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Date: February 7, 2024
To: All Proponents
Subject: Request For Proposals – Professional Engineering Services

The Corporation of the Township of Macdonald, Meredith & Aberdeen Additional is requesting proposals for the provision of professional Engineering services relating to the day to day function of the Client, generally including Engineering analysis and advice as well as the design and contract administration of municipal infrastructure projects as may be requested by the Client from time-to-time.

Attached is the subject RFP that must be submitted to the Corporation of the Township of Macdonald, Meredith & Aberdeen Additional at Box 10, 208 Church Street, Echo Bay Ontario P0S 1C0 Attn: Lacey Kastikainen **NO LATER THAN 3:00 p.m., (EST) on Friday, March 1, 2024.**

Proposals will be opened in Council Chambers at 3:15 p.m., March 1, 2024. Please be advised only the names of those proponents who have submitted a proposal will be released at the meeting. Information regarding pricing or contents of the proposal submissions will not be provided as we reserve the right to negotiate with all proponents.

Communications

All communication (including clarification required from a technical perspective and/or from a purchasing perspective) between the client and prospective vendors **MUST BE** in written format via email or fax. To facilitate comprehensive responses, proponents are encouraged to email their questions as soon as possible to the designated representative for the client as follows:

Name: Lacey Kastikainen
Title: CAO/Clerk
Address: PO Box 10, 208 Church Street, Echo Bay, ON P0S 1C0
Telephone: 705-248-2441
Fax: 705-248-3091
Email: twpmacd@onlink.net

Contact with the Client regarding this proposal shall be via the designated representative ONLY. The deadline for questions is 4:00 p.m. on February 23, 2024. No verbal instructions or verbal information to proponents will be binding on the client.
The lowest or any proposal not necessarily accepted.

REQUEST FOR PROPOSALS FOR PROFESSIONAL ENGINEERING SERVICES

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INSTRUCTIONS TO PROPONENTS



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**REQUEST FOR PROPOSAL FOR
Professional Engineering Services**

INSTRUCTIONS TO PROPONENTS

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INSTRUCTIONS TO PROPONENTS

1. Addenda

Proponents may, during the proposal period, be advised by addenda of required additions to, deletions from or alterations in the requirements of the Request for Proposal Documents. A copy of all addenda shall be either hand delivered, or sent by courier, electronic correspondence, or fax, to each prospective proponent who has obtained Request for Proposal Documents.

Addenda will be issued under the following circumstances:

- a. Interpretation of RFP documents as a result of queries from prospective proponents;
- b. Revision, deletions, additions or substitutions of any portion of RFP documents.

All such changes as addressed in the addenda shall become an integral part of the RFP documents and shall be allowed for in arriving at the proposal price.

Addendums which have financial implication and have not been acknowledged on the Proposal Bid Form will be automatically rejected.

Oral instructions shall not be considered valid unless they are confirmed in writing by the official representative of the client herein named.

2. Copies of Proposal

Proponents are requested to provide two (2) complete copies of their proposal, (including the Proposal Bid Form), designating one (1) complete copy as the 'original'. Proponents are also required to clearly label the 'original' as the 'original' on the front cover of their proposal. Unless otherwise indicated, electronic submission by email or facsimile is specifically prohibited.

3. Proposal Bid Form

The proposal bid form provided with this RFP must be used or your proposal will be rejected.

Alteration of the bid form template is strictly prohibited.

Please ensure your Proposal Bid Form is secured inside the front of your "original" RFP. Copies of the Proposal Bid Form are also to be secured inside the front of the additional copies that are required to be submitted.

4. Acceptance of Terms

Each proponent, by submitting a proposal, represents that the proponent has read, understands and accepts the terms and conditions of the Request for Proposal in full.

5. Stages of Proposal Evaluation

Client representatives will conduct the Evaluation of Proposals as follows:

- a. An initial review to determine which Proposals meet the minimum requirements. Proposals which do not comply with the client's minimum requirements may be disqualified.
- b. Scoring of each qualified proposal on the basis of the rated criteria noted below. The highest scored proposal will be selected. At the discretion of the client, up to three (3) short-listed proponents may be invited to prepare a formal presentation. In addition, short-listed proponents may be asked to attend interviews or negotiations.

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6. Negotiations and Review of Offers

Discussions may be conducted with proponents for the purpose of clarification of their proposals to assure full understanding of and responsiveness to the solicitation requirement. All proposals will be evaluated unless the proposal does not meet the minimum requirements and are therefore not short listed. Once the evaluation committee has reviewed the initial proposal submissions, the evaluation committee will recommend an award to a specific firm, if clear cut superiority of an offer is obvious. The client reserves the right to request a best and final offer from only those proponents meeting the full requirements of the Client or from the short list developed by the evaluation committee. All information will be kept under strict security until after an award recommendation has been made. All discussions and negotiations must be coordinated through **and only through** the specified contact for this RFP.

7. Agreement

The successful proponent will be required to enter into and execute a legal agreement with the Client. This agreement will be for a term of two (2) years, with the option for extension up to two (2) years, to be agreed upon by both parties.

8. Conflict of Interest

All firms are required to disclose to the Client any potential Conflict of Interest, may it be pecuniary or otherwise. If a conflict of interest does exist with the potential successful proponent, the Client may, at its discretion, refrain from awarding the project to the proponent.

The proponent covenants that it presently has no interests and it shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its service hereunder. The proponent further covenants that in the performance of this contract no person having such known interest shall be employed.

9. Costs Incurred by Proponents

All expenses involved with the preparation and submission of Proposals, or any work performed in connection therewith shall be borne by the proponent. No payment will be made for any Proposals received or for any other effort required or made by the proponent prior to commencement of work as defined by the Proposal approved by the Client.

10. Proposal Expiry Date

Proponents hereby acknowledge that offers contained within their Proposals shall be irrevocable for a period of ninety (90) days from the closing date of the RFP or until a contract is signed with the successful proponent, whichever comes first.

11. Exclusivity Clause

The Client makes no guarantee of the value or volume of work to be assigned to the successful proponent. The Agreement executed with the successful proponent will not be an exclusive contract for the provision of the described deliverables. The Client may contract with others for the same or similar deliverables to those described or may obtain the same or similar deliverables internally.

12. Indemnification

The successful proponent shall indemnify and hold harmless the client, its officers, council members, partners, agents and employees from and against all actions, claims, demands, losses, costs, damages, suits or proceedings whatsoever which may be brought against or made upon the Client

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and against all loss, liability, judgments, claims, suits, demands or expenses which the Client may sustain, suffer or be put to resulting from or arising out of the successful proponent's failure to exercise reasonable care, skill or diligence or omissions in the performance or rendering of any work or service required hereunder to be performed or rendered by the successful proponent, its agent, officials and employees.

13. General Commercial Liability Insurance

The successful proponent will be responsible for submitting a copy of a General Commercial Liability Insurance Certificate for this project in the amount of \$2 Million. This policy must not contain a limitation, exclusion or restriction that would otherwise limit coverage for loss caused by failure to perform.

14. Professional Liability Insurance

The successful proponent will be responsible for submitting a copy of a Professional Liability Insurance Certificate for this project in the amount of \$2 Million.

15. WSIB

The successful proponent shall submit, prior to commencement of work, or part of a prequalification, a certificate of good standing from the Workers' Safety and Insurance Board of Ontario or independent status.

- a. Please provide the following:
 - i. Workplace Safety & Insurance Board Firm Number
 - ii. Workplace Safety & Insurance Board Account Number
 - iii. a "Clearance Certificate" issued by WSIB indicating that the Bidder's account is in good standing.
- b. The proponent understands and agrees that the provisions of the Occupational Health & Safety Act and Regulations and the client's Health and Safety policies will be strictly adhered to at all times.
- c. The proponent will provide the following equipment when reporting on construction, renovation or service contracts, where required: Hard hat; reflective traffic vest; first aid kit; flares; fire extinguisher; hearing protection; eye protection; CSA approved foot wear, and that the equipment will be maintained in good operating order.
- d. The proponent does recognize "Independent Operators" in the construction industry. This individual will have the following characteristics: - *offers services to various firms; reports to the government as a self-employed business (Revenue Canada/HST); owns and operates his/her equipment.* This person, therefore is not automatically covered for WSIB purposes. This person must contact WSIB for a "worker status ruling" as an independent operator and subsequently provide the Client with a copy of the letter from the WSIB

16. Errors and Omissions

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

INSTRUCTIONS TO PROPONENTS

17. Alternative Proposals

Proponents may wish to submit one (1) or more proposals representing an alternative to the requirements of the Terms of Reference. Such alternatives are welcome, provided that they comply with the essential requirements set forth in this document and contain adequate justification (including costs) to the alternatives to allow comparison to the base submissions. The evaluation committee will be the sole decision maker on what alternative is acceptable. Proposals that do not comply with the essential requirements are not encouraged and will be rejected. If you are submitting an alternative proposal, attach the alternative to the Proposal Bid Form and submit in one (1) envelope Do not alter the original Proposal Bid Form provided.

18. Acceptance of Proposal

The proponent agrees that, notwithstanding anything to the contrary in this Request for Proposal that a maximum of ninety (90) days shall be allowed between the date that proposals are opened and the date that a proposal is awarded, cancelled or recalled. The proponent agrees that the client has the right to accept all, any or none of the proposals submitted. The proponent also agrees that the lowest or any proposal not necessarily accepted. Following contract award, the client shall notify the successful proponent that his proposal has been accepted. The formal contract agreement will also be sent to the successful proponent, with instructions on how to properly complete and sign the document. The successful proponent is to be allowed not more than fourteen (14) days from receipt of the document for the execution of the contract document. Failure to execute the contract documents or to provide the necessary guarantees, insurance, etc. within the specified time may result in disqualification and the contract declared null and void at the entire discretion of the client.

19. Proposal Expiry Date

Proponents hereby acknowledge that offers contained within their proposals shall be irrevocable for a period of ninety (90) days from the closing date of the RFP or until a contract is signed with the successful proponent, whichever comes first.

20. Withdrawal Procedures

A proponent may request that his or her submitted proposal be withdrawn, up until the closing time for a particular contract. Withdrawals can only be made by proponent wishing to withdraw from a particular RFP and must be done by written request issued to the client and signed by a principal of the proponent requesting withdrawal of the proposal. The client shall, upon receipt of such written request, retrieve the withdrawn proposal and deliver it back unopened to the proponent. The written request letter shall be date stamped and initialed by the client and placed with competing proposals until the official tender opening. The withdrawal of a proposal does not disqualify a proponent from submitting another proposal for the same contract provided that all of the RFP procedures are observed and the new bid is submitted before the official closing date and time and in the manner specified. More than one (1) proposal being submitted from the same proponent without one or the other being withdrawn prior to the official closing, however, will result in the disqualification of the proponent.

21. Invoicing Instructions

The successful proponent will be required to make reference to Professional Engineering Services on all invoices relating to this proposal.

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INSTRUCTIONS TO PROPONENTS

22. Results

The name of the successful proponent and the accepted price shall be deemed public information following the award of the contract.

23. Privilege Clause

The lowest or any proposal will not necessarily be accepted and the client reserves the right to

- a. Reject any and all proposals;
- b. Waive any errors or irregularities in the bidding process or in any proposal;
- c. Rebid the project;
- d. Negotiate with any bidder for a reduced price, or for an increased price to include any alternatives that the bidder may propose;
- e. Reduce the scope of the project, and rebid or negotiate with any bidder regarding the revised project; or
- f. Defer or abandon the project.

24. Communications

All communication must be directed through the specified client contact (as noted in the covering letter) before and after the close of Request for Proposal. This is to ensure that all proponents receive the same answers to all questions and in the case of RFP evaluations, Committee members are not subject to lobbying. Proponents that do not follow this instruction may be subject to disqualification.



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**REQUEST FOR PROPOSAL FOR
Professional Engineering Services**

TERMS OF REFERENCE

**Request For Proposals for Professional Engineering Services
TERMS OF REFERENCE**

1. Introduction:

The Corporation of the Township of Macdonald, Meredith & Aberdeen Additional requires professional engineering services.

2. Scope of Work:

The Township of Macdonald, Meredith & Aberdeen Additional is calling for proposals from interested firms to provide professional engineering services, within the Township of Macdonald, Meredith & Aberdeen Additional.

- **Traffic/Transportation Studies**

The Consultant will provide advice and recommendations on traffic and transportation matters. This work could include Traffic Impact Studies; Traffic Operational Reviews; Traffic and Pedestrian control Devices; and Roadway, Sidewalk, and Active Transportation Standards.

- **Municipal Infrastructure Design and Construction**

- **Roads, Bridges and Culverts**

The Consultant will assist the municipality in the long term management of municipal roads, bridges and culverts. This may include development of capital forecasts for the management of municipal infrastructure. The Consultant will also be responsible for the inspection, design and construction contract administration of roads, bridges and culverts.

- **Water Supply and Distribution**

The Consultant will be responsible for the design and construction contract administration of municipal projects on an as-required basis related specifically to the municipally owned and operated water supply and distribution systems. The Consultant may also assist the municipality in the preparation of responses to inspection reports, interpretation of the Ontario Drinking Water Regulations and preparation of Operational Plans specific to the municipal systems.

- **Wastewater Collection and Treatment**

The Consultant will be responsible for the design, construction and contract administration of municipal infrastructure projects specifically related to wastewater collection and treatment.

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TERMS OF REFERENCE

The successful Consultant will be expected to co-ordinate all design services related to roads, bridges and culverts; water supply and distribution; wastewater collection and treatment including all aspects of design, construction and contract administration as well as all requirements specific to the environmental assessment processes specific to each project and will be responsible for obtaining all necessary approvals on behalf of the municipality on a project by project basis.

- **Solid Waste Management**

The Consultant will provide advice on solid waste management issues, including operation and monitoring of the landfill site and the preparation of correspondence and reports required by the Ministry of the Environment, Conservation and Parks.

- **Drainage and Stormwater Management**

The Consultant will prepare Drainage Studies and Stormwater Management Reports as required to address drainage concerns related to the quantity and quality of run-off when requested.

- **Geotechnical/Hydrogeological Services**

The Consultant will provide geotechnical/hydrogeological services related to the design and construction of municipal infrastructure, and groundwater studies related to municipal water supply and Source Water Protection planning.

- **Building Structural/Mechanical**

The Consultant will carry out investigations and provide advice on structural/mechanical systems in municipally-owned buildings. The Consultant will prepare designs and undertake contract administration of minor repair projects.

- **General Services**

In addition to providing engineering services as outlined above, the following general services are to be provided by the Consultant:

1. Attendance at council/committee meetings as required;
2. Assist municipality in preparation of Provincial/Federal grant applications.

- **Drawings and Documents**

Drawings and documents or copies thereof required for the Project shall be exchanged between the parties on a reciprocal basis. Documents prepared by the Engineer for the Client may be used by the Client, for the Project, including “as built” records. The Engineer maintains copyright of and the Client shall have non-exclusive, royalty-free license to use the documents and drawings.

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TERMS OF REFERENCE**

3. Qualifications:

The successful proponent must possess a background in similar undertakings demonstrated by past experience and specific professional qualifications or designations in appropriate field(s).

Previous work performance specific to the Township of Macdonald, Meredith & Aberdeen Additional will be considered.

PROPOSAL BID FORM



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PROPOSAL BID FORM

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PROPOSAL BID FORM

1. Total Cost (Hourly)

<i>Senior Engineer</i>	\$ _____
<i>Project Engineer</i>	\$ _____
<i>EIT</i>	\$ _____
<i>Environmental Scientist</i>	\$ _____
<i>Senior Engineering</i>	\$ _____
<i>Support Staff</i>	\$ _____

As per the Terms of Reference (Including all expenses) \$ _____

PLUS 13%HST \$ _____

GRAND TOTAL \$ _____

2. Addendum Acknowledgment:

Failure to complete this section when addendums have been issued may render your Proposal as non-compliant. **Please ensure you complete this section if an addendum(s) has been issued.** If awarded the contract, the Proponent agrees to complete the work in accordance with the Proposal Specifications, and the following Addenda:

Addendum No.____, dated_____, 2024. Addendum No.____, dated_____, 2024.

Addendum No.____, dated_____, 2024. Addendum No.____, dated_____, 2024.

The undersigned has read, understands and acknowledges the Instructions to Proponents and Terms of Reference contained in this RFP document:

COMPANY NAME: _____

ADDRESS _____

TELEPHONE: #: _____ **FAX #:** _____ **E-MAIL:** _____

NAME AND POSITION OF PERSON SIGNING: _____

(Please Print)

SIGNATURE: _____ **DATE:** _____

"I have the authority to bind the Corporation/ Company/ Partnership "

LOWEST OR ANY PROPOSAL NOT NECESSARILY ACCEPTED.

Request For Proposals for Professional

Engineering Services

PROPOSAL BID FORM

3. References

A minimum of three (3) references of similar projects must be included on the following form:

a) COMPANY NAME: _____
ADDRESS _____
CONTACT NAME: _____ TITLE: _____
TELEPHONE: _____ FAX #: _____ E-MAIL: _____
DATE OF PROJECT: _____
DESCRIPTION: _____

b) COMPANY NAME: _____
ADDRESS _____
CONTACT NAME: _____ TITLE: _____
TELEPHONE: _____ FAX #: _____ E-MAIL: _____
DATE OF PROJECT: _____
DESCRIPTION: _____

c) COMPANY NAME: _____
ADDRESS _____
CONTACT NAME: _____ TITLE: _____
TELEPHONE: _____ FAX #: _____ E-MAIL: _____
DATE OF PROJECT: _____
DESCRIPTION: _____

COMPANY NAME: _____

SIGNATURE: _____ DATE: _____

"I have the authority to bind the Corporation/ Company/ Partnership "

ADDRESS LABEL

Bidders Name: _____

Address: _____

**REQUEST FOR PROPOSALS
ATTN: Lacey Kastikainen
CAO/Clerk
Township of Macdonald,
Meredith & Aberdeen Add'l
PO Box 10 - 208 Church Street
Echo Bay, ON. P0S 1C0**

CLIENT USE ONLY:

Date and time received: _____

Receiver Initials: _____

NOTE: The address label above or a reasonable facsimile must be affixed to the front of your sealed proposal envelope/ package submission. Receiver shall not be held responsible for envelopes or packages that are not labeled.