



**REQUEST FOR PROPOSAL
02-2022**

FOR

**PROJECT MANAGEMENT AND ENGINEERING SERVICES
FOR THE REHABILITATION OF WATERMAINS, ROADS AND SIDEWALKS
PHASE 2 2022-2024**

June 28, 2022

SECTION I - PROPOSAL INFORMATION

1. REGISTER AS A BIDDER

It is mandatory that you register as a bidder with the Village prior to 2 PM July 8, 2022. Please remit the following information to:

Don McArthur, Clerk-Administrator
clerk@southriver.ca

- Name of Company - Name of Contact Person
- Phone Number
- E-mail Address

Failure to register will result in non-acceptance of your submission. It is your responsibility to check the municipal website at www.southriver.ca for addenda prior to bid closing.

2. PROPOSAL DOCUMENTS, DRAWINGS, ADDENDA & APPENDIX

The bidder shall verify that these Proposal documents are complete and assume responsibility to view/download/print the Proposal Requirements, addenda and any related information not sent with this document. You are required to go to the Village's website where on the "*RFP'S/RFQ'S/TENDERS*" page under the description of this proposal you will find links to the Proposal Requirements, addenda and any related information not sent with this document.

The Village will issue any changes/additions/deletions to the Proposal or terms and conditions. Any and all addenda issued by the Village shall form an integral part of the document. The cost of complying with the addenda requirement (if any) shall be included in the price submitted by bidders. The Village will assume no responsibility for oral instruction or suggestion.

Any and all addenda issued prior to the closing date will be by email to all bidders. It is the bidder's sole responsibility to download and review all Addenda, and acknowledge that Addenda were downloaded, and that the pricing quoted includes the provision set out in such Addenda.

Each Bidder must satisfy himself, by his own study of the Proposal Documents and related information, as to the practicality of completing the Work successfully as described. There will be no consideration of any claim after submission of Proposals that there is a misunderstanding with respect to the conditions imposed in the Agreement.

3. COMMUNICATIONS

Questions related to this proposal, specifications or the intent of the proposed work and requirements are to be directed to the Clerk-Administrator listed below by **2:00 p.m. July 8, 2022**.

All communications must reference “**Request for Proposal 02-2022**” in the subject line.

Don McArthur
Clerk-Administrator
Email: clerk@southeriver.ca

Where a Bidder finds discrepancies or omissions in the proposal requirements, or other Proposal Documents or instructions, or otherwise requires any clarification, the Bidder should contact the Village in writing by e-mail as noted above.

Note that no oral explanation or interpretation shall modify any of the requirements or provisions of the Proposal Documents.

Where the Village deems that an explanation or interpretation is necessary or desirable, an addendum may be issued, in writing, and will be sent by email to all bidders. It is the bidder’s sole responsibility to check for addenda issued and download same. Acknowledgement of Addenda on the Form of Proposal is a mandatory requirement. Failure to acknowledge addenda will result in your Proposal being deemed non-compliant and not eligible for award.

4. RETRIEVAL OF OFFICIAL DOCUMENTATION

Only documents provided to Bidders by the Village are to be considered the "official" documents. The Village reserves the right to not accept a bid submission if determined that the documents have been altered from the Village’s own official documents.

5. DELIVERY AND OFFICIAL CLOSING TIME OF PROPOSALS

All submittals shall be in sealed envelopes with covering pages supplied by the Village of South River and delivered to:

The Village of South River
63 Marie St.
South River, ON
POA 1X0

Proposals must be received not later than **3:00 p.m. July 19, 2022**. The time clock in the front office of the Village of South River Administration Office is the official time for the deadline for submission. The Village is not responsible for submissions which arrive late or are not properly marked.

Proposals shall be officially opened after closing time by the Clerks Department. No prices are to be read out, with prices being included in a separate envelope bearing the name "Cost Estimate", however, only once the award is made and approved by Council, the report recommending such award shall be a matter of public record, unless otherwise determined by Council.

A Proponent may request that their Proposal be withdrawn. Withdrawal shall only be allowed if the Proponent makes the request in writing through a letter signed by a company office and is delivered in hard copy or electronically to the Purchasing Agent before the proposal closing time.

Proposals confirmed as withdrawn shall be returned unopened to the Proponent. The withdrawal of a Proposal does not disqualify a Proponent from submitting another Proposal prior to the closing time.

Email and fax proposal submissions will not be accepted.

All proposals submissions are to be submitted in two separate envelopes with the submission labels as provided by the Village affixed firmly to the outside of each sealed envelope with all details completed as required on the labels. The term envelope shall have the same meaning as "package".

Both separately sealed envelopes shall be submitted at the same time.

Envelope 1 - Form of Proposal & Detailed Work Plan

The first submission label entitled "Form of Proposal & Detailed Work Plan" shall be firmly affixed to envelop one. This envelope shall contain **FOUR (4) copies of the Proposal, with ONE (1) copy being an original document with original signatures(s), and ONE (1) electronic copy of the Proposal.** All proposals shall address the requirements per attached guideline(s) with the attached "Form of Proposal" SIGNED as an original document by an authorized signing officer. Corporate Seals are requested but are not mandatory. Faxed or reproductions of the Form of Proposal are not acceptable. Vendors/Consultants are to submit their proposal packages to satisfy the Corporation's needs. The Form of Proposal & Detailed Work Plan submission shall contain the following information.

Proposed approach to the project, consistent with the background information provided in **Section II- Information Package;**

- The proposed project manager, key project staff, and sub-consultants for all phases of the project;
- The firm's base of operations for this project;
- A Detailed Work Plan fully describing the main tasks to be undertaken and all subtasks required to execute all aspects of work consistent with the Information Package attached and other subsequent written direction provided by the Village
- A detailed graphical project schedule outlining the time requirements and date of completion of the project's main tasks, subtasks and activities as defined by the detailed work plan in order to complete works by the specified completion date including:
 - start and finish dates of main tasks
 - milestone dates for deliverables to the Village
 - submission dates to review / approval agencies

Time breakdowns and summations of estimated person-hours vertically and horizontally for each identified task and named member of the Consultant's project team and support staff as required to complete all tasks of the project; and

- The Consultant's quality assurance plan

The Detailed Work Plan **shall not** include any fee related dollar values. Detailed Work Plans including any fee related dollar values will be disqualified. Detailed Work Plans shall not exceed **20** pages (excluding the Form of Proposal) in length. Tables and diagrams may be appended to the Detailed Work Plan. Company brochures and curricula vitae may be also be appended.

Envelope 2 – Upset Cost Estimate

The second submission label sheet entitled "Upset Cost Estimate" shall be firmly affixed to envelope two. This envelope shall contain **TWO (2) copies of the Cost Estimate and ONE (1) electronic copy of the Cost Estimate**. The Upset Cost Estimate shall be broken down according to the tasks of the work plan, and shall include staff hourly rates, all fees, and disbursements required for completing the work plan assignments. **The Cost Estimate shall be submitted in a sealed envelope separate from the Detailed Work Plan.** Prices shall not include contingencies or HST as applicable.

Disbursements, such as telephone, facsimile, printing, courier, travel, meals, etc. is considered to be included in the Upset Cost Estimate. Computer and office charges are considered part of overhead and **shall not** be invoiced as disbursements other than in exceptional circumstances.

The Village will pay directly for all advertisements, meeting room rental and refreshments for public information centres (PIC's) and any fees charged by approval authorities if required.

Bidders shall identify and include any costs believed not to be covered in this RFP information package, but considered necessary for completion of the assignment and shall specifically identify them in the Proposal.

6. PROPOSAL SELECTION CRITERIA

The following selection criteria outline the area of importance that will be considered in the project award.

Proposal submissions should satisfy all criteria points wherever possible. Consultants will be evaluated based on the following weighted evaluation factors:

Detailed Work Plan Evaluation	Point Allocation
Firm’s Qualifications and Experience on Similar Assignments	10
Project Team’s Experience	20
Project Understanding and Approach	15
Work Plan, Methodology, and Quality Assurance Plan	20
Project Schedule	10
Total	75

In order to qualify for the Upset Cost Limit Evaluation, only the proponents achieving 52.5 points (70%) or greater on the evaluation of the Detailed Work Plan will be eligible for the Upset Cost Limit evaluation. The Envelopes containing the Upset Cost Limit for the firms that did not achieve greater than 52.5 points (70%) **will not** be opened or included in the Upset Cost Evaluation.

Upset Cost Limit Evaluation	Point Allocation
Proposed Fee	25

Points awarded for the “Proposed Fee” portion of the evaluation shall be in accordance with the following:

The lowest fee proposed shall be awarded the full amount of points available for the fee portion of the evaluation (25). All higher fees proposed shall be awarded points, rounded to the closest full point for the fee portion of the evaluation by the following:

$$\frac{\text{Lowest Bid}}{\text{Proposed Bid}} \times (\text{maximum points for proposed Fee}) = \text{points}$$

For example: if the low fee is \$100,000, 2nd low fee is \$120,000 and 3rd low fee is \$200,000 their respective scoring would be as follows:

- a. The proponent with the low fee of \$100,000 would be awarded 25 points
- b. The proponent with the 2nd low fee of \$120,000 would be awarded points as follows:

$$\frac{\$100,000}{\$120,000} \times 25 = 20.8 \text{ points}$$

c. The

proponent with the 3rd low fee of \$200,000 would be awarded points as follows:

$$\frac{\$100,000}{\$200,000} \times 25 = 12.5 \text{ points}$$

This formula would be applied to the balance of proposals received.

7. CONSULTANT SELECTION TIMELINE

The expected timeline for Consultant Selection is as follows;

June 28, 2022	Request for Proposal Issued
July 8, 2022	Deadline for written questions to Village from Bidders
July 15, 2022	Village published Addendum (if applicable)
July 19, 2022	Closing date for Proposal Submissions
August 13, 2022 (Est.)	The Village will award the Request for Proposal to the successful Consultant.

8. CONSULTANT SELECTION COMMITTEE

The Consultant Selection Committee will consist of representatives of the Village.

9. CONSULTANTS TO INVESTIGATE

Consulting firms submitting a Proposal shall understand and acknowledge that while this Request for Proposal outlines the scope of work and specific requirements, the Consultants shall satisfy themselves by such means as they prefer, as to the extent of work required to complete the assignment.

10. FEE HOLDBACK

The Village will impose a 12.5% holdback on overall fees. 10% of the holdback will be released at the same time as the consultant issues the Substantial Performance Statutory Holdback Release Payment Certificate to the contractor and submits the Record Drawings to the Village (approximately 45 days after the Certificate of Substantial Completion is issued).

The remaining 2.5% holdback will be released after the final warranty inspection and the consultant issues Final Completion to the contractor (approximately 1 year after the Certificate of Substantial Completion is issued).

11. ENGINEERING AGREEMENT

Prior to commencing work on the project, the successful Consultant will enter into an Agreement for Professional Consulting Services with the Village based on the Village's Request for Proposal Information Package and the Consultant's submitted Proposal.

12. VILLAGE PURCHASING POLICY

The Village's Purchasing of Goods and Services Policy form an integral part of this proposal document. The Policy and Procedures apply to this proposal process.

13. INSURANCE

(a) The Consultant shall ensure that all insurance coverage including all provisions relating to insurance coverage set out in this section are in place prior to the commencement of services pursuant to this Agreement.

(b) During the Term of this Agreement, and any renewal or extension thereof, the Consultant will, at its expense (including the cost of deductibles) maintain in effect, with an insurer licensed in Ontario:

(c) a contract of general liability insurance for its operations, with limits of not less than Two Million (\$2,000,000) Dollars, exclusive of interest or costs per occurrence, including coverages for defense and claimants' costs, and coverages for:

- personal injury including death;
- property damage or loss (direct or indirect and including loss of use thereof);
- broad form property damage;
- contractual liability;
- non-owned automobile liability;
- products – completed operations;
- contingent employers liability;
- cross liability;
- severability of interest; and
- blanket contractual liability.

(d) The policy of insurance shall name the Village of South River and the Province of Ontario as an additional insured with respect to its interest in the operations of the Consultant; shall provide that the

policy shall be non-contributing with, and apply only as primary and not as excess to any other insurance available to the Village; and shall also provide that neither the Consultant nor the insurer shall cancel, materially change or allow the policy to lapse without first giving the Village thirty days prior written notice.

(e) a policy of professional liability insurance or other errors and omissions insurance covering claims and expenses for liability for loss or damage arising from negligence in the provision of the Services, of standard wording, with coverage of no less than Two Million (\$2,000,000) Dollars exclusive of interest or costs per occurrence; and

(f) a policy of motor vehicle liability insurance of standard wording, covering motor vehicles owned, leased or operated by or on behalf of the Consultant, in connection with the Services provided or to be provided under this Agreement, with coverage of not less than Two Million (\$2,000,000) Dollars exclusive of interest or costs per occurrence and equipment leased, borrowed, rented or operated with coverage of not less than Two Million (\$2,000,000.) exclusive of interest or costs per occurrence; and

(g) Every policy of insurance shall contain either no deductible amount or a deductible amount which is reasonable considering the financial circumstances of the Consultant. The Consultant shall be responsible to pay all deductible amounts.

(h) No policy shall contain any provision which would contravene the obligations of the Consultant hereunder or otherwise be to the detriment of the Village.

(i) The Consultant shall provide or cause to be provided to the Village, within seven (7) days of award of Contract, a certificate from its insurer which shows that the policy or policies placed and maintained by it complies with the requirements of this agreement. No review or approval of any such insurance certificate by the Village shall derogate from or diminish the Village's rights or the Consultant's obligation contained in this Agreement.

(j) If at any time the Village is of the opinion that the insurance taken out by the Consultant is inadequate in any respect, it shall forthwith advise the Consultant of the reasons therefore and the Consultant shall forthwith take out additional insurance, if available, satisfactory to the Village.

(k) The taking out of insurance shall not relieve the Consultant of any of its obligations under this agreement or limit its liability hereunder.

(l) All policies of insurance shall be:

(m) written with an insurer licensed to do business in Ontario;

(n) in form and content acceptable to *the* Village acting reasonably;

(o) be non-contributing with, and will apply only as primary and not excess to any other insurance available to the Village; and

(p) contain an undertaking by the insurers to notify the Village in writing not less than thirty (30) days before any material change, cancellation, lapse or termination of the policies.

(q) Failure to provide the aforementioned insurance will result in the withholding of payments or at the sole option of the Village, forfeiture of the Contract.

14. HEALTH AND SAFETY AND WSIB

The successful Proponent is required to conform to the *Occupational Health and Safety Act* related to the performance of the contract. In addition, the successful Proponent will be required to supply to the Village a valid Clearance Certificate issued by the WSIB, or if applicable, a letter from WSIB verifying Independent Operator's Status. A new clearance certificate is required every sixty (60) days.

The successful Proponent is required to complete the Village's Contractor's Acknowledgement Form prior to commencement of work.

15. IRREVOCABLE

Proposals are irrevocable for ninety 90 calendar days from date of Proposal closing. All proposals shall be and remain irrevocable unless withdrawn prior to the designated closing time.

16. LEGIBLE

All proposals must be legible and written in ink or typewritten. Corporate seals are requested, but are not mandatory.

17. RIGHT TO REJECT OR NOT OPEN

The Village reserves the right to reject any or all proposals, and the lowest or highest as the case may be will not necessarily be accepted. The right is reserved to accept the whole or any part of the proposal.

Should the Village receive only one (1) qualified and duly executed bid submission on commodities/services that have known multiple source potential, the right is reserved to recall the competition.

The Village reserves the right not to **open** a bid call should the Village of deem, in its opinion, to have received an inadequate number of bid responses to the bid call and further the right is reserved to cancel and recall the competition. Unopened bids will be returned to all vendors who responded.

The Village reserves the right not to accept a proposal from any person or corporation which includes all related corporations who, or which, has a claim or instituted a legal proceeding against the Village or against whom the Village has a claim or instituted a legal proceeding with respect to any previous contracts, bid submissions or business transactions who is listed as either the proposed general contractor or sub-contractor or vendor within the submitted proposal.

18. NO CLAIM FOR COMPENSATION

Except as expressly and specifically permitted in these Instructions to Proponents, no Consultant shall have any claim for any compensation of any kind whatsoever, as a result of participating in this RFP, and by submitting a proposal each proponent shall be deemed to have agreed that it has no claim.

The Village assumes no responsibility or liability for costs incurred by the Consultants prior to the entering into of a written contract.

19. SUBJECT TO BUDGET PROVISION

Should qualified bid submissions exceed the Village budget provision for this project the Village reserves the right to reject or recall the proposal. **The Village will only proceed with this project if the terms of external funders are met.**

20. ADJUSTMENTS PRIOR TO CLOSING

Adjustments to submitted proposals by telephone, telegram, fax, or email shall not be considered. A bidder wishing to make adjustments to a submitted proposal must supersede it with a later proposal or letter enclosed in a proposal envelope, and received on or before the closing time.

21. PROPOSAL ADVERTISING

The proposal will be posted on the Villages' website and Muniserv.

22. INTELLECTUAL AND PROPRIETARY RIGHTS

Upon award, all trade secrets, copyright patents and other intellectual and proprietary rights are and remain the property of the Village. Also, all artwork and print production devices will become the property of the Village.

23. NO ADDITIONAL CONTENT

Sketches, renderings or models illustrating the content of the proposal are not to be supplied and will not be accepted by the Village.

24. CONFLICT OF INTEREST

The Village reserves the right to disqualify a Proposal where the Village believes a conflict of interest or potential conflict of interest exists in regard to the Consultant and the intended project.

The successful Consultant shall work solely and exclusively in the interests of the Village at all times to ensure that the project is successfully completed. The Consultant must identify current claims, potential claims, or disputes against the Village, if any, that the firm is involved with.

No person, firm or corporation other than the bidder has any interest in this Proposal or in the proposed contract for which this Proposal is made and to which it relates.

This Proposal is made by the bidder without any connection, knowledge, comparison of figures or arrangement with any other person or persons making a Proposal for the same work, and is in all respects fair and without collusion or fraud.

No member of the Council and no officer or employee of the Village is, will be, or has become interested, directly or indirectly as a contracting party, partner, stockholder, surety or otherwise howsoever in or in the performance of the said contract, or in the supplies, work or business in connection with the said contract or in any portion of the profits thereof, or any supplies to be used herein, or in any of the monies to be derived there from.

25. FAILURE OR UNSATISFACTORY PERFORMANCE

The Village reserves the right to remove from eligibility to submit bids for an indeterminate period, the name of any Bidder for failure to accept a contract with the Village, or the name of any Bidder for unsatisfactory performance of a contract with the Village.

26. MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (MFIPPA)

Please note that the Municipal Freedom of Information and Protection of Privacy Act, as it relates to municipalities and local boards, came into force on January 1, 1991. It sets out certain rules regarding the disclosure to third parties of information held by municipalities and local boards.

If you wish any or all of the documents that you submit to the Village as part of this proposal to be protected from disclosure under the above legislation, please ensure that the following statement, signed by a responsible officer, is attached to the Form of Proposal. This statement will not guarantee that there will never be disclosure, but it does provide the groundwork for handling an application for disclosure by a third party under this legislation.

Should you consider part or parts of your submission to contain the following confidential information, please sign the statement contained on the Form of Proposal, Section III.

27. PUBLIC OPENING

The Request for Proposals will be opened by the Tender Opening Committee at a public opening to be held at the Village of South River Municipal Office:

63 Marie St. South River, ON, on Tuesday July 19, 2022 @ 3:30 P.M. LOCAL TIME, following the closing of the Proposal call.

Please note that the opening will acknowledge receipt of submitted proposals only. Prices and detail information will not be released.

28. VILLAGE NOT EMPLOYER

The Proponent agrees that the Corporation of the Village of South River is not to be understood as the employer to any successful Proponent nor to such Proponent's personnel or staff for any work, services, or supply of any products or materials that may be awarded as a result of this Proposal document. It is understood that the successful proponent will act as an independent contractor. Also, in accordance with the Occupational Health and Safety Act, the successful Proponent herewith agrees to be the "constructor" as defined under this act.

29. ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT (AODA)

The Accessibility of Ontarians with Disabilities Act, 2005 (AODA), is a law passed by the Ontario legislature that allows the government to develop specific standards of accessibility and to enforce them. The standards are made into laws called regulations, and they provide the details to help meet the goal of the AODA, which is a fully accessible Ontario by 2025. The AODA is the foundation on which the subsequent accessibility standards are built. These standards include the Accessible Customer Service Standard, *Ontario Regulation 429/07*; the Integrated Accessibility Standards (encompassing Information and Communications, Employment and Transportation), Ontario Regulation 191/11; and finally, the Built Environment Standard, which is not yet law.

In 2007, the Ontario Government adopted the first AODA Standard, *Ontario Regulation 429/07*, respecting Accessibility Standards for Customer Service. All public sector organizations in Ontario, including the Village of South River, must comply with this regulation by January 1, 2010. The Accessibility Standard for Customer Service also applies to third parties that provide goods and services to members of the public on behalf of a public sector organization.

It is the successful Bidder's responsibility to ensure that it is fully aware of, and meets all requirements under the AODA and associated regulations.

Further information on compliance can be found at the Ministry of Community and Social Services website:

<http://www.mcsc.gov.on.ca/documents/en/mcss/publications/accessibility/AboutAODAWeb20080311EN.pdf>

THE CORPORATION OF THE VILLAGE OF SOUTH RIVER

PROJECT MANAGEMENT AND ENGINEERING SERVICES FOR THE SOUTH RIVER WATER DISTRIBUTION REHABILITATION PROGRAM

PROPOSAL NUMBER 02-2022

SECTION II – INFORMATION PACKAGE

1. BACKGROUND

The Village of South River wishes to engage a consulting engineering firm to provide project management and engineering services for the construction of the South River Water Distribution Rehabilitation Program Phase 2 specifically the replacement of four inch cast iron watermains, valves, hydrants and the road, curb, and sidewalk work associated with it. (Project Limits are included in Appendix A - Project Location Map). The work will include, Class B Environmental Assessment (if required), detailed design, tender drafting and administration, contract administration, construction and geotechnical inspection, provision of record drawings, warranty administration and project close-out.

The construction project must be completed by December 31, 2025. **The Village will not proceed with this project unless this project is within the funding parameters that have been secured.**

2. SCOPE OF WORK

The Village has included this project in the 2022 -2024 Capital Budget.

The project and construction is to include, but is not limited to:

- Class B Environmental Assessment for all watermains and roadways must be completed within 120 days of contract award (if required).
- Appropriate permitting including but not limited to an amendment to the existing Drinking Water Permit as required
- Design and engineered drawings for all watermains requiring rehabilitation or upgrades required during this phase of the watermain rehabilitation
- Design and engineered drawings for all roadways, curbs, storm sewers, and sidewalks to be required during this phase of the watermain rehabilitation
- Design and engineering requirements to meet fire flows throughout the distribution system
- Project management throughout the process
- Tendering Construction contract in collaboration with Village

This project will include, but will not be limited to, the following major tasks:

Task 1: Background Information

Task 2: Class B Environmental Assessment

Task 3: Final Design and Tender/Contract Documents

Task 4: Tender Administration and Selection process

Task 5: Contract Administration

Task 6: Construction Monitoring

Task 7: Commissioning of watermains, associated valves, and hydrants into the South River Drinking Water Network

Task 8: Final inspection of all roadways, curbs, storm sewers, and sidewalk installations

Task 9: Record Drawings and Documentation

Task 10: Warranty Administration

3. TERMS OF REFERENCE

The major tasks to be addressed by the Consultant interested in this project are outlined below. This list should be augmented as required and believed necessary based on the Consultant's experience and knowledge.

Task 1: Background Information

A summary of the activities to be undertaken in this task is as follows:

Meet with Village staff and others to identify available background information;

Collect and review reports, Record Drawings, operating and maintenance data, etc;

Prepare legal survey assembly plans;

Collect and review government agency information and policies;

Review the Village's Official Plan and other planning documentation as necessary;

Inspect existing facilities as necessary with Village operational staff;

Prepare Class B Environmental Report (as necessary).

Acquire all necessary permits including but not limited to the Drinking Water Permit amendments

Prepare Geotechnical Report; retain, co-ordinate and schedule activities of geotechnical engineering consultant at the Consultant's expense;

Conduct topographical surveys as necessary .

Create video and photographic record of existing conditions; and

Gather and review other information considered necessary.

Task 2: Final Design and Tender/Contract Documents

Contract drawings are to be in the latest version of AutoCAD.

A summary of the activities to be undertaken in this task is as follows:

Design, in consultation with the Village, and tender for the replacement of watermains and rehabilitate the high lift pumps at the water treatment plant in the Village of South River. The work includes upgrading the high-lift pumps at the water treatment plant to bring system pressure to adequate fire flow levels; and upgrading approximately 2,169 metres of pipe; associated valving; the reinstatement of affected roads, sidewalks, curbs, gutters, and fire hydrants at the following locations: Industrial Park Road from Howard Street to Ethelbert Street; Ethelbert Street from Industrial Park Road to Ena Avenue; Ethelbert Street from Ena Avenue to Riverside Avenue; Bogart Street from Riverside Avenue to Ena Avenue; Ena Avenue from Ethelbert Street to Broadway Street; Broadway Street from Ena Avenue to Riverside Avenue; Broadway Street from Ottawa Avenue to Main Street; Dufferin Street from Maple Street to Ottawa Avenue; Lincoln Avenue from Ottawa Avenue to the Community Centre; Marie Street from Eagle Lake Road to Lily Street; Marie Street from Lily Street to Lincoln Street; Alfred Street from Eagle Lake Road to Lily Street; and Alfred Street from Lily Street to Lincoln Street.

Prepare and submit two (2) hardcopy sets of 60% and 95% final design packages (drawings, specifications, project schedule and engineer's opinion of cost estimate) to the satisfaction of the Village;

Assess existing utility locations and coordinate relocation of utility infrastructure ahead of Municipal contract if necessary;

Prepare display materials, organize and conduct Public Information Centre (PIC) at 60% design completion. (the Village will pay for advertising and venue) if deemed necessary;

Finalize, submit plans, complete forms, provide supporting documentation and liaise with regulatory bodies and government agencies sufficient to obtain and secure all approvals and permits (all costs associated with permit/approval fees will be borne directly by the Village) as appropriate, including but not limited to:

- Ministry of the Environment Conservation and Parks (MOECP) Environmental Compliance Approval (ECA) ;
- Ministry of the Natural Resources (MNR);
- Utilities such as Hydro One, Bell Telephone, Cogeco Cable, Enbridge etc.;

- Ministry of Transportation of Ontario

Finalize pre-tender submission (100% complete) with pre-tender engineer's opinion of cost estimate plus any additional documentation required for review by regulatory agencies and provide two (2) hardcopy sets to the Village for final review and one (1) electronic copy on USB in single bookmarked file in .pdf format.

Task 3: Tender Administration

The Village will coordinate the purchasing process for the construction tender administration. A summary of the activities to be undertaken in this task are as follows:

- Provide electronic version of final Tender documents and advertisement;
- Provide technical responses to questions from bidders for inclusion in any addenda to be issued by the Village;
- Arrange and conduct a pre-tender site meeting for bidders;
- Attend the tender opening; and
- Provide an analysis of the tender bids and recommendation to the Village regarding the award of the tender.

Task 4: Contract Administration

A summary of the activities to be undertaken in this task is as follows:

Prepare three (3) sets of "Accepted For Construction" contract documents (drawings and specifications) and one (1) set of ½ size contract drawings (11x17 size) for contract execution and stamped "Accepted For Construction" by the Village;

Convene and attend a pre-construction meeting;

Convene and attend construction progress meetings as scheduled (required bi-weekly during construction, at minimum);

Prepare and distribute agendas and minutes for all meetings;

Respond to contractor's questions, proposals, and requests for information;

Prepare and issue all work orders, field orders and change orders. All changes in contract quantities shall be accounted for with contract change orders;

Prepare and certify monthly progress payment certificates;

Co-ordinate and schedule activities of a materials testing Consultant;

Communicate all field test results to Village and Contractor within 4 business days.

If requested, provide lot, monthly and year end summaries of all samples of material; and

The Contract Administration task shall accommodate all aspects of the contract process through the Warranty Period and the Final Completion Certificate.

Task 5: Construction Inspection

Field staff shall be comprised of a senior inspector with a minimum of 5 years multidisciplinary experience and supplemental field staff appropriate to construction activity.

A summary of the activities to be undertaken in this task is as follows:

Provide adequate*/ full-time (full-time is required when contractor is on site) on-site construction inspection** services;

Maintain a detailed photographic and written record of construction progress, including pre and post construction;

Document compliance with contract requirements and identify deficiencies;

Ensure changes are tracked;

Maintain current red-lined drawings on-site, available for review by the Village at all times; and

Make measurements and conduct surveys as necessary to generate accurate “Record Drawings”.

* “Adequate” means inspection services shall be provided at all times that work is underway at the site to the satisfaction of the Village.

**“Construction Inspection” means active viewing, examining, assessing, confirming, verifying and checking the on-site construction activities, materials, methodologies, layout and workmanship utilized to construct the Works are in accordance with the Accepted Plans, Village Standards, and industry best practices, and maintaining detailed accurate records of the daily operations and events that may affect the Works; however does not infer responsibility for any acts or omissions of the Contractor and/or his agents/subcontractors nor to guarantee means, methods, health and safety practices or performance of the Contractor.

For the purposes of preparing the Upset Cost Estimate, the Consultant shall consider the active construction period as 35 weeks in length (not all consecutive) with 50 hour weeks. In the event that the need for on-site personnel continues beyond the above timeframes, the Consultant will be reimbursed for additional site inspection services at the hourly rate quoted in the Upset Cost Estimate.

Task 6: Record Drawings and Documentation

The Consultant shall have primary responsibility for making field measurements as necessary to prepare accurate “Record Drawings” to be delivered to the Village within 60 days of the issuance of Completion.

A summary of the activities to be undertaken in this task is as follows:

Assemble as-built information and documentation on-site throughout the construction period. Consultant is to maintain “red-line” drawings at the Site Office throughout the construction period and provide three (3) coloured copies to the Village at Substantial Performance;

The “red-line” drawings shall meet the following standards:

A clean set of “Accepted for Construction” with red line revisions showing the record information;

Water system information to include:

- Elevation of inverts for all structures and connections, services, pipe at 30 metre intervals and size, type, and class of pipe;
- Material information of products installed

Record Drawings: Two (2) sets (hardcopy) sealed by a Professional Engineer licensed in Ontario. Provide One (1) digital copy of Record Drawings in AutoCAD (latest version) on USB as well as One (1) digital copy on USB in single bookmarked file in .pdf format. Consultant has primary responsibility for field records and producing Record Drawings.

Task 7: Commissioning

Oversee all aspects of integrating the piping into the South River Drinking Water Network

Task 8: Warranty Administration

A summary of the activities to be undertaken in this task is as follows:

- Conduct a deficiency inspection upon substantial performance of the Work;
- Document and assist in resolving warranty claims through the Warranty Period (minimum one year from the date of substantial performance);
- Inspect works which are the subject of a warranty claim, as required; and
- Conduct a final warranty inspection prior to the expiration of the Warranty Period.

4. PROJECT MANAGEMENT

The Consultant is expected to actively manage the project and is responsible for ensuring the project is completed in accordance with the Engineering Agreement in a timely manner and within budget. Any costs incurred related to project management must be specifically identified and distributed across the various tasks in the project. A summary of the activities to be undertaken in this task is, but not limited to, the following:

- Co-ordinate the activities of the Consultant and any sub-Consultants;
- Provide regular and as requested updates to the Village on the status of the project;
- Arrange, schedule and conduct monthly Project Team Meetings including, but not limited to:
- Preparing and circulating an agenda a minimum of three (3) business days in advance of the meeting; and

- Preparing and circulating minutes within one week of the meeting.
- Develop and maintain a project schedule including, but not limited to:
- Preparation of detailed graphical schedule for distribution at the project initiation meeting;
- Present an up to date graphical schedule at all Project Team Meetings, together with a Gantt chart;
- Indicate start and duration of all tasks including deliverables, milestones and scheduled Project Team Meetings; and
- Allow five (5) business days for the review of submitted material by the Project Team depending on the detail involved.
- Prepare, and submit together, invoices and progress reports to the Village's satisfaction, documenting work/budget/work-completed-to-date in relation to Upset Cost Estimate.

5. SCHEDULE

Time will be of the essence on this project. It is the Village's goal to complete the design engineering, relocate utilities and receive a Ministry of the Environment Conservation and Parks (MOECP) and Environmental Compliance Approval (ECA) by December 5, 2022 and to tender this project in January 2023.

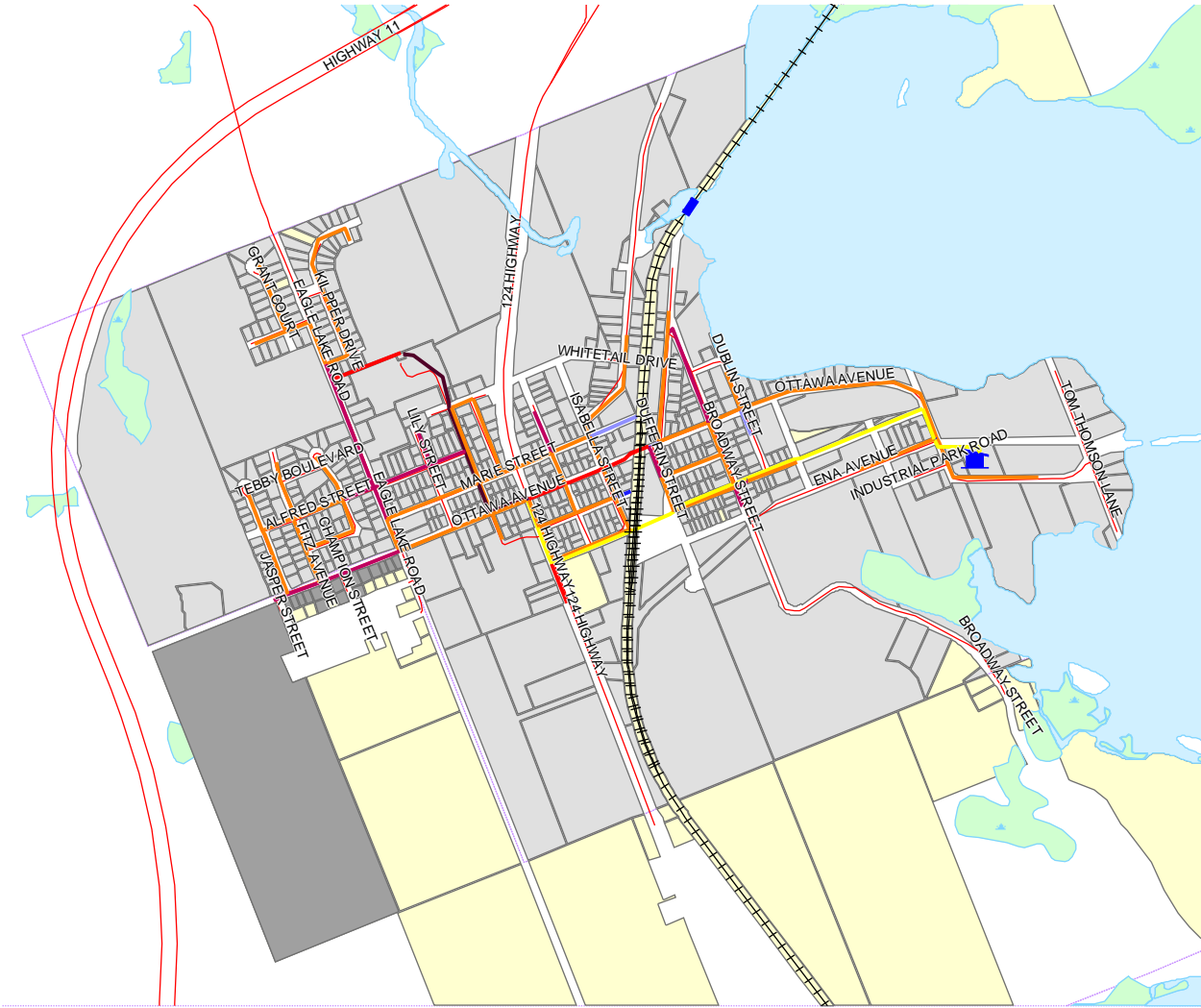
The Consultant is to co-ordinate the construction works and schedule of this assignment such that the watermains and all associated work is constructed and commissioned prior to December 31st, 2024.

6. AVAILABLE INFORMATION

N/A

Appendix A

Project Location Map



- Watermains
 - 1 inch
 - 2 inch
 - 4 Inch
 - 6 Inch
 - 8 inch
 - 10 inch
 - 12 inch

PROPOSAL SUBMISSION

From:

Contact:

Telephone:

Deliver to:

The Corporation of the Village of South River

63 Marie St.

South River, ON P0A 1X0

SEALED PROPOSAL:

PROPOSAL NUMBER: 02-2022

CLOSING DATE AND TIME: July 19, 2022 – 3:00 PM

DESCRIPTION: RFP FOR PROJECT MANAGEMENT AND ENGINEERING SERVICES FOR THE DESIGN AND CONSTRUCTION OF THE SOUTH RIVER WATER MAIN REHABILITATION PROJECT PHASE 2

Envelope #1 – Form of Proposal and Detailed Work Plan (no fees are to be included in this envelope)

THE CORPORATION OF THE VILLAGE OF SOUTH RIVER

PROJECT MANAGEMENT AND ENGINEERING SERVICES FOR THE DESIGN AND CONSTRUCTION OF THE SOUTH RIVER WATER MAIN REHABILITATION PROJECT

PROPOSAL NUMBER 02-2022

SECTION III – FORM OF PROPOSAL

Note: Failure to provide the complete Form of Proposal, submitted as an original document, complete with original authorized signature(s), at time of proposal closing, will result in the proposal submission being disqualified and not considered for award. **Copies of this schedule shall be included in all copies of Proposals prepared for the Village.**

BIDDER'S INFORMATION

BIDDERS must complete this form and include with ALL Proposal Submissions. Please ensure all information is legible.

1. Company Name
2. Bidder's Contact Individual
3. Address (inc Postal Code)
4. Office Phone #
5. Toll Free #
6. Cellular #
7. Fax #
8. E-mail address
9. Website
10. HST Account #

I/We hereby submit the attached Proposal documents to satisfy the requirements as described in this Proposal issued by the Village of South River.

I/We agree that we have reviewed and understand the Proposal documents and I/We are capable and qualified to perform the requirements of the contract and enter into a legal agreement with the Village in regard thereto and where the Proposal is submitted by a Corporation, it shall be signed by a duly authorized officer of the company. Should the Proposal be submitted by a Partnership or Proprietor, it shall be signed by the partners or owner.

I/We agree that this offer shall be irrevocable from the time the Proposals are opened and for a period of ninety **90** calendar days.

ACKNOWLEDGEMENT OF ADDENDA

This will acknowledge the following addenda were downloaded from the Village’s website, and, that the pricing quoted includes the provision set out in such addenda.

The following Addenda are acknowledged _____ for a total of _____

(eg. 1, 2, 3, 4 or 1-4 for a total of 4 Addenda)

Check here if NO Addendum received.

PROPOSAL SUBMITTED BY: (Please type/print)

The undersigned affirms that he/she is duly authorized to execute this bid and that all costs associated with this proposal have been submitted in the fee envelope.

BIDDER'S SIGNATURE AND SEAL: _____

NAME AND POSITION: _____

WITNESS SIGNATURE: _____

NAME AND POSITION: _____

(If Corporate Seal is not available, documentation should be witnessed)

DATED AT THE _____

(City/Village)

THIS _____ DAY OF _____ 2020

PROPOSAL SUBMISSION

From:

Contact:

Telephone:

Deliver to:

The Corporation of the Village of South River

63 Marie St.

South River, ON P0A 1X0

SEALED PROPOSAL:

PROPOSAL NUMBER: 02-2022

CLOSING DATE AND TIME: July 19, 2022 – 3:00 PM

DESCRIPTION: RFP FOR PROJECT MANAGEMENT AND ENGINEERING SERVICES FOR THE DESIGN AND CONSTRUCTION OF THE SOUTH RIVER WATER MAIN REHABILITATION PROJECT PHASE 2

Envelope #2 – Upset Cost Estimate

Summary of Cost Estimate

To be attached as first page viewed by the party opening Envelope #2

Basis of Payment:

The Consultant offers to provide the services detailed within the Proposal package and identified tasks, and as further detailed in the Consultant’s proposal, to the acceptance of the Village for the following Upset Cost Limit.

Professional Fees: \$ _____

Disbursements: \$ _____

Total Upset Cost Estimate: \$ _____ (Does not include HST)

In addition to this summary, the Consultant is required to provide a detailed price breakdown by major tasks with the Proposal. The breakdown should include the specific activities planned, the timing and associated level of effort by individual or classification, and the associated hourly or per diem rates for which the Consultant will seek payment.

Consultants should note the following when preparing their financial proposal:

Engineering Fees:

Engineering fees are to include the cost of sub-consultants.

Disbursements:

All reasonable and proper expenses incurred by the Consultant shall be reimbursed under this item without any allowance thereon for overhead and or profit. The following costs shall not be reimbursed:

- Communication expenses including facsimile, local phone and cellular charges
- Standard PC or computer aided design and drafting equipment (excludes specialized equipment or software as identified in Consultant’s proposal)