



July 5, 2024

PW-2024-08 RFP
Sheridan Rapids Bridges
Replacement Design

North Bridge and South Bridge

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1. GENERAL INFORMATION

1.1 Request for Proposal (RFP) Services

The Township of Lanark Highlands is requesting proposals from qualified consultants to provide professional services for the replacement of the Sheridan Rapids North and Sheridan Rapids South Bridge. Professional services required shall include but are not limited to the following:

- Make submission applications to various government agencies and obtain all necessary approvals
- Undertake boreholes for accurate design (5 per structure)
- Undertake Engineering Survey for actual elevations and working points for new structures
- Prepare detailed design
- Prepare tender documents; and
- Provide quote for construction inspection and contract administration services.

1.2 Bridge Location

The Sheridan Rapids Bridges are single span steel pony truss style bridges located on Sheridan Rapids Road ~2.7 km North of County Road 12 in the Township of Lanark Highlands at latitude and longitude for:

- Sheridan Rapids South Bridge: North 44d 58' 25" West 76d 27' 00"
- Sheridan Rapids North Bridge: North 44d 58' 28" West 76d 27' 03"

1.3 Background Information

The Sheridan Rapids South Bridge is a 19.2m span x 5.6m wide (total deck width) single span steel pony truss bridge constructed circa 1930, with last major rehab undertaken in 2007. The bridge is at the end of its useful service life and based on previous OSIM inspections (note that the 2023 OSIM report is included with this RFP as 'Appendix A'), the deteriorated condition of the bridge warrants replacement. Sheridan Rapids Road is a 2 lane rural road.

The Sheridan Rapids North Bridge is a 24m span x 7.7m wide (total deck width) single span steel pony truss bridge constructed circa 1930, with last major rehab undertaken in 2007. The bridge is at the end of its useful service life and based on previous OSIM inspections (note that the 2023 OSIM report is included with this RFP as 'Appendix A'), the deteriorated condition of the bridge warrants replacement. Sheridan Rapids Road is a 2 lane rural road.

1.4 Selection Process

The Township will evaluate and score submissions in response to this RFP. Upon completion of the evaluation the Township intends to select a consultant.

In the event the Township has questions or requires further clarification on any submission they may request one or more consultants to attend an interview as part of the selection process.

1.5 Township Contact

All inquiries regarding this Request for Proposal are to be directed to the Township no later than 3:00 p.m. July 16, 2024. All inquiries received and the answers as provided will be sent to all proponents by email no later than the end of the working day on July 19, 2024, and/or addendums posted on Biddngo. The source of the inquiries will remain confidential.

Inquiries shall be directed to Chad Kean, Manager of Public Works of Lanark Highlands at publicworks@lanarkhighlands.ca

2. SCOPE OF CONSULTING SERVICES

2.1 General

The scope of this assignment covers the services as generally described in this RFP and outlined herein.

2.2 Environmental Study Report (ESR) Services

It is anticipated that a Schedule "B" ESR will be required, which schedule requirement will need to be confirmed by the design consultant following completion of the background information, environmental inventory review and initial agency notification and consultations.

Some of the issues to be considered (*list is not exhaustive or exclusive*) and addressed in a Schedule "B" ESR shall include the following considerations:

- Fisheries;
- Potential land owner impacts and land acquisition requirements;
- Bridge high water level Clearance requirements;
- Road impacts;
- Construction traffic impacts / detours;
- Select / recommend a preferred alternative;
- Public, Township and Government Agency consultation(s) and comments;
- Request for DFO to review and provide input;
- Mitigation and construction monitoring issues.

2.3 Bridge Design Services

The design consultant shall indicate in their financial proposal a costing scenario that assumes a complete new one lane bridge design replacement meeting requirements under the Canadian Highway Bridge Design Code. A substructure geotechnical investigation cost should be included, utilizing 5 boreholes per structure. Any savings associated with a pre-manufactured superstructure option, if identified as the preferred alternative in the ESR, should be identified.

Innovative design alternatives and considerations are encouraged such as consideration of a pre-manufactured superstructure. Superstructure replacement alternatives will also be examined which may require abutment repairs and foundation improvements. An option that may reduce construction timing (*road closure*) will be considered favorably by the Township if it can be justified on a service life cycle cost basis.

Preference will be to utilize existing abutments, provided they are adequately substantial for the new superstructure. Proponent to provide cost options for design with new abutments and design with existing abutments.

2.4 Project Deliverables

The successful proponent will include with their proposal:

- Structural review of existing abutments – it is favourable to maintain existing abutments.
- Schedule B, Municipal Class Environmental Assessment
- Availability of appropriate personnel to attend meetings as required
- Preparation of all materials for presentation at meetings as required
- Detailed preliminary cost estimate at the time of preferred alternative selection for budgetary purposes
- Engineering survey for deck elevations and working points for new structures
- Detailed design of preferred option and generation of all documents necessary for successful tendering of the associated works
- 3 hard copies of all finalized tender documents are to be provided to the Township, in a manner meeting the industry standard, with all drawings being formatted to A1 in size
- Electronic copies of all tender documents and drawings shall be provided to the Township. All documents shall be provided in a .pdf format, as well as, in a format that can be manipulated by the Township. The versions that can be manipulated shall be in the most recent version of word for the Tender documents and all drawings shall be in .pdf.
- A checklist of deliverables shall be included in the proposal
- Meet with council before considering design options to ensure that the options considered are in line with the long and short term financial goals of council;

2.5 Tender Call, Construction Inspection and Contract Administration Services

The design consultant shall include and allow for in their financial proposal a tender call or calls (*including tender evaluation and recommendations to the Township for award*), construction inspection during the contract period and all related contract administration duties normally expected and required. Full time construction inspection is required during all significant bridge placement / construction components and elements.

Assumptions for each structure replacement:

- Project Manager: 40 hours
- Senior Inspector: 120 hours
- Junior Inspector: 150 hours

Construction contract administration duties include but are not limited to the following:

- a. Advise the contractor on the design consultant's interpretation of the contract documents throughout the construction phase of the project and issue supplementary details and instructions during construction as required;
- b. Promptly advise the Township of any potential errors or omissions during the course of the construction work;
- c. Review and check working drawings (shop drawings) and proposed construction methods as warranted to ensure the contractor's drawings and methods comply with the design specifications and requirements for the project;
- d. Give consideration and advice in respect to alternatives of construction methods or material proposed by the contractor and make appropriate recommendations to the Township;

- e. Prepare monthly progress payment certificates and reports and submit to the Township;
- f. Review the contractor's request for final payment and its compliance to the Ontario Construction Lien Act. Review contractor's request for payment of maintenance holdback at the end of the maintenance period;
- g. Advise on the validity of changes for additions or deletions and issue change orders when directed; and
- h. Arrange for the testing and inspection of materials and work by an authorized testing and inspection company where the construction contract requires same.

Construction inspection services include but are not limited to the following:

- a) Provide engineering direction and review the contractor's work as required to ensure compliance with the plans and specifications;
- b) Perform calculations for pay quantities in the work as appropriate;
- c) Schedule and conduct site meetings with the contractor and Township at not less than monthly intervals to discuss the construction progress. The design consultant shall be responsible for the preparation and distribution of meeting minutes;
- d) Carry out interim inspections and final inspection at the conclusion of the construction contract and also at the end of the maintenance period;
- e) Prepare and maintain an on-going list of deficiencies that require contractor attention, with notification and correction dates noted.
- f) Monitor schedule of construction activities and communicate issues to the contractor for applicable action and communicate the same to the Township and updates of the schedule as requested.

2.6 Permits and Approvals

The design consultant shall be responsible for securing all necessary permits, approvals, etc., related to the project from all authorities having jurisdiction as required. The consultant shall assist the Township in any property acquisition(s) or easement(s) if required. The consultant will not be responsible for legal survey costs or permit application fees but shall inform the Township of such requirements and prepare the necessary supporting plans / application(s) to illustrate such requirement(s).

2.7 Milestones

The schedule for this project anticipates the following milestones.

- Request for Proposal issued: July 5, 2024
- Written inquiries accepted until July 16, 2024
- Inquires to be answered by July 19, 2024
- RFP submission (*proposal due*): July 31, 2024 by 4:00 p.m.
- Select consultant and award contract: Aug 14, 2024
(*may be delayed by up to three weeks if interviews are requested*);
- Design completion submission: October 31, 2024

The proponent must review the feasibility of achieving this intended schedule, and indicate any concerns or issues that could negatively impact the schedule or advance the schedule, and indicate how these concerns would be addressed. The successful proponent will address anything that would increase or decrease project costs for either the design/engineering or the construction phases. The Township will evaluate the proposed

solutions of the proponents comments / concerns / issues and they will be evaluated in the RFP scoring matrix.

2.8 Progress Reporting and Invoicing

The design consultant shall report to the Township the extent of work completed that period, work contemplated for the next reporting period, milestones achieved to date, budget status and project schedule compliance. Monthly written statements are required.

The design consultant shall submit invoices on a monthly basis, containing a breakdown of names of employees, sub-consultant hours and rates, hours of work, position, and expenses. The consultant shall provide a financial report with each invoice which includes the following headings: budget (billings), fees (previous billings), expenses, total contract billing, approved amount and percent complete.

The design consultant shall advise the Township in writing of any potential changes to the contract amount. Any change in the contract amount is subject to review and approval of the Township.

3. PROPOSAL EVALUATION

The design consultant's proposal shall be scored in accordance with the criterion that follow, noting a two step evaluation with separate envelopes for proposal and financials.

3.1 Scoring (Proposal – Step 1)

1. Experience, Qualifications and Availability of Team Members (10 points)

Provide a brief corporate profile. Identify the Project Principal, Project Manager and key team members of the project team to be employed, including those from sub- consultant firms. Indicate the years of experience and working location in Ontario of the Proponent's Project Manager and key personnel. The role(s) of each team member should be clearly stated, along with their individual capabilities, qualifications, and experience, as these qualities relate to the stated role.

2. Understanding of the Assignment (15 points)

Describe your understanding of the assignment, including overall scope and objectives, noting any specific issues that may require extraordinary attention. NOTE: Responses that incorporate large blocks of text that have been copied directly from the RFP, or its supporting documents, will not be regarded as demonstrating an understanding of the requirements.

3. Proposed Work Plan, Schedule, Methodology, and Level of Effort (20 points)

Describe a clear work plan and engineering schedule, using a Gantt chart and associated effort table, including a breakdown of the major tasks, dependencies, and the level of effort (in hours) of the individual team members, including sub-consultants, in sufficient detail to allow a complete understanding as to how and by whom the work is to be carried out.

NOTE: Although the level of effort allocations is often included within the sealed financial proposal, the Township requests that a copy, without any financial information such as hourly or per diem

rates, be included in your service proposal, so that the level of effort can be clearly determined and may be evaluated at this stage.

4. Construction Schedule (25 points)

Noting the construction schedule will be condensed for a final project completion, innovative design alternatives and considerations are encouraged and will be reviewed accordingly, such as consideration of a pre-manufactured superstructure. An option that may reduce construction timing (*road closure*) will be considered favorably by the Township if it can be justified on a service life cycle cost basis. A construction schedule in line with the proposed design is to be provided outlining major construction milestones to the project completion.

3.2 Scoring (Proposal - Step 2)

5. Financial proposal (30 points)

The Consultant shall provide a detailed price breakdown by major tasks. The breakdown should include the specific activities planned, the timing and associated level of effort by individual or classification, and the associated hourly or per diem rates for which the consultant will seek payment. Engineering fees are to include and clearly identify the cost of sub-consultants. Any assumptions used in developing the financial proposal should be clearly identified and stated.

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

Bidders are required to achieve a minimum of 49/70 (70%) in Step 1 on the overall rated requirements. Failure to achieve the minimum score will render a Proposal non-responsive and will be given no further consideration, specifically the financial component will not be evaluated.

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 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.

3.3 Evaluation of Proposals and Selection of Design Consultant

All proposals received will be evaluated and scored using a "consensus" approach, in relation to the criteria and points, which are described above. Although a direct award may be made on the basis of the proposals received, the Township may invite one or more of the proponents to attend an interview at the Township office to answer questions and/or to provide clarification of their proposal. The award of the contract for this assignment will be confirmed by the execution of an engineering agreement.

3.4 Notice to Proponents

Proposals shall remain valid and open for acceptance by the Township for a period of sixty (20) calendar days, following the due date for receipt of proposals.

It is expected that the proposal will be a clear and concise demonstration of the ability and commitment of the proponent to deliver this project.

The Township will not pay any costs incurred in the preparation of a proposal, and reserves the right to reject any or all proposals and the right to change design consultants following completion of the ESR portion of the project and engage another consultant for the bridge design and construction inspection services at its sole discretion and without liability, penalty and cost.

4. SUBMISSION INSTRUCTIONS

4.1 Consultant Proposal Submission Requirements

The proponent shall submit Four (4) copies of their proposal. The proposal shall contain but not be limited to the information listed below.

- A statement of understanding of the key issues and constraints as understood by the proponent.
- The names of the principal firm key personnel (project manager, study team) and sub-consultant

personnel including any proposed change in personnel during the course of the project.

- A realistic time and activity schedule for the performance of their services based on the requirements of this RFP.
- A description of activities and work program.
- A description of environmental work plan activities (ESR) and related work program components to meet assignment requirements.
- Any innovative ideas.
- Methods for controlling cost and schedule.
- Financial proposal.

The proposal shall be limited to ten (10) pages excluding a cover sheet and table of contents. CVs and Corporate literature shall be included in an Appendix, which information will not count as part of the proposal 10 page limit.

Any other terms and conditions requested by the design consultant must be stated in clear and unequivocal terms.

4.2 Terms and Conditions

The proposal submission by the proponent will be evaluated as to contents in terms of fairness to the public.

4.3 Municipality's Information in RFP Only an Estimate

The Township or its advisors make no representation, warranty or guarantee as to the accuracy of the information contained in the RFP, verbally provided or issued by way of addenda. Any quantities shown or data contained in this RFP or provided by way of addenda or other means are estimates only and are for the sole purpose of indicating to proponents the general size and scope of the work.

It is the proponent's responsibility to avail itself or investigate on their own all necessary information to prepare a submission in response to this RFP.

4.4 Proponents Shall Bear Their Own Costs

The proponent shall bear all costs associated with or incurred in the preparation and submission of its proposal including, if applicable, costs incurred for interviews or demonstrations.

4.5 Proponent to Review RFP

Proponents shall promptly examine this RFP and

- shall report any errors, omissions or ambiguities; and
- may direct questions or seek additional information

in writing by email on or before the proponent's deadline for questions to the Township. The Township is under no obligation to provide additional information but may do so at its sole discretion.

It is the responsibility of the proponent to seek clarification from the Township on any matter it considers to be unclear. The Township shall not be responsible for any misunderstanding on the part of the proponent concerning the RFP or its process.

4.6 All New Information to Proponents

This RFP may only be amended by an addendum, in accordance with this section. If the Township for any reason determines that it is necessary to provide additional information relating to this RFP, such information will be communicated to all proponents by addenda by way of fax. Each addendum shall form an integral part of this RFP.

Such addenda may contain important information including significant changes to this RFP. Proponents are responsible for obtaining all addenda issued by the Township. Proponents shall confirm their receipt and acceptance of all addenda by setting out the number of each addendum in their financial proposal.

Proponents who intend to respond to this RFP are requested not to cancel the receipt of addenda or amendments option provided by the Township, since they must obtain through the Township all of the information documents that are issued.

In the event that a proponent chooses to cancel the receipt of addenda or amendments its submission may be rejected.

4.7 Post-Deadline Addenda and Extension of Submission Deadline

If any addendum is issued after the deadline for issuing addenda, the Township may at its sole discretion extend the submission deadline for a reasonable amount of time.

4.8 Proposals Must Be Submitted On Time at Prescribed location

Proponent submissions must be submitted at the location set out in the RFP on or before the submission deadline. Fax proposal submissions will not be accepted. Submissions submitted after this point in time will be deemed late, disqualified and returned to the proponent. For the purpose of calculating time, the municipal clock at the prescribed location for submission shall govern.

4.9 Amending or Withdrawing of Submissions Prior to Submission Deadline

At any time prior to the submission deadline, a proponent may amend or withdraw a submission. The right of proponents to amend or withdraw includes amendments or withdrawals wholly initiated by proponents and amendments or withdrawals in response to subsequent information provided by addenda.

Any amendment should clearly indicate what part of the submission the amendment is intending to replace.

Any amendment or notice of withdrawal must be submitted in the same manner as prescribed in this RFP for the submission. Any amendment or notice of withdrawal submitted by any other method will not be accepted.

4.10 Submission Irrevocable after Submission Deadline

Submissions shall remain irrevocable in the form submitted by the proponent for a period of twenty (20) days running from the moment that the submission deadline has lapsed.

4.11 Municipality May Seek Clarification and Incorporate Response into Submission

The Township reserves the right to seek clarification and supplementary information relating to the clarification from proponents after the submission deadline. The response received by the Township from

a proponent shall, if accepted by the Township, form an integral part of that proponent's submission. The Township reserves the right to interview any or all proponents to obtain information about or clarification of their submission. In the event that the Township receives information at any stage of the evaluation process which results in earlier information provided by the proponent being deemed by the Township to be inaccurate, incomplete or misleading, the Township reserves the right to revisit the proponents' compliance with the RFP requirements and/or adjust the scoring of rated criteria.

4.12 Submission Property of the Municipality

Except where expressly set out to the contrary in this RFP or in the proponent's submission, the submission and any accompanying documentation submitted by a proponent shall become the property of the Township and shall not be returned.

4.13 Failure to Enter Into Agreement

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

4.14 Notification to Other Proponents of Outcome of Procurement Process

Once the successful proponent and the Township execute an agreement, the other proponents will be notified by the Township in writing of the outcome of the procurement process and the award of the contract to the successful proponent.

4.15 Confidential Information of Municipality

All information provided by or obtained from the Township in any form in connection with this RFP either before or after the issuance of this RFP: (a) is the sole property of the Township and must be treated as confidential; (b) is not to be used for any purpose other than replying to this RFP and the performance of any subsequent contract; (c) must not be disclosed without prior written authorization from the Township; and (d) shall be returned by the proponents to the Township immediately upon the request of the Township.

4.16 Freedom of Information and Protection of Privacy Act

Information provided by a proponent may be released in accordance with the Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.F.31, as amended. A proponent should identify any information in its submission or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by the Township. The confidentiality of such information will be maintained by the Township, except where an order by the Information and Privacy Commission or a court requires the Township to do otherwise. Proponents are advised that their submissions will, as necessary, be disclosed on a confidential basis, to the Township's advisers retained for the purpose of evaluating or participating in the evaluation of this submission.

4.17 Reserved Rights of Municipality

The Township reserves the right to:

- a. make public the names of any or all proponents; request written clarification or the submission of supplementary written information in relation to the clarification request from any proponent and incorporate a proponent's response to that request for clarification into the proponent's submission;
- b. adjust a proponent's scoring or reject a proponent's submission on the basis of
 - a financial analysis determining the actual cost of the financial proposal when considering factors including quality, service, price and transition costs arising from the replacement of existing goods, services, practices, methodologies and infrastructure (howsoever originally established);
 - the proponent's past performance on previous contracts;
 - the information provided by a proponent pursuant to the Township exercising its clarification rights under this RFP process; and/or
 - other relevant information that arises during this RFP process.
- c. waive formalities and accept proposals which substantially comply with the requirements of this RFP;
- d. verify with any proponent or with a third party any information set out in a proposal submission;
- e. check references which may be provided or inferred by any proponent;
- f. disqualify any proponent whose submission contains misrepresentations or any other inaccurate or misleading information;
- g. make changes, including substantial changes, to this RFP provided that those changes are issued by way of addenda in the manner set out in this RFP;
- h. select any proponent other than the proponent whose financial proposal reflects the lowest cost to the Township or the highest overall score;
- i. cancel this RFP process at any stage;
- j. cancel this RFP process at any stage and issue a new RFP for the same or similar deliverables;
- k. discuss with any proponent different or additional terms to those contemplated in this RFP or in any proponent's submission;
- m. if a single submission is received, reject the submission of the sole proponent and cancel this RFP process or enter into direct negotiations with the sole proponent; or,
- n. reject any or all submissions in its absolute discretion.

These reserved rights are in addition to any other express rights or any other rights which may be implied in the circumstances and the Township shall not be liable for any expenses, costs, losses or any direct or indirect damages incurred or suffered by any proponent or any third party resulting from the Township exercising any of its express or implied rights under this RFP.

4.18 Governing Law of RFP Process

This RFP process shall be governed by and construed in accordance with the laws of the Province of Ontario

and the federal laws of Canada applicable therein.

4.19 Address for Submission of Proposals

Proposal submissions, clearly addressed as to contents, shall be addressed as follows:

Attention: Chad Kean, Manager of Public Works

Engineering Design for Sheridan Rapids Bridges (North and South Bridges)
Township of Lanark Highlands
75 George Street
P. O. Box 340, Lanark ON, K0G 1K0
publicworks@lanarkhighlands.ca

Proposals to be delivered to the Township municipal office at 75 George St. in Lanark, ON. **OR** emailed to publicworks@lanarkhighlands.ca (with a read receipt) on or before 4:00 p.m. July 31, 2024. Any submission after this time and date will be rejected.