



**REQUEST FOR PROPOSAL  
CL 2013-02**

**Consulting Engineering and Planning Services**

- 1. Municipal Class Environmental Assessment John Street extension Harriston Industrial Park**
- 2. Implementation of Municipal Class EA, Roadway Extension Palmerston Industrial Park**

The Town of Minto is requesting proposal submissions from qualified and experienced Registered Professional Consulting Engineering Services and Planning Services.

Proposals should be received by 2:00 p.m., Friday August 23<sup>rd</sup>, 2013

All proposals are to be submitted in a sealed package marked  
**"CL 2013-02" Consulting Engineering and/or Planning Services**  
Delivered to:

**Town of Minto  
Bill White, CAO/Clerk  
5941 Hwy 89  
Harriston, ON N0G 1Z0**

There will be no public opening for this Request for Proposal. Any award of the proposal is subject to approval of the Town of Minto Council.

Consultants are asked to clearly indicate in their proposal separate costing for the Municipal Class Environmental Assessment in Harriston Industrial Park from costing for the Engineering Design in the Palmerston Industrial Park. The Town may at its sole discretion award both parts of the scope of work to one consultant or separate the work and award it to two different firms.

If Proposals arrive after this deadline, the Town reserves the right, entirely at its discretion, to give or not give such Proposals consideration.

Should a contract result from this RFP the name(s) of the successful Proponent(s) will be available to anyone upon request. All submissions become the property of the Town of Minto and are subject to the Freedom of Information and Privacy Legislation.

## 1. BACKGROUND

The Town of Minto was created on January 1, 1999, by order of the Provincial government. The municipality is composed of the former towns of Harriston and Palmerston, the former village of Clifford, and the surrounding rural area of the former Minto Township. Minto is located in the north-western boundary of Wellington County and encompasses 300.37 square kilometers or approximately 115.97 square miles. The Town of Minto situated between major centres of southern Ontario and popular recreational areas along the eastern shore of Lake Huron and southern Georgian Bay.

The Town has two fully serviced industrial parks where municipal lands are sold to encourage commercial/industrial development. One industrial park is in Palmerston which is shown on the attached Map 1a, and the other is in Harriston shown on the attached Map 2. The Town proposes to extend municipal road, sanitary, water and storm services in both these industrial parks. This would allow additional industrial lands to be sold on an eleven acre parcel in Harriston and an approximate 30 acre parcel in Palmerston. A preliminary reference plan showing the road layout for Palmerston shown in Map 1b is subject to change.

The intent of this RFP is to conduct a competitive process that will lead to the award of Consulting Engineering and/or Planning Services to complete the following:

- 1) Municipal Class Environmental Assessment, Harriston Industrial Park, John Street Extension
- 2) Engineering Design, Implementation of Current Municipal Class Environmental Assessment, Palmerston Industrial Park, Road “A” Extension west of Minto Road

The Municipal Class Environmental Assessment for Harriston is to be completed in accordance with Municipal Engineers Association (MEA), Municipal Class Environmental Assessment requirements, October 2000, as amended in 2007. (Approved by Order-in-Council no. 1923/2000). The submissions should have regard if applicable to amendments from 2011 and the five year review completed by the Municipal Engineers Association respecting the Municipal Class EA Process.

Engineering Design to implement the current Municipal Class EA for the Palmerston Industrial Park involves preparing full design drawings in consultation with Town staff and applicable agencies, producing a tender document, supervising tender award and monitoring construction. Design work required is to include plan and profile drawings for a proposed paved road extension with municipal water, sanitary sewer, storm sewer and road side ditches with those drawings showing the proposed utilities (design by others) that includes electrical/street lighting, fibre optics, gas, etc.

## 2. SUBMISSIONS

Proposals submitted in envelopes clearly marked as to contents, will be received at the Town of Minto Administration Office  
5941 Highway 89  
Harriston, On NOG 1Z0, until 2:00 p.m., local time on: Friday August 23<sup>rd</sup>, 2013

Consultants are asked to clearly indicate in their proposal separate costing for the Municipal Class Environmental Assessment in Harriston Industrial Park from costing for the Engineering Design in the Palmerston Industrial Park.

### 3. SCOPE OF WORK

The Town proposes road and municipal service extensions in the Harriston Industrial Park and Palmerston Industrial Park. A Municipal Class Environmental Assessment process applies in Harriston, while in Palmerston the Class EA has been completed and consulting services are needed to design and implement road construction (Road “A” identified in the 2008 Class EA document prepared by B.M. Ross and Associates).

#### *Municipal Class Environmental Assessment - Harriston*

Consulting services are required to guide the Town through the Class Environmental Assessment process applicable to municipalities conducting road, water and wastewater projects based on the following five key principles as outlined in the Act:

1. Consultation with affected parties early in and throughout the process, such that the planning process is a co-operative venture.
2. Consideration of a reasonable range of alternatives, both the functionally different alternatives to the project (known as alternative solutions) and the alternative methods of implementing the preferred solution.
3. Identification and consideration of the affects of each alternative on all aspects of the environment.
4. Systematic evaluation of alternatives in terms of their advantages and disadvantages, to determine their net environmental effects.
5. Provision of clear and complete documentation of the planning process followed, to allow 'traceability' of decision-making with respect to the project.

For the Harriston Industrial Park the following additional work being subject to consideration:

- a. Allowances for Archeological assessment, integrating concerns/issues related to stormwater management and compatibility with residential dwellings to the east in terms of potential sound and vibration to permit removal of holding provisions in the M1-40(H) zone
- b. Optional item extension class EA process to future roadway system in balance of Town owned lands in the Park (55 acres to the south of the subject lands see Map 2). The consultant must include working with the Town to develop a probable road pattern, lot arrangement, stormwater outlet, conceptual servicing plan and methods of access and connection to existing municipal infrastructure.
- c. The Class EA must be comprehensive enough that no further EA effort is required to site facilities such as those for sewage pumping or stormwater management. If there are alternatives or options for a road or service layout these must be identified and constraints defined so that adjustments may be made later without additional EA work. It is expected that an archaeological assessment will be required for the whole area. The cost of the EA work for the 55 Acres should clearly be identified as an additional cost to the EA work for the John Street extension.

Notes related to sound and vibration studies. The holding zones on the applicable to the Harriston industrial park lands were established some years ago related to residential uses that may have since been converted to a more compatible use. In pricing this work bidders should have regard to

current land uses in the area and scope the work according to what the Town may need to satisfy County of Wellington Planning Staff related to the holding zone provisions.

Notes related to archeological analysis. The need for an assessment relates to item 2b Ministry of Citizenship, Culture and Recreation’s “Checklist for Determining Archaeological Potential” proximity of a stream within 300 metres of the lands. Drainage in the Harriston Industrial Park is primarily through municipal drains which may not necessitate a full archeological assessment. In pricing this work bidders should have regard to current drainage characteristics and scope the work according to what the Town may need to satisfy County of Wellington Planning Staff related to the holding zone provisions. If initial investigations show a more detailed archeological investigation is needed this would be considered an extra item such that consultants should include pricing for a Stage 1 and 2 investigation only.

#### *Design of Road “A” Palmerston Industrial Park*

Consulting engineering services are required to design and implement construction of about 100 to 150 metres of fully serviced and paved roadway west of Minto Road in the Palmerston Industrial Park. A preliminary survey of the roadway is shown in Map 1b. The road design may differ from the draft survey in that a cul-de-sac could be considered to shorten the amount of road and increase the number of lots serviced. This municipal roadway must correspond to the location of Road “A” approved in the Municipal Class EA for the Palmerston Industrial Park completed in 2008. The bid should include estimates any additional land survey services that may be required and for total station topographical survey of the lands to be serviced by the roadway.

The proposed roadway will be surfaced in asphalt with sanitary sewer, watermain, storm sewer and road side ditches of sufficient size/capacity to service six to ten future industrial lots depending on the layout selected. Private services such as hydro, fibre optic, gas, telephone and similar shall be provided for in the overall design, and the consulting engineer will coordinate that designed by other parties into the plan and profile.

Engineered plan and profile drawings, plus applicable details and structures suitable for construction shall be provided as well as an appropriate tender document. The consultant shall include a price for obtaining all necessary government approvals (including any applicable testing) prior to proceeding, preparing and processing the tender, award and contract administration and inspection. The Town intends to construct the road extension in 2014.

#### Notes regarding approval processes

Bids are to include preliminary investigation of background information and existing infrastructure. Sub consultant estimates for geotechnical and land survey services should be provided. Drawings and tender documents shall be submitted to the Municipality for review and comment prior to December 31, 2013, and before the design and tender document are considered final. Project tendering and contract administration and implementation is to be completed July 31, 2014.

#### Notes regarding drainage works

Depending on roadway design the westerly portion may need to be directed through a new ditch along the westerly side of the 30 acres to near the SWM facility and then easterly alongside the

SWM facility to the forebay. Additional drainage outlet work beyond the proposed roadway may be required.

Available documents

The Municipal Class EA Screening Report prepared by B.M. Ross May 5, 2008 and West End Industrial Park Stormwater Management Report prepared by B.M. Ross last revised April 22<sup>nd</sup>, 2004 shall be available for reference by interested consultants. The consultant shall have regard to current applicable standards for the Town of Minto.

**4. FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY**

The Town is bound by the provisions of *the Freedom of Information and Protection of Privacy Act*.

**5. QUALIFICATIONS**

The successful Consulting Firm(s) will provide all professionally qualified personnel as well as all support staff and resources necessary to effectively practice in the Province of Ontario required by the Town of Minto.

**6. COMPLETION DATE**

Work on the Class EA portion of this work is expected to be completed as soon as possible in winter 2014, while work on the servicing design for Palmerston Industrial Park part of this proposal is expected to be completed by December 31<sup>st</sup>, 2013 with road construction by July 31, 2014. Additional time may be provided depending on the nature of consultation and the feedback received.

**7. AGREEMENT**

Prior to proceeding with the work required by this proposal, the successful firm shall be required to enter into an agreement with the Town to stipulate mutually agreeable terms for completing required work.

**8. FUNDING AND APPROVAL**

The successful Firm accepts that award of any of the work outlined in this proposal is subject to approval by Council the Town of Minto for the activities described in any proposed or potential agreements.

**9. EVALUATION**

Town staff will review the proposals, and may choose to conduct interviews of short listed firms (if necessary) to assist in making a recommendation to Council, as to which, Firm(s) is to be retained. The following criteria shall apply to evaluation of the proposals:

- Cost components 40%
- Completeness, readability of written proposal and/or interview 20%

## TOWN OF MINTO –RFP to Provide Engineering and Planning Services

- Overall approach to work required 15%
- Municipal experience 15%
- Integration of additional scope of work (drainage, archeology, noise) 10%

Without limiting the generality of the foregoing the following matters will be considered in assessing the proposals:

1. Qualifications, demonstrated ability, experience and expertise of the Firm.
2. Demonstrated expertise with the class EA process, municipal servicing, drainage, planning, drainage, and similar as well as archeological, noise and vibration studies in house or as a secondary consultant.
3. Qualifications, and demonstrated ability, experience and expertise of the main contact at the Firm.
4. Ability to communicate and respond in a professional, cooperative and timely manner to requests by the Minto staff and/or Council as may be required.
5. References from other organizations that the Firm has provided similar services to in the past including contact information.

### **10.LAW**

This Proposal call and any award that may develop as a result of this Proposal call shall be governed by and construed in accordance with the laws of the Province of Ontario.

### **11.COUNCIL APPROVAL**

The awarding of a contract is subject to approval by the Town of Minto Council to the successful Proponent. Minto reserves the right to cancel this Request for Proposals should Council approval not be received.

### **12.INQUIRIES**

For further information regarding this proposal contact:

**Bill White CAO/Clerk**

**Phone: 519-338-2511 ext. 222 or email at [bwhite@town.minto.on.ca](mailto:bwhite@town.minto.on.ca)**

During the period of August 19<sup>th</sup> through 21<sup>st</sup> only email contacts can be considered due to attendance at the Association of Municipalities Conference in Ottawa.

### **13. OBLIGATION TO AWARD**

Publication of this Request for Proposal and the resultant receipt of any submission do not imply a reciprocal obligation on the part of the Town of Minto to award the work to any of the proponents.

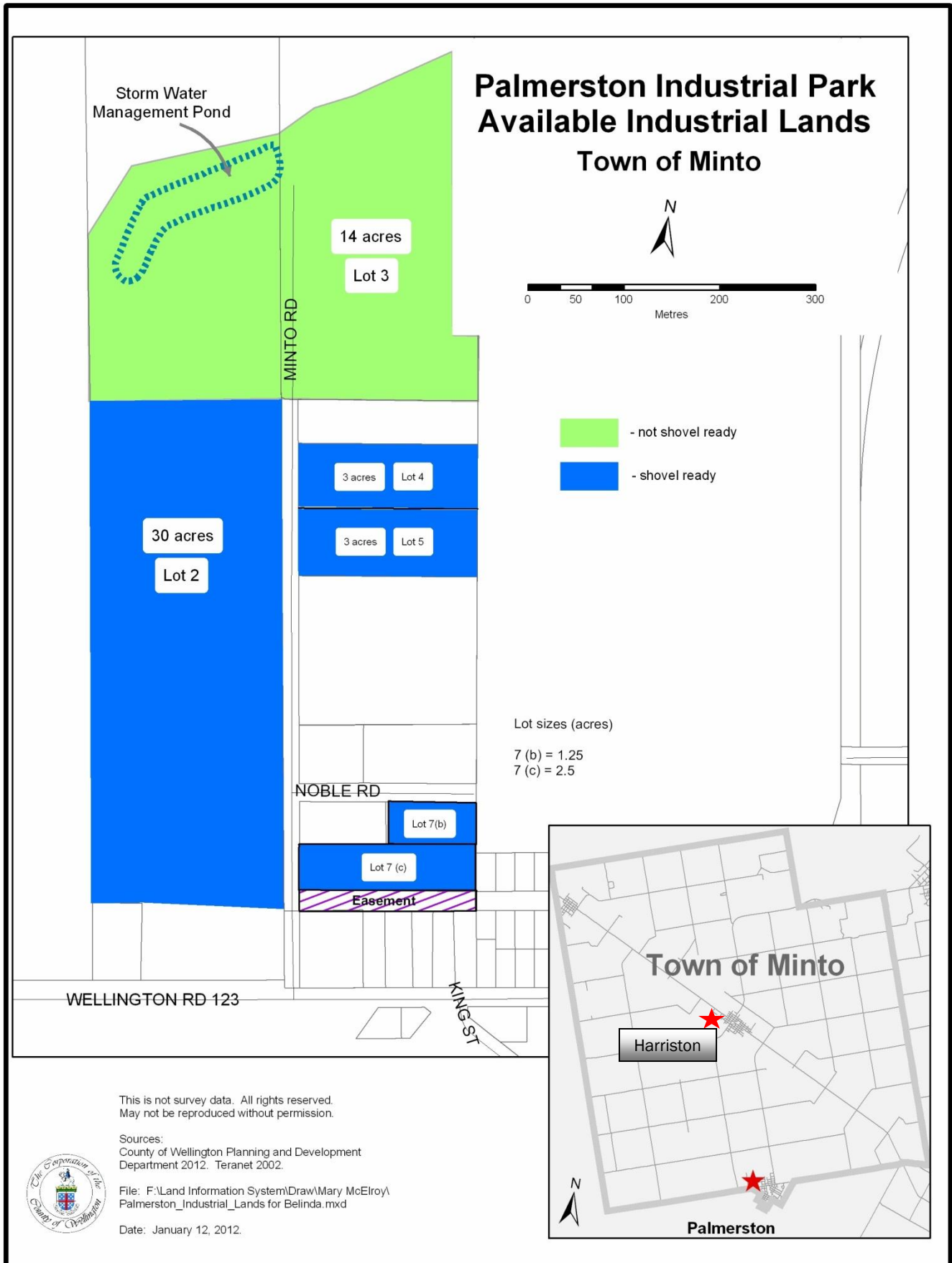
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The Town of Minto reserves the right to cancel this Request for Proposal for any reason without any liability to any proponent, or to waive irregularities at their own discretion.

Proposals shall be irrevocable until the Town of Minto awards this Contract, or cancels this Request for Proposal, whichever first occurs.

The Town of Minto reserves the right to reject any or all Proposals, to negotiate with any firm submitting a proposal and to accept the proposal deemed most favourable in the interests of the Town of Minto. The lowest or any Proposal may not necessarily be accepted. The Town of Minto or its agents will not accept any responsibility for costs or expenses incurred by the Proponent in preparing the Proposal.

Map 1a Palmerston Industrial Park



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Sources:  
 County of Wellington Planning and Development  
 Department 2012. Teranet 2002.

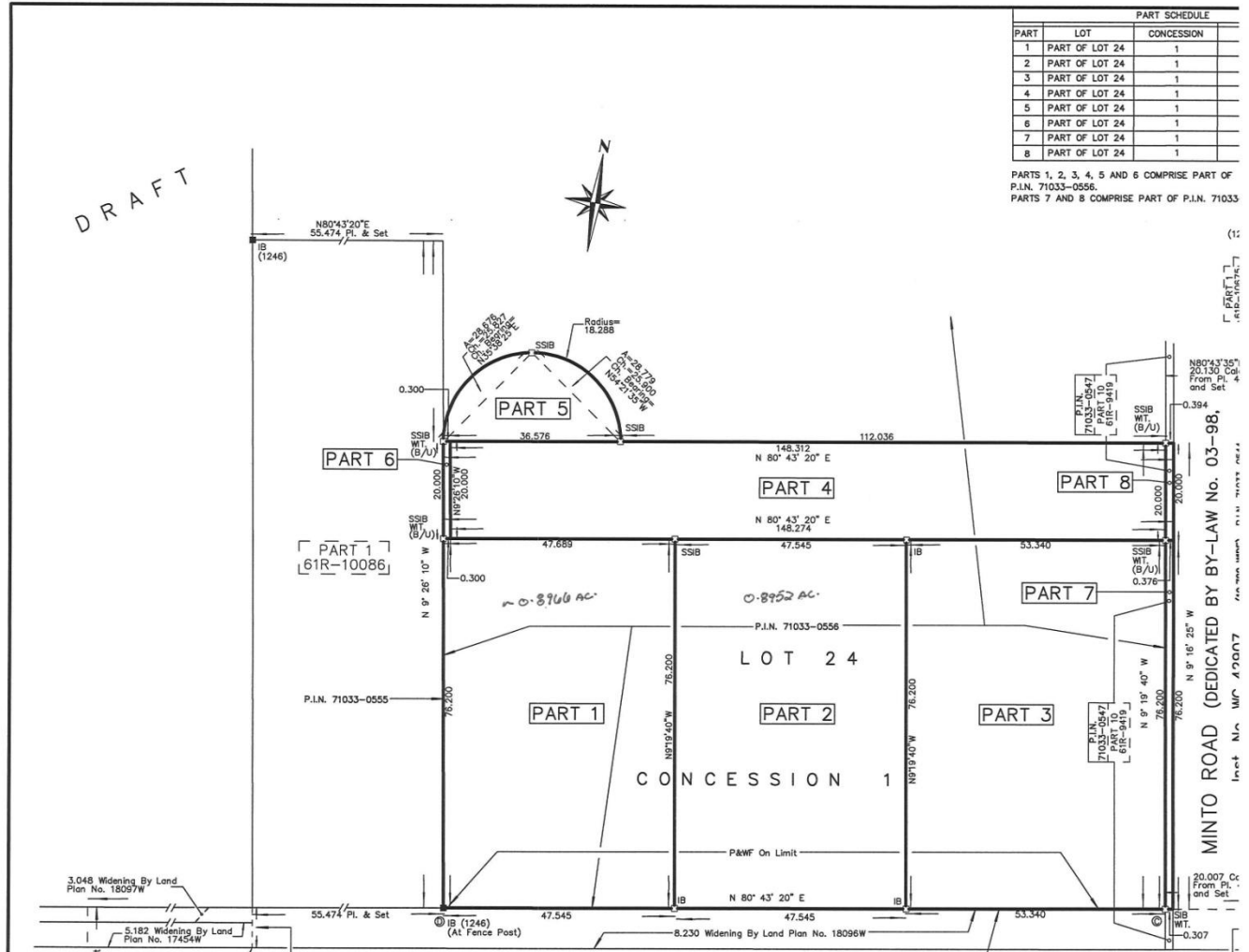
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 Palmerston\_Industrial\_Lands for Belinda.mxd

Date: January 12, 2012.





Map 1b - Draft Survey Part of Lot 24 Conc. 1



Please note that this configuration is subject to change to provide a more efficient road pattern based on the engineering design process as well as integration of Municipal Drain #88

Map 2 Harriston Industrial Park

