



The Town of Northeastern Manitoulin and the Islands

**Contract 2019-CL
RFP for Consulting Engineering Services
For
Watermain Replacement and Upgrading of the Little Current Connecting Link**

**Dave Williamson
Chief Administrative Officer**

Issued: August 14, 2019

By email only

**Official Point of Contact:
Dave Williamson, C.A.O.**

Part 1 – Introduction

1.1 General Description

The Town of Northeastern Manitoulin and the Islands (NEMI) is requesting proposals to provide consulting engineering services for the design and construction review for improvements to the Connecting Link road system in the Town of Little Current. The following works are proposed.

Replacement of 120 meters of water main, the upgrading of approximately 360 meters of roadway to an urban standard and milling and resurfacing of approximately 1500 meters of roadway.

Proposal documents may be downloaded from the Town’s website www.townofnemi.on.ca. Proponents must confirm receipt of the RFP.

1.2 Scope of the Work

This request for proposal (RFP) is to provide complete engineering services including preliminary and detailed design, preparation of contract documents and administrative services during construction. The areas of proposed construction are as follows:

- Meredith Street from east of Worthington for approximately 120 meters: Restore and upgrade the existing urban roadway including the replacement of watermain.
- Meredith Street from Sim Street to Walcot Street: upgrade the roadway from an existing rural section to an urban standard including storm drainage.
- Worthington Street from Meredith to the Cockburn Street: Asphalt milling and possible crossfall correction including areas of curb replacement.
- Manitowaning Road between Meredith Street and the Recreation Centre: Asphalt milling and possible crossfall correction including areas of spot repairs.

This work is further described in a “Critical Road Reconstruction Report” prepared by C2S Engineering Inc. dated April 2019 and forms part of this RFP.

1.3 Project Schedule and Delivery of Services

The design phase is to be completed by November 15, 2019 to allow for tendering before December 31, 2019. Construction Phase activities are to be carried out in two time periods, namely spring of 2020 and fall of 2020 with a completion date of October 31, 2020. No work will be allowed between these two periods. See Section 3.2 below.

Time will be of the essence with respect to the provision of the engineering services.

1.4 Enquiries During the Proposal Preparation

All enquiries shall be directed to **Dave Williamson, C.A.O.** via email no later than **12:00 p.m. August 26, 2019** to dwilliamson@townofnemi.on.ca. Nothing herein shall obligate the Town to respond to any question or clarification request.

All communications with the Town during the RFP process shall be directed through the C.A.O and proponents shall not contact any other persons including Members of Council, Town employees or consultants retained by the Town regarding the RFP.

Verbal communications will not be binding on the Town.

Part 2 - Submission Requirements

2.1 How to Submit

- a) The Proponent shall submit **five (5) copies** of its proposal which shall contain a signature of the person submitting the proposal or the person duly authorized by a corporate entity to submit a proposal on its behalf. At least one copy of the proposal should be marked as the **“original”**.
- b) **Proponents should also submit an electronic copy of their proposal via email in Adobe PDF Format.** Please save your completed submission file as follow: **“Contract 2019-CL - Your Company Name”**.

All expenses involved with the preparation and submission of proposals to the Town, or any work performed in connection therewith shall be the responsibility of the proponent. No payment will be made for any proposal received or for any other effort required or made by the proponent prior to commencement of work as defined by the RFP.

2.2 Submission Date and Opening of Proposals

Proposals shall be submitted to the **Town of Northeastern Manitoulin and the Islands, P.O. Box 608, 14 Water Street, Little Current, Ontario P0P 1K0 no later than 11:00 a.m. (our time), August 28, 2019.**

Proposals should be submitted in a sealed envelope or package clearly addressed to the Town. Proposals will be opened by Town officials at the tender opening meeting which may be attended by the proponents, the same day and at the same address at 2:00 p.m. The names and results of the proponent’s submissions will be posted to the Town’s webpage at www.townofnemi.on.ca within three business days of the opening.

Part 3 – Fees

3.1 Fees for Design Services

Fees will include the design of the work as described in the Scope of Works and will include markups for sub consultants, as well as all disbursements such as travel, printing and communications. Design works will include but not be limited to confirming work required as stated in report of 2019, establishing design criteria, preliminary and final detailed design and preparation of contract drawings and documents. It will also include attending and documenting meetings with the Town as required during the design phase.

Storm water disposal and management from the reconstruction areas on Meredith Street shall be considered in the design.

The proponent will communicate with the Town following preliminary design to discuss and obtain approvals of the design criteria for each section before proceeding to final design.

Fees to include printing costs associated with submission and presentation of contract documents.

Fees will not include HST.

These fees will be assessed and weighted during the evaluation of proposals (below).

3.2 Fees for Construction Administrative Services

Fees for Construction Administration services during the construction phase **shall be quoted as a lump sum bases to provide CA services for two - eight (8) week periods** - between May 4, 2020 to June 26, 2020 and Sept 7, 2020 to October 31, 2020 – a total period of 16 weeks construction time.

Provide a cost per hour basis plus for staff and costs for disbursements on a daily basis with a total cost as follows:

Staff	Hourly rate
Project Manager	
Contract Administrator	
Senior Technician	
Junior Technician	
Clerical	
	Daily rate
Disbursements	
Travel	
Meals and accommodation	
	Lump Sum
Materials Testing	
Other / Miscellaneous	
Total Construction Administration Fees	

Fees will not include HST.

Hourly Fees for CA services will be for invoice rates and should include details for anticipated overtime rates. The proponent should briefly describe how CA will be undertaken with regards to inspection and contract administration time on site and in the home office.

The Town understands that the time that is allotted is a “best estimate” and may be adjusted, either up or down, during the work period.

CA fees will also include the preparation of as built drawings and submission to the Town in hard copy and digital format.

These fees will be assessed and weighted during the evaluation of proposals (below).

3.3 Total Engineering Fees

The proponents will submit fees in tabular form which will include the design phase and construction phase with a summary of overall fees including all costs and disbursements.

Total HST costs are to be added to the overall fees as an additional cost.

3.4 Evaluation of Proposals

Proposals meeting the mandatory requirements will be evaluated and scored by the Town in accordance with the following criteria and weightings:

Qualitative Criteria (Total of 100 points)

Methodology and Approach	25
Experience and Qualifications of the firm and the team	25
Project Teams’ Familiarity of local conditions	25
Fee proposal for design and Construction phase (incl. preparation of contract drawings, Tendering and Contract Administration)	
Fees points will be calculated as follows: (Lowest Cost/Proponent’s Cost) x 25 points	25
Total	100

Only those proposals that achieve a minimum score of 60% of the total score attributed to the Qualitative Criteria will be considered for further evaluation on price.

Fees will be considered an upset limit unless the scope of services have been revised.

Part 4 – Additional Proposal Requirements

4.1 General Requirements

The proponent is to briefly outline the approach to the preliminary and final design phase including timelines for communications with the Town. In addition, briefly describe how the project would be managed throughout the construction stage.

As part of the firm's qualifications, the proponent shall include the Curriculum Vitae (CV) for the Project Manager, senior design team leader and contract administrator and site inspector during the construction phase.

4.2 Errors and Omissions

The Town shall not be held liable for any errors or omissions in any part of this proposal submission as the information contained is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the Town, nor is it necessarily comprehensive or exhaustive.

While the Town has made every effort to ensure that amounts and limits stated in the RFP are accurate, the Town assumes no liability for any inaccuracy. The Town reserves the right to increase or reduce the limits of the proposed work and items of construction, to control costs within allocated funding.

4.3 Clarification of Proposals Following Submission

The Town reserves the right to request additional information from any proponent in order to clarify the contents of its proposal. Requests for clarification shall be in writing from the C.A.O.

4.4 Workplace Safety and Insurance Board

Prior to commencement of any work herein, the successful proponent shall provide to the Town a Certificate of Clearance from the Workplace Safety and Insurance Board. The successful proponent shall maintain its good standing, and shall provide to the Town current Certificates of Clearance throughout the duration of the Contract.

The successful proponent shall at all times comply with all applicable federal, provincial or municipal legislation relating to occupational health and safety.

4.5 Insurance

For the duration of this contract, the successful proponent shall, at its expense maintain in effect, with an insurer licensed in Ontario, the following insurance coverages and policies:

- a) Comprehensive general liability insurance on an occurrence basis for an amount not less than **two million (\$2,000,000)** dollars.

- b) Automobile liability insurance including all vehicles and commercial trailers owned or leased by the successful Proponent, for an amount not less than **two million (\$2,000,000)** dollars.
- c) Errors and Omissions Professional Liability covering the work and services described for an amount not less than **two million (\$2,000,000)** dollars.

Part 5 - Rejection and Award

5.1 Rejection

The Town, in its sole discretion, will not open a submission if the proposal is late or if it is unsealed.

The Town reserves the right, in its sole discretion, to reject any or all proposals, and to award to a proponent submitting a proposal which is not necessarily the lowest.

5.2 Award

Proposals will be opened by Town officials on August 28, 2019 at 2:00 p.m. Please be advised only the names of those proponents who have submitted a proposal will be released at the meeting. Information regarding pricing or contents of the proposal submissions will not be provided as we reserve the right to negotiate with all proponents.

Where proposals received exceed the Council approved budget for the work, the Town reserves the right to negotiate with the proponent providing the best value where, in the Town's sole discretion, the changes required to achieve an acceptable proposal are of a minor nature and will not change the general nature of the Work. No proponent shall have any rights against the Town arising from such discussions or negotiations.

If the Town chooses to award the proposal to a proponent, the award shall be to the proponent having submitted the proposal which provides the best value for the Town as determined by the scoring of the proposals in accordance with the evaluation criteria contained in Section 3.1. The Town reserves the right, in its sole discretion, to award the submission in whole or in part to the proponents. The award of the submission is conditional upon the allocation of sufficient funds by the Council for the Town of Northeastern Manitoulin and the Islands.

Following the award of the bid solicitation, the Town shall notify the successful proponent(s) that its proposal has been accepted. Where applicable, the contract will be delivered to the successful proponent(s) in person or by mail.

5.3 Engineering Agreement

The successful proponent will be required to enter into and execute on M.E.A./C.E.O. Client/Engineer Agreement.

The lowest or any proposal not necessarily accepted.