



EDWARDSBURGH CARDINAL

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Township of Edwardsburgh Cardinal

Request for Proposals

Tendering and Contract Administration for the 2024 Road Resurfacing Program

RFP-EC-PW-24-01

Issue Date: Monday February 12, 2024

Closing Date & Time: Tuesday March 5, 2024 2:00 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

Through this invitation for Request for Proposal (RFP), the Township of Edwardsburgh Cardinal is seeking the professional services of a qualified company to perform tendering and Contract Administration, (CA), for the Township's 2024 Road resurfacing program. The scope of the work includes a combination of approximately 7 km of urban and rural areas.

The Township requests the following consulting services:

- Tender contract administration.
- Preparation of tender documents.
- Preparation of project contract documents.
- Site supervision.
- Excess soil quantifying, tracking and disposal report.

Objectives:

To review the various treatments and develop a Tender(s) that would best benefit the needs and budget of the Township.

To consider whether a single or multiple tenders would be most beneficial and cost efficient.

To provide Contract Administration and project site supervision.

To track excess soil quantities, movements and disposal to ensure all regulatory requirements are met.

Scope of Project Work:

Urban:

Cardinal - Reid St. – (Joseph to Dundas St.) - Approx. 320m

- Excavate 13 plastic water services from main to property line and replace with ¾" "K" type copper service lines, new valve boxes, valves and ss stems.
- Locate Apartment building 2" service.
- Remove asphalt and 500mm excess soil. (provisional)
- Add 350mm granular "B" and 150mm granular "A" gravel base course, shape and compact. (provisional)
- Apply 50mm HL3 PGAC 58-34.
- Restore driveways as needed.

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Johnstown

Second St. - (Elizabeth to Sophia), Sophia St. - (Second St. to Albert), Sutton Drive - (Sophia to the Edwardsburgh Community Centre parking lot) – Approx. 1450m

- Pulverize existing surface.
- Remove 150mm of excess soil. (provisional)
- Add 150mm of Granular “A”, shape and compact. (provisional)
- Apply 50mm HL3 PGAC 58-34.
- Restore driveways as needed.

Spencerville

Water St., South St. and Henderson St. – approx. 430m

- Strip pavement, (cold milling).
- Remove 150mm of excess soil. (provisional)
- Add 150mm of Granular “A”, shape and compact. (provisional)
- Apply 50mm HL3 PGAC 58-34.
- Restore driveways as needed.

New Wexford

Riverview Crescent, Reilly St., Hooker St. and Keefer St. – Approx. 820m

- Strip pavement, (cold milling).
- Remove 150mm of excess soil. (provisional)
- Add 150mm of Granular “A”, shape and compact. (provisional)
- Apply 50mm HL3 PGAC 58-34.
- Restore driveways as needed.

Rural areas:

Cedar Grove – County Road 44 to Fraser Road – Approx. 1270m

- Pulverize existing surface.
- Add 150mm Granular “A” gravel, shape and compact.
- Apply 50mm HL3 PGAC 58-34. (Cold-in-place treatment?)
- Restore entrances as needed.

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Armstrong Road, (currently Surface treatment) – CR21 to Crowder Rd. – Approx. 2330m

- Pulverize existing surface.
- Add 150mm Granular “A” gravel, shape and compact.
- Apply 50mm HL3 PGAC 58-34.
- Restore driveways as needed.

Edison Drive, (Johnstown Industrial Park) – CR22 to end – Approx. 355m

- Cold Mill 40mm of existing top lift asphalt. (disposals TBD)
- Tack coat.
- Apply 50mm of HL4 64-28 PGAC.
- Restore driveways as needed.

Note:

All work is to include testing, removal, tracking and disposal of all excess soil generated from the work as required by current Provincial and/or Federal regulation. A final report is required.

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 February 22, 2024**. If required, an addendum to address questions will be issued on the Township Webpage by 4:00pm on **Friday February 23** without naming the source or firm(s). It is the responsibility of proponents providing a proposal to review all addenda, sign a copy and include it with the submitted quotation.

Proposal Submission:

Your proposal must be signed by an authorized official and submitted to the Municipal Office by courier or personal delivery no later than **2:00 p.m. on Tuesday, March 5, 2024**. Under no circumstances will proposals received after the due date be considered.

For clarity, proposals will not be accepted by email or fax nor will they be accepted after the closing date of March 5, 2024 at 2:00pm. Submissions will be valid for 60 days following the Closing date.

Attn: Gord Shaw, Director of Operations
Township of Edwardsburgh/Cardinal
18 Centre Street
PO Box 129
Spencerville, 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 anticipate award date of the assignment is **March 26, 2024**.

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. The preferred method of payment is by Electronic Fund Transfer, (EFT). The successful proponent will be provided the appropriate Township application.

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-on contracts shall be based on the same unit or per diem rates proposed under this RFP, unless negotiated and approved in writing otherwise.

The Township reserves the right to reduce or increase the scope of the paving work to meet its 2024 budget.

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,

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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 and 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

RFPs will be evaluated based on the following matrix to determine the most suitable proponent.

Matrix

Description	Total Weight %	Score (Range)	Weight Factor x Score
Understanding of Objective and Innovation	15	(0-10)	
Experience/Qualifications	20	(0-10)	
Work Plan/Schedule	30	(0-10)	
Financial	35	(0-10)	
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 addressing 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****