



**REQUEST FOR PROPOSAL FOR ENGINEERING
CONSULTING SERVICES**

**Municipal Road Inventory Condition Assessment and
Capital Improvement Plan
(Roads Needs Study)**

Closing Date: August 16, 2017

Time: 2:00 pm

**Contact: Harry Niemi, P. Eng.
Director of Public Works
519-856-9596 Ext. 109
hniemi@get.on.ca**

Township of Guelph/Eramosa
8348 Wellington Road 124
P.O. Box 700
Rockwood, ON N0B 2K0

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APPENDIX 1

MAP (Township limits and general rural road network)

SECTION 1: INSTRUCTION, TERMS, AND CONDITIONS

1 DESCRIPTION OF UNDERTAKING

The Corporation of the Township of Guelph/Eramosa (the "Municipality") currently requires an update to our road network information in form of a Roads Needs Study. The previous update was completed in 2013. Based on the information obtained from the completion of the Road Condition Assessment (Road Needs Study), the Municipality wishes to have a consultant prepare a ten (10) year capital plan based on a priority ranking which takes into consideration: road network deficiencies, return of investment, and methods for reducing maintenance costs.

2 PROJECT COMPLETION

The Municipality wishes to have the project completed by **November 20, 2017**.

3 INVITATION

The Municipality is seeking proposals from suitably qualified consulting engineering firms ("Consultants") to provide professional engineering services to conduct an inventory condition assessment for the municipal road infrastructure, and capital improvement plan.

4 DELIVERY AND OFFICIAL CLOSING TIME OF PROPOSALS

The time clock in the front office of the Municipality is the official time for the deadline for submission. The Municipality is not responsible for submissions which arrive late or are not properly marked.

Proposals shall be officially opened and evaluated after closing time; however there will be no public opening. The report recommending the award will be a matter of public record following the award and information report to Council.

5 SUBMISSION DEADLINE

Consultants are to provide four (4) copies of their proposal in a sealed package, clearly identified as to contents and addressed to:

The Township of Guelph/Eramosa
8348 Wellington Road 124
P.O. Box 700
Rockwood, ON N0B 2K0
Attn: Harry Niemi, P.Eng., Director of Public Works

Proposals must be received at this location **NO LATER THAN 2:00 p.m. on Wednesday August 16, 2017**. Any proposal received after the above due date and

time will not be considered and will be returned unopened to the Consultant. Fax or electronic submissions will not be accepted.

6 WITHDRAWAL OF PROPOSAL

A Consultant may withdraw a submitted proposal at any time up to the official closing time by letter bearing a signature and/or seal as in the original proposal and requesting that their proposal be withdrawn. Withdrawal requests received after the time of closing will not be permitted.

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

7 CHARGES

The Request For Proposal ("RFP") documents are provided at no cost to the Consultants.

8 RETRIEVAL OF OFFICIAL DOCUMENTATION

Only documents provided to Consultants by the Municipality or found on the Municipality's website are to be considered the "official" documents. The Municipality accepts no responsibility for the accuracy of information found on other websites. The onus is on the Consultant submitting a proposal to check the Municipality's website to verify they have received all relevant information. The Municipality reserves the right to not accept a proposal submission if the documents have been altered from the Municipality's own official documents.

9 FORMAT OF PROPOSAL

All Proposals must be upon the forms provided and the respondents information called for in this RFP, submitted on 8½ x 11 paper in sealed packages, clearly marked as to contents and should include one (1) unbounded original, three (3) additional copies and one electronic copy (on USB key) of the complete submission and shall include (at a minimum):

- 1. Proposal Form (Page 22)**
- 2. Respondent Information Form (Page 23)**
- 3. Schedule 1 (Page 24-25)**
- 4. Schedule 2 (Page 26)**

10 SUMMARY OF KEY DATES

Cut off for submission of questions	August 08
Response to questions	August 11
Submission of proposal	August 16
Anticipated award of assignment	August 18

11 COSTS INCURRED BY PROPONENTS

All expenses incurred in the preparation and submission of proposals shall be borne by the Consultant. The Municipality assumes no responsibility or liability for costs incurred by the Consultants as a result of participating in this RFP. No payment will be made for any proposals received, or for any other effort required of or made by the Consultant prior to the Consultant entering into a written contract with the Municipality. By submitting a proposal, each Consultant shall be deemed to have agreed that it/he/she has no claim.

12 ACCEPTANCE AND TERMS

Notwithstanding that in accordance with RFP Section 13, this RFP is not a tender and is not intended to create "Contract A", the Consultant and all other entities participating in this RFP Process agree that submission of a proposal constitutes acknowledgement that the Consultant has read and agrees to be bound by all the terms and conditions of the RFP. All those who submit a proposal represent that they have read, completely understand, and accept the terms and conditions of the RFP in full.

13 NO CONTRACT CREATED BY THIS RFP

This document is a request for proposals in respect of the services and project described herein and is not a tender. Neither the RFP Documents nor the submission of any proposals in response to the RFP documents shall, in any way whatsoever, create a binding agreement between the Municipality and any Consultant. For clarity, these RFP documents are not intended to be an offer to enter into a bidding contract with Consultants (often referred to as "Contract A") and no agreement of any kind shall exist between the successful Consultant and the Municipality until a contract, if any, has been formally executed by the successful Consultant and the Municipality.

14 RIGHT TO REJECT OR NOT OPEN

Notwithstanding any other provision of this RFP, the Municipality may, in its sole discretion, accept or reject any or all proposals. The Municipality may accept any proposal in whole or in part. There is no express or implied term of this RFP that the lowest priced proposal or the highest ranked proposal will be identified as the successful Consultant.

The Municipality reserves the right to cancel the RFP at any time and to reissue it for any reason whatsoever, without incurring any liability and no Consultant will have any claim against the Municipality as a result of the cancellation or re-issuing of the RFP.

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

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

The Municipality reserves the right not to accept a proposal that includes any person, corporation, which includes all related corporations, or other legal entity who, or which, has a claim or has instituted a legal proceeding against the Municipality or against whom or which the Municipality has a claim or has instituted a legal proceeding with respect to any matter, including previous contracts, bid submissions or business transactions. For clarity said right includes the Consultant submitting the proposal as well as any person, corporation or entity listed in the proposal such as the proposed general consultant/contractor, sub-consultant/sub-contractor or vendor within the submitted proposal.

15 CONSULTANT SELECTION COMMITTEE

The Consultant Selection Committee will consist of representatives of the Municipality. The Consultant Selection Committee may solicit advice/guidance from those persons or companies it deems appropriate. The Consultant Selection Committee may engage the Consultants for the purposes of clarification or negotiation as part of the selection process.

16 CONSULTANTS TO INVESTIGATE

Consultants submitting a proposal shall understand and acknowledge that while this RFP 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.

17 AWARD OF WORK

If the Municipality decides to award a contract based on a submission received in response to this RFP, the successful Consultant will be notified of the intent to award in writing, and the subsequent execution of a written agreement shall constitute the making of a contract. Consultants will not acquire any legal or equitable rights or privileges whatsoever until the contract is signed by both parties.

If a contract is to be awarded as a result of the RFP, it will be awarded to the Consultant whose proposal, in the Municipality's opinion, provided the best potential value to the Municipality and is capable in all respects to fully perform the contract requirements and the integrity to assure performance of the contract obligations.

The Municipality reserves the exclusive right to determine the qualitative aspects of all proposals relative to the evaluation criteria. Consultants may not amend or withdraw their proposals after the official closing date and time. Proposals will be evaluated as soon as practicable after the closing time. The proposals and accompanying documentation submitted by the Consultants are the property of the Municipality and will not be returned.

Consultants are advised that all communications with the Municipality related to this RFP during the proposal process must be directly and only with the individual nominated in Section 18 of this document.

18 COMMUNICATIONS

All inquiries regarding this RFP are to be directed to the individual identified below. Inquires must be received in writing (email) no later than August 08, 2017. All inquiries received and the responses provided will be sent to all Consultants by way of written addendum(s) no later than August 11, 2017, without naming the source of the inquiry.

The Township of Guelph/Eramosa
8348 Wellington Road 124
P.O. Box 700
Rockwood, ON N0B 2K0
Attn: Harry Niemi, Director of Public Works.
hniemi@get.on.ca
519-856-9596 ext. 109

Where a Consultant finds discrepancies or omissions in the proposal requirements, or other proposal documents or instructions, or otherwise requires any clarification, the Consultant should contact the Municipality 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 RFP documents.

Where the Municipality deems that an explanation or interpretation is necessary or desirable, an addendum may be issued, in writing, on the Municipality's website for downloading by all Consultants. It is the Consultant's sole responsibility to check for addenda issued and download same. Acknowledgement of Addenda on the proposal is a mandatory requirement. Failure to acknowledge addenda will result in a non-compliant proposal that is not eligible for award.

19 FEE HOLDBACK

The Municipality will impose a ten percent (10%) holdback on overall fees until the final acceptance of all deliverables and final reports are made to the Municipality.

20 PROFESSIONAL CONSULTING AGREEMENT

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

21 CONFLICT OF INTEREST

The Municipality reserves the right to disqualify a proposal where the Municipality 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 Municipality at all times to ensure that the project is successfully completed. The Consultant must identify current claims, potential claims, or disputes against the Municipality, if any, that the firm is involved with.

The Consultant must identify current developer and development interest that the firm has in the service area, if any. This information and any conditions attached to the proposal will be considered in the Municipality's evaluation.

No person, firm or corporation other than the Consultant and those named in the proposal shall have any interest in the submitted proposal or in the proposed contract for which this proposal is made and to which it relates.

This proposal shall be made by the Consultant without any connection, knowledge, comparison of figures or arrangement with any other person or persons making a proposal for the same work, and shall, in all respects, act fairly and without collusion or fraud.

22 INTELLECTUAL AND PROPRIETARY RIGHTS

All intellectual, industrial or other proprietary rights of any type in any form protected or protectable under law and every other right, title, interest in and to all concepts, techniques, ideas, information, materials, however recorded (including images and data) ("Intellectual Property") provided by the Municipality to the Consultants in relation to this RFP shall remain the respective property of the Municipality at all times. The Municipality shall be the sole owners of any newly created Intellectual Property of the Consultants' related directly or indirectly to this RFP and any contracted services.

For those parts of the RFP or any related contract that are Intellectual Property owned by the Consultant prior to the proposal submission or created by the Consultant during the term of this proposal or contracted services independently of the performance of the Consultants' obligations under this RFP or related contract, the Consultant shall grant to the Municipality, a perpetual, worldwide, non-exclusive, irrevocable, transferable, royalty free, fully paid up right and licence; (a) to use, modify, reproduce and distribute, in any

form, those parts of the proposal and/or related contracted services; and (b) to authorize other persons, including agents, consultants, sub-consultants, contractors or subcontractors to do any of the former on behalf of the Municipality.

23 MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (MFIPPA)

All correspondence, documentation and information provided shall become the property of the County. Any personal information required on the documentation presented is received under the authority of the Municipal Freedom of Information and Protection of Privacy Act, 1989, RSO, 1990. This information will be an integral component of the quote submission.

All written Proposals received by the Township become a public record, once a Proposal is accepted by the Township of Guelph Eramosa, and a contract is signed, all information contained in them is available to the public, including personal information.

Questions about collection of personal information and the Municipal Freedom of Information and Protection of Privacy Act, 1989, R.S.O. 1990, Chapter M.56, as amended, should be directed to:

Township Clerk
Township of Guelph Eramosa
8348 Wellington 124,
P.O. Box 700,
Rockwood, Ontario N0B 2K0
Phone: 519-856-9596 (125)

The Township Clerk has been designated by the Corporation of the Township of Guelph Eramosa Council to carry out the responsibilities of the Act.

24 HEALTH AND SAFETY AND WSIB

The successful Consultant is required to conform with the *Occupational Health and Safety Act* related to the performance of the contract. In addition, the successful Consultant will be required to supply to the Municipality 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.

25 INSURANCE

The successful Consultant shall, at its/his/her own expense, obtain and maintain for the term of the contract and any renewal or extension thereof and provide the Municipality with evidence of:

a) Comprehensive general liability insurance on an occurrence basis for an amount not less than Five Million (\$5,000,000) Dollars, exclusive of interest or costs per

occurrence, with respect to the successful Consultant's operations, acts and omissions relating to its obligations under the contract, such policy to include 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 and completed operations;
- contingent employers liability;
- cross liability;
- severability of interest; and
- owners' and contractors' protective.

b) The policy of insurance shall name the Municipality 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 Municipality; 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 Municipality thirty (30) days prior written notice.

c) 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, for an amount no less than Five Million (\$5,000,000) Dollars exclusive of interest or costs per occurrence; and

d) Automotive or Motor vehicle liability insurance of standard wording, covering all vehicles owned, leased or operated by or on behalf of the Consultant, in any matter in connection with the services provided or to be provided under the contract, for an amount not less than Five Million (\$5,000,000) Dollars exclusive of interest or costs per occurrence and equipment leased, borrowed, rented or operated for an amount of not less than Five Million (\$5,000,000) exclusive of interest or costs per occurrence.

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.

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

The Consultant shall provide or cause to be provided to the Municipality, 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 RFP and the contract. No review or approval of any such insurance certificate by the Municipality shall derogate from or diminish the Municipality's rights or the Consultant's obligation

contained in this RFP or the contract.

If at any time the Municipality 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 Municipality.

The taking out of insurance shall not relieve the Consultant of any of its obligations under this RFP or the contract or limit its liability thereunder.

All policies of insurance shall be:

- (a) written with an insurer licensed to do business in Ontario;
- (b) in form and content acceptable to the Municipality acting reasonably;
- (C) be non-contributing with, and will apply only as primary and not excess to any other insurance available to the Municipality; and
- (d) contain an undertaking by the insurers to notify the Municipality in writing not less than thirty (30) days before any material change, cancellation, lapse or termination of the policies.

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

26 TERMS OF PAYMENT

The successful Consultant shall be reimbursed on a monthly basis for the actual work completed and time spent on the project. Monthly invoices are to include supporting documentation for all disbursements. Disbursements will be paid at cost.

Invoices submitted by the successful Consultant shall include the project title, a description of the work completed and a billing summary. This summary shall include the tasks set forth in the financial submission and shall indicate the budgeted cost, percentage invoiced to date and a total of these amounts for each task.

27 PROPOSAL VALIDITY

Proposals shall remain valid and open for acceptance by the Municipality for a period of sixty (60) calendar days following the deadline for receipt of proposals.

SECTION 2: BACKGROUND, OBJECTIVES, SCOPE OF WORK & DELIVERABLES

28 BACKGROUND

28.1 Location and Road Network

The Township of Guelph Eramosa is located in Wellington County in Southcentral Ontario, Canada. It partly encircles the City of Guelph surrounding along the entire north boundary and part way down the east and west sides. Guelph Eramosa Township has an area of 292 km² (113 square miles) and a population of approximately 12,380 (2011). There are over 4,219 households in the Township with approximately 1,700 of them in Rockwood and the remainder in smaller hamlet or rural areas. The current network consists of approximately 225 centreline kilometres of which approximately 166 kilometres are a mix of paved or surface treated roads as well as rural, semi urban and urban subdivision streets. The balance of the roads, some 59 kilometres are gravel surface. The township limits and the general rural road network is illustrated on the attached map (Appendix 1). The above infrastructure are in various states of repair.

28.2 2013 Roads Needs Study

The Municipality currently requires an update to our road network information. The previous update was completed in 2013. The previous assessment, utilized modifications of various procedures including the MTO's Inventory Manual for Municipal Roads (1991) for the evaluation of the condition of the roads. Bench mark rehabilitation and construction and maintenance costs were developed with input from municipal staff. The scoring and assessment of the Condition Rating, Time of Need, and Improvement Type were also completed following the methodology prescribed in the MTO's Inventory Manual for Municipal Roads (1991).

Based on the recommended funding levels established in the 2013 Report, the Municipality was able to continue and develop maintenance programs and strategies to ensure the road network maintained its overall system adequacy.

29 OBJECTIVES

29.1 Purpose

The Township of Guelph Eramosa is inviting proposals from qualified engineering consultants for consulting services to complete a Road Needs Study for the entire Township road network.

The Township of Guelph Eramosa currently utilizes a spreadsheet database and mapping system to track road conditions and assist in road infrastructure management planning. As a continuation of this project, an Asset Management Software tool will be developed further to provide life cycle cost analysis, optimization strategies and long-

term budget estimates for the Township road network. This will provide forecasting and future budgeting for; rehabilitation, reconstruction and preventative maintenance strategies. The study will be completed in line with the MTO Inventory Manual for Municipal Roads and the subsequent data and results will be used to develop a functional database (and geodatabase) to meet provincial requirements for Asset Management Plans (AMP). The Townships 225 centreline kilometres of road are currently represented by some 381 road sections.

The current annual Capital Budget for road reconstruction and rehabilitation is approximately \$ 1,300,000.00 per year, with approximately \$ 210,000.00 in the Operating Budget for pavement preservation, maintenance gravel and shouldering. It is the intention of this project to provide guidance on methods and strategies for how these funds can be best spent in the effort of maintaining the overall Township of Guelph Eramosa road network.

It is the intention of the Township to receive the final report by no later than November 20, 2017. To ensure that reasonable time is available for the Township to provide project feedback, a draft report will be required no later than **October 23, 2017**. In line with these timelines, the consultant should provide clarification on proposed timelines through a detailed project schedule as part of any response to this request for proposal.

30 SCOPE OF WORK

Work through this request for proposal should be generally limited to the following scope. Exceptions to this are where additional work is required to achieve the intended purpose of the contract or where the consultant may offer any value added services as part of the work. Details speaking to this additional work or value should be included as part of the proposal. If during the course of the work, additional engineering effort is required beyond what is described, it must first be approved by the Township and the unit rates as tendered in the proposal will be used to establish compensation. In line with this, a detailed work plan illustrating the consultants schedule, unit rates and project cost breakdown is to be included as part of any submission.

30.1 Project Goals

- Perform a comprehensive evaluation of the entire Township road network in line with the MTO Inventory Manual for Municipal Roads criteria.
 - Township staff may be present during onsite evaluations to observe the inspection and review/discuss findings. Township participation, if required or requested by the consultant, will be coordinated by end of day Friday for the following week, in such a manner as to not impede the consultant's effort in conducting the field week.
- Update/populate the Townships existing spreadsheet inventory.
- Determine the current state of the road network and reasonable targets.
- Complete a final report by November 20, 2017 which details the following:
 - A summary of the study's findings;

- Update of benchmark construction costs in line with unit rates obtained from or confirmed by the Director of Public Works or designate;
- Capital Budget planning needs and values in line with the following priority periods;
 - Now/immediate needs;
 - 1 to 5 year needs;
 - 6 to 10 year needs.
 - Detailed recommendations for the following 5 years (2018 to 2022 inclusive) in line with the recent Capital Budget amounts:
 - Preventative maintenance (micro surfacing, crack sealing, patching, shoulder gravel, ditching, etc.);
 - Resurfacing, including partial depth reshaping or stabilization (single or multiple lift asphalt, pulverizing and reshaping, cold-in-place recycling, etc.)
- Brief capacity and level of service information for the road network and advice on where additional, detailed investigation should be performed.
- Road System Classification per MMS Classification of Highways

30.2 Scope of Consultant Work

The following tasks are required:

- Start-up meeting with Township staff to review the Occupational Health and Safety (OH&S) Plan and discuss issues and proposed work plan;
- Review the existing Road condition Inventory (Township to provide as '.xls' file);
- Complete the onsite evaluation and Road Needs Study based on the MTO Inventory Manual for Municipal Roads;
- Confirm field data road section measurements onsite as required and update the Townships database as needed;
- Incorporate all inspection/evaluation or applicable project data into a database;
- Develop the following maps to be included in the final report at a minimum. The Township can assist with maps if required:
 - Current condition of the overall road network;
 - Now/immediate needs;
 - 1 to 5 year needs;
 - 6 to 10 year needs;
 - Proposed 5 year Capital Plan by year.
- Submission of a Draft Final Report for Township review;
- Inclusion of Township comments into the Final Report;
- Submission of the Final Report to staff. (Final report to include a separate pdf Appendix with individual asset sheets including a map of the asset and all pertinent details and recommendations. Township to provide sample) ;
- Assist staff with finalizing the 2018 Capital Road rehabilitation and maintenance budgets.

- Review available current traffic counts provided by Township and provide recommendations on required traffic counts locations to create, update and maintain the MMS Road Classification Map.

Note: The consultant shall provide any additional services not listed above that are required to achieve the intended purpose of this contract. All costs associated with completing this work shall be included in the total project cost.

30.3 Asset Management Software

It is the Municipality's intent to ultimately migrate the spreadsheet data into the Citywide GIS database. The Municipality wishes to have the Road Information Management System ("RIMS") data in a format ready to upload to the software. In the interim, the successful Consultant must submit the RIMS data in Excel spreadsheets to allow the Municipality the ability to manage the data until such time as the Municipality has is operating in the Citywide GIS database. Consultants should identify in their proposals their ability to collect and organize the data in a manner that will assist the Municipality with this migration.

Matthew Van Dommelen, General Manager, Business Development and Implementation at Public Sector Digest, may be contacted at (519) 690-2565 ext. 2410 or mvandommelen@publicsectordigest.com to obtain information relating to the level of effort required by the Consultant, including options available for performing the inspections directly in the Citywide program or uploading data into the program, as well as the appropriate costing to be included in the proposal.

31 DELIVERABLES

31.1 Minimum Deliverables

The successful Consultant is required to provide the following list of deliverables:

1. Four (4) hard copies of the final report along with a digital copy. A final report which shall identify the methodology and criteria used in the production in the Study. The final report shall discuss and detail the systems: time of need, system adequacy, recommended funding levels, identification of any horizontal or vertical alignment deficiencies, summarize the road condition ratings by road section, priority rating, and time of need and rehabilitation strategy. The final report shall include electronic and hard copy maps which illustrate: the road inventory by type of surface, by time of need, and by inventory section number.
2. A separate pdf Appendix with individual asset sheets including a map of the asset and all pertinent details and recommendations.
3. Provide a road maintenance needs analysis (recommendations) based on a life cycle forecast for capital.

4. Provide timing and estimates for major and minor repairs (Now, 1-5 years, and 6-10 years).
5. Provide recommendations for on-going maintenance requirements.
6. Provide recommendations for minimum budget levels.
7. Provide high level strategy recommendations.
8. Minutes from all meetings
9. Updated Spreadsheet Database compatible with Citywide for upload.
10. Data collection and reporting compatible with Citywide GIS.

SECTION 3 PROPOSALS

32.0 EVALUATION CRITERIA

32.1 Basis of Selection

The Municipality intends to recommend the appointment of the Consultant on the basis of best overall value, as determined by the review of the technical proposal and fees. The Consultant appointment is subject to approval by the Municipality in accordance with the provisions of the Municipality's Purchasing By-Law.

32.2 Schedule

The following schedule is proposed for the selection of the successful Respondent for this assignment. The following schedule of activities is provided for planning purposes only. The Corporation of the Township of Guelph Eramosa reserves the right to cancel the activity or change the schedule at any time.

RFP Issued	July 26, 2017
Submission Date	August 16, 2017
Award of Assignment	August 18, 2017
Commence Assignment (Start-up Meeting – week of)	August 21, 2017
Study data collection and evaluation	Fall 2017
Draft Final Report	October 23, 2017
Final Report	November 20, 2017

Note: Although every attempt will be made to meet all dates, the Corporation reserves the right to modify any or all dates at its sole discretion.

32.3 Proposals

Proposals should follow the format as detailed in section 9, with the following notes to be considered as additional guidelines.

Demonstrated project understanding and methodology: Response to RFP requirements must be complete. Proponents must demonstrate in their proposal that they have a clear understanding of this project. Proponents need to articulate their proposals, intentions and expectations, indicating how they will fulfill the requirements of the RFP and what services they will provide.

Experience: Experience of the consultant and the proposed project team members with projects of similar size and complexity, including related experience. Appropriate expertise should be provided by the project team members in their proposed respective roles.

Time-lines/Proposed fee structure: A work plan, detailing all suggested steps in the process with an estimate of time and personnel required to complete each step should be provided. Availability and commitment of proposed project team members during the required time frame and information on backup personnel at appropriate organizational levels to be given.

References/Interviews: After an initial review of the proposals, a proponent shortlist may be created at the Township's sole discretion and references checked and interviews conducted. Interviews and reference checking will provide an opportunity for the Township and the potential consultants to further gauge their fit and ability to work with each other. Proponents must provide a minimum of three (3) references that demonstrate successful competency with comparable work for similar clients. Provide a brief description of the project, the timelines and all relevant reference contact information. Alternatively, if one proponent clearly demonstrates they are the leading proponent, after the reference check, the Township retains the option of bypassing the interview process and proceeding directly to the award stage.

32.4 Qualifications

- a) Executive Summary – Consultants must provide a one-page summary of the Proposal, which must be included with the Proposal documents.
- b) Describe fully your company background. Proponents shall supply information that reflects a viable corporate presence in Ontario for at least 24 months prior to the RFP release date. Such a viable corporate presence would be established by the existence of a client base, a functioning sales and support organization, and financial stability.
- c) What is the nature of your services (describe recent similar contracts of equal or greater magnitude with contact names for reference purposes)? Describe the different types of industries for which you provide services. Ensure that you include any experience with previous work undertaken on behalf of the municipality.
- d) Ensure that the Reference Information sheet is completed in full. Note that all references will be checked and evaluated on all 'short listed' proponents.

32.5 Description of Proposed Services

- a) Provide an outline detailing your understanding of the RFP and scope of the work to be undertaken and any specific issues deemed relevant to the scope of work.
- b) Provide an outline of the work program, complete with a schedule that includes milestone dates for each study phase. Proponents shall note that an innovative approach and methodology shall be given significant emphasis during the evaluation process.

- c) Provide details of the project team and curriculum vitae on each project team member, plus the proposed hours and disbursements required for each member of the team.

32.6 Compensation Arrangements

- a) Proponents shall ensure that the Schedule 2 Prices is completed in full and executed.
- b) Proponents shall ensure that travel time, fax, phone, meeting and presentation times are included in their fees as well as all costs for all the required copies of the final and draft reports as outlined in the Schedule of Prices. Proponents shall ensure that they detail which team member(s) will attend the presentation meetings for Committee and Council, if required. Prices shall be quoted exclusive of HST.
- c) All estimated costs associated with the project shall be included as part of the cost in Schedule 2.
- d) The proponent shall explain payment arrangements.

32.7 Management Team

Please provide complete biographies of your management team, highlighting years and range of experience relevant to the activities anticipated by this RFP. Proponents shall ensure that their primary contact (contract manager) is clearly identified as the single point of contact for the municipality. The contract manager will negotiate revisions to the construction contract as required throughout its term; will assist the municipality in any and all conflict resolutions.

32.8 Evaluation Criteria

Proposals will be assessed against the following criteria. The municipality reserves the right to shortlist firms for further evaluation and interviews which may alter the final scoring results. Proposals will be scored based on meeting or exceeding the expectations of the established evaluation criteria.

Evaluation Criteria		Weight Factor
1	Demonstrated project understanding and methodology	20
2	Experience	30
3	Time-lines/Proposed fee structure	50
Total		100

The Corporation reserves the right to reject any or all proposals. The Corporation also reserves the right not to proceed with the project, or any individual parts therein, without stating reason thereof.

Selection of a proposal(s) will be based on all the above criteria and any other relevant information provided by the Respondent(s).

All proposals are to be submitted with the understanding that the selection of a proposal for discussion by the Evaluation Committee shall not thereby result in the formation of a contract. Nor shall it create any obligation on the County to enter into further discussions.

Evaluation of the project lead and project support staff will include an assessment of the firms overall ability to provide multi-disciplinary capabilities and resources to this project and the Project Managers past experience on similar projects.

The assessment of past project experience will include evaluation of the Consultant's success with previous experience of this nature, the previous experience of proposed staff for this project, the stability and reputation of the firm, particularly in the area of consultant services and the ability to complete projects on time successfully.

The project will be awarded to the respondent who, in the sole judgment of the Corporation, provides the best overall value. The Corporation will not be obligated to select the lowest cost or any proposal.

The Corporation reserves the right to conduct reference checks on the Respondents, the results of which may affect the award decision.

The Corporation reserves the right to negotiate terms of reference with Respondents.

PROPOSAL FORM

FOR THE PROVISION OF: AS SUPPLIED BY:	Municipal Road Inventory Condition Assessment and Capital Improvement Plan (Roads Needs Study)
_____ FIRM NAME	
_____ ADDRESS	
_____ POSTAL CODE	
(HEREINAFTER CALLED THE RESPONDENT)	
TO:	THE CORPORATION OF THE TOWNSHIP OF GUELPH ERAMOSIA 8348 Wellington Rd. 124 PO Box 700 Rockwood, ON N0B 2K0 (HEREINAFTER CALLED THE CORPORATION)

THE RESPONDENT DECLARES

1. No person(s), firm or corporation, other than the Respondent, has any personal interest in this Proposal or in the award for which this Proposal is made.
2. No member of Council, officer or employee of the Corporation is or will become interested directly or indirectly as a contracting party, partner, shareholder, and surety or in any portion of the profits thereof, or in any of the monies to be derived, there from.
3. This Proposal is made without any connection, comparison of figures, or arrangements with, or knowledge of any other corporation, firm or person making a Proposal for the same and is in all respects without collusion or fraud.
4. By signing this submission, I confirm I have read and understood the content and requirements of this Proposal document.

LOWEST OR ANY PROPOSAL NOT NECESSARILY ACCEPTED

ACKNOWLEDGEMENT TO RECEIPT OF ADDENDA

This will acknowledge receipt of the following addenda and, that the pricing quoted includes the provision set out in such addenda

ADDENDUM #	DATE RECEIVED
# _____	_____
# _____	_____

Check here if NO Addenda received

DATED _____

SIGNATURE OF WITNESS	SIGNATURE OF RESPONDENT
-----------------------------	--------------------------------

By my signature, I hereby confirm I am a principal, or have been duly authorized by the principal/board, to sign on behalf of the above named.

RESPONDENT INFORMATION FORM

RESPONDENTS must complete this form and include with the Proposal Submission. Please ensure all information is legible.

1.	Firm/Company Name	
2.	Respondent's Contact Individual	
3.	Office Phone #	
4.	Toll Free #	
5.	Cellular #	
6.	Fax #	
7.	E-mail address	
8.	Website	
9.	WSIB Account #	
10.	HST Account #	

RESPONDENT

SIGNATURE

DATE

SCHEDULE 1

Supplier Background and References

CORPORATE / COMPANY PROFILE

Please provide a corporate profile of your company, including an overview of your product offerings, your business model, and what differentiates you from your competitors.

ALLIANCES

Describe any technology and service alliances that your company has established.

REFERENCES

REFERENCE #1	
<i>Organization Name:</i>	
<i>Contact Name:</i>	
<i>Contact Title:</i>	
<i>Address:</i>	
<i>Telephone #:</i>	
<i>E-mail Address:</i>	
<i>Description of Services Provided</i>	

REFERENCE #2	
<i>Organization Name:</i>	
<i>Contact Name:</i>	
<i>Contact Title:</i>	
<i>Address:</i>	
<i>Telephone #:</i>	
<i>E-mail Address:</i>	
<i>Description of Services Provided</i>	

REFERENCE #3	
<i>Organization Name:</i>	
<i>Contact Name:</i>	
<i>Contact Title:</i>	
<i>Address:</i>	
<i>Telephone #:</i>	
<i>E-mail Address:</i>	
<i>Description of Services Provided</i>	

SCHEDULE 2

PRICES

I/We, hereby propose and agree to provide Consulting Engineering Services for The Corporation of the Township of Guelph Eramosa, Public Works Department. Prices **include all applicable** sales taxes (HST).

Work Item/ Location	Lump Sum Price
Road Needs Study	
Engineering Fees	
Disbursements and Expenses	
TOTAL	

Notes:

1. Engineering fees shall include all costs associated with; undertaking any inspections, purchasing software or equipment, sub-consultants, etc. required to complete the work.
2. Disbursements and expenses shall include any reasonable costs to complete the work.