

REQUEST FOR PROPOSAL
ENGINEERING SERVICES-ROADS NEEDS STUDY

Quote No.
2025-04

Bid Closing: August 29, 2025

THE MUNICIPALITY OF CALVIN



SECTION 1.0

BID SUBMISSION

Bids will be received in a sealed envelope labeled RFP- ROADS NEED STUDY- QUOTE NO. 2025-04 before 11:00 a.m. on Friday, August 29, 2025, either directly at the Municipal Office or mailed to the Municipal Office located at:

Municipality of Calvin

1355 Peddlers Drive

Mattawa, Ontario

P0H1V0

Submissions will not be accepted if received by fax or email.

It is the respondent's responsibility to ensure submissions are received by the Municipality by the submission deadline. The Municipality does not assume any responsibility for issues affecting the delivery of the submission.

All pages contained in the request for proposal form an integral part of this process.

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 that 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.

Proponents are advised that the Municipality of Calvin's website for addenda is 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 n addenda and posit it to the Municipality of Calvin's website.

Partial or incomplete proposals will not be considered.

QUESTIONS AND CLARIFICATIONS

Enquiries, request for explanation, interpretations or clarifications must be submitted by email to publicworks@calvintownship.ca, only those inquiries submitted by email will be considered for recording purposes. Emails submitted must include the bid title and bid reference number.

Enquiries will be received up to noon local time on Friday August 22, 2025. Enquiries received after the date and time noted will not receive a response.

PROPOSAL OPENING

Proposals will be opened in public with the contract administrator as well as the CAO or Deputy Clerk.

ADJUSTMENT OR WITHDRAWAL OF BIDS

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

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

- i. It is in the form of a letter and,
- ii. State the name of the bidder and clearly identify the bid that is being withdrawn and
- iii. It is signed by the proponents duly authorized signing officer.

Proposals may not be withdrawn after closing time.

EXAMINATION OF SITE CONDITIONS

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 labor, 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.

Any failure to fully investigate the sites of the work or the foregoing conditions shall not relieve the proponent of their responsibility for estimating properly the difficulty or cost of successfully performing the work. Neither the owner, nor any of their representatives 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 OMMISIONS

Proponents are responsible for reviewing the request for proposal documents and verifying 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. A written request for corrections must be received no later than September 04, 2025. Any required correction, addition, deletion, or revision to the bid documents will be by the contract administrator by posting to the Municipality of Calvin's website.

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

- The Roads Need Study for the Municipality of Calvin 2009

RESPONSE MATERIAL OWNERSHIP

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. Disqualifications of a consultant will not eliminate this right.

ACCEPTANCE OF PROPOSAL CONTENT

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 awards, and such Consultant may be removed from future solicitations.

INSURANCE

The successful proponent shall, within seven (7) calendar days after receipt of the owner's notice of award, deliver to the owner two (2) copies of certificates attesting to the fact that the required policies of insurance as outlined in the contract documents have been obtained by the proponent.

SECTION 2.0

SCOPE

General Scope

The Municipality of Calvin's Road network consists of approximately 65 km of roads. The roadway inventory and condition ratings will be investigated as part of the road's needs study.

The Municipality of Calvin is interested in contracting a civil engineering consultant to study and analyze the municipal roadway system with particular attention, but not limited to the following:

Road condition assessment and methodology used.

Roadside conditions per drainage, ditching, brushing and signage.

Road section by road section with asset IDs from the municipality's current asset inventory, summary of required maintenance and recommended optimum timelines.

Provide estimated costs of proposed practical improvements to eliminate deficiencies and to bring the municipal road system to proper standards, and to provide a schedule of improvements.

This study will be used to:

Inform the Council on the existing conditions and needs of the road system.

Develop the most cost-effective long-term maintenance and construction strategy, considering budgetary limits.

Provide a projection of the future conditions and adequacy of the road system.

Present a suggested year by year work plan, operating and capital budget for ten years.

Inform and update the Municipality's Asset Management Plan

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 a chart and graph form with explanatory text. Partial reports done for other clients may be submitted as part of the RFP for illustrative purposes, to show report format.

QUALIFICATIONS OF THE RESPONDENT

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.

Strong technical knowledge.

Strong experience in team leadership, collaboration, consensus building, working with external agencies to deliver results.

WORK PLAN

General Scope

The lead highway engineer and individuals responsible for the reports are required to undertake detailed field reviews. The reviews must document the existing road conditions and filed recommendations for items such as drainage, culverts, guide rails, slope flattening, signing, side roads and entrances.

Field Investigation

Visually assess the surface treatment for surface distresses and frost heave locations and determine the probable cause considering the investigation results and surface treatment construction history if available.

Visually assess the granular surface condition and frost heave locations and determine probable cause of the conditions.

Review the surface widths and crossfalls.

Review shoulder width, height and crossfalls.

The service provider shall review all roadside hazard conditions and provide adequate specifications for roads and Public Work (OPSS).

Review rut depth where applicable and hard surface crossfall measurements. The rut depth measurement shall be taken in both inner and outer wheel paths using a 1.2 m straight edge. Crossfall measurements shall be taken using a 3 m straight edge. The measured depth in millimeters and the hard surface crossfall in percent shall be recorded in the pavement condition report.

Drainage Investigation

Obtain sufficient field information in order to make recommendations for drainage including but not limited to ditching, culvert replacements, rock removal and brushing.

In addition to the investigation, areas where ditch clean out is needed shall be detailed, areas where new ditches should be provided, based on current alignment and cross-section, shall be detailed. For each area listed the type of cut material, either rock or earth, shall be identified.

DELIVERABLES

Seven hard copies of the final report along with a digital copy. A final report which shall identify the methodologies and criteria used in the production of the plan. The final report shall discuss and detail the systems: time of need, system adequacy, recommended funding levels, condition ratings by asset, priority rating, and time of need and rehabilitation strategy. The final report shall include electronic and hard copy maps which shall illustrate: the asset inventory by type of asset, by time of need, and by inventory section number. Before starting collection/documentation methodology, consultants will discuss proposed collection/documentation methodology and data starting points with the Township of Calvin's Public Works Superintendent, the Township of Calvin's GIS service provider and the Township of Calvin's asset management software provider. Together, the joint team will agree on communication process for adding shape fields, splitting segments, changing IDs and format to return deliverable i.e. Geo-referenced shapefile format back to the Township of Calvin.

Provide road maintenance needs analysis (recommendations) based on life cycle forecast for capital budgeting.

Provide timing for major and minor repairs. (Now, 1-5 years and 6-10 years)

Provide recommendations for on-going maintenance requirements.

Provide recommendations for minimum budget levels for operating and capital expenditures.

Attend monthly meetings via Teams, provide monthly progress reports, provide updated project schedules and monthly invoices.

Additional reports include:

Pavement Condition Report

MILESTONES TIMELINES

| Milestone | Completion Date |
|--|--------------------------------|
| RFP issued | August 15, 2025 |
| Deadline for questions | August 22, 2025 |
| Addenda Issued (if necessary) | August 22, 2025 |
| RFP Closing | August 29, 2025 |
| Proposal Evaluation and Contract Award | September 09, 2025 |
| Startup meeting | September 18, 2025 (via teams) |
| 90% project completion | October 30, 2025 |
| Presentation of Study to Council | November 25, 2025 |

HEALTH AND SAFETY

General: Consultant must comply with the Occupational Health and Safety Act (OHSA) and the Municipality of Calvin's Health and Safety Policies.

Competent Person: Consultant is responsible for 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 Calvin's safety policies.

Equipment and Tools: All equipment and tools used by the consultant shall conform to the Canadian Standards Association (CSA) or manufacturers specifications. The Municipality of Calvin 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.

PPE: All workers must always wear the appropriate PPE working in the prescribed areas.

Reporting: Consultant must report immediately to the contract administrator all workplace incidents, near misses, injuries, illnesses and environmental damage. The contractor shall also report accidents/incidents to the Ministry of Labour, or any other appropriate authority required by legislation.

Supervision: Consultant shall comply with OHSA regulations.

WSIB: Contractor shall provide the Municipality with current WSIB clearance certificate within five (5) days of contract award.

GENERAL LIABILITY INSURANCE

The successful bidder's general liability insurance policy shall not be less than \$5,000,000.00 (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 \$2,000,000.00 (two million) per occurrence, to indemnify the Corporation of the Municipality of Calvin against any damage occasioned through any act, omission or neglect of the successful bidder while carrying out the service under the proposal.

The Municipality shall be included as an "additional insured" on the successful respondent's insurance policy.

PROTECTION OF WORK AND PROPERTY

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

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 the respondent and as such, all costs as deemed appropriate and reasonable compensation for the Municipality will be assessed to the successful respondent.

CHARACTER AND EMPLOYMENT OF STAFF

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

If 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

The successful respondent shall not assign transfer, convey, sublet or otherwise dispose of this contract or their right, title, or interest therein, or their 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.

INTERFERENCE WITH COUNCIL

No respondent, nor contractor, no associate with the bidder or family member will have influence with the Council on the decision of the request for quotation. Any contract with a member of the Council, or influence of a member of the Council shall deem the bid null and void and will remove the right to bid from the contractor or service provider.

SUB-CONTRACTORS

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 people directly or indirectly engaged by the respondents in respect to this work. Sub-respondents will be required to abide by all the requirements of the proposal document as the primary successful respondent (insurance, WSIB, Health and Safety Policy, etc.) The respondent agrees to bind every sub-respondent by the terms of the proposal documents.

PAYMENT

All invoices submitted by the consultant must show the project name, the project reference number and the contractor administrator's name.

Change orders will only be processed if submitted with a change order notice signed by the contract administrator.

Only original copy of invoices will be processed for payment.

Missed milestones identified in this proposal shall be subject to hold back of payment, until such time the milestone can be met.

PROPOSAL SUBMISSION

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.

Submissions shall include, but not be limited to, the following information:

- Contact information, including the business or individual's full name, complete address, telephone number, fax number, contact person's full name and email address
- A brief description of the firm – its clients, its history, its projects, its staff
- An outline of the services to be provided (Work Plan)
- An outline of experience in similar projects
- A minimum of three references, including a contact name and phone number
- Any other supporting information you may wish to include with your submission

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 required item as indicated above.

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.

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PROPOSAL EVALUATION CRITERIA

| | BEST VALUE EVALUATION | WEIGHTED SCORE |
|----|---|----------------|
| 1. | Qualifications and Experience The respondents experience overall and particularly in relation to similar projects; qualifications of individuals (Curriculum Vitae) assigned to the project; references and ability to stay within the project budgets and timelines. | 20% |
| 2. | Quality of Approach and Methodology | 10% |
| 3. | Proposed Work Plan and Schedule | 10% |
| 4. | Ease of Use of Proposed System | 20% |
| 5. | Price-Costing Proposal Overall submitted price for consultant services. Breakdowns of costs and fee schedule are complete and reasonable. | 30% |
| 6. | Understanding of Project Demonstration that the needs of the Municipality of Calvin are understood and will be met; any features, advantages or approaches uniquely proposed by the respondent which the Municipality of Calvin has or has not identified in the project description. | 10% |
| | TOTAL | |

In making a proposal, the respondent hereby certifies that they have reviewed this RFP and are familiar with all conditions therein.