contracts shall be based on the same unit or per diem rates proposed under this RFP, unless negotiated and approved otherwise.

Contract

The Township will prepare a contract in consultation with the successful firm. The successful firm will not have the right to assign the contract nor any interest therein nor subcontract the performance of any service or the supply of any product without the express written consent of the Township.

The respondent agrees to protect, defend, indemnify, and hold harmless the Township, its elected officials, agents and employees from and against any liability, damages, claims, suits, liens and judgments, of whatever nature, including claims for contribution and/or indemnification, for injuries to any person or persons, or damage to the property or other rights of any person or persons, caused by the respondent's submittals.

Respondent's obligation to protect, defend, indemnify and hold harmless, as set forth above, shall include any matter arising out of the actual or alleged unfair competition, disparagement of service, or other business tort of any type whatsoever, or any actual or alleged violation of professional regulations.

All documents and material prepared pursuant to this RFP are the property of the Township. The Township shall have the unrestricted authority to publish, disclose, distribute, and otherwise use, in whole or in part, any reports, data, or other materials prepared under this process.

Terms and Conditions

If a contract is to be awarded as a result of the RFP, it will be awarded to the proponent whose proposal, in the Township's opinion, provides the best potential value to the Township and who is capable in all respects to fully perform the contract requirements and the integrity to assure performance of the contract obligations.

If the Township decides to award a contract based on a submission received in response to this RFP, the successful proponent will be notified of the intent to award in writing, and the subsequent execution of a written agreement shall constitute the making of a contract. Proponents will not acquire any legal or equitable rights or privileges whatsoever until the contract is signed by both parties.

In the event of any inconsistency between the RFP and the contract, the contract shall govern.

The Township reserves the exclusive right to determine the qualitative aspects of all proposals relative to the evaluation criteria.

Proponents may not amend or withdraw their proposals after the closing date or time.

Proposals will be evaluated as soon as practical after the closing time.

Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

The Township of Edwardsburgh Cardinal is subject to the Municipal Freedom of Information and Protection of Privacy Act, RSO 1990, c.M.56, as amended (MFIPPA) with respect to, and protection of, information under its custody and control.

Accordingly, all documents provided to the Township in response to this Request for Proposal may be available to the public.

Evaluation Section

RFP's will be evaluated based on the following matrix to determine the most suitable bidder.

Matrix

Description	Total Weight %	Score Range	Score x Weight Factor
Understanding of Objective and Innovation	15	(0-10)	1.5
Experience/Qualifications	25	(0-10)	2.5
Work Plan/Schedule	30	(0-10)	3
Financial	30	(0-10)	3
Total	100%		/100

Understanding of Objectives: Describe your understanding of the assignment, including overall scope and objectives, noting any particular issues that may require specific attention and any innovative approaches to climate change.

Qualifications and Experience: Provide a brief company profile, and recent project team related experience in table format. Provide three (3) similar projects completed by your firm and/or project team members. Provide client references for each of the projects submitted. Project team references should be included in an appendix.

Work Plan and Schedule: Provide a work plan and schedule in the form of a Gantt chart to illustrate the breakdown of the major tasks and the level of effort of the individual team members in sufficient detail to allow a complete understanding as to how and by whom the work is to be carried out.

Financial: Provide either combined with the above Gantt Chart or in a separate chart, a detailed task by task breakdown of the costs and total upset limit price, including all engineering fees, disbursements, exclusive of HST, to complete this assignment.

****End of RFP Request Document****