



REQUEST FOR PROPOSAL

Detailed Design Services Relating to Bruce Street and Lambton Street New Sewer, Watermain and General Road Improvements

(Private)

RFP - WG #17-26

Issue Date: Wednesday, September 27, 2017

Closing Date: Thursday, October 12, 2017

Time: 2:00 p.m. Local Time

Location: Municipality of West Grey Administration Building
402813 Grey Road 4, Durham, ON, N0G 1R0

Attention: Brent Glasier, C.E.T.,
Director of Infrastructure and Public Works

**Late Submissions will not be accepted.
The lowest or any Submission may not necessarily be accepted.**

INSTRUCTIONS TO RESPONDENTS

1.0 General Conditions

1.1 Form of Proposal

All Proposals must be upon the forms provided and the respondents information called for in this RFP submitted on 8½ x 11 paper in sealed packages, clearly marked as to contents and, should include one (1) original hard-copy and 1 (one) additional adobe (pdf) copy of the complete submission recorded on a USB stick and shall include (at a minimum):

- 1.1.1 Qualifications and Experience/Team Organization
- 1.1.2 Methodology/Project Schedule/Work plan
- 1.1.3 Project Pricing Including Hourly Charge Out Rates
- 1.1.4 Proposal Form (supplied)
- 1.1.5 Respondent Information Form (supplied)
- 1.1.6 Respondent Ability and Experience Form (supplied)
- 1.1.7 Subcontractor Information Form (supplied)
- 1.1.8 West Grey Health & Safety Agreement (supplied)

The submission of the first three (3) items above shall be limited to ten (10) pages.

1.2 Definitions

Municipality:	Refers to “The Municipality of West Grey”
Owner:	Refers to “The Municipality of West Grey”
Respondent:	Refers to “any eligible entity providing a Proposal”
Successful Respondent:	Refers, in the event of an award, “to the selected respondent”
RFP:	Refers to “Request for Proposal”

1.3 Proposal Closing

Proposal submissions must be received by the Municipality of West Grey Administration Building, 402813 Grey Road 4, Durham, ON, N0G 1R0. Attention: Brent Glasier, C.E.T., Director of Infrastructure and Public Works.

2:00:00 PM local time, Thursday, October 12, 2017

The Municipality is not responsible for Submissions which are not properly marked and/or delivered to any other location, then that specified.

1.4 Late Submission

Proposal received after the official closing time will **NOT** be considered during the selection process and will be returned unopened to the respective Respondent.

1.5 Electronic Submission

Electronically transmitted submissions (email, fax, etc.) will **NOT** be accepted for this Proposal.

1.6 Proposal Opening

Respondents are advised there will **NOT** be a public opening for this RFP. Submissions received, by the date and time of closing, will be opened administratively by respective members of the Municipality at a time subsequent to the closing.

1.7 Last Date for Questions

Questions/Queries regarding the proposal will only be received until 2:00 p.m. local time three (3) days prior to closing date.

1.8 Completion of the Proposal

The Respondents submission must be completed in hard copy. All entries shall be clear and legible, and made in a non-erasable medium, and signed in ink. All items shall be submitted according to any instruction in the Request for Proposal Documents.

Alterations may be made, providing they are legible and initialed by the Respondent's signing officer. Proposals which are incomplete, conditional, illegible or obscure, or that contain additions not called for, reservations, erasures, alterations incorrectly submitted, or irregularities of any kind may be rejected.

1.9 Proposal Withdrawal

Any Proposal may be withdrawn prior to the scheduled time for Proposal Closing, or authorized postponement thereof. Withdrawals received verbally are not acceptable. Withdrawals must be received in writing or in person from an authorized company representative.

1.10 Respondent Expense

Any expenses incurred by the Respondent in the preparation of the Proposal submission are entirely the responsibility of the Respondent and will **NOT** be charged to the Municipality.

1.11 Examination of Request for Proposal Documents

Each Respondent must satisfy himself/herself by a personal study of the RFP documents, by calculations, and by personal inspection of the site, respecting the conditions existing or likely to exist in connection with the proposed work. There will be no consideration of any claim, after Submission of Proposals, that there is a misunderstanding with respect to the conditions imposed by this RFP.

Prices must include all incidental costs and the Respondent must be satisfied as to the full requirements of the RFP. No claims for extra work will be entertained and any additional works must be authorized in writing prior to commencement. Should the Respondent require more information or clarification on any point, it must be obtained prior to the submission of the RFP.

1.12 Inquiries, Discrepancies and Interpretations

Should a Respondent find omissions from or discrepancies in any of the RFP documents, or should the Respondent be in doubt as to the meaning of any part of such documents, the Respondent shall notify the designated person and office without delay. If the designated person considers that a correction, explanation or interpretation is necessary or desirable, an addendum will be issued to all who have received RFP documents.

No oral explanation or interpretation will modify any of the requirements or provisions of the Proposal documents.

1.13 Acceptance or Rejection of Proposals

The Municipality reserves the right to reject any or all Proposals, and to waive formalities as the interests of the Municipality may require without stating reasons therefore.

1.13.1 Notwithstanding and without restricting the generality of the statement immediately above, the Municipality shall not be required to award or accept a Proposal, or recall the Proposals at a later date:

- a) When only one Proposal has been received as a result of the Proposal call.
- b) Where the most responsive and responsible respondent substantially exceeds the estimated cost of the goods or service.
- c) When all Proposals received fail to comply with the Specifications or Proposal Terms and Conditions.
- d) Where a change in the scope of work or specifications is required.

1.13.2 The Municipality shall not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any Respondent by reason of the acceptance or the non-acceptance by the Municipality of any Proposal or by reason of any delay in the acceptance of a Proposal, except as provided in the Proposal document.

1.13.3 Each Proposal shall be open for acceptance by the Municipality for a period of ninety (90) calendar days following the date of closing.

1.13.4 Where the Proposal documents do not state a definite delivery/work schedule and a submitted Proposal is based on an unreasonable delivery/work schedule, the Proposal may be rejected.

1.14 Errors and/or Omissions

The Municipality shall not be held liable for any errors and/or omissions in any part of this RFP. While the Municipality has used considerable efforts to ensure an accurate representation of information in this RFP, the information contained in the RFP is supplied solely as a guideline for Respondents. The information is not guaranteed or warranted to be accurate by the Municipality, nor is it necessarily comprehensive or exhaustive. Nothing in the RFP is intended to relieve the Respondents from forming their own opinions and conclusions with respect to the matters addressed in the RFP.

1.15 Addenda

If required by the Municipality, addenda will be distributed to all Respondents registered as a document taker for this Proposal. Addenda will be distributed using the latest contact information as provided by the Respondent. It is the Respondent's responsibility to notify the Municipality of any changes to their email or mailing address. It is the Respondent's ultimate responsibility to ensure all addenda have been received.

Respondents shall be required to acknowledge receipt of addenda on the Respondent's Proposal Form contained in the Proposal document.

1.16 Proposal Award Procedures

Unless stated otherwise, the following procedures will apply:

1.16.1 The Municipality will notify the Successful Respondent of the award within thirty (30) calendar days of the Proposal Closing.

1.16.2 Notice of Acceptance of Proposal will be by telephone and by written notice.

1.16.3 Immediately after acceptance of the Proposal by the Municipality, The Successful Respondent shall provide the Municipality with the Certificate of Liability Insurance, if required, and any other required documents within fourteen (14) calendar days of the date of Notification of Acceptance & Award.

1.17 Ability and Experience of Respondent

The Municipality of West Grey will not award this contract to any Respondent who does not furnish satisfactory evidence of possessing the ability and experience in this class of work and sufficient capital and equipment/manpower to ensure acceptable performance and completion of the Proposal. Any proposal will be considered non-compliant if reference checks or past experience is deemed unsatisfactory, in the opinion of the Municipality of West Grey.

1.18 Responsibility for Damages

The successful Respondent shall indemnify and hold harmless the Municipality, its officers and employees from and against any and all liabilities, claims, demands, loss, cost, damages, actions, suits or other proceedings by whomsoever made, directly or indirectly arising out of the project attributable to bodily injury, sickness, disease or death or to damage to or destruction of tangible property caused by any acts or omissions of the Respondent, its officers, agents, servants, employees, customers, invitees or licensees, or occurring in or on the premises or any part thereof and, as a result of activities under this Proposal.

1.19 Regulation Compliance and Legislation

The successful Respondent shall ensure all services and products provided in respect to this Proposal are in accordance with, and under authorization of all applicable authorities, Municipal, Provincial and/or Federal legislation and Standards.

1.20 Sub-consultants

No sub-consultants or collateral agreements shall be permitted with respect to the work of this assignment, except with the Municipality's express written consent and in advance of commencement of sub-consultant activities.

Failure to obtain this consent may result in cancellation of the contract with the successful Respondent.

1.21 Retrieval of Official Document and Addenda

Only documents found on the Municipality of West Grey's website are to be considered the "official" documents. The Municipality of West Grey accepts no responsibility for the accuracy of information found on other websites. The onus is on the vendor to check this site to verify they have received all relevant information.

Addenda will be posted on this website. Although we will attempt to email registered vendors to notify when addenda are posted on the website, we do not guarantee that emails will be sent to you or received by you. It is the Vendor's sole responsibility to check the website often to inform themselves of any posted addenda.

1.22 Assignment of Contract

The successful Bidder shall not assign transfer, convey, sublet or otherwise dispose of this contract or his/her right, title or interest therein, or his power to execute such contract, to any other person, company or Municipality, without the previous consent, in writing, of the Municipality's officials, which consent shall not be unreasonably withheld.

1.23 Character and Employment of Workers

The successful Respondent shall employ only orderly, competent, and skillful employees to ensure that the services are carried out in a respectable manner.

In the event that any person employed by the Successful Respondent in connection with the service arising out of this Proposal gives, in the opinion of the Municipality, just cause for complaint, the successful Respondent upon notification by the Municipality in writing, shall not permit such person to continue in any future service arising out of this Proposal.

1.24 Governing Laws

This Proposal and subsequent contract/agreements will be interpreted and governed by the laws of the Province of Ontario.

1.25 Freedom of Information

All correspondence, documentation and information provided shall become the property of the County. Any personal information required on the documentation presented is received under the authority of the Municipal Freedom of Information and Protection of Privacy Act, 1989, RSO, 1990. This information will be an integral component of the quote submission.

All written Proposals received by the Municipality become a public record, once a Proposal is accepted by the Municipality of West Grey, and a contract is signed, all information contained in them is available to the public, including personal information.

Questions about collection of personal information and the Municipal Freedom of Information and Protection of Privacy Act, 1989, R.S.O. 1990, Chapter M.56, as amended, should be directed to:

Clerk, Municipality of West Grey
402813 Grey Road 4, Durham, Ontario
N0G 1R0 Telephone 519-369-2200

The Clerk has been designated by the Municipality of West Grey Council to carry out the responsibilities of the Act.

2.0 Specific Conditions

2.1 Award

It is the intention of the Municipality to award the work of this Request for Proposal as a whole. Items not bid shall be considered incomplete and the Schedule in question shall be removed from further evaluation.

2.2 Budget Approval

Award is subject to approved budget amounts. The Municipality reserves the right to add to or reduce the scope of the project to meet budget requirements. Changes in scope may be agreed upon subject to negotiations.

2.3 Pricing

No alterations, additions or deletions from the accepted RFP price will be permitted without the prior written approval of the Owner(s).

2.4 Payment

The normal terms of payment for the Municipality will be thirty (30) calendar days. Invoices for such services shall be forwarded to the Municipality of West Grey for processing.

2.5 Performance

Any undue delays in the execution of the work and/or costs incurred by the Municipality due to inefficiencies in performance on behalf of the successful Respondent shall be deemed to be the responsibility of that Respondent and as such, any and all costs, as deemed appropriate and reasonable compensation for the Municipality, will be assessed to the successful Respondent.

2.6 Failure to Perform

Failure of the Consultant to perform in accordance within listed specifications will void the contract.

2.7 Extra Work

No work shall be regarded as extra work, unless it is ordered in writing by the Owner(s) and with the agreed price for the same specified in said order, provided said price is not otherwise determined by this Proposal. A statement of the cost of extra work shall be made within thirty (30) calendar days after the completion of the said extra work.

2.8 Assignment of Contract

The successful Respondent shall not assign transfer, convey, sublet or otherwise dispose of this contract or his/her right, title or interest therein, or his power to execute such contract, to any other person, company or Municipality, without the previous consent, in writing, of the Municipality's officials, which consent shall not be unreasonably withheld.

2.9 Contact

All enquiries relative to the “**Proposal and Award Process**” shall be directed to:

Brent Glasier, C.E.T.
Director of Infrastructure and Public Works
Municipality of West Grey
(519) 369-2200, Ext. 227
402813 Grey Road 4
Durham, ON N0G 1R0
bglasier@westgrey.com

Respondents shall submit inquiries via email.

Questions of clarification will be answered individually, but response(s) to any question that modifies the scope of the RFP will be circulated in writing as a RFP Addendum to all respondents who have received the RFP document from the Municipality.

Inquiries must be received no later than 4:30 p.m. three (3) working days prior to the closing date of the RFP; otherwise, a response may not be provided.

2.10 Proposal Evaluation

The specific evaluation criteria are as stipulated under Section 4 of the RFP. All submissions must be in compliance with the requirements of the RFP process in order to be considered for evaluation.

2.11 Insurance Requirements

The successful bidder shall, at its expense, obtain and keep in force during the term of this Agreement, Commercial General Liability Insurance satisfactory to the Municipality of West Grey, including the following and underwritten by an insurer licensed to conduct business in the Province of Ontario:

- a) A limit of liability of not less than \$5,000,000/occurrence.
- b) The Municipality of West Grey shall be named as an additional insured.
- c) The policy shall contain a provision for cross liability in respect of the named insured.
- d) Non-owned automobile coverage with a limit of at least \$5,000,000 including contractual non-owned coverage.
- e) Products and completed operation coverage (Broad Form) with a minimum limit of \$5,000,000.
- f) An aggregate limit not less than \$5,000,000.
- g) That thirty (30) days prior notice of cancellation which reduces coverage shall be given in writing to the Municipality of West Grey.
- h) The contractor shall also obtain and keep in force, during the term of this Agreement, automobile liability insurance under a standard Automobile Policy with limits of not less than \$2,000,000 in respect of each owned or leased vehicle.
- i) Professional Liability Insurance (satisfactory to the Owner, including the following and underwritten by an insurer licensed to conduct business in the Province of Ontario).

- j) The successful respondent shall be required to provide Professional Liability Insurance coverage in the amount of not less than \$2,000,000 per occurrence, in accordance with the most recent version of the Engineers Act, and regulations thereof.

2.12 Certificate of Insurance

Within fourteen (14) days of award, the successful Respondent shall provide the Municipality with a Certificate of Insurance acceptable to the Municipality and, if requested by the Municipality, certified copies of the insurance policies. The Certificate of Insurance must comply with the insurance requirements outlined in this Bid Solicitation and must be on the Municipality's form of Certificate of Insurance, which can be found on the County's website – Website link. If the Certificate of Insurance is provided in a non-original form (e.g. a facsimile, photocopy or scanned electronic copy), the Respondent acknowledges and agrees that the Municipality is fully entitled to treat any such Certificate as an original and that the Respondent will be responsible for the accuracy and validity of the information contained therein.

2.13 Workplace Safety and Insurance Board

If applicable, the successful Respondent shall provide the Municipality's Purchasing branch with a copy of the Workplace Safety & Insurance Board's Clearance Certificate indicating the Respondent's good standing with the Board:

- a) Following Award;
- b) During the Contract Period; and
- c) At any other time when requested by the Municipality.

2.14 Limited Liabilities

The Municipality's liability under this Proposal shall be limited to the actual goods/services ordered and provided.

2.15 Laws, Notices, Permits and Fees

The successful Respondent shall obtain the necessary permits and pay the required fees as they pertain to this assignment, which are in force at the date of the Proposal Closing. The Municipality will pay the cost of any such Permit fees.

The successful Respondent shall give the required notices and comply with the laws, ordinances, rules, regulations, codes and orders of the authorities having jurisdiction which are, or become, in force during the period for which services are performed in accordance with the schedule of work.

2.16 Cancellation

- a) The Municipality reserves the right to immediately terminate the Contract for sufficient cause, including but not limited to such items as non-performance, late deliveries, inferior quality, pricing problems, etc.

- b) If the successful Respondent should neglect to execute the work properly, or fail to perform any provision of this Award, the Municipality, after three (3) business days written notice to the successful Respondent, may, without prejudice to any other remedy in existence, make good such deficiencies and may deduct the cost thereof from any payment then and thereafter due to the successful Respondent. Continued failure of the successful Respondent to execute the work properly shall result in a termination of Contract. The Municipality shall provide written notice of termination.
- c) The Municipality may elect to terminate the Contract if the original terms and conditions are significantly changed, giving thirty (30) calendar day's written notice to the successful Respondent.
- d) Either party may terminate the Contract by giving the other party sixty (60) calendar day's written notice, giving reasons acceptable to the other. A period of less than sixty (60) calendar days to terminate the contract may be negotiable if mutually agreeable among the parties involved in the Contract.
- e) Failure to maintain the required documentation during the term of this contract may result in suspension of the work activities and/or cancellation of the contract.
- f) Should the Proponent withdraw the development application, or alter it substantially so as to nullify the need for this peer review, then this contract will be terminated.

2.17 Conflict of Interest

This proposal is made by the Respondent without any connection, knowledge, comparison of figures or arrangement with any other person or persons making a proposal for the same work, and is in all respects fair and without collusion or fraud.

2.18 Proposal Evaluation and Qualification Criteria

An Evaluation Committee will evaluate each of the RFP's received in accordance with the evaluation criteria as set out below in **Section 4**. The Committee reserves the right to enter into further discussions in order to obtain information that will allow the Committee to reach a decision with a Respondent, and to waive irregularities and omissions if, in doing so, the best interest of the Municipality will be served.

The Municipality reserves the right to interview any, all or none of the respondents that submit a Proposal to provide the evaluation team with additional insight into the Respondent's ability to meet the requirements as requested in the RFP. The interviews would be conducted by the representatives of the Evaluation Committee, as soon as possible, but preferably within two (2) weeks of the RFP closing.

The Municipality reserves the right to negotiate the expanse of services with the awarded respondent in order to reduce cost to meet budget requirements.

The Municipality reserves the right to negotiate with the awarded respondent to either expand or reduce the scope of the project to meet all requirements.

3.0 Terms of Reference

3.1 Background Information

The Municipality of West Grey and the County of Grey Transportation Department have agreed to a joint project as described below and are seeking the services of a qualified engineering firm to complete design, tendering, contract administration and inspection work for the following:

Location of Work	From	To	Proposed Work
Bruce Street	Chester St.	Lambton St.	<ul style="list-style-type: none"> • New 150 mm dia. watermain hydrants and services. • 2.4 m paved boulevard west side. • Replace existing storm manholes and catch basins. Review vertical geometry over old railway bed. • New 1.5 m sidewalk both sides. • New curb as required.
Lambton Street	Bruce St.	Garafraxa St.	<ul style="list-style-type: none"> • Replace existing storm manholes and catch basins with new. • Review surface drainage at Queen St. south intersection. • 2.4 m paved boulevard north side.
Lambton Street	Bruce St	Countess St.	<ul style="list-style-type: none"> • New 150 mm watermain, hydrants and services. • New curb on north side.
Lambton and Bruce Street Intersection			<ul style="list-style-type: none"> • Review/design of intersection truck turning improvements to northeast and northwest corners.
Bruce Street	Lambton St	Saddler St.	<ul style="list-style-type: none"> • New 150 mm dia. watermain, hydrants and services. • New 1.5 m sidewalk west side. • New 300 mm dia. sanitary and services.

3.2 Geotechnical Information

The Municipality shall be responsible to provide a copy of the Geotechnical Report to the consultant as an attachment to the tender documents.

3.3 Existing Engineered Drawings

The Municipality of West Grey will provide a PDF copy of any engineering plans related to this work for the Consultant's use. The Municipality assumes no responsibility as to the accuracy of any information provided.

4.0 Project Work Scope

4.1 Construction Cost Estimate

The Consultant will be responsible to provide West Grey a detailed cost estimate of the project prior to any design work begins. This work must be completed no later than November 3, 2017.

4.2 Investigative Work

The Municipality suspects that a majority of the residences have combination storm and sanitary connections on Bruce and Lambton Street. The Consultant will be required to confirm storm and sanitary connections through acceptable testing methods. The Consultant shall provide a report to the Municipality with its findings indicating the residence street and number no later than November 17, 2017. The Municipality will provide a letter to the homeowners of the investigative work at least two (2) week in advance. It will be the responsibility of the Consultant to schedule the work with the homeowner.

4.3 Survey

Pre-engineering topographic surveying will be necessary to facilitate design where required. All relevant survey information shall be collected and incorporated into the design drawings including, and not limited to: legal property bars, utilites, driveways and privately owned features encroaching on the right-of-way, other drainage features, and any other existing features that may be affected by construction activities.

4.4 Utilities

The Consultant will be responsible for acquiring utility locates, and displaying such on the design drawings. The Consultant will immediately notify the Municipality of any potential utility conflicts with any of the proposed work. Any costs incurred for utility information gathering shall be included.

4.5 Drainage

The Consultant will be responsible to review existing drainage features on private and public lands and incorporate improvements into the engineered design.

4.6 Construction Staging and Detour

The Consultant shall consider construction methods and phases in the design to allow the construction contractor to complete blocks of work to minimize disruption to the residents adjacent to the project. The Consultant will review the proposed work sequence with the Municipality prior to tendering for approval.

4.7 Approvals

The Consultant is responsible to seek any required approvals from Government Agencies such as the MOECC or Indigenous Communities if required. The cost of fees related to any approvals will be the responsibility of the Municipality.

4.8 Preparation of Tender Documents

The Consultant shall within the tendered price be responsible for the preparation and distribution of tender documents including all required construction plans. The revenue from the sale of tender documents shall be payable to the Consultant to offset cost of printing plans and specifications. The consultant will be responsible to issue the contract for tendering, attend the tender opening, review submissions and provide recommendation of award. Fees related to Advertising shall be paid by West Grey. Target date for tendering is week of February 26, 2018.

4.9 Contract administration and Inspection

The Consultant shall within the tendered price provide full-time supervision while underground services are being installed, as well as, any additional supervision to ensure grading, restoration and paving is being completed as per contract specifications. It is to be understood that during construction, a ten (10) hour working day is to be expected. The tendered price shall include all staff requirements for layout, processing payment certificates and obtaining and preparing 'as constructed' drawings. Any additional follow-up to ensure completion of the works shall be included in the tendered price. The Consultant's duties shall include, but are not limited to the following:

4.9.1 General Administration

- a) Advise the construction Contractor on Consultant's interpretation of drawings and specifications and issue supplementary details and instructions during the construction period as required.
- b) Review for Municipality's approval, construction schedule proposed by the Contractor and comment on the procedures, methods and sequence of work.
- c) Consider and advise on alternative methods, equipment and materials proposed by the Contractor.
- d) Advise on the validity of charges for additions or deletions and advise on the issue of change orders when requested including the preparation of change orders.
- e) Provide monthly and final payment certificates based upon work completed for payment by the Municipality.
- f) Maintain adequate records related to the construction contracts including the issuance of weekly working day statement.
- g) Modify contract drawings to show the 'As Constructed' work.
- h) Arrange with Contractor to coordinate for the testing and inspection of materials and work by an authorized inspection and testing company, where the construction contract calls for testing.
- i) Coordinate and document construction meetings with Contractor, Municipality and Grey County.
- j) Report on the construction to the Municipality with respect to progress, cost and schedules.
- k) Obtain warranties and guarantees and bonds.
- l) Provide a Certificate of Substantial Performance and Final Completion.
- m) Provide office administration and field supervision staff sufficient to control, project and ensure construction is compliant with the approved plans and specifications.

- n) Coordinate with utility companies regarding any utility relocations. Confirm with utility companies regarding any specific requirements of the Contractor or need for utility company personnel to be onsite during construction.
- o) Ensure all Occupational Health and Safety issues are policed, monitored and enforced during construction.
- p) All disbursements and mileage will be included in costs.

4.10 Public Open House Meeting

The consultant will be required to attend one Public Open House meeting to be facilitated upon completion of the first draft drawings. Municipality will facilitate the meeting the week of January 22, 2018.

4.11 Consultant/Municipality Meetings

The consultant shall factor into the cost of at least five (5) meetings held at the Municipality of West Grey Office to review project schedule, problems, project progress etc. prior to tendering. All disbursements and mileage to be included.

4.12 Construction Meetings

The consultant shall factor into the cost of at least five (5) meetings held on-site during construction to review project schedule, problems, project progress etc. All disbursements and mileage to be included.

4.13 To be Completed by Municipality

- Municipality will provide an agreement with property owners regarding property access prior to survey;
- Permit fee payment; and
- Utility relocation costs.

4.14 Timelines

Milestone	Completion Date
RFP Closing	October 24, 2017
Start up Meeting	Within five (5) days following award
Detailed Project Cost Estimate	Novemeber 3, 2017
Combination Sewer Confirmation Survey	November 17, 2017
Preliminary Design	January 16, 2018
Public Open House Meeting	January 22, 2018
Final Design	February 1, 2014
Tender	Week of February 26, 2018

4.15 Payment

The consultant shall invoice the Municipality monthly as work is completed. Total billing shall not exceed the proposal/contract up-set limit.

4.16 Extra Work

Any extra work that is completed outside the scope of the work provided herein approved by the Municipality or County of Grey shall be paid in accordance with Consultant's fee schedule attached as a separate schedule to the proposal submission. The consultant must also provide mileage rates and disbursements fee costs.

4.17 Drawing Requirements

Plan and profile drawings, as well as detail drawings shall be prepared by a Professional Engineer and stamped, as such. Reproducible copies of the 'As Constructed' drawings, as well as, an electronic copy shall be forwarded to the Municipality as a permanent record following construction.

The following standards shall be followed in preparation of the drawings:

- All profiles must be shown to the geodetic datum which is noted on each drawing.
- Drawings shall be metric size A1 (594 mm x 841 mm).
- Scales shall be:
 - Plan and Profile Drawings;
 - Horizontal 1:500; and
 - Vertical 1:50.
- When the plan must be broken because of curvature, etc. the profile shall be broken as well, so that in so far as possible chainage points in plan and profile will coincide vertically.
- In general, east-west street shall have zero chainage at their westerly limits and north-south streets shall have zero chainage at their southerly limits. Chainages on the Plan Profile shall increase from left to right.
- Street names shall be kept clear of the road allowances shown on the plan.
- The plan shall show any required off-street drainage and separate profiles shall be prepared for drainage easement, if required.
- Title block indicating municipality project, scale, date and engineer's stamp, etc. shall be located in the lower right-hand corner.

The following information shall be shown on all plan/profile drawings:

- The proposed profiles and existing profiles;
- Road widths and cross sections;
- Ditches and ditch gradients;
- Curb gradients if different from the proposed profile;
- Culvert sizes and wall thicknesses and gradients;
- Existing services, utilities and proposed services;
- North arrow;
- Construction limits of the proposed works;

- Construction limits of **all** driveways and restoration requirements;
- All street lines must be shown and all easements for drainage connections; and
- All existing service connections to residences, as well as, any proposed connections.

4.18 Contract Documents

All documents shall be supplied in a format as per current Municipality of West Grey Requirements. A template shall be supplied by the Municipality of West Grey.

a) The Contract Documents shall contain the following:

- Information to Bidders;
- Schedule of Provisions, Plans, Standard Drawings and Specifications;
- Form of Tender; and
- Form of Agreement.

b) Special Provisions shall include:

- Notices to Contractor;
- Instructions to Contractor;
- Operational Constraints;
- General Special Provisions; and
- Item Standard Special provisions.

5.0 Respondent Selection Procedure

5.1 Schedule

The following schedule is proposed for the selection of the successful Respondent for this assignment.

Activity	Date
Request for Proposal Issued.	September 27, 2017
Request for Proposal Closed.	October 12, 2017
Selection of Successful Respondent	Not more than then (10) days from interview time period.

Note: Although every attempt will be made to meet all dates, the Municipality reserves the right to modify any or all dates at its sole discretion.

5.2 Selection Process

Proposals will be assessed on the basis of information provided by the Respondent at the time of submission. The evaluation of Proposals will be conducted by an evaluation team comprised of staff members from the Municipality.

Each Proposal shall demonstrate a thorough understanding of the Scope of Work and be organized so as to follow the Evaluation Criteria 4.2, numbers 1 through 4.

5.3 Evaluation Criteria

Proposals will be assessed against the following criteria. The Municipality and the County of Grey reserve the right to shortlist firms for further evaluation and interviews which may alter the final scoring results. Proposals will be scored based on meeting or exceeding the expectations of the established evaluation criteria.

Respondents must score at least 60% under Items 1, 2 and 3 in the table below to be in contention for award.

	Evaluation Criteria	Weight Factor
1.	Qualifications and Experience <ul style="list-style-type: none"> • Experience and credentials of firm. • Experience and qualifications of personnel assigned to the project. • Experience relating to similar projects. • References indicating the competence and track record of the Respondent in the market place with regard to the specific services required by the County. <p style="text-align: right;">Total</p>	5 5 5 5 20
2.	Methodology <ul style="list-style-type: none"> • Compliance with Terms of Reference • Project Understanding • Project Approach • Strategic Considerations • Communications • QA/QC policy <p style="text-align: right;">Total</p>	5 5 5 5 5 5 30
3.	Detailed Work Plan <ul style="list-style-type: none"> • Project Management • Project Schedule • Design Concept • Potential Solutions • Potential Constraints <p style="text-align: right;">Total</p>	5 5 5 5 5 25
4.	Price <ul style="list-style-type: none"> • Overall submitted price for services. <p style="text-align: right;">Total</p>	25 100

The Municipality reserves the right to reject any or all proposals. The Municipality also reserves the right to not proceed with the project without stating reason thereof.

Selection of a proposal(s) will be based on all the above criteria and any other relevant information provided by the Respondent(s).

All proposals are to be submitted with the understanding that the selection of a proposal for discussion by the Evaluation Committee shall not thereby result in the formation of a contract. Nor shall it create any obligation on the Municipality to enter into further discussions.

Evaluation of the project manager and project support staff will include an assessment of the firm's overall ability to provide multi-disciplinary capabilities and resources to this project and the Project Manager's past experience on similar projects.

The assessment of past project experience will include evaluation of the Consultant's success with previous experience of this nature, the previous experience of proposed staff for this project and the stability and reputation of the firm.

Respondents shall include in their proposal a minimum of three (3) project references demonstrating these attributes, preferably in projects of a similar magnitude and design to that specified herein.

The project will be awarded to the respondent who, in the sole judgment of the Municipality, provides the best overall value. The Municipality will not be obligated to select the lowest cost or any proposal. The Municipality reserves the right to conduct references on the Respondents, the results of which may affect the award decision.

Proposal Form

For the Provision of:

**Bruce and Lambton Street New Sewer and Watermain and
General Road Improvements**

As Supplied by:

Firm Name

Address

Postal Code

Hereinafter Called the Bidder

To:

The Municipality of West Grey
402813 Grey Road 4
Durham, Ontario, N0G 1R0

Hereinafter Called the Municipality

The Bidder Declares:

1. No person(s), firm or Municipality, other than the Bidder, has any personal interest in this Proposal or in the award for which this proposal is made;
2. No member of Council, no officer or employee of the Municipality is or will become interested directly or indirectly as a contracting party, partner, shareholder, surety or in any portion of the profits thereof, or in any of the monies to be derived, therefrom;
3. This Proposal is made without any connection, comparison of figures, or arrangements with, or knowledge of any other Municipality, firm or person making a Proposal for the same and is in all respects without collusion or fraud;
4. By signing this submission, I confirm I have read and understood the content and requirements of this Proposal document;

Acknowledgement to receipt of Addenda

This will acknowledge receipt of the following addenda and that the pricing quoted includes the provision set out in such addenda;

Addendum #

Date Received

____ Check here if NO Addenda received

LOWEST OR ANY PROPOSAL NOT NECESSARILY ACCEPTED

Date _____, 2013

Signature of Witness

Signature of Bidder

By my signature, I hereby confirm I am a principal, or have been duly authorized by the principal/board, to sign on behalf of the above named.

Pricing Proposal

Included in the bid price for all items shall be all disbursements for mileage, meals, printing, equipment rental rates, associated office disbursements and any other activity relating to the completion of the assignment.

Item	Upset Limit Bid Price (Excl. taxes)
Lump Sum – Proposal to include full pricing breakdown on a separate document.	\$
Total	\$

Prices submitted must include hourly rates for consultation during the construction phase of the project.

Bidder: _____

Date _____

Signature: _____

Bidder Information

Bidders must complete this form and include with the Proposal Submission.

Please ensure all information is legible.

1.	Bidder's Contact Individual	
2.	Toll Free No.	
3.	Office Phone No.	
4.	Fax No.	
5.	Mobile No.	
6.	Email Address	
7.	Website	
8.	WSIB Account No. (if applicable)	
9.	HST Account No.	

Bidder: _____

Date _____

Signature: _____

Respondent's Ability and Experience Form

Respondents shall provide information below on contracts in this **class of work** that has been successfully undertaken by the Bidder's Firm in the past three (3) years.

Contract #1	Insert Information
Reference Name	
Contact & telephone #	
Contract Term (# years)	
Total Value (annual)	
Description of Work	
Additional Comments (optional)	
<hr/>	
Contract #2	
Reference Name	
Contact & telephone #	
Contract Term (# years)	
Total Value (annual)	
Description of Work	
Additional Comments (optional)	
<hr/>	
Contract #3	
Reference Name	
Contact & telephone #	
Contract Term (# years)	
Total Value (annual)	
Description of Work	
Additional Comments (optional)	

Bidder: _____

Date _____

Signature: _____

Sub-contractor Information Form

1. Check here _____ if **NO Sub-contracting**
2. The **Bidder** shall list below, the Sub-contractors which will assist in the completion of the work.

Name of Sub-contractor	Address of Sub-contractor	Work Type to be Sub-contracted	Scope of Work & Experience

Note: If additional space is required please include extra pages as required.

Bidder: _____

Date _____

Signature: _____



**THE MUNICIPALITY OF WEST GREY
SERVICE CONTRACTOR
HEALTH & SAFETY RESPONSIBILITIES**

Company / Owner Name _____ (the “Contractor”)

It is our policy objective at the Municipality of the West Grey (the “West Grey”), to provide all persons within our workplace with a safe environment in which to work. All contractors and subcontractors must cooperate and make all reasonable efforts to ensure the maximum protection and minimum inconvenience to the general public, occupants, and the environment.

In consideration of being engaged to do work for the West Grey, the Contractor shall complete the following requirements on West Grey projects:

- Contractors employed by the West Grey will be responsible for taking all necessary steps to protect persons and property, from any harm during the course of the work. All work procedures and equipment operation will be in accordance with the Occupational Health and Safety Act and regulations.
- Health and Safety issues will always be given immediate attention by the West Grey and Contractors.
- All Contractor employees conducting work with the West Grey must be a ‘**competent person**’ as defined in the Occupational Health and Safety Act.
- Contractors must supply equipment capable of being operated in a manner that meets the Occupational Health and Safety Act and regulations. All relevant equipment manuals must be located on the equipment being operated.
- Contractors must ensure that all of their employees have safety training and certifications equal to, or exceeding, the requirements set forth in the current Occupational Health and Safety Act and regulations.
- The Contractor shall provide and post, in a conspicuous location, a written copy of its Health and Safety Policy, as required under Sections 25 (2)(i) and (k) of the Occupational Health and Safety Act when working at a stationary work site.
- The Contractor is responsible to provide, maintain and ensure that all equipment, including personal protective equipment, is properly used or worn for the duration of the work.
- The Contractor’s employees will be a part of all pre-site and tailgate meetings.
- All Contractors must immediately report unsafe conditions, incidents, and accidents to the West Grey’s supervisor or the West Grey’s Occupational Health & Safety Coordinator.
- All applicable current health and safety issues and environmental legislation and regulations are considered the minimum requirements that the Contractor must meet.

- The West Grey retains the right to stop the Contractor's work without penalty to the West Grey if the Contractor fails to comply with the Occupational Health and Safety Act and Regulations, the Health and Safety Policies and Procedures of the Municipality, or creates an unacceptable health and safety hazard.

The West Grey takes pride in the commitment of our employees and contractors, and will take the necessary steps to ensure health and safety on all projects.

ACKNOWLEDGEMENT

As an authorized representative of the Contractor, I have read and received a copy of the "Service Contractor Health & Safety Responsibilities", and agree on behalf of (company) _____ and our employees to comply with its requirements, and the requirements of the Occupational Health and Safety Act and regulations. I will also take all necessary precautions to ensure the health and safety for our employees, suppliers and sub-contractors while on the project and ensure they are provided with and are aware of, the preceding requirements.

Authorized Representative: _____ Date: _____
(Print Name)

(Signature)

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