



**REQUEST FOR PROPOSAL**

**OSIM BRIDGES AND STRUCTURAL CULVERTS  
INSPECTIONS**

**CONTRACT #2018-PW-011**

RFP'S RECEIVED BY:

The Corporation of Tay Valley Township  
217 Harper Road  
Perth, Ontario K7H 3C6

Attention: Amanda Mabo, Clerk

Telephone: 613-267-5353 ext. 130  
Toll Free: 1-800-810-0161  
Fax: 613-264-8516  
E-mail: [clerk@tayvalleytwp.ca](mailto:clerk@tayvalleytwp.ca)  
Website: [www.tayvalleytwp.ca](http://www.tayvalleytwp.ca)

**THE CORPORATION OF TAY VALLEY TOWNSHIP  
REQUEST FOR PROPOSAL  
OSIM BRIDGES AND STRUCTURAL CULVERTS INSPECTIONS**

**PART "A" – INFORMATION TO BIDDERS**

**1. Proposal Timing**

The schedule for the proposal anticipates the following milestones:

- Request for Engineering Services issued: July 13, 2018
- Last Day for Addenda: July 31<sup>st</sup>, 2018
- RFP Submission (proposals due): August 2<sup>nd</sup>, 2018, at 1:00 p.m.

**2. RFP Closing**

Submissions, sealed in an envelope, clearly marked with the return address label (Form 1, attached), will be received by the undersigned or his/her designated representative, at the Municipal Office, 217 Harper Road, Perth, Ontario, until **1:00 p.m.**, local time, as determined by the clock located on the computer in the reception area of the Municipal Office, on **Thursday, August 16<sup>th</sup>, 2018.**

Submissions received after closing time will not be considered.

The Corporation of Tay Valley Township  
217 Harper Road,  
Perth, Ontario K7H 3C6

Attention: Amanda Mabo, Clerk

Telephone: 613-267-5353 ext. 130

Toll Free: 1-800-810-0161

Fax: 613-264-8516

E-mail: [clerk@tayvalleytwp.ca](mailto:clerk@tayvalleytwp.ca)

**3. RFP Submission**

One copy of the **completed Declaration**, Appendix A, shall be submitted. The Declaration must be properly signed and witnessed, or signed, witnessed and sealed if the bidder is a Corporation. RFP's must be submitted, using the Appendix "E" - RFP Label (to be affixed on your RFP Envelope).

The RFP must be legible, written in ink or typewritten. RFP's which are incomplete, conditional or obscure or which contain erasures or alterations not properly initialed, or irregularities of any kind, may be rejected. Submissions must not be restricted by a statement added to the Corporation of Tay Valley Township's ("the Township's") documents or by a covering letter, or by alterations to the documents supplied.

Submissions received by fax or email will not be accepted.

**THE CORPORATION OF TAY VALLEY TOWNSHIP  
REQUEST FOR PROPOSAL  
OSIM BRIDGES AND STRUCTURAL CULVERTS INSPECTIONS**

**PART "A" – INFORMATION TO BIDDERS**

**4. Proposal Validity**

Proposals shall remain valid and open for acceptance by the Township for a period of sixty (60) calendar days, following the closing date for receipt of Proposals.

**5. Clarification of Documents**

Any clarification of the Township's documents required by the Bidder, prior to submission, shall be directed to the Clerk. Any such clarifications so given shall not, in any way, alter the Township's documents and the Bidder and the Township agree that in no case shall oral arrangements be considered.

No officer, agent or employee of the Township is authorized to alter, orally, any portion of these documents. During the period prior to submissions, alterations will be issued to Bidders as written Addenda. In the submission, the Bidder shall list all Addenda that were issued and considered in the submission.

All questions shall be directed, in writing (by email) to the Clerk.

All questions/discrepancies identified must be sent to the Township at least three (3) business days prior to the submission due date.

Copies of all questions and answers and any addenda will be posted on the website no later than two (2) business days prior to the submission due date.

**6. Contract Documents and Order of Precedence**

The Contract documents shall consist of all the pages of the RFP documents, issued by the Township, and the Bidders submission. Do not remove any pages from the Township's Form.

These documents, and portions thereof, take precedence in the order in which they are named, notwithstanding the chronological order in which they are issued or executed.

The intent of the Contract is that the Company shall supply equipment and materials or services complete and suitable for the Township' intended use.

**7. Addenda**

Bidders may be advised of addenda, of required additions, deletions or alternations in the requirements of the Request for Proposal documents. All such changes shall become an integral part of the RFP documents and shall be allowed for in arriving at the total submission price.

**THE CORPORATION OF TAY VALLEY TOWNSHIP  
REQUEST FOR PROPOSAL  
OSIM BRIDGES AND STRUCTURAL CULVERTS INSPECTIONS**

**PART "A" – INFORMATION TO BIDDERS**

**8. Harmonized Sales Tax**

Harmonized Sales Tax (H.S.T.), or any other applicable taxes, will be paid in addition to the total price submission.

The quoted price must clearly show the H.S.T. as a separate item from the total price submission.

**9. Health and Safety**

The Bidder assumes full responsibility for conforming to all legislation regarding the safety of his/her employees and the public on this Contract and all notices required to comply with the legislation.

Accordingly, the Bidder shall:

- a) Provide a copy of your Company's Health and Safety Policy, dated not later than **2018**, to be submitted with the RFP.
  
- b) **Provide a copy of the applicable WSIB Certificate of Clearance** or equivalent (if the Company is from outside Ontario), ensuring that all employees are fully covered by WSIB and its regulations, to be submitted with the RFP.

**10. Accessibility**

The Bidder shall provide a declaration with the RFP that they are compliant with the Accessibility for Ontarians with Disabilities Act and its Regulations. An example of a declaration is attached in Appendix "F".

**11. Bidder's Checklist**

To assist Bidders with completing a response to this RFP, a RFP Checklist is included in Appendix C.

**12. Withdrawal**

A Submission may be withdrawn at any time prior to the closing date and time at the Bidder's discretion. Withdrawal notification must be in written form, signed, and must be submitted to the Clerk. No Facsimile, telephone calls or emails will be accepted. After the official closing date and time, all Submissions received shall be irrevocable.

**13. Public Opening**

All submissions will be opened at the Municipal Office, 217 Harper Road, Perth, Ontario, on the same day and time as the closing date.

**THE CORPORATION OF TAY VALLEY TOWNSHIP  
REQUEST FOR PROPOSAL  
OSIM BRIDGES AND STRUCTURAL CULVERTS INSPECTIONS**

**PART "A" – INFORMATION TO BIDDERS**

**14. RFP Results**

Only the names of the Bidders will be made available at the RFP Opening. After the RFP Opening, requests may be submitted to The Corporation of Tay Valley Township for the results and only the names of the Bidders, as read out at the RFP Opening, will be given in the reply. Bid results will be posted on Tay Valley Township's Website at [www.tayvalleytwp.ca](http://www.tayvalleytwp.ca) within 48 business hours of the RFP opening.

**15. Submission Acceptance**

It shall be the policy of the Township that in any procurement of goods, services, facilities or construction invitations to submit a proposal to the Township, the Township reserves the right to reject an offer to supply goods and/or services or RFP's presented in response to the Township's procurement processes where the Township determines, in its sole and unfettered discretion, that the entity making the offer has performed poorly on any Township contract during the previous five-year period. Township Council may remove a Bidder's name from consideration for a contract under this Policy, for a period of up to five (5) years, on the basis of documented poor performance or non-performance on a Township Contract.

The Bidder may be required to show, in terms of experience and facilities, evidence of its ability, as well as that of any proposed subcontractor, to perform the work by the specified delivery date.

The acceptance of any Submission is subject to appropriate funding acceptable to the Township.

The lowest, or any RFP, is not necessarily accepted.

The placing in the mail or delivery of a notice of award to the Bidder address, given the Submission, shall constitute notice of acceptance of the Contract.

**16. Insurance**

Commercial General Liability Insurance

The Company shall, at their expense obtain and keep in force during the term of the Contract, Commercial General Liability Insurance satisfactory to the Township. The policy shall be underwritten by an insurer licensed to conduct business in the Province of Ontario and include but not be limited to the following:

- a) Third party Bodily Injury, Personal Injury and Property Damage, to an inclusive limit of not less than \$5,000,000 per occurrence with an aggregate of not less than \$5,000,000.

**THE CORPORATION OF TAY VALLEY TOWNSHIP  
REQUEST FOR PROPOSAL  
OSIM BRIDGES AND STRUCTURAL CULVERTS INSPECTIONS**

**PART "A" – INFORMATION TO BIDDERS**

- b) The Township shall be added as an additional insured with respect to the operations of the Named Insured.
- c) The policy shall contain a provision for cross liability and a severability of interest clause.
- d) Non-owned Automobile Coverage for a limit of not less than \$5,000,000 including contractual non-owned coverage.
- e) Products and completed operations coverage.
- f) Contingent Employer's Liability.
- g) Broad Form Property Damage.
- h) The policy shall contain a provision for contractual liability – oral and written.
- i) Owner's and Contractor's Protective.
- j) The policy shall provide the Township with 30 days' notice of cancellation or nonrenewal.

Professional Liability Insurance

The Company shall take out and keep in force Professional Liability insurance in the amount of \$2,000,000 providing coverage for acts, errors and omissions arising from their professional services performed under this Agreement. The policy SIR/deductible shall not exceed \$2,000,000 per claim with a \$4,000,000 aggregate. The policy shall be underwritten by an insurer licensed to conduct business in the Province of Ontario and acceptable to the Township. The policy shall be renewed for 3 years after contract termination. A certificate of insurance evidencing renewal is to be provided each and every year. If the policy is to be cancelled or non-renewed for any reason, 90 day notice to the said cancellation or non-renewal must be provided to the Township. The Township has the right to request that an Extended Reporting Endorsement be purchased by the Company at the Company's sole expense.

Professional Liability Coverage

The Company's insurance shall be primary coverage and not additional to and shall not seek contribution from any other insurance policies available to the Township.

Certificate of Insurance

The Company shall provide a Certificate of Insurance evidencing coverage in force at least 10 days prior to Contract commencement.

The Company remains responsible for maintaining the required insurance even if the certificates are never exchanged and/or requested.

**THE CORPORATION OF TAY VALLEY TOWNSHIP  
REQUEST FOR PROPOSAL  
OSIM BRIDGES AND STRUCTURAL CULVERTS INSPECTIONS**

**PART "A" – INFORMATION TO BIDDERS**

**17. Indemnification**

The Company acknowledges that he/she is an independent Company and shall, defend, indemnify, protect and save harmless The Corporation of Tay Valley Township, its officers, members of municipal council, its agents and employees from any and against all damages, liabilities, claims, expenses, demands, loss, costs (including legal costs), actions, legal costs, suits or other proceedings by whomsoever made, directly or indirectly arising out of the Contract attributable to bodily injury, sickness, disease or death or to damage to or destruction of tangible property including loss of revenue or incurred expense resulting from disruption of service and caused by any acts or omissions of the Company, its officers, agents, servants, employees, customers, invitees or licensees, or occurring in or on the premises or third party premises as a result of activities of whatsoever nature arising out of the furnishing by the Company, its agents or employees of the materials and/or performing of the services covered by this Contract. This indemnity shall be in addition to and not in lieu of any insurance to be provided by the Supplier in accordance with this Contract, and shall survive this Contract.

**18. Failure to Enter into an Agreement**

In addition to all of the Township's other remedies, if a selected Bidder fails to execute the accepted agreement or satisfy any other applicable conditions within ten (10) days of notice of selection, the Township may, in their sole and absolute discretion and without incurring any liability, approve an extension (*should agreement changes be requested*), rescind the selection of that Bidder and proceed with the selection of another Bidder.

**19. Assignment**

The Company shall not assign the Contract, or any portion thereof, without the prior consent of the Township.

If the Township agrees to the assignment of the Contract, all Assignment Agreements will be prepared, at the sole cost of the Company, and under no circumstances will the Township be responsible for these costs.

**THE CORPORATION OF TAY VALLEY TOWNSHIP  
REQUEST FOR PROPOSAL  
OSIM BRIDGES AND STRUCTURAL CULVERTS INSPECTIONS**

**PART "A" – INFORMATION TO BIDDERS**

**20. Laws and Regulations**

The Company shall comply with relevant federal, provincial and municipal statutes, regulations and by-laws pertaining to the work and its performance. The Company shall be responsible for ensuring similar compliance by its suppliers and sub-contractors.

The Company shall be governed and interpreted in accordance with the laws of the Province of Ontario.

**21. Warranty**

The Company shall correct at their own expense, any defects in the service. Further, the Company shall provide a name, cellphone number and email address of the assigned personnel that will affect this warranty.

**22. Default by Company**

If the Company commits any act of bankruptcy or if a receiver is appointed on account of its insolvency or in respect of any of its property or if the Company makes a general assignment for the benefit of its creditor, then, in any such case, the Township may, without notice, terminate the Contract.

If the Company fails to comply with any request, instruction or order of the Township or fails to pay its accounts or fails to comply with or persistently disregard statutes, regulations, by-laws or directives or relevant authorities relating to the work or fails to prosecute the work with skill and diligence or assigns or sublets the Contract without the Township written consent or refuses to correct defective work or is otherwise in default in carrying out its part of any of the terms, conditions and obligations of the Contract, then, in any such case, the Township may, upon expiration of ten (10) days from the date of written notice to the Company, terminate the Contract.

Any termination of the Contract by the Township, as aforesaid, shall be without prejudice to any other rights or remedies the Township may have.

If the Township terminates the Contract, they are entitled to:

- Take possession of all of the work in progress and finish the work by whatever means the Township may deem appropriate under the circumstances.
- Withhold any further payments to the Company until its liability to the Township can be ascertained.
- Recover from the Company loss, damage and expense incurred by the Township by reason of the Company's default (which may be deducted from any monies due



**THE CORPORATION OF TAY VALLEY TOWNSHIP  
REQUEST FOR PROPOSAL  
OSIM BRIDGES AND STRUCTURAL CULVERTS INSPECTIONS**

**PART "A" – INFORMATION TO BIDDERS**

or becoming due to the Company, any balance to be paid by the Company to the Township).

**23. Contract Cancellation**

The Township shall have the right, which may be exercised from time to time, to cancel any uncompleted or unperformed portion of the work or part thereof. In the event of such cancellation, the Township and the Company shall negotiate a settlement.

The Township shall not be liable to the Company for loss of anticipated profit on the cancelled portions of the work.

**24. Responsibility**

The Township shall not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any Company prior to, subsequent to, or by reason of the acceptance or the non-acceptance of an RFP save as provided in the Contract. The Township reserves the right to reject any or all RFP's and to waive formalities as the interest of the Township may require without stating reasons, therefore, and the lowest or any RFP will not necessarily be accepted.

**25. Payments**

The Company shall invoice the Township monthly, for services and materials provided. The Township shall pay said invoice within thirty (30) days of receipt of the invoice.

The Township shall have the right to withhold, any sum otherwise payable to the Company, such amount as may be sufficient to remedy any defect or deficiency in the work, pending correction of the same.

Invoices shall contain a breakdown of names of employees, sub-contractor hours and rates, hours of work, position, and expenses. The Company shall provide a financial report with each invoice which shall include the following headings: budget (billings), fees (previous billings), expenses, total contract billing approved amount and percent complete.

**THE CORPORATION OF TAY VALLEY TOWNSHIP  
REQUEST FOR PROPOSAL  
OSIM BRIDGES AND STRUCTURAL CULVERTS INSPECTIONS**

**PART "A" – INFORMATION TO BIDDERS**

**26. Disbursements**

All reasonable and proper expenses incurred by the Company shall be reimbursed without any allowance 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 the Company's proposal)

**27. Municipal Freedom of Information and Protection of Privacy Act**

Any personal information collected by or on behalf of the Township under this Request for Proposal is subject to the *Municipal Freedom of Information and Protection of Privacy Act*. The information provided to the Township may be used to confirm certain information provided in the submissions for this project. The person submitting this Proposal consents to such collection and use of the information. The person submitting this Proposal acknowledges the Proposal is a public document and that the information contained in the Proposal may become public and consents to the release of that information. By responding to this Request for Proposal, respondents waive any challenge to the Township decision in this regard. Any questions regarding the collection, use, or disclosure of the information should be directed to the Clerk.

**THE CORPORATION OF TAY VALLEY TOWNSHIP  
REQUEST FOR PROPOSAL  
OSIM BRIDGES AND STRUCTURAL CULVERTS INSPECTIONS**

**PART "B" – PROJECT INFORMATION**

**1. Project Overview**

The Township is requesting proposals from qualified Engineering Consultant's to provide structural inspections in accordance with the Ontario Structure Inspection Manual (OSIM). This RFP covers the inspections of seventeen (17) bridge structures and six (6) structural culverts within the Township that were previously inspected in 2016. The list of the structures is attached in Appendix D.

The successful company shall also complete a summary report to identify and prioritize recommendations for the maintenance and capital needs for the next ten (10) years as part of this RFP. The recommendations and costs provided in the Capital Needs Report shall be realistic and will be used to create the Townships' 10 Year Plan.

**2. General Scope of Work**

The general scope of work for includes:

- Detailed visual inspection and reporting in accordance with OSIM;
- Calculate Bridge Condition Indices (BCI) for each structure;
- Complete a brief report for each structure (2-pages); and,
- Complete a Capital Needs Summary Report.

**3. Background Information**

All of the structures were last inspected in 2016 and the previously collected data for each structure will be provided, however it shall be the sole responsibility of the Company to confirm the data provided is accurate.

Rehabilitation projects for Noonan Side Road Bridge (15-091) and Glen Tay Road Bridge (15-094) are currently in progress and are slated for construction in 2019, pending Budget approvals. The Upper Scotch Line Culvert, also known as "Found Culvert" is also in the design stage, with construction to follow in the late fall of 2018.

**4. Target Completion Dates**

The proposed schedule shall include the anticipated start and completion date for each phase and a list of deliverables with submission dates to the Township. All OSIM investigations shall be completed during summer or fall months with the final report being submitted by **December 1<sup>st</sup>, 2018**.

**THE CORPORATION OF TAY VALLEY TOWNSHIP  
REQUEST FOR PROPOSAL  
OSIM BRIDGES AND STRUCTURAL CULVERTS INSPECTIONS**

**PART "B" – PROJECT INFORMATION**

**5. Terms of Reference**

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

Phase 1: Data Collection and Review

Phase 2: Site Visit/ Field Inspection

Phase 3: Documentation and Submission of Deliverables

The major tasks to be addressed by the successful Company for this project are outlined below. This list should be augmented as required and believed necessary based on the Company's experience and knowledge to provide a complete and well executed project.

**Phase 1: Data Collection and Review**

- Develop and implement a Site Specific Health and Safety Plan for all field work. The Site Specific Health and Safety Plan shall be submitted to the Township at least one (1) week prior to commencement of field work and be in accordance to relevant legislation including the Occupational Health and Safety Act. The requirements for safety and protection of workers in the field, including personal protective equipment, traffic control and any and all measures required accordingly, is the responsibility of the Company;
- Develop and implement a Traffic Control Plan for all field work. The Traffic Control Plan shall be submitted to the Township at least one (1) week prior to the commencement of field work and must be in accordance with the latest version of Ontario Traffic Manual (OTM) – Book 7;
- Implement the schedule submitted as part of the Proposal, confirming the start-up date and completion date for each phase and a list of deliverables with submission dates to the Township;
- Collect, Review and assess all existing data including past inspection reports and Township historical files to confirm the element(s) of each structure and the dimensions of the elements, where possible. Previous inspection reports will not be provided in editable format.

**Phase 2: Site Visit/ Field Inspection**

- Verify all elements data from the existing inspection records with observations in the field, confirming element types, materials and quantities. The Company shall note any discrepancies and make appropriate amendments as required;
- Carry out detailed visual inspections in the field for all structures, noting all defects and deteriorations in accordance with the procedures and format stipulated in OSIM. Provide sufficient and relevant comments for each element to provide a full understanding to the Township of the extent of deterioration and or defects.

**THE CORPORATION OF TAY VALLEY TOWNSHIP  
REQUEST FOR PROPOSAL  
OSIM BRIDGES AND STRUCTURAL CULVERTS INSPECTIONS**

**PART "B" – PROJECT INFORMATION**

- Photographs shall be taken to clearly identify the structure and the condition of all elements of the structure. Digital photos shall be date stamped (year-month-date) and be of quality to clearly show the condition of the element.
- The Township shall be immediately informed of any critical deficiencies or defects, such as unsafe conditions or fatigue cracks, which are discovered during the field inspection.

No Enhanced OSIM inspections are required under this RFP and additional access for structures (i.e. Bridgmaster, boat, etc.) is not required. The Company may use other means (i.e. binoculars) to visually inspect elements that are not easily accessible. All inspection limitations shall be noted in the inspection report.

**Phase 3: Documentation and Submission of Deliverables**

- Prepare and submit “Draft” Individual Structure Inspection Report for each structure inspected, in PDF format, for the Township to review. The Company shall make the appropriate changes, based on the Township’s comments, and resubmit a “Final” report as noted in Section 1. The Individual Summary Report shall include a one (1) page summary of each structure with the following key points:
  - Name of Bridge and asset identification number;
  - Photograph of overall structure;
  - Recommended additional inspections required;
  - Recommended Maintenance work;
  - Recommended Repair and Rehabilitation work, including estimated costs;
  - Bridge Condition Index (BCI).The OSIM Structure Inspection Form and photographs of the structure’s elements shall be appended to each individual report. The OSIM Inspection shall also be provided in excel format.
- Prepare and submit a “Draft” Summary Report for all the structures inspected, in PDF format, for the Township to Review. The Company shall make the appropriate changes, based on the Townships comments, and resubmit a “Final” report. The Summary Report shall identify and prioritize recommendations for the maintenance and capital needs of all structures over the next ten (10) years, including the timing of the recommended work and the estimated costs to complete the work. The Summary Report shall include:
  - An Executive Summary;
  - A list of all bridges and culverts, noting the length, width, number of span, year constructed and BCI;
  - Maintenance needs summary;
  - Capital works summary; and,
  - Limitations

**THE CORPORATION OF TAY VALLEY TOWNSHIP  
REQUEST FOR PROPOSAL  
OSIM BRIDGES AND STRUCTURAL CULVERTS INSPECTIONS**

**PART "B" – PROJECT INFORMATION**

**6. Project Management**

The Company is expected to actively manage the project and is responsible to ensure the project is completed in accordance with the 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:

- Coordinating the work of the Company and any Sub-Contractor;
- Provide regular and as-requested updates to the Township on the status of the project; and
- Prepare, and submit together, invoices, progress reports and Monthly Status Reports to the Township's satisfaction.

**7. Project Reporting**

Sean Ervin, C.E.T., Public Works Technologist, will be the key contact person for this project, once the Contract has been awarded:

Mailing Address: 217 Harper Road  
Perth, Ontario K7H 3C6  
Telephone: (613) 267-5353 ext. 127  
Email: [technologist@tayvalleytwp.ca](mailto:technologist@tayvalleytwp.ca)

**8. Major Stakeholders**

The following are major stakeholders for this project:

- The Corporation of Tay Valley Township;
- The Corporation of the County of Lanark;
- Rideau Valley Conservation Authority;
- Fisheries and Oceans;
- Local Residents and Communities;
- Student Transportation of Eastern Ontario (STEO);
- Railway Companies;
- Ministry of Transportation, Ontario;
- Ministry of Natural Resources and Forest;
- Canada Post; and
- Hydro One.

Additional stakeholders may be identified during the course of this project.

**THE CORPORATION OF TAY VALLEY TOWNSHIP  
REQUEST FOR PROPOSAL  
OSIM BRIDGES AND STRUCTURAL CULVERTS INSPECTIONS**

**PART "C" – PROPOSAL EVALUATION**

**1. Submission Instructions**

This RFP is to be divided into two components - Proposal and Financial.

The Bidder shall submit, in one sealed package, two (2) hard copies of each component in separate documents. The submissions shall also include one electronic copy, in PDF format, of both components saved as separate files.

Bidders are required to prepare their submission as follows:

**Component 1 – Proposal**

Shall be a response to Part “B” – Project Information including any appendices, a cover letter and a table of contents. The proposal shall not exceed eight (8) single-sided letter size pages in a minimum 12-point font including spreadsheets, which can be submitted in 11 x 17 format and shall count as one (1) page. Appendices such as detailed résumés and level of effort tables (excluding prices) may also be included and do not count towards the maximum number of pages. Component 1 shall also include the following as appendices:

1. Appendix “A” – Declaration
2. Appendix “C” – Bidders Checklist
3. Appendix “F” – Accessibility Declaration
4. Health and Safety Policy – 2018
5. WSIB Clearance

**Component 2 - Financial**

Shall be the Bidder’s financial offer and should correspond with the Bidder’s proposed schedule and each phase of the project. This section shall provide a breakdown of costs for each phase and contain the following:

1. Appendix B – Financial Offer

It is requested that pricing information not be included within Component 1 of the submission.

**2. Evaluation and Selection Methodology**

Proposals will be evaluated in accordance with the steps identified below. Bidders are required to address each requirement in sufficient depth in their submission to permit a full evaluation of their Proposal. The onus is on the Bidder to demonstrate that it meets the requirements specified in this RFP.

The Township will evaluate the submission solely on the documentation provided as part of the Proposal. References in the submission to additional information not

**THE CORPORATION OF TAY VALLEY TOWNSHIP  
REQUEST FOR PROPOSAL  
OSIM BRIDGES AND STRUCTURAL CULVERTS INSPECTIONS**

**PART "C" – PROPOSAL EVALUATION**

submitted as part of the Proposal, such as a website address where additional information can be found, will not be considered in the evaluation of the Proposal.

Assessment of the Proposal submissions will commence after the RFP closing date.

**3. Conduct of Evaluation**

In conducting its evaluation of Proposals, the Township may, but will not be obligated to do the following:

- Seek clarification or verification from the Bidder regarding any or all information provided by them with respect to this RFP;
- Contact any or all references supplied by the Bidder to verify and validate any information provided by them;
- Request specific information with respect to the Bidder's legal status;
- Conduct a survey of the Bidder's financial capabilities to determine if they are adequate to meet the requirements of this RFP.

Bidders will be given a specific number of days by the Township to comply with any request related to any of the above items. Failure to comply with the request may result in the Proposal being declared non-responsive.

**4. Evaluation Team and Process**

An evaluation team comprised of Township staff will review all Proposals received and score the Proposals using a consensus approach in relation to the requirements and points that are identified herein. The Township reserves the right to engage professional external or subject matter experts to assist with the evaluation process.

By submitting a Proposal, the Bidder agrees to be bound by the process set out in this RFP regarding the evaluation of Proposals.

Step	Evaluation Stage Description	Weighting
1	Evaluation against Rated Requirements	70
2	Evaluation of Financial Offers	30
	Total Points Available	100



**THE CORPORATION OF TAY VALLEY TOWNSHIP  
REQUEST FOR PROPOSAL  
OSIM BRIDGES AND STRUCTURAL CULVERTS INSPECTIONS**

**PART "C" – PROPOSAL EVALUATION**

The following must be provided in the Proposal for Consideration:

Project Schedule	Pass/Fail
Completed Declaration (Appendix "A")	Pass/Fail
Health and Safety Policy (Part "A" - #10)	Pass/Fail
WSIB Certificate of Clearance (Part "A" - # 10)	Pass/Fail
Accessibility Declaration (Part "A" - # 11)	Pass/Fail
Financial Appendix "B"	Pass/Fail

**Step 1 – Evaluation Against Rated Requirements (70 points)**

Proposals will be evaluated and scored in accordance with the rated requirements of this RFP and the following Scoring Guide:

Detailed Work Plan Evaluation	Point Allocation
Firm's Qualifications and Experience on Similar Assignments.	10
Project Team's Experience	10
Project Understanding and Approach	15
Work Plan, Methodology and Quality Assurance Plan	20
Project Schedule	15
<b>TOTAL:</b>	<b>70</b>

Bidders are required to achieve a minimum of 49.0 (70%) on the overall rated requirements. Failure to achieve the minimum score will render a Proposal non-responsive and will be given no further consideration.

**Step 2 – Evaluation of Financial Proposals (30 points)**

Only Proposals meeting all the requirements detailed in Step 1 will be considered at this point.

Proposals will be evaluated for the "Proposal Fee" portion based on the following:

**THE CORPORATION OF TAY VALLEY TOWNSHIP  
REQUEST FOR PROPOSAL  
OSIM BRIDGES AND STRUCTURAL CULVERTS INSPECTIONS**

**PART "C" – PROPOSAL EVALUATION**

The lowest fee proposed shall be awarded the full amount of points available for the fee portion of the evaluation (30). All higher fees proposed shall be awarded points, rounded to the closest full point for the portion of the evaluation by the following:

$$\text{Awarded Price Points} = \left( \frac{\text{Lowest Proposal}}{\text{Evaluated Proposal}} \right) \times \text{MAX POINTS (30)}$$

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 Bidder with the low fee of \$100,000 would be awarded 30 Points.
- b) The Bidder with the 2nd low fee of \$120,000 would be awarded points as follows:

$$\begin{aligned} \text{Awarded Price Points} &= \left( \frac{\text{Lowest Proposal}}{\text{Evaluated Proposal}} \right) \times \text{MAX POINTS (30)} \\ &= \left( \frac{\$100,000}{\$120,000} \right) \times 30 \\ &= 25 \end{aligned}$$

- c) The Bidder with the 3rd low fee of \$200,000 would be awarded points as follows:

$$\begin{aligned} \text{Awarded Price Points} &= \left( \frac{\text{Lowest Proposal}}{\text{Evaluated Proposal}} \right) \times \text{MAX POINTS (30)} \\ &= \left( \frac{\$100,000}{\$200,000} \right) \times 30 \\ &= 15 \end{aligned}$$

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

**Step 3 – Due Diligence**

The Township, at its sole discretion, may conduct a due diligence phase to review the certainty, reasonableness and comprehensiveness of a Proposal. The Township may seek clarification of any of the elements contained in the Proposal and contact the project references in order to confirm the information provided. Bidders are expected to cooperate in providing clarification on any of the components of their Proposal. Proposals that fail to satisfy the due diligence phase shall not be given any further consideration.

Bidders may be required, and shall diligently do so if requested by the Township, to furnish supplemental information concerning their Proposals. Generally, diligently shall mean within 48 hours of such notice given by the Township.

**THE CORPORATION OF TAY VALLEY TOWNSHIP  
REQUEST FOR PROPOSAL  
OSIM BRIDGES AND STRUCTURAL CULVERTS INSPECTIONS**

**PART "C" – PROPOSAL EVALUATION**

**Step 4 – Selection of Successful Bidder**

The evaluation team intends to recommend Proposals for authorization on the basis of “best value” to the Township, as determined by Proposals having met and passed all the preceding steps, meaning:

- achieves an overall evaluation score which meets or exceeds the Rated Requirements threshold, as outlined in Step 1;
- have passed the Financial Offer evaluation, as outlined in Step 2;
- scored the highest awarded points after adding the points awarded in Step 1 to the points awarded in Step 2 and,
- have passed the Due Diligence evaluation, as outlined in Step 3.

**Step 5 – Award**

Following the selection of a Successful Company, authorization of the Contract will be made in accordance with the provisions of the Township’s procurement Policy.

**Step 6 – Debriefing**

Bidders are entitled to request a debriefing from the Township of how their submission was evaluated. Debriefing sessions will be scheduled by the Project Manager following Step 5 of the evaluation process. Debriefing sessions shall be conducted for the sole purpose of providing constructive and instructive feedback to a Bidder. A debriefing session will only involve a review of how the Township considered and evaluated a particular Bidder’s Proposal and will not include disclosure of any aspects of the Township evaluation of other Proposals received from other Bidders.

**THE CORPORATION OF TAY VALLEY TOWNSHIP  
REQUEST FOR PROPOSAL  
OSIM BRIDGES AND STRUCTURAL CULVERTS INSPECTIONS**

**APPENDIX "A" – DECLARATION**

1. I, \_\_\_\_\_, of \_\_\_\_\_,  
**DECLARE** that no person, firm or Corporation, other than the one whose signature or the signature of whose proper officers and seal is or are attached below, has any interest in this submission or in the Contract proposed to be taken.
2. **I FURTHER DECLARE** that this proposal is made without any connections, knowledge, comparison of figures or arrangement with any other company, firm or person making a submission for the same project and is in all respects fair and without collusion or fraud.
3. **I FURTHER DECLARE** that no member of the Township Council, or any Officer of The Corporation of Tay Valley Township is or will become interested, directly or indirectly, as a contracting party or otherwise, in the performance of the Contract, or in the supplies, work or business to which it relates or any portion of the profits thereof, or any such supplies to be used therein or in any of the monies to be derived therefrom.
4. **I FURTHER DECLARE** that several matters stated in the said proposal are in all respects true.
5. **I FURTHER DECLARE** that I have carefully examined the Request for Proposal document, and hereby acknowledge the same to be part and parcel of any contract to be let for the project therein described or defined and do all the work and to provide the services for the prices stated.
6. **I FURTHER DECLARE** that I have a clear understanding of all the work involved in this contract.
7. **I FURTHER DECLARE** that this offer is to continue open to acceptance until the formal contract is executed by the successful Company for the said project OR for a period of sixty (60) days after the closing date, whichever first occurs and that the Township may, at any time, within that period, without notice, accept this Submission whether any other Submission has been previously accepted.
8. **I FURTHER DECLARE** that the awarding of the contract based on this Request for Proposal by the Township shall be an acceptance of this Proposal.
9. **I FURTHER DECLARE** that in the event of default or failure on our part, that the Township shall be at liberty to advertise for new Requests for Proposals, or to carry out the works in any other way they deem best, and I also agree to pay to the said Township the difference between this Request for Proposal and any greater sum which the said Township may expend or incur by reason of such default or failure or by reason of such action as aforesaid, on their part, including the cost of any advertisement for new Request for Proposals; and to indemnify and save harmless the said Township and their officers from all loss, damage, cost charges and expenses which they may suffer or be put to by reason of any such default or failure on our part.
10. **I FURTHER DECLARE** that Addendum/Addenda No. \_\_\_\_\_, inclusive, has/have been received, and that all changes specified in the Addendum/Addenda have been included in the prices submitted.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Company

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

\_\_\_\_\_  
Address

\_\_\_\_\_  
Name of Signing Authority for  
Contract (Please print)

\_\_\_\_\_  
Telephone

**THE CORPORATION OF TAY VALLEY TOWNSHIP  
REQUEST FOR PROPOSAL  
OSIM BRIDGES AND STRUCTURAL CULVERTS INSPECTIONS**

**APPENDIX “B” – FINANCIAL**

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

	Professional Fees	Disbursements	Total Cost (excluding HST)
2018 OSIM Inspections for 17 Bridges and 6 Structural Culverts	\$ _____	\$ _____	\$ _____
		TOTAL	\$ _____

In addition to this summary, the Bidder is required to provide a detailed price breakdown by major tasks with the proposal, by structure. The breakdown should include the specific activities planned, the timing and associated level of effort by individual or classifications.

**THE CORPORATION OF TAY VALLEY TOWNSHIP  
REQUEST FOR PROPOSAL  
OSIM BRIDGES AND STRUCTURAL CULVERTS INSPECTIONS**

**APPENDIX “C” – BIDDERS CHECKLIST**

**To be submitted as part of the RFP.**

- 1. Completed Declaration (Appendix “A”)
- 2. 2018 Health and Safety Policy – Part “A” (#9)
- 3. WSIB Certificate of Clearance – Part “A” (#9)
- 4. Accessibility Declaration – Part “A”/Appendix “F” (#10)

**To be submitted upon Contract award.**

- 1. Insurance Requirements – Part “A” (#16)

**THE CORPORATION OF TAY VALLEY TOWNSHIP  
REQUEST FOR PROPOSAL  
OSIM BRIDGES AND STRUCTURAL CULVERTS INSPECTIONS**

**APPENDIX “D” – LIST OF STRUCTURES**

<b>Bridge List</b>							
<b>ID</b>	<b>Name</b>	<b>Length</b>	<b>Width</b>	<b>Span</b>	<b>Year Constructed</b>	<b>Latitude</b>	<b>Longitude</b>
15-050	Ennis Road Bridge	13.0	10.9	1	2010	44.9492	-76.4091
15-051	Anderson Road Bridge	12.0	4.9	1	1956	44.9504	-76.4021
15-070	Munro Road Fall River Bridge	9.8	5.5	1	1979	44.8269	-76.5555
15-072	Bolingbroke Bridge	37.0	5.7	3	1930	44.9597	-76.5196
15-075	Doran Road Fall River Bridge	16.2	6.5	1	1970	44.8682	-76.4841
15-076	Gamble’s Side Road Bridge	8.5	6.9	1	1950	44.8701	-76.3744
15-087	Second Line Road Bridge	13.2	8.2	1	1965	44.8267	-76.3728
15-088	Menzies Bridge	10.5	8.5	1	2002	44.8350	-76.3514
15-089	Upper Scotch Line Road Bridge	18.6	8.3	2	1990	44.8216	-76.3514
15-090	Upper Scotch Line Road Bridge	18.2	8.2	1	1974	44.8284	-76.3404
15-091	Noonan’s Side Road Bridge	10.0	9.1	1	1967	44.8415	-76.3346
15-092	Adam’s Mill Bridge	13.7	9.8	1	1985	44.8426	-76.3402
15-093	Bowes Side Road Bridge	13.2	7.0	1	1940	44.8609	-76.3151
15-094	Glen Tay Road Bridge	18.8	9.8	1	1979	44.8762	-76.3038
15-095	Upper Scotch Line Road Bridge	15.9	6.8	1	1955	44.8506	-76.3056
15-139	Haughian’s Bridge	7.9	6.0	1	1950	44.7493	-76.2760
15-A01	Allans Mill Road Bridge	4.8	5.2	1	1930	44.8365	-76.3176
<b>Culvert List</b>							
<b>ID</b>	<b>Name</b>	<b>Length</b>	<b>Width</b>	<b>Cells</b>	<b>Year Constructed</b>	<b>Latitude</b>	<b>Longitude</b>
C15-048	Hunter Side Road Culvert	11.3	3.1	1	1985	44.9576	-76.4100
C15-096	Glen Tay Road Open Footing Culvert	15.3	8.3	1	1956	44.8696	-76.2920
C15-A02	Anglican Church Road Culvert	12.8	4.9	1	1932	44.8658	-76.4165
C15-A03	Doran Road Culvert	30.0	3.7	1	1956	44.8583	-76.4337
C15-A04	9 <sup>th</sup> Concession Road Culvert	14.0	5.1	1	1975	44.9454	-76.3625
Found 1	Upper Scotch Line Culvert	17.2	3.5	1	1980	44.8321	-76.3346

**THE CORPORATION OF TAY VALLEY TOWNSHIP  
REQUEST FOR PROPOSAL  
OSIM BRIDGES AND STRUCTURAL CULVERTS INSPECTIONS**

**APPENDIX "E" – RFP LABEL**

To help identify your RFP, please **cut out the label below and affix this label to the outside of your RFP Envelope:**

<b>THE CORPORATION OF TAY VALLEY TOWNSHIP REQUEST FOR PROPOSAL OSIM BRIDGES AND STRUCTURAL CULVERTS INSPECTIONS</b>	
The Corporation of Tay Valley Township 217 Harper Road, Perth, Ontario K7H 3C6	
<b>Attention:</b>	<b>Amanda Mabo, Clerk</b>
Telephone:	613-267-5353 ext. 130
Toll Free:	1-800-810-0161
Fax:	613-264-8516
E-mail:	<a href="mailto:clerk@tayvalleytwp.ca">clerk@tayvalleytwp.ca</a>
<b>CONTRACT NUMBER:</b>	<b>CLOSING TIME/DATE:</b>
2018-PW-011	1:00 PM August 2 <sup>nd</sup> , 2018
<b>YOUR COMPANY'S NAME AND ADDRESS:</b>	



Use the above label for your envelope when you submit your RFP Document.



**THE CORPORATION OF TAY VALLEY TOWNSHIP  
REQUEST FOR PROPOSAL  
OSIM BRIDGES AND STRUCTURAL CULVERTS INSPECTIONS**

**APPENDIX “F”**

**[COMPANY LETTERHEAD]**

To: The Corporation of Tay Valley Township

From: [Company Name]

[DATE]

[CONTRACT NUMBER, CONTRACT TITLE]

Re: Declaration of Compliance – Accessibility of Ontarians with Disabilities Act (AODA)

Please accept this letter as confirmation [COMPANY NAME] is in compliance with the Accessibility of Ontarians with Disabilities Act and its regulations

[SIGNATURE]

[NAME]

[POSITION]

[CONTACT INFORMATION]

[COMPANY]