

# The Township of Rideau Lakes



## **Request for Proposals** **Village of Portland – Detailed** **Infrastructure Plan and Streetscape** **Design**

**ADMIN2018-01**

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## 1.0 Information to Bidders

### General Description

The Township of Rideau Lakes, hereinafter referred to as the “Township”, is seeking proposals from consulting firms with the necessary expertise, hereinafter referred to as the “Bidder”, to provide competent and comprehensive professional engineering and community planning services as described in Section 3 - Project Context, Goals and Deliverables.

### Bid Submission

Proposals shall be made in the format specified in Section 1, include the forms in Section 2, be responsive to the project background and rational outlined in Section 3 and include the information outlined in Section 4 in the format specified. Proposals shall be properly labeled with the proposal number ‘ADMIN2018-01’ and submitted no later than the Closing Date and Time.

**Proposals are to be submitted by email to: [mdwyer@twprideaulakes.on.ca](mailto:mdwyer@twprideaulakes.on.ca).** No sealed/hard copy submission is required. **Proposals will be received until 1:00p.m. E.S.T., April 4, 2018.** It is the Bidder’s responsibility to ensure that the bid submission is received by the Chief Administrative Officer (CAO) prior to the submission deadline.

**All proposals received will be held in strict confidence until after the closing date and time.**

### Registration

Individuals or firms interested in submitting a proposal should register as a Bidder with the municipality to ensure they receive any addenda which may be issued. Individuals or firms may register by contacting the CAO by email at the contact below:

Michael Dwyer  
CAO  
[mdwyer@twprideaulakes.on.ca](mailto:mdwyer@twprideaulakes.on.ca)

### RFP Schedule

Every attempt will be made to meet all dates. The Township of Rideau Lakes reserves the right to modify any or all dates at its sole discretion.

**Last Day for Questions: March 29, 2018**  
**RFP Closing Date and Time: April 4, 2018 at 1:00pm**  
**Selection of Successful Vendor: April/May 2018**  
**Project Execution: As per proposal**

### Cost of Submission

The Township of Rideau Lakes will not be liable nor reimburse any Bidder for any costs incurred in developing a Proposal submission, attending meetings/interviews, demonstrating the goods and or services, legal services, or any other services that may be required in responding to this Request for Proposal.

## **Right to Accept or Reject Proposal**

The Township of Rideau Lakes reserves the right to reject any or all Proposals, as a whole or in part, and waive formalities as the interests of the Corporation may require, without stating reasons. Therefore, the lowest or any Proposal may not necessarily be accepted. If there are a limited number of responses to this request, the Township reserves the right to terminate the request or make further requests for proposals.

## **Validity**

The Proposal submitted shall remain valid for at least one hundred and twenty (90) days from the Proposal Closing Date.

## **Withdrawal of Proposal Prior to Closing**

A Bidder who has submitted a response to this Request for Proposal may request that such response be withdrawn. Withdrawals shall be completed and shall be allowed under the following conditions;

- 1 The RFP closing date and time has not passed. There shall be no withdrawals of Proposals allowed after the closing date and time for receiving Proposals;
- 2 The request is made in writing on the Bidder's letterhead and signed by a senior official of the Bidder, and include his direct contact information; and
- 3 The request is made to the CAO by email or by hand.

In all cases, a request for the withdrawal of a Proposal will be verified by the Township of Rideau Lakes, by way of a telephone call to the senior official representing the Bidder and making the request, to confirm the withdrawal.

All confirmed requests for withdrawal will be placed on record and the associated Proposal shall be given no further consideration.

## **Review of Documents**

The Bidder must personally study the entire Request for Proposal document as to satisfy himself/herself of the conditions and requirements of the Proposal. There will be no consideration of any claim, after submission of Proposals, that there is a misunderstanding with respect to the conditions imposed by the Request for Proposal.

## **Multiple Proposals**

Multiple responses from any one Bidder are acceptable, providing each response is complete as per the format specified herein, and is packaged and transmitted separately;

## **Addenda**

The Township of Rideau Lakes may choose to issue addenda to provide clarification or additional information. Addenda will only be sent to vendors that have registered as Bidders. It is the Bidder's responsibility to ensure they have received all addendums and provide the Township of Rideau Lakes with the proper contact information through the registration process.

## **Price Submission**

The Proposal price shall include total costs, in Canadian Dollars, including, but not limited to: labour, material, equipment, supervision, statutory charges and vendor overhead and profit.

## Award

Upon completion of evaluations, the Township of Rideau Lakes may select a Bidder with whom it wishes to undertake negotiations for the project. Negotiations may take the form of adding, deleting, or modifying certain requirements based on the response to the Request for Proposal, and adjusting pricing accordingly if required. Assuming mutually acceptable terms and conditions can be agreed upon, a purchase order will be issued to the selected bidder.

The Township of Rideau Lakes reserves the right in its absolute discretion to:

- 1 Adjust, discontinue, or cancel the submission process, and/or commence a new process for the same or similar goods or services, if the Township of Rideau Lakes, at its sole discretion, deems it necessary.
- 2 Accept or reject any submission(s) in whole or in part.

**Therefore, the lowest cost Proposal may not necessarily be accepted. The acceptance and award of a Proposal shall be subject to the approval of The Township of Rideau Lakes Council.**

## Collection of Personal Information and Confidentiality Provision

Any personal information collected through the Request for Proposal process will be done so, and managed, in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*. Any personal information collected is being done so for the purposes of proposal review and potential vendor selection.

All responses to this Request for Proposal will only be treated as Third Party Information and/or Economic or Other Interests in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act* where **an explicit request to do so is provided in writing in the proposal**. Submission of a proposal without this explicit request shall constitute consent for disclosure in accordance with the Act.

The information contained in this Request for Proposal will be utilized by the Bidder solely for the purposes of preparing a submission. Any other use of the information for any other purpose is not authorized by the Township of Rideau Lakes.

## Standard Terms and Conditions

The Township of Rideau Lakes, maintains standard procurement Terms and Conditions that apply to this Proposal. A copy of the Township's Procurement of Goods and Services Policy – Revised March 2013 will be provided on request.

## Terms of Payment and Invoices

**The Township of Rideau Lakes terms of payment are net thirty (30) calendar days upon receipt of invoice.** Invoices are to be forwarded to the attention of:

Michael Dwyer  
Chief Administrative Officer  
[mdwyer@twprideaulakes.on.ca](mailto:mdwyer@twprideaulakes.on.ca)

**Invoices submitted for goods not received or services not completed, or completed in accordance with the contract, will be held until the date of delivery or completion prior to starting the net thirty days to payment.**

### **Termination**

The Township of Rideau Lakes reserves the right to terminate the contract for sufficient cause, including, but not limited to, poor performance, late deliveries, inferior quality, incorrect pricing, statutory non-compliance, and health and safety concerns. If any successful Bidder should neglect to perform the work properly or fail to perform any provision of the Request for Proposal, the Township of Rideau Lakes may terminate the contract after fifteen (15) business days with written notice to the vendor.

### **Background Check**

The Township of Rideau Lakes, at its discretion, may perform background checks on any service personnel, and reserves the right to refuse access to buildings or equipment to any personnel or other representatives of any successful vendor or manufacturer.

### **Conduct of Vendor Staff**

The successful vendor shall employ orderly, competent and skilled staff to ensure that the Request for Proposal is completed in a respectable manner. If any one person employed by the successful vendor in connection with the Request for Proposals efforts, in the opinion of the Township of Rideau Lakes is just cause for complaint, the vendor, upon notification from the Township of Rideau Lakes, shall not permit such person to continue in any future work arising out of the Request for Proposal.

### **Accessibility**

The Township of Rideau Lakes is required to comply with the Accessibility for Ontarians with Disabilities Act, 2005 as amended and any associated regulations.

Any successful Bidder for the completion of work with regards to this Request for Proposal must be aware of these requirements and certifies that all statutory requirements will be met at the vendor's full cost.

### **Insurance – Liability, Automotive and Non-Owned Automobile Insurance**

Without in any way limiting the liability of any successful vendor, the vendor shall:

- 1 Maintain and keep in force during the term of the contract, General Liability Insurance protecting the contractor's liability, legal or assumed, under the contract for all claims arising from personal injury to members of the public, damage to property of public including loss of use of such property and the minimum insurance shall be \$5,000,000.00.
- 2 Maintain and keep in force during the term of the contract, automobile and non-owned automobile insurance on all vehicles used in connection with the work under this contract. Such insurance is to carry the minimum limit of \$2,000,000.00.
- 3 Maintain and keep in force during the term of the contract, Contractor's contingent liability insurance, covering the liability of the Contractor under this contract in respect to his sub-contractor's same limits as required in Clause (a).
- 4 Deposit with the Township of Rideau Lakes, before commencing any work under this contract, a certificate of insurance detailing the coverage and expiry date for all policies duly executed by the insuring company stating that if said policies are cancelled or changed in any manner, sixty (60) days written notice of such change or cancellation will be given to the Corporation of the Township of Rideau Lakes, Clerk, Delta Ontario. The Township shall be shown as an additional insured.

### **Workplace Safety Insurance Act**

Any successful vendor is required to comply with all the regulations of the Workplace Safety and Insurance Board (WSIB) in respect to the contract work and all persons employed on or in connection therewith, and shall furnish a Certificate of Clearance from the Board to the Township of Rideau Lakes, and maintain good standing with the WSIB throughout the contract period.

### **Contractor's Liability**

Any successful vendor shall be liable for all injuries and/or death to persons and for damage to property caused by his/her operations and those of sub-contractors and their employees engaged on and off site; and shall indemnify and save harmless the Township of Rideau Lakes from all suits and actions for damages and costs to such damages to property of others as well as the Township, resulting from negligence, poor workmanship and materials, as well as any cause whatsoever in the performance of the work.

### **Quality of Work**

Any successful vendor at all times shall provide the Township of Rideau Lakes Representative with suitable access, and or status of the work covered under the Request for Proposal. The Township of Rideau Lakes Representative shall be the sole judge of the work and therefore of its acceptability. Work that is unsatisfactory, in the opinion of the Township of Rideau Lakes Representative, shall be made satisfactory at no additional cost to the Township of Rideau Lakes.

### **Conflict of Interest**

By submitting a bid, a Bidder declares that the submission is not made in connection with any other submitting Bidder or vendor, and is in all respects fair and without collusion or fraud and further that no member of Council, officer or employee of the Township of Rideau Lakes has become interested, directly or indirectly, as a contracting party, partner, stockholder, surety or otherwise on the performance of the said contract.

### **Lobbying**

In order to ensure fairness to all Proponents, the Township must endeavour to prevent unfair advantage created by lobbying. Therefore the Township reserves the right to disqualify, at any time and at its sole discretion, any Proponent engaging in lobbying in connection with a competitive bidding process between a date that is no later than the date of issue of the RFP and the date of signing of a contract or Purchase Order between the Township and the Successful Proponent(s). The Township may disqualify a Proponent at any time in the procurement process, including after the selection process has been completed.

Lobbying may include any activity that the Township, in its sole discretion, determines has or may give an unfair advantage to one Proponent relative to other Proponents. Without limiting the foregoing, lobbying may include:

- a) Verbal or written communication with or to any Township staff / Council member other than those identified as contacts in this RFP in respect of this RFP.
- b) Verbal or written communication with or to any expert or other advisor assisting the Evaluation and Selection of this RFP.
- c) Verbal or written communication with or to any member of the RFP Evaluation and Selection team other than those identified as contacts in this RFP.
- d) Direct or indirect requests by the Proponent to any person, organization or group to provide a written or verbal expression of support not required by this competitive bidding process to any member of the Evaluation and Selection team or Council.



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- e) Verbal or written communication with or to media organizations.
- f) Direct or indirect offer of gifts of any kind or value to any Township representative or personnel.

### **Questions Regarding the Request for Proposal**

Bidders having questions or finding discrepancies or omissions, or having doubts as to the meaning or intent thereof, shall contact the CAO. The CAO may elect to provide clarifications directly or via an Addenda to all vendors, depending on the nature, scope and materiality of the questions. Any questions arising from the Request for Proposal shall be directed to:

Michael Dwyer  
CAO  
613-928-2345 ext. 231  
[mdwyer@twprideaulakes.on.ca](mailto:mdwyer@twprideaulakes.on.ca)

## 2.0 Submission Forms

### Proposal Submission Form

I/We have reviewed the Request for Proposal and hereby offer to provide goods or services for the following amounts of money in exchange for the right to enact the requirements of the Proposal.

For the Provision of: Village of Portland – Detailed Infrastructure Plan and Streetscape Design

Total fixed costs for all consultant services and deliverables as outlined in the proposal	Cost (excluding HST) \$
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Registered Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Signature of Authorized Officer: \_\_\_\_\_

Name of Authorized Officer (please print): \_\_\_\_\_

**Note for Signing Office: By my signature, I hereby confirm I am a principal, or have been duly authorized by the principal or board, to sign on behalf of the above-named organization.**

**Bidders Declaration Form**

I/We (enter name) \_\_\_\_\_

Title/Position \_\_\_\_\_

Name of Organization or Business \_\_\_\_\_

- 1) Declare that no person, firm or corporation other than the one whose signature or the signature of whose proper officers is attached below, has any interest in this proposal or in the contract proposed to be undertaken.
- 2) Further declare that this proposal is made without any connection, knowledge, comparison of figures or arrangements with any other company, firm or person making a proposal for the same work and is in all respects fair and without collusion or fraud.
- 3) Further declare that no Township of Rideau Lakes employee, or member of Township of Rideau Lakes Council and their families is, or will become, interested directly as a contracting party or otherwise or in the performance of the contract or in the supplies, work or business to which it relates or in any portion of the profits thereof, or of any such supplies to be used therein or any of the monies to be derived therefrom.
- 4) Further declare that the several matters stated in the said proposal are in all respects true.
- 5) Further declare that I/We have examined the Project Documents and hereby propose and offer to enter into a contract to provide all of the items mentioned and described or implied therein, including, in every case, freight, duty, exchange, and to accept in full payment therefore, the sums calculated in accordance with the actual quantities provided, and unit prices attached to this proposal.
- 6) Agree that this offer is to continue open for acceptance until a formal contract is executed or a purchase order is issued to the successful Bidder.

Name of Authorized Officer (please print) \_\_\_\_\_

Signature of Authorized Officer \_\_\_\_\_

Signature of Witness \_\_\_\_\_

Name of Witness (please print) \_\_\_\_\_

Dated \_\_\_\_\_

### 3.0 – Project Context, Goals and Deliverables

#### Project Context

The Township of Rideau Lakes recognizes the value of its villages and hamlets. Their renewed vitality is a key strategic priority, along with prudent infrastructure investment, financial sustainability and economic development.

The Township also recognizes that all four priorities are deeply integrated ‘on the ground’ in the context of village streets, their condition, quality and treatment and the associated sense of place they invoke. The Township is looking for a firm to lead a fully integrated detailed design process – from baseline existing condition assessment/information gathering to a shovel ready desired future state.

#### Project Goals

The preferred Bidder will be tasked with leading a detailed assessment, consultation and design process from start to finish for the village of Portland as per the project boundary outlined below. In essence the Township wishes to clearly understand its asset mix within the village, their current state and condition, and develop a shovel ready design, and associated construction documents and tender package for redevelopment of two major roads within the village.

Project Boundary



#### Project Deliverables

The preferred Bidder will be tasked with the following deliverables:

#### **Inventory**

The Bidder shall complete a comprehensive inventory of all existing municipal assets within the project boundary, including, but not limited to, road network, sidewalks, parking, streetlights, stormwater and, drainage systems, signs etc.;

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This inventory, once complete, shall be further complemented by:

- A survey accurate set of topographic and plan drawings illustrating all assets, the connections between them and their relationship to third party lands or assets (boundaries, encroachments etc.);
- A written inventory (spreadsheet) of all assets to allow easy integration of the information into the Township's existing TCA schedule and AMP; and
- A condition assessment of all assets. This condition assessment shall include investigation and sampling programs as necessary, and be broken down by logical segments that provide meaningful feedback on remaining service life of the asset.

### **Detailed Design**

For the full extent of Water Street (East and West) and Colborne Street and their connecting link, Campbell Street, the Bidder shall:

- Develop a detailed infrastructure and streetscape design informed by, and responsive to, ongoing community visioning exercises, professional expertise, sector best practices and Township staff input – culminating in a draft desired future state;
- Refine this draft design through a community consultation program, which will be developed and delivered by the Bidder. The community consultation program must be sensitive to the unique seasonal nature of the Township;
- Develop a Class C and B cost estimates at appropriate stages of the design, meet with Township staff as necessary on-site and at the Township office to review issues, concerns and potential solutions;
- Generate a comprehensive set of construction documents for the preferred design, and associated Class A cost estimate and tender package;
- A submission ready permit package for all third party permit approvals required to allow construction to proceed, including but not limited to, MTO, MOECC and RVCA.

### Project Timeline

The Township is open to proposed timelines. In developing a proposed timeline, bidders should be considerate of the unique consultation requirements (seasonal community). Further, they should be cognisant of potential funding and permitting timelines.

### Associated Documents (available by request)

- Rideau Lakes – 2015 and Forward (2015)
- Portland Harbour Redevelopment Plan (2010)
- Portland Community Hall Site Redevelopment Project/Community Visioning Work (ongoing)

## 4.0 – Proposal Content

Each proposal document should clearly demonstrate that the bidder possesses a clear understanding of the overall scope of the project and the particulars of the assignment. The proposal document shall include:

### Context Section

- An outline of your firm’s understanding of the Township’s needs and goals;
- A description of your firm’s proposed approach to the work, including a specific outline of the proposed approach to community consultation;

### Detailed Proposal Section

- A detailed listing of all individual project components the bidder believes necessary to satisfy the Project Background, Goals and Deliverables;
- For each project component identified, the bidder shall then further detail:
  - Proposed deliverables, completion dates, key personnel, total personnel working hours applied and component cost (excluding HST);
  - For ease of review and assessment, this listing of all individual project components shall be in a spreadsheet format, with the project components listed and numbered along the y-axis, and supplemental information detailed across the x-axis; and
  - The personnel working hours and component cost columns shall be totalled at the bottom. **The sum of the component cost column shall form the fixed cost bid.**

### Background Section

- The name, size, location and description of the lead consulting firm, and in the event that any work is proposed to be undertaken in consultation with, or in association with, other consulting firms (sub-consultants), the name, size, location and description of such other firms.
- A description of similar projects undertaken by the lead consulting firm (and any sub-consulting firms, where applicable), including a reference contact.
- A list of the members of the consulting team to be assigned to work on the project, their location, and a detailed outline of past experience and involvement in similar projects.

## 5.0 Evaluation

Accepted proposals shall be evaluated based on a numerical scoring system. Proposals will be assigned a score for each category. Each category will be weighted as shown to reflect the goals for the proposal.

Description	Weight	Points	Maximum Total Points
<b>Qualifications, Expertise and Performance on Similar Projects:</b> <ul style="list-style-type: none"> <li>• Past ability to successfully complete projects within timelines and budgets</li> <li>• Stability and reputation of the firm</li> </ul>	10%		10
<b>Proposed Project Manager and Team:</b> <ul style="list-style-type: none"> <li>• Past experience in directing / involvement with similar projects</li> <li>• Demonstrates specialized knowledge and expertise required for the project</li> <li>• Demonstrates clear understanding of project</li> </ul>	20%		20
<b>Completeness and Responsiveness of Proposal:</b> <ul style="list-style-type: none"> <li>• Appropriateness and robustness of methodology and work schedule</li> <li>• Demonstration of a consultation plan and communication plan that is appropriate for the rural and seasonal context and that will generate meaningful input and participation across a wide segment of the population</li> <li>• Involvement and availability of key staff</li> </ul>	30%		30
<b>Knowledge of Township regarding this Project:</b> <ul style="list-style-type: none"> <li>• Demonstration of understanding of the Township, its goals in undertaking this project and its unique needs</li> </ul>	10%		10
<b>Financial Merits:</b> <ul style="list-style-type: none"> <li>• Overall cost of the submission for the services that are subject to this Request for Proposal</li> <li>• Demonstration of value</li> </ul>	30%		30
<b>Total Points</b>			<b>100</b>