

**REQUEST FOR PROPOSAL**

**ROADS NEEDS STUDY**

**Quote No.**

**2022-024**

**Bid Closing: October 13, 2022**

**Joie de vivre**



[www.westnipissingouest.ca](http://www.westnipissingouest.ca)



West Nipissing Ovest

**MUNICIPALITY OF WEST NIPISSING**  
**West Nipissing 2022 Roads Needs Study**

**SECTION 1.0**

**REQUEST FOR PROPOSALS**

The Municipality of West Nipissing is seeking proposals from qualified engineering consultants to furnish services for the 2022 Roads Needs Study.

**Owner:** Municipality of West Nipissing  
101-225, Holditch Street  
Sturgeon Falls, ON P2B 1T1  
Phone: 705-753-2250  
Fax: 705-753-3950



**BID SUBMISSION**

- 1.0) Electronic bid in the form of a password protected pdf document to [bids@westnipissing.ca](mailto:bids@westnipissing.ca) before 11:00am (local time) on October 13th 2022. Subject line should include the Bid reference number. After the official closing time, respondents will be requested to submit the password.
- 1.1) It is the respondent's responsibility to ensure submissions are received by the Municipality by the submission deadline. The Municipality assumes no obligation for issues caused by electronic or telecommunications issues affecting the delivery of the submission, even if originating from the Municipality's IT systems.
- 1.2) Proposals submitted by facsimile will not be considered.
- 1.3) All pages contained in the request for proposal form an integral part of this process.
- 1.4) The lowest or any proposal will not necessarily be accepted. The owner may decide, at its sole discretion, that no proposal submitted will be accepted and no contract will be awarded pursuant to this procurement process. If the owner elects to reject all proposals, all proponents will be notified and the owner will not be liable to any proponent in preparing the proposal, damages, loss of anticipated profit in connection with the work, or any matter whatsoever.
- 1.5) Proponents are advised that the Municipality functions through its Policy No. 2006-332 "Validity of Tenders" and by its By-Law No 2016-89 (including the most current amendments), "By-law to Establish Purchasing Policies and Procedures for the Municipality of West Nipissing" (Purchasing By-Law).
- 1.6) Proponents are required to check the Municipality of West Nipissing website for addenda issued before the closing date and time. If the contract administrator determines that an amendment is required to the bid documents, the contract administrator will prepare an addenda and post it to the Municipality of West Nipissing website.
- 1.7) Partial or incomplete proposals will not be considered.

**QUESTIONS AND CLARIFICATIONS**

- 2.0) Enquiries, request for explanation, interpretations or clarifications must be submitted by email to [ehenning@westnipissing.ca](mailto:ehenning@westnipissing.ca) , only those inquiries submitted by email will be considered. Emails submitted must include the bid title and bid reference number.
- 2.1) Enquiries will be received up to noon local time October 4,2022. Enquiries received after the date and time noted will not receive a response.



**PROPOSAL OPENING**

3.0) Proposals will be opened privately.

**ADJUSTMENT OR WITHDRAWAL OF BIDS**

4.0) Adjustment by telephone, facsimile or letter for a proposal already received will not be considered. A proponent desiring to make adjustment to a bid must withdraw the submission and/or supersede it with another offer.

4.1) Proponents may withdraw its proposal at any time prior to closing provided the withdrawal:

- i) is in the form of a letter and,
- ii) state the name of the bidder and clearly identifies the bid that is being withdrawn and;
- iii) is signed by the proponent's duly authorized signing officer;

4.2) Proposals may not be withdrawn after the closing time.

**EXAMINATION OF SITE CONDITIONS**

5.0) It is the responsibility of the proponent before submitting a bid to carefully examine the site of the proposed work. Proponents shall fully inform themselves as to the existing site conditions and limitations to determine all factors relating to the place of work that may affect the performance of the work, conditions such as weather and availability of labour, the ground, quality and quantity of the material to be encountered, the equipment and facilities needed preliminary to and during the execution of the work, the general local conditions, and all matters which are necessary for the full and proper completion of the work and the conditions under which it will be performed.

5.1) Any failure to fully investigate the sites of the work or the foregoing conditions shall not relieve the proponent from his responsibility for estimating properly the difficulty or cost of successfully performing the work. Neither the owner, nor any of his representative or agents, assumes any responsibility for the accuracy of site information indicating in the bid documents and the proponents must evaluate such information relative to the actual conditions at the place of the work.

**DOCUMENT DISCREPENCIES AND OMISSION**

6.0) Proponents are responsible to review the request for proposal documents and to verify they are complete. If the proponent finds discrepancies or omissions from the drawings, specifications and other documents, the proponent should submit a written request for correction to the contract administrator. Written request for corrections must be received no later than April 5th 2022. Any required correction, addition, deletion or revision to the bid documents will be by written addenda to the bid documents issued by the contract administrator by posting to the Municipality of West Nipissing website.

Reports Provided with this RFP are for information purposes only, current infrastructure conditions will need to be reviewed by the consultant as a part of this study. Reports provided include the following:

- Roads Management Study and Plan 2012
- Asset Management Plan 2013

**RESPONSE MATERIAL OWNERSHIP**

7.0) All material submitted regarding this RFP becomes the property of the Municipality and will only be returned to the Consultant at the Municipality's discretion. Disqualification of a Consultant does not eliminate this right.

**ACCEPTANCE OF PROPOSAL CONTENT**

8.0) The contents of the proposal of the successful Consultant may become contractual obligations if the Municipality wishes to execute a contract based on the submitted proposal. Failure of the successful Consultant to accept these obligations in a purchase agreement, purchase order, contract, or similar instrument may result in cancellation of the award, and such Consultant may be removed from future solicitations.

**INSURANCE**

9.0) The successful proponent shall, within (7) calendar days after receipt of the owner's notice of award, deliver to the owner copy of certificates attesting to the fact that the required policies of insurance as outlined in the contract documents have been obtained by the proponent.

**PRE-QUALIFICATION OF CONTRACTOR**

10.0) Contractor or all sub-contractors working for the contractor must pre-qualify with the Municipality of West Nipissing Health and Safety officer before starting work.

### **SCOPE**

The Municipality of West Nipissing is interested in contracting a civil engineering consultant to study and analyze the municipal roadway system and provide a current Road Needs Study. The Municipalities previous Road needs study was completed in 2012.

The methodology for this study should generally follow procedures established by the Ministry of Transportation of Ontario (MTO), Methods and Inventory Manual, Roads Management Plans for Lower Tier Municipalities.

The results and findings shall be presented in an easily readable report, with data delineated in chart and graph form with explanatory text. Partial reports done for other clients may be submitted as part of the RFP for illustrative purposes showing report format

### **QUALIFICATIONS OF RESPONDENT**

#### **1.0) Minimum qualifications are:**

- Proven ability to manage projects of similar size and nature (and if applicable, larger more complex projects), and to deliver completed quality work on time and within budget.
- Proven ability to coordinate a multi-disciplinary team on projects of similar scope, size and nature (and if applicable, larger more complex projects).
- Strong technical knowledge.
- Strong experience in team leadership, collaboration, consensus building, working with external agencies to deliver results.

### **WORK PLAN**

#### **2.0) General Scope**

- The Lead Highway Engineer and individual(s) responsible for the reports are required to undertake field reviews. The reviews should document the existing road conditions and field recommendations for items such as drainage, culverts, sewers, guide rail, slope flattening, signing, pavement markings, side roads and entrances.

### **DELIVERABLES**

- #### **3.0)**
- One (1) 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 in the Plan. The final report shall discuss and detail the systems: time of need, system adequacy, recommended funding levels, condition ratings, priority rating, and time of need and rehabilitation strategy. The final report

shall include electronic and hard copy maps which illustrate: the road inventory by type of road, by time of need, and by inventory section number. Before starting collection/documentation, consultant will discuss proposed collection/documentation methodology and data starting points with the West Nipissing Project Supervisor and the West Nipissing GIS Service Provider. Together, the joint team will discuss and identify existing datasets, established ID's, and existing attributes. Data can be provided in geo-referenced Shapefile format to Consultant. The joint team will agree on communication process for adding fields, splitting segments, changing ID's and format to return deliverables ie. geo-referenced Shapefile format back to West Nipissing.

- 3.1) Provide a road maintenance needs analysis (recommendations) based on a life cycle forecast for capital.
- 3.2) Provide timing for major and minor repairs (Now, 1-5 years and 6-10 years).
- 3.3) Provide recommendations for on-going maintenance requirements.
- 3.4) Provide recommendations for minimum budget levels.
- 3.5) Provide high level strategy recommendations.
- 3.6) Attend monthly meetings via Teams, provide monthly progress reports, provide updated project schedules and monthly invoices.
- 3.7) Milestone Timelines.

Milestone	Completion Date
RFP Issued	September 20, 2022
Deadline for Questions	October 4, 2022
Addenda Issued (If necessary)	October 6, 2022
RFP Closing	October 13 2022
Proposal Evaluation and Contract Award (Staff Report to Council)	November 8 2022
Start Up Meeting	Week of November 21st 2022
90% Project Completion	Mid March 2022
Presentation of Plan to Council	Mid April 2022

**PROPOSAL SUBMISSION**

- 4.0) Prices bid 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 accompanied by a corresponding PO. Should the Respondent require more information or clarification on any point, it must be obtained in writing prior to the submission of the proposal.

- 4.1)** Submissions shall include, but not be limited to, the following information.
- i. Contact information, including the business or individual's full name, complete address, telephone number, fax number, contact person's full name and email address
  - ii. A brief description of the firm – its clients, its history, its projects, its staff
  - iii. An outline of the services to be provided (Work Plan)
  - iv. An outline of past experience in similar projects
  - v. A minimum of three references, including a contact name and phone number
  - vi. Any other supporting information you may wish to include with your submission
- 4.2)** Failure to complete and include information as required may result in the submission not being considered. Point by point response is requested. Respondents shall address each and every required item as indicated above.
- 4.3)** Submissions must include one copy of the completed document and an electronic version on a USB drive in a readable format such as PDF or MS Word.



**PROPOSAL EVALUATION CRITERIA**

	<b>BEST VALUE EVALUATION CRITERIA</b>	<b>Weighted Score</b>
1.	<b>Qualifications and Experience</b> The Bidder's experience overall and particularly in relation to similar projects; qualifications of individuals (curriculum vitae) assigned to the project; references and ability to stay within project budgets and timelines.	20%
2.	<b>Quality of Approach and Methodology</b>	10%
3.	<b>Proposed Work Plan and Schedule</b>	10%
	<b>Ease of Use of Proposed System</b>	20%
4.	<b>Price – Costing Proposal</b> Overall submitted price for consultant services Breakdown of costs and fee schedule are complete and reasonable	30%
5.	<b>Understanding of Project</b> Demonstration that the needs of the Municipality of West Nipissing are understood and will be met; any features, advantages or approaches uniquely proposed by the Bidder which the Municipality of West Nipissing has or has not identified in the project description.	10%
	TOTAL	100

**5.0)** In making a proposal, the Respondent hereby certifies that they have reviewed this RFP and are familiar with all conditions contained therein.

**HEALTH & SAFETY**

- 1.0) General:** Consultant must comply with the Occupational Health and Safety Act (OHSA) and the Municipality of West Nipissing safety policy.
- 1.1) Competent person:** Consultant is responsible using their training, knowledge and experience to protect the health and safety of their workers and others, reporting to their supervisor the absence of, or defect in any protective equipment or device, and reporting to their supervisor, any circumstances or conditions that may limit their ability to comply with the requirements of the OHSA and the Municipality of West Nipissing Safety policy.
- 1.2) Equipment & tools:** All equipment and tools used by the Consultant shall conform to Canadian Standards Association (CSA) or manufacturer specifications. The Municipality of West Nipissing reserves the right to prohibit the use of any equipment and methods or practices that do not conform to acceptable standards. Defective equipment and tools shall be removed from the work site premises immediately.
- 1.3) PPE:** All workers must wear appropriate CSA approved eye protection, hearing protection, CSA approved hard hats, CSA approved foot protection and CSA approved gloves at all time while working in prescribed areas.
- 1.4) Reporting:** Consultant must report immediately to the contract administrator all workplace incidents, near misses, injuries and illnesses and environmental damages. Contractor shall also report accidents/incidents to the Ministry of Labour or any other appropriate authority required by legislation.
- 1.5) Supervision:** Consultant shall comply with OHSA regulations.
- 1.6) WSIB:** Contractor shall provide the Municipality with a current WSIB Clearance Certificate within five (5) days of contract award.
- 1.7) COVID-19:** Service Provider shall provide the Municipality with a current physical distancing policy and mitigative risk management strategies implemented to avoid exposure to COVID-19
- 1.8) PANDEMIC:** The Municipality reserves the right to cancel and/or postpone this contract at any time as a result of the current and ongoing COVID – 19 Pandemic



**GENERAL LIABILITY INSURANCE**

- 2.0) The successful Bidder's General Liability Insurance policy shall not be less than \$5,000,000 (five million dollars) per occurrence. The successful Bidder agrees to provide proof of a General Liability insurance policy in the amount of not less than \$5,000,000, (five million dollars) per occurrence, to indemnify the Corporation of the Municipality of West Nipissing against any damages occasioned through any act, omission or neglect of the successful Bidder while carrying out the service under this Proposal.
- 2.1) **The Municipality shall be included as an "additional insured" on the successful Respondent's insurance policy.**

**PROTECTION OF WORK & PROPERTY**

- 3.0) The successful Respondent shall provide continuous and adequate protection of all work from damage and shall protect the Municipality's property from injury or damage arising from or in connection with this work. The successful Respondent shall make good any such damage or injury.

**PERFORMANCE**

- 4.0) 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.

**CHARACTER AND EMPLOYMENT OF STAFF**

- 5.0) The successful Respondent shall employ only orderly, competent and skilful employees to ensure that the services are carried out in a respectable manner.
- 5.1) 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.

**ASSIGNMENT OF CONTRACT**

- 6.0) 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 Corporation, without the previous consent, in writing, of the Municipality's officials, which consent shall not be unreasonably withheld.



**SUB-CONTRACTORS**

- 7.0) No portion of the work under this award may be sub-contracted without the written authorization of the Municipality. The Respondent is fully responsible to the Municipality for the acts and omissions of sub-respondents and/or persons directly or indirectly engaged by the Respondent in respect to this work. Sub-respondents will be required to abide by all the requirements of the Proposal document as though the primary successful Respondent (Insurance, WSIB, Health & Safety Policy, etc.). The Respondent agrees to bind every sub-respondent by the terms of the Proposal documents as far as it is applicable to their work.

**PAYMENT**

- 8.0) All Invoices submitted by the Consultant must show the project name, the Project reference number and the Contract administrator's name.
- 8.1) Change orders will only be processed if submitted with a change order notice signed by the contract administrator.
- 8.2) Only original copy of invoices will be processed for payment.