



**REQUEST FOR PROPOSAL**

**ENGINEERING SERVICES FOR THE SECOND LINE  
BRIDGE**

**CONTRACT #2021-PW-006**

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  
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**PART "A" – INFORMATION TO BIDDERS**

**1. Proposal Timing**

The schedule for the proposal anticipates the following milestones:

- Last Day for Addenda: April 27, 2021 at 4:30 p.m.
- RFP Submission (proposals due): April 29, 2021 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, April 29, 2021.**

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.

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**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 at 4:00 p.m.

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 at 4:00 p.m.

**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.

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**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 Statement, dated not later than **2021**, 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.

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**PART "A" – INFORMATION TO BIDDERS**

**14. RFP Results**

Only the names of the Bidders who submitted a proposal 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. A list of Bidders 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 Township reserves the right to award by item, or part thereof, groups of items, or parts thereof or all items of the Submission, and to award Contracts to one or more Bidders submitting identical prices, to accept or reject any Submission in whole or in part, to waive irregularities or omissions. If in so doing, the best interests of the Township will be served, no liability shall accrue to the Township for their decision in this regard.

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.

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**PART "A" – INFORMATION TO BIDDERS**

**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 issued on an Occurrence Basis. Coverage shall include but not limited to:

- 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.
- b) The Township shall be added as an additional insured with respect to the operations of the Named Insured. This insurance shall be non-contributing with and primary to the Township.
- 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) Occurrence Property Damage.
- i) Products.
- j) Broad Form Completed Operations.
- k) Personal Injury.
- l) The policy shall contain a provision for contractual liability – oral and written.
- m) Owner's and Contractor's Protective.
- n) This coverage shall not contain any exclusions with respect to explosion, collapse and underground property damage hazards.

Professional Liability Insurance

The Company shall take out and keep in force Professional Liability insurance in the amount of \$5,000,000 providing coverage for acts, errors and omissions arising from their professional services performed under this Agreement. 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 or contain an extended reporting period 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.

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**PART "A" – INFORMATION TO BIDDERS**

Automobile Liability Insurance

Automobile liability insurance with respect to owned or leased vehicles used directly or indirectly in the performance of the services covering liability for bodily injury, death and damage to property with a limit of not less than \$5,000,000 inclusive for each and every loss.

Environmental Impairment Liability

The Company shall effect and maintain Environmental Impairment Liability with a limit of not less than \$5,000,000 per Incident /Annual Aggregate. Coverage shall include Third Party Bodily Injury and Property Damage including restoration costs. If such insurance is issued on a claims made basis, coverage shall contain a 24 month extended reporting period or be maintained for a period of two years subsequent to conclusion of services provided under this Agreement.

Other

Any and all deductibles applicable to the above-noted insurance policies shall be the sole responsibility of the Named Insured, and the Township shall bear no cost towards such deductibles.

The Company is responsible to effect physical damage on their assets/equipment—failure to do so will not impose any liability on the Township.

Such policies shall not be cancelled, changed or lapsed unless the Insurer notifies the Township in writing at least thirty (30) days prior to the effective date of such cancellation, material change or lapse. The insurance policy will be in a form and with a company licensed to write business in the Province of Ontario and which are, in all respects, acceptable to the Township.

The Company shall provide the Township with a certificate of insurance evidencing coverage as noted above at least 10 days prior to Contract commencement

The Township reserves the right to assess exposures and add additional insurance requirements where deemed necessary.

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

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**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.



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**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, cell phone 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.

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- 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 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 successful Company will be required to complete the applicable paperwork to facilitate payment via Electronic Funds Transfer (EFT). This paperwork will be provided to the Bidder by the Township after the Contract is awarded.

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.

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**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.

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**PART "B" – PROJECT INFORMATION**

**1. Project Overview**

The Township is requesting proposals from qualified Engineering Consultant's to provide structural engineering design, contract administration and construction inspection services for the rehabilitation of the Second Line Bridge.

**2. General Scope of Work**

The general scope of work includes:

- Detailed design for the rehabilitation of the Second Line Bridge;
- Engineering services during the Tender Call; and
- Contract Administration and Construction Inspection Services during construction.

**3. Background Information**

The Second Line Bridge is a slab on I-beam Bridge located on Second Line Road, Lot 7, Concession II, 1.0 km east of County Road 6. Deck length is 13.2 metres, width of 8.2 metres. The structure accommodates a 7.3-metre-wide wearing surface.

The anticipated scope of work for this structure includes repairing the girder ends, repair wingwall and abutments, replace the bearings and repaint the structure steel.

The bridge was last inspected in 2020 and the 2020 OSIM inspection is attached. The bridge also underwent a minor rehabilitation in 2015 and the work included concrete repairs to the deck, removal and installation of new safety curbs, install new thrie beam guiderails on curbs, concrete repairs on the abutment walls, install slope protection and the embankments, and the installation of new steel beam guiderails.

**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.

The detailed design for the Second Line Bridge shall be completed by October 8<sup>th</sup>, 2021 to align with the Townships yearly budget deliberations that occur between November and December each year. Subject to Township Council approval, the Tender Call for this project is expected to occur in early 2022, with construction occurring in the summer months of 2022.

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**PART "B" – PROJECT INFORMATION**

**5. Terms of Reference**

Engineering Services for the Second Line Bridge will include, but not limited to, the following major tasks:

**Phase 1: Data Collection and Design**

- Develop and implement a Site-Specific Health and Safety Plan and Traffic Control Plan for all field work. Both documents shall be submitted to the Township at least one (1) week prior to the commencement of field work and shall be in accordance with relevant legislation;
- Collect, review and assess all existing data including past inspection and evaluation report(s);
- Carry-out field survey to facilitate design work;
- Complete a Structural Design Report that will include, at a minimum, introduction, existing conditions, proposed rehabilitation details, cost estimate, traffic and staging details, utilities and conclusion;
- Prepare draft design documents and submit to Township for review;
- Communicate with appropriate stakeholders and obtain applicable permit(s);
- Finalize design documents. the Company shall submit one (1) hard copy and (1) electronic copy of all reports, memos, drawings and contract documents to the Township; The drawings shall be stamped/sealed and signed by an Engineer registered in the Province of Ontario. Drawings shall be printed on 24"x34".

**Phase 2: Tender Call**

- Provide part-time engineering services during the Tender call;
- Provide five (5) hard copies of the "Issued for Tender" drawings and specification package to the Township for bidding Contractors. Drawings shall be printed on 24"x34";
- Receive and reply to questions during tendering, including preparation of addenda(s);
- Review tender submittals to ensure all required project documentation (i.e. bonding, insurance, etc.) was provided by the Bidder;
- Prepare a detailed summary of all the Bidders unit prices; and
- Provide a recommendation on the award of the Contract.

For the purpose of this Proposal, please assume a 3-week tendering period and 5-hours of services per week. Remuneration during this phase will be on an hourly basis and hourly rates are to be provided as part of the Company's Proposal.

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**PART "B" – PROJECT INFORMATION**

**Phase 3: Contract Administration and Inspection**

- Issue “For Construction” drawings and specification package to the Township and the successful Contractor. One (1) hard copy and one (1) PDF version shall be submitted to the Township and two (2) hard copies shall be submitted to the selected Contractor. Drawings shall be printed on 24”x34”;
- Chair construction start-up and bi-weekly progress meetings; provide the agenda and the minutes.
- Take pre-construction photos and provide one (1) copy of all pictures to the Township.
- Advise the Contractor on the design interpretation of the Contract Documents throughout the construction phase of the project and issue supplementary details and instructions during construction as required;
- Promptly advise the Township of any potential errors or omissions during the construction work;
- Review working drawings (shop drawings) and proposed construction methods as warranted to ensure the Company’s drawings and methods comply with the design specifications and requirements for the project;
- Give consideration and advice in respect to alternatives of construction methods or material proposed by the Contractor and make appropriate recommendations;
- Arrange for the testing and inspection of materials by an authorized testing and inspection company, if required;
- Prepare deficiency list and confirm corrective actions required by the Company;
- Maintain as-built drawings during construction and submit a “final” as-built drawing package to the Township. One (1) hard copy and one (1) PDF copy shall be submitted; and
- Prepare monthly progress payment certificates and reports and submit to the Township;
- Review the company’s request for final payment and its compliance to the Ontario Construction Lien Act. Review company’s request for payment of maintenance holdback at the end of the maintenance period; and
- Advise on the validity of changes for additions or deletions and issue change orders when directed.

For the purpose of this Proposal, please assume a 8-week construction period and 20-hours (part time) of services per week. Remuneration during this phase will be on an hourly basis and hourly rates are to be provided as part of the Company’s Proposal.

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.

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**PART "B" – PROJECT INFORMATION**

**Any Proposal submitted that is an exact copy and paste of the tasks noted below will not be evaluated.**

**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(s);
- 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, Public Works Manager, 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: publicworksmanager@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.

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**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 twelve (12) 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 Statement – 2020
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.



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**PART "C" – PROPOSAL EVALUATION**

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

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**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 Statement (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.	5
Project Team's Experience	10
Project Understanding	10
Work Plan, Methodology and Quality Assurance Plan	35
Project Schedule	10
<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:

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**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.

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**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.

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**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  
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**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.

<b>Phase:</b>	<b>Professional Fees</b>	<b>Disbursements</b>	<b>Total Cost (excluding HST)</b>
Phase 1	\$ _____	\$ _____	\$ _____
Phase 2 (2022)	\$ _____	\$ _____	\$ _____
Phase 3 (2022)	\$ _____	\$ _____	\$ _____
<b>TOTAL PROPOSAL PRICE</b>			\$ _____

In addition to this summary, the Bidder 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 classifications.

**THE CORPORATION OF TAY VALLEY TOWNSHIP  
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**APPENDIX “C” – BIDDERS CHECKLIST**

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

- 1. Completed Declaration (Appendix “A”)
- 2. 2021 Health and Safety Policy Statement – 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)
- 2. Electronic Funds Transfer Paperwork – Part “A” (#25)

**THE CORPORATION OF TAY VALLEY TOWNSHIP  
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**APPENDIX “D” – 2020 OSIM INSPECTION**

**Summary Action Report  
Second Line Road Bridge  
Site No.: 15-087**



Inspection Date  Condition Index Value (BCI)   
 Next Biennial Inspection

Additional Investigations		
Investigation	Priority	Cost

Investigation History					
Type	BM Used	Year	BCI	Special Notes	BCI Justification
Regular OSIM		2020	65.35		No poor condition girder or abutment wall areas seen
Regular OSIM		2018	59.3		

Maintenance Needs				
Element Group	Element	Maintenance Required	Priority	Comment
Deck	Deck Top	Bridge Cleaning	1 year	Remove debris and vegetation from the deck

Repair/ Rehabilitation				
Element Group	Element	Repair/Rehabilitation	Priority	Cost
Beams/MLL's	Girders	Repair	1 - 5 years	\$5,000
Coatings	Structural Steel	Replace	1 - 5 years	\$80,000
Abutment	Bearings	Replace	1 - 5 years	\$80,000
Abutment	Abutment Walls	Repair	1 - 5 years	\$15,000
Abutment	Wingwalls	Repair	1 - 5 years	\$5,000

Total Repair/Rehabilitation Cost                    \$185,000  
 Total Associated Work Cost                                \$101,000  
 Total Cost   

Overall Comments



**THE CORPORATION OF TAY VALLEY TOWNSHIP  
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**APPENDIX "D" – 2020 OSIM INSPECTION**

Ontario Structure Inspection Manual (OSIM)  
Inspection Form

Second Line Road Bridge

Site No.: 15-087

Inventory Data:			
Structure Name	Second Line Bridge	Hwy No.	N/A
Cross. Type Over:	<input checked="" type="checkbox"/> Road <input type="checkbox"/> Rail <input type="checkbox"/> Ped. <input type="checkbox"/> Navig. Water <input type="checkbox"/> Non-Navig. <input type="checkbox"/> Other		
Cross. Type Under:	<input type="checkbox"/> Road <input type="checkbox"/> Rail <input type="checkbox"/> Ped. <input checked="" type="checkbox"/> Navig. Water <input type="checkbox"/> Non-Navig. <input type="checkbox"/> Other		
Hwy/Road Name	Second Line Road, Lot 7, Concession II		
Structure Location	1.0 km East of County Road 6		
Latitude	44.826791*	Longitude	-76.372881* Cur. Rep. Value** \$1,016,500
Owners	Tay Valley Township	Heritage Status	Not Considered
MTO Region	Eastern	Road Class	Local
MTO District		Lane Type	
Old County	Lanark	Posted Speed	80 No. Lanes 2
Ward	Bathurst	AADT	200 Truck %
Structure Type	Slab on I-Beam	Inspection Route Sequence	
Total Deck Length	13.2 m	Interchange Number	
Overall Str. Width	8.2 m	Interchange Structure Number	
Total Deck Area	108.2 m <sup>2</sup>	Detour Length Around Bridge	8.4 km
Roadway Width	7.3 m	Fill on Structure	0 m
Skew Angle	0 Degrees	Direction of Structure	East to West
No. of Spans	1	Special Routes: School Transit <input type="checkbox"/> Bicycle Truck <input type="checkbox"/>	
Span Lengths	12.6 m	**Current replacement value is 2018 replacement value adjusted for inflation (5% increase)	
Historical Data:			
Year Built	1965	Year of Last Major Rehab.	2015
Last OSIM Inspection	2018	Last Evaluation	2008
Last Enhanced OSIM	N/A	Current Load Limit	No Limit Posted
Last Underwater Inspec.	N/A	Load Limit By-Law #	N/A
Last Condition Survey	2009	By-Law Expiry Date	N/A
Rehab History: (Date / Description)			
2015 - Overlay, drains, curb, thrie beam, approach SBGR			

**THE CORPORATION OF TAY VALLEY TOWNSHIP  
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**APPENDIX “D” – 2020 OSIM INSPECTION**

Ontario Structure Inspection Manual (OSIM)  
Inspection Form

Second Line Road Bridge

Site No.: 15-087

<b>Field Inspection Information:</b>			
<b>Date of Inspection:</b>	July 14, 2020	<b>Type of Inspection:</b>	<input checked="" type="checkbox"/> OSIM <input type="checkbox"/> Enhanced OSIM
<b>Inspector:</b>	Ghassan Zanzoul, P. Eng.		
<b>Others in Party:</b>	Aleksa Mitrovic		
<b>Equipment Used:</b>	Digital camera, chipping hammer, measuring tape, chalk, marker, flashlight, chest waders, and other equipment as required.		
<b>Weather:</b>	Sunny		
<b>Temperature:</b>	28 C°		
<b>Additional Investigations Required:</b>		<b>Priority</b>	
		None	Normal
		Urgent	
<b>Material Condition Survey</b>			
Detailed Deck Condition Survey:		X	
Non-Destructive Delamination Survey of Asphalt-Covered Deck:		X	
Concrete Substructure Condition Survey:		X	
Detailed Coating Condition Survey:		X	
Detailed Timber Investigation:		X	
Post-Tensioned Strand Investigation:		X	
Underwater Investigation:		X	
Fatigue Investigation:		X	
Seismic Investigation:		X	
Structure Evaluation:		X	
<b>Monitoring</b>			
Monitoring of Deformations, Settlements and Movements:		X	
Monitoring Crack Widths:		X	
<b>Investigation Notes:</b>			
<b>Overall Structure Notes:</b>			
<b>Recommended Work on Structure:</b>	<input type="checkbox"/> None	<input checked="" type="checkbox"/> Minor Rehab.	<input type="checkbox"/> Major Rehab. <input type="checkbox"/> Replace
<b>Timing of Recommended Work:</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 1 to 5 years	<input type="checkbox"/> 6 to 10 years
<b>Overall Comments:</b>			
<b>Date of Next Inspection:</b>	2022		

**Suspected Performance Deficiencies**

- 01 Load carrying capacity
- 02 Excessive deformations (deflections & rotations)
- 03 Continuing settlement
- 04 Continuing movements
- 05 Seized bearings
- 06 Bearing not uniformly loaded/unstable

- 07 Jammed expansion joint
- 08 Pedestrian/vehicular hazard
- 09 Rough riding surface
- 10 Surface ponding
- 11 Deck drainage
- 12 Slippery surfaces

- 13 Flooding/channel blockage
- 14 Undermining of foundation
- 15 Unstable embankments
- 16 Other

**Maintenance Needs**

- 01 Lift and Swing Bridge Maintenance
- 02 Bridge Cleaning
- 03 Bridge Handrail Maintenance
- 04 Painting Steel Bridge Structures
- 05 Rehab History: (Date / Description)
- 06 Bridge Bearing Maintenance

- 07 Repair to Structural Steel
- 08 Repair of Bridge Concrete
- 09 Repair of Bridge Timber
- 10 Bailey bridges - Maintenance
- 11 Animal/Pest Control
- 12 Bridge Surface Repair

- 13 Erosion Control at Bridges
- 14 Concrete Sealing
- 15 Rout and Seal
- 16 Bridge Deck Drainage
- 17 Scaling (Loose Concrete or ACR Steel)
- 18 Other

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**APPENDIX “D” – 2020 OSIM INSPECTION**

Ontario Structure Inspection Manual (OSIM)  
Inspection Form

Second Line Road Bridge

Site No.: 15-087

Element Data		Bridge Name		Second Line Road Bridge			
Element Group:	Deck	Length:	13.2				
Element Name:	Deck Top	Width:	8.2				
Location:	East to West	Height:	N/A				
Material:	Cast-in-Place Concrete	Count (items):	1				
Element Type:		Total Quantity:	108.2		m <sup>2</sup>		
Environment:	Severe	Limited Inspection					
Protection System:	None						Perform. Deficiencies
Condition Data:	Units m <sup>2</sup>	Exc. 43.3	Good 64.7	Fair 0.1	Poor* 0.1		
Comments:							
Recommended Work:	Rehab 1-5 years	Replace 6-10 years	Maintenance Needs:				
			Urgent	X	1 year	2 years	
			02 - Bridge Cleaning - Remove debris and vegetation from the deck.				

Element Group:	Deck	Length:	N/A				
Element Name:	Drainage System	Width:	N/A				
Location:	North and South	Height:	N/A				
Material:	Deck Drains	Count (items):	4				
Element Type:	Steel	Total Quantity:	4		each		
Environment:	Severe	Limited Inspection					
Protection System:	None						Perform. Deficiencies
Condition Data:	Units each	Exc.	Good 4	Fair 0	Poor* 0		
Comments:							
Recommended Work:	Rehab 1-5 years	Replace 6-10 years	Maintenance Needs:				
			Urgent		1 year	2 years	

Element Group:	Approaches	Length:	6.0				
Element Name:	Wearing Surface	Width:	7.3				
Location:	North and South	Height:	N/A				
Material:	Gravel	Count (items):	2				
Element Type:		Total Quantity:	87.6		m <sup>2</sup>		
Environment:	Severe	Limited Inspection					
Protection System:	None						Perform. Deficiencies
Condition Data:	Units m <sup>2</sup>	Exc.	Good 82.6	Fair 5.0	Poor* 0.0		
Comments:							
Recommended Work:	Rehab 1-5 years	Replace 6-10 years	Maintenance Needs:				
			Urgent		1 year	2 years	

**THE CORPORATION OF TAY VALLEY TOWNSHIP  
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**APPENDIX “D” – 2020 OSIM INSPECTION**

Ontario Structure Inspection Manual (OSIM)  
Inspection Form

Second Line Road Bridge

Site No.: 15-087

Element Group:	Barriers		Length:	27.0		
Element Name:	Barriers/Parapet Walls		Width:	N/A		
Location:	North and South		Height:	N/A		
Material:	Steel		Count (items):	2		
Element Type:	Thrie Beam on Steel Posts		Total Quantity:	54.0	m	
Environment:	Severe		Limited Inspection			
Protection System:	Galvanized					Perform. Deficiencies
Condition Data:	Units m	Exc. 18.0	Good 38.0	Fair 0.0	Poor* 0.0	
Comments:						
Recommended Work:	Rehab 1-5 years	Replace 6-10 years	Maintenance Needs:			
			Urgent	1 year	2 years	

Element Group:	Barriers		Length:	N/A		
Element Name:	Posts		Width:	N/A		
Location:	North and South		Height:	N/A		
Material:	Steel		Count (items):	28		
Element Type:			Total Quantity:	28	each	
Environment:	Severe		Limited Inspection			
Protection System:	Galvanized					Perform. Deficiencies
Condition Data:	Units each	Exc.	Good 24	Fair 1	Poor* 1	
Comments:	Collision damage at the North-West.					
Recommended Work:	Rehab 1-5 years	Replace 6-10 years	Maintenance Needs:			
			Urgent	X 1 year	2 years	
	03 - Repair collision damage.					

Element Group:	Sidewalks/curbs		Length:	21.20		
Element Name:	Curbs		Width:	0.35		
Location:	East and West		Height:	0.28		
Material:	Cast-in-Place Concrete		Count (items):	2		
Element Type:	Safety Curb		Total Quantity:	26.7	m <sup>2</sup>	
Environment:	Severe		Limited Inspection			
Protection System:	None					Perform. Deficiencies
Condition Data:	Units m <sup>2</sup>	Exc. 8.7	Good 18.0	Fair 0.0	Poor* 0.0	
Comments:						
Recommended Work:	Rehab 1-5 years	Replace 6-10 years	Maintenance Needs:			
			Urgent	1 year	2 years	

**THE CORPORATION OF TAY VALLEY TOWNSHIP  
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**APPENDIX “D” – 2020 OSIM INSPECTION**

Ontario Structure Inspection Manual (OSIM)  
Inspection Form

Second Line Road Bridge

Site No.: 15-087

Element Group:	Decks		Length:	13.20		
Element Name:	Soffit - Thin Slab		Width:	8.20		
Location:	Interior		Height:	N/A		
Material:	Cast-in-Place Concrete		Count (items):	1		
Element Type:	Thin Slab		Total Quantity:	107.1	m <sup>2</sup>	
Environment:	Benign		Limited Inspection			
Protection System:	None					
Condition Data:	Units	Exc.	Good	Fair	Poor*	Perform. Deficiencies
	m <sup>2</sup>		97.1	10.0	0.0	
Comments:						
Recommended Work:	Rehab	Replace	Maintenance Needs:			
	1-5 years	6-10 years	Urgent	1 year	2 years	

Element Group:	Decks		Length:	13.2		
Element Name:	Soffit - Thin Slab		Width:	1.0		
Location:	Exterior - East and West		Height:	0.4		
Material:	Cast-in-Place Concrete		Count (items):	2		
Element Type:	Thin Slab		Total Quantity:	38.5	m <sup>2</sup>	
Environment:	Moderate		Limited Inspection			
Protection System:	None					
Condition Data:	Units	Exc.	Good	Fair	Poor*	Perform. Deficiencies
	m <sup>2</sup>		31.3	5.0	0.2	
Comments:	Light delaminations, hairline cracking and light scaling.					
Recommended Work:	Rehab	Replace	Maintenance Needs:			
	1-5 years	6-10 years	Urgent	1 year	2 years	

Element Group:	Beams/ML's		Length:	13.2		
Element Name:	Girders		Width:	0.23		
Location:			Height:	0.60		
Material:	Steel		Count (items):	7		
Element Type:	I - Beam		Total Quantity:	174.6	m <sup>2</sup>	
Environment:	Benign		Limited Inspection			
Protection System:	Paint on exterior beams on there exterior face.					
Condition Data:	Units	Exc.	Good	Fair	Poor*	Perform. Deficiencies
	m <sup>2</sup>		154.6	20.0	0.0	
Comments:	Light corrosion evidenced on all the girders mainly localized on the bottom flange. The girder ends evidenced medium to severe corrosion and light to medium section loss.					
Recommended Work:	X	Rehab	Replace	Maintenance Needs:		
	X	1-5 years	6-10 years	Urgent	1 year	2 years
- Blast clean and repair						

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**APPENDIX “D” – 2020 OSIM INSPECTION**

Ontario Structure Inspection Manual (OSIM)  
Inspection Form

Second Line Road Bridge

Site No.: 15-087

Element Group:	Beams/MLÉ's		Length:	0.2		
Element Name:	Diaphragms		Width:	1.3		
Location:	Ends		Height:	0.4		
Material:	Cast-in-Place Concrete		Count (items):	12		
Element Type:			Total Quantity:	18.7 m <sup>2</sup>		
Environment:	Benign		Limited Inspection			
Protection System:	None					Perform. Deficiencies
Condition Data:	Units	Exc.	Good	Fair	Poor*	Perform. Deficiencies
	m <sup>2</sup>		17.9	0.5	0.3	
Comments:	Medium to wide cracking localized in the southeast diaphragm, hairline to narrow cracking and localized light honeycombing.					
Recommended Work:	Rehab	Replace	Maintenance Needs:			
	1-5 years	6-10 years	Urgent	1 year	2 years	

Element Group:	Beams/MLÉ's		Length:	0.2		
Element Name:	Diaphragms		Width:	1.3		
Location:	Interior		Height:	0.4		
Material:	Cast-in-Place Concrete		Count (items):	12		
Element Type:			Total Quantity:	18.7 m <sup>2</sup>		
Environment:	Benign		Limited Inspection			
Protection System:	None					Perform. Deficiencies
Condition Data:	Units	Exc.	Good	Fair	Poor*	Perform. Deficiencies
	m <sup>2</sup>		18.7			
Comments:						
Recommended Work:	Rehab	Replace	Maintenance Needs:			
	1-5 years	6-10 years	Urgent	1 year	2 years	

Element Group:	Coatings		Length:	N/A			
Element Name:	Structural Steel		Width:	N/A			
Location:	Beams		Height:	N/A			
Material:	Paint		Count (items):	N/A			
Element Type:			Total Quantity:	24.9 m <sup>2</sup>			
Environment:	Benign		Limited Inspection				
Protection System:	None					Perform. Deficiencies	
Condition Data:	Units	Exc.	Good	Fair	Poor*	Perform. Deficiencies	
	m <sup>2</sup>		10.9	10.0	4.0		
Comments:	The coating quantified above is the coating for the north and south beams on the exterior face. Light to medium surface rust throughout the bottom flange and severe surface rust on the beam ends.						
Recommended Work:	Rehab	X	Replace	Maintenance Needs:			
	X 1-5 years		6-10 years	Urgent	1 year	2 years	
- Repaint steel							

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**APPENDIX “D” – 2020 OSIM INSPECTION**

Ontario Structure Inspection Manual (OSIM)  
Inspection Form

Second Line Road Bridge

Site No.: 15-087

Element Group:	Foundations	Length:	N/A
Element Name:	Foundations (below ground level)	Width:	N/A
Location:	East and West	Height:	N/A
Material:	Cast-In-Place Concrete	Count (items):	2
Element Type:		Total Quantity:	
Environment:	Benign	Limited Inspection	<input checked="" type="checkbox"/>
Protection System:	None		
Condition Data:	Units	Exc.	Good
			Fair
			Poor*
			Perform. Deficiencies
Comments:			
Recommended Work:	Rehab	Replace	Maintenance Needs:
	1-5 years	6-10 years	Urgent
			1 year
			2 years

Element Group:	Embankments & Streams	Length:	N/A
Element Name:	Embankments	Width:	N/A
Location:	NE, NW, SE and SW of Structure	Height:	N/A
Material:	Vegetation	Count (items):	4
Element Type:		Total Quantity:	4 each
Environment:	Benign	Limited Inspection	<input type="checkbox"/>
Protection System:	Vegetation and Riprap		
Condition Data:	Units	Exc.	Good
	each		4
			Fair
			0
			Poor*
			0
			Perform. Deficiencies
Comments:			
Recommended Work:	Rehab	Replace	Maintenance Needs:
	1-5 years	6-10 years	Urgent
			1 year
			2 years

Element Group:	Embankments & Streams	Length:	NA
Element Name:	Slope Protection	Width:	N/A
Location:	NE, NW, SE and SW of Structure	Height:	N/A
Material:	Vegetation and Riprap	Count (items):	4
Element Type:		Total Quantity:	4 each
Environment:	Benign	Limited Inspection	<input type="checkbox"/>
Protection System:	None		
Condition Data:	Units	Exc.	Good
	each		4
			Fair
			0
			Poor*
			0
			Perform. Deficiencies
Comments:			
Recommended Work:	Rehab	Replace	Maintenance Needs:
	1-5 years	6-10 years	Urgent
			1 year
			2 years

**THE CORPORATION OF TAY VALLEY TOWNSHIP  
REQUEST FOR PROPOSAL  
ENGINEERING SERVICES FOR THE SECOND LINE BRIDGE  
CONTRACT #2021-PW-006**

**APPENDIX “D” – 2020 OSIM INSPECTION**

Ontario Structure Inspection Manual (OSIM)  
Inspection Form

Second Line Road Bridge

Site No.: 15-087

Element Group:	Embankments & Streams		Length:	N/A		
Element Name:	Streams and Waterways		Width:	N/A		
Location:	West - East (Inlet - Outlet)		Height:	N/A		
Material:			Count (items):	1		
Element Type:			Total Quantity:	1		each
Environment:	Benign		Limited Inspection			
Protection System:						Perform. Deficiencies
Condition Data:	Units	Exc.	Good	Fair	Poor*	
	each		1	0	0	
Comments:						
Recommended Work:	Rehab	Replace	Maintenance Needs:			
	1-5 years	6-10 years	Urgent	1 year	2 years	

Element Group:	Accessories		Length:	N/A		
Element Name:	Signs		Width:	N/A		
Location:	All Four Quadrants		Height:	N/A		
Material:	Steel		Count (items):	4		
Element Type:			Total Quantity:	4		each
Environment:	Benign		Limited Inspection			
Protection System:						Perform. Deficiencies
Condition Data:	Units	Exc.	Good	Fair	Poor*	
	each		4	0	0	
Comments:						
Recommended Work:	Rehab	Replace	Maintenance Needs:			
	1-5 years	6-10 years	Urgent	1 year	2 years	



**THE CORPORATION OF TAY VALLEY TOWNSHIP  
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Ontario Structure Inspection Manual (OSIM)  
Inspection Form

Second Line Road Bridge

Site No.: 15-087

Repair/Rehabilitation Required				
Element Group	Element	Repair/Rehabilitation	Priority	Cost
Beams/ML'E's	Girders	Repair	1 - 5 years	\$ 5,000
Coatings	Structural Steel	Replace	1 - 5 years	\$ 80,000
Abutment	Bearings	Replace	1 - 5 years	\$ 80,000
Abutment	Abutment Walls	Repair	1 - 5 years	\$ 15,000
Abutment	Wingwalls	Repair	1 - 5 years	\$ 5,000
<b>Total Repair/Rehabilitation Cost</b>				<b>\$185,000</b>
Associated Work				
	Comments			Estimated Cost
Approaches	<input style="width: 100%;" type="text"/>			<input style="width: 100%;" type="text"/>
Detours	<input style="width: 100%;" type="text"/>			<input style="width: 100%;" type="text"/>
Traffic Control	<input style="width: 100%;" type="text"/>			\$10,000
Utilities	<input style="width: 100%;" type="text"/>			<input style="width: 100%;" type="text"/>
Right-of-Way	<input style="width: 100%;" type="text"/>			<input style="width: 100%;" type="text"/>
Environmental Study	<input style="width: 100%;" type="text"/>			<input style="width: 100%;" type="text"/>
Other	Dewatering			\$25,000
Contingencies	<input style="width: 80%;" type="text"/>	15%	**	\$33,000
Engineering	<input style="width: 80%;" type="text"/>	15%	**	\$33,000
<b>Total Associated Work Cost</b>				<b>\$101,000</b>
<b>Total Repair/Rehabilitation Cost</b>				<b>\$185,000</b>
<b>Total Cost</b>				<b>\$286,000</b>
<b>Tay Valley Township Share @ 100%</b>				<b>\$286,000</b>
<b>Justification</b>				
<input style="width: 100%; height: 100%;" type="text"/>				

\*\* If based on a percentage calculated values rounded-up to the nearest thousand dollars.

**THE CORPORATION OF TAY VALLEY TOWNSHIP  
REQUEST FOR PROPOSAL  
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CONTRACT #2021-PW-006**

**APPENDIX “D” – 2020 OSIM INSPECTION**

The Corporation of Tay Valley Township  
OSIM Bridge Inspection 2020 – Site Photographs



Structure Number: 087



Roadway looking East.



North elevation.

**THE CORPORATION OF TAY VALLEY TOWNSHIP  
REQUEST FOR PROPOSAL  
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CONTRACT #2021-PW-006**

**APPENDIX “D” – 2020 OSIM INSPECTION**

The Corporation of Tay Valley Township  
OSIM Bridge Inspection 2020 – Site Photographs



Structure Number: 087



Deck top showing abrasions.



Damage at North-West guiderail.

**THE CORPORATION OF TAY VALLEY TOWNSHIP  
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**APPENDIX “D” – 2020 OSIM INSPECTION**

The Corporation of Tay Valley Township  
OSIM Bridge Inspection 2020 – Site Photographs



Structure Number: 087



Very severe honeycombing of North-West wingwall.



Corrosion and medium section loss at girder end (typ.)



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The Corporation of Tay Valley Township  
OSIM Bridge Inspection 2020 – Site Photographs



Structure Number: 087



East abutment, showing scaling at waterline (typ.)



Soffit.

**THE CORPORATION OF TAY VALLEY TOWNSHIP  
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OSIM Bridge Inspection 2020 – Site Photographs



Structure Number: 087



Severe scaling at waterline on abutments.



Section loss at girder end.

**THE CORPORATION OF TAY VALLEY TOWNSHIP  
REQUEST FOR PROPOSAL  
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CONTRACT #2021-PW-006**

**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 ENGINEERING SERVICES FOR THE SECOND LINE BRIDGE</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>
2021-PW-006	1:00 PM April 29 <sup>th</sup> , 2021
<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  
ENGINEERING SERVICES FOR THE SECOND LINE BRIDGE  
CONTRACT #2021-PW-006

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]