



**REQUEST FOR PROPOSAL
PW 2016-05
Consulting Engineering Services**

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

Proposals should be received by 2:00 p.m., Wednesday March 23rd, 2016

All proposals are to be submitted in a sealed envelope marked
“PW 2016-05” Consulting Engineering Services

Delivered to:

<p>Town of Minto Brian Hansen, Public Works Director 5941 Hwy 89 Harriston, ON NOG 1Z0</p>

Within the sealed envelope shall be two smaller envelopes clearly labelled as Envelope 1 and Envelope 2. Envelope 1 shall contain qualitative and technical information supporting the proposal as outlined herein. Envelope 2 shall contain pricing as required by the forms within this proposal.

The contents of Envelope 1 shall be opened and evaluated by the Municipal Evaluation Committee using scoring criteria described in this proposal. Only bids meeting the Specifications of the Request for Proposal for Envelope 1 shall be eligible to proceed to cost evaluation, whereby Envelope 2 will be opened. If a proposal is not eligible to proceed, the proponent shall be disqualified from further consideration and Envelope 2 shall be returned to them unopened.

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 must fill out all forms included in this proposal using the space provided. 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 more than one firm.

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 upon request. All submissions become the property of the Town of Minto and are subject to Freedom of Information and Privacy Legislation.

Checklist

1. Proponents are to submit one (1) complete proposal submission, including all forms provided in the RFP document within a sealed envelope. The completed proposal shall be an original version containing original signatures.

2. Prior to sealing the envelope containing the complete proposal submission, proponents shall ensure:
 - a) Envelope #1 is sealed containing all information requested herein including Schedule “A” signed by the bidder and applicable attachments if any.
 - b) Envelope #2 is sealed containing information requested herein including Schedule “B” signed by the bidder and applicable attachments if any.

3. Ensure that receipt and review of addenda are confirmed on the **Form of Proposal**.

4. The **Submission Instructions, Terms of Reference, and Scope of Work** have been carefully reviewed and all requirements have been included in proposal.

5. Include the **Reference Form** with the proposal, filling and signing the form provided in the single complete proposal envelope.

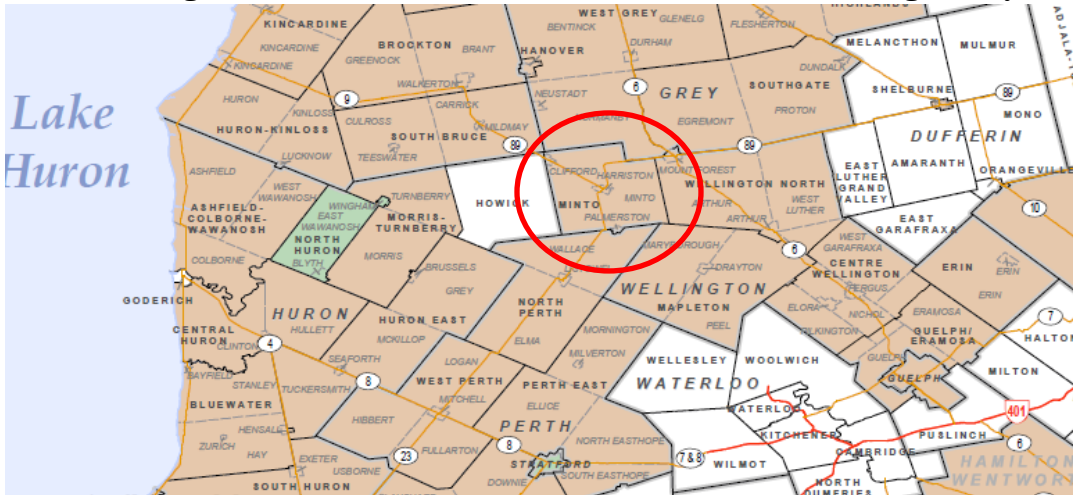
6. The Proponent(s) selected by the Town of Minto will further be required to submit a **W.S.I.B. Clearance Certificate**

7. The Proponent(s) selected by the Town of Minto will further be required to submit a **their firm’s health and safety plan**

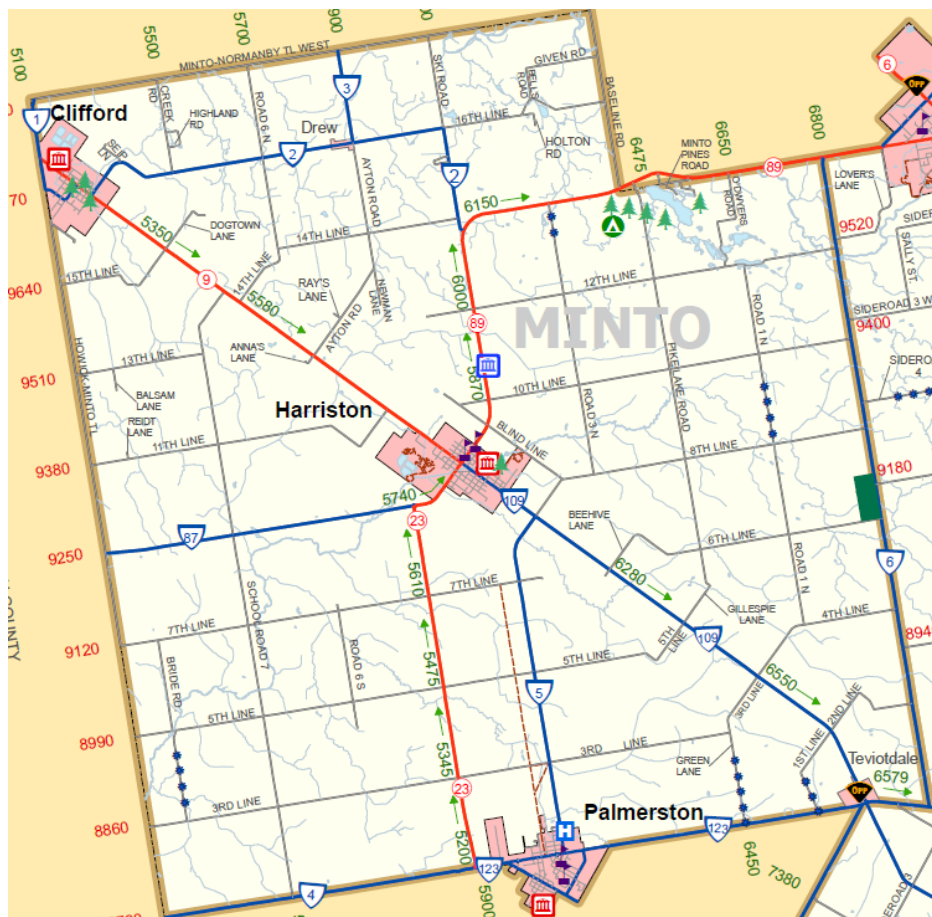
8. The Proponent(s) selected by the Town of Minto will further be required to submit a **Proof of Insurance** as outlined in the RFP document

1. BACKGROUND

Minto is located in the north-western boundary of Wellington County and encompasses 300.37 square kilometers or approximately 115.97 square miles. The estimated population of Minto is 8,500 persons. 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 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.



TOWN OF MINTO –RFP to Provide Engineering Services

The following additional information relates to the Town's requirement for engineering services:

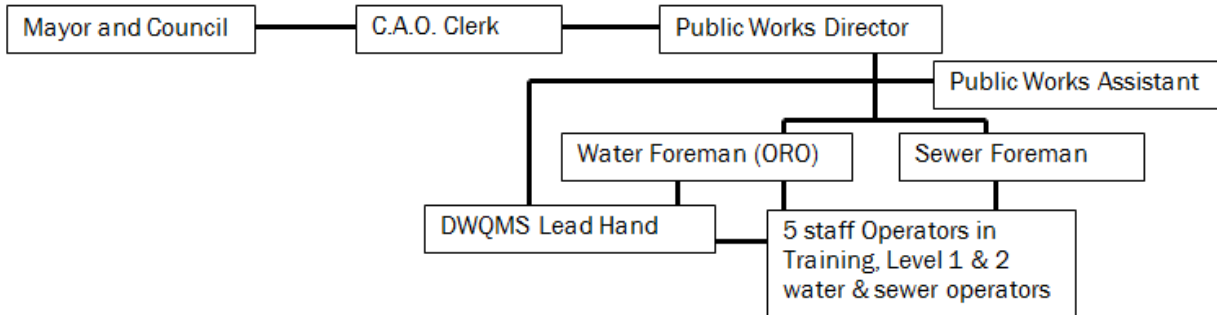
- a) The Town owns and operates four (4) Drinking Water Systems in Clifford, Harriston, Palmerston and Minto Pines, and they are all based on groundwater source.



- b) The Clifford Water System (Water Distribution and Supply Subsystem Class II) serving just over 800 persons consists of three drilled wells, two wellhouses, an elevated 1275 m³ storage tank and a distribution network of watermains ranging in diameter from 100 mm to 150 mm. The system is used for fire protection with about 46 fire hydrants in the distribution system.
- c) The Harriston Water System (Water Distribution and Supply Subsystem Class II) servicing approximately 2,108 permanent residents and 800 households contains three drilled bedrock wells, three wellhouses, an elevated 1915 m³ storage tank and a distribution network of 100 mm to 250 mm mains. About 77 fire hydrants are available for fire protection.
- d) The Palmerston Water System (Water Distribution and Supply Subsystem Class II) services approximately 2,579 permanent residents and 910 households services four drilled bedrock wells, two wellhouses, an elevated 2500 m³ steel storage tank and a distribution network of 100 mm to 250 mm diameter mains. About 102 fire hydrants are available for fire protection.
- e) The Minto Pines System (Limited Groundwater System) services a 36 lot residential subdivision with about 98 permanent residents. Its one wellhouse contains the lone production bedrock well 200 mm in diameter to service the subdivision. It is equipped with submersible pump which discharges to a 50 mm diameter steel pipe connected to a magnetic flow meter. The well pump is controlled by pressure switch on the header pipe.
- f) The Town operates three Waste Water Treatment Systems including lagoon systems in Harriston and Clifford and a treatment plant in Palmerston.
- g) The Harriston Waste Water Treatment Lagoon System design capacity is about 2,400 cubic metres per day. Average daily flow is below 1700 cubic metres per day, and reserve capacity is near 700 cubic metres per day. The system serves about 2,010 people or 760 households.
- h) The Clifford Waste Water Treatment Lagoon System design capacity is 500 cubic metres per day. Average daily flow is below 330 cubic metres per day, and reserve capacity is about 170 cubic metres per day. The system serves about 760 people or 310 households.
- i) The Palmerston Waste Water Treatment Facility design capacity is just over 2,010 cubic metres per day. Average daily flow is about 1,425 cubic metres per day, and reserve capacity is near 585 cubic metres per day. The system serves about 2,720 people or 1025 households.
- j) The Town maintains 52.88 km of gravel roads, 231.54 km of hard top roads and two traffic signals. There are almost 50 km of sidewalks within the Town many of which are
- k) There are 16 bridges and 26 culverts maintained by the Town. There are 115 Consecutively Numbered Drains and approximately 30-40 Named Drains within the rural areas of Minto, and

multiple storm water management ponds in various locations that are maintained by the municipality.

- l) The Town’s nearly 700 streetlights converted to LED technology in 2014 under agreement with RealTerm LAS have a ten year warranty and a maintenance agreement. The Town hosts eight microFIT solar panels on various Town properties, and has applied under Fit 4.0 to host larger projects at seven other locations .
- m) The Town owns a 23 acre gravel pit on the 12th Line.
- n) The Consulting Engineer will interact with the following Town representatives:
 - i) *Mayor, Deputy Mayor and Five Councillors*
 - i) *Water and Sewer side of Public Works*



ii) *Roads and Drainage side of Public Works*

One Roads and Drainage Foreman, a Lead Hand, and five operators.

iii) *Administrative Staff*

- C.A.O. Clerk, Chief Building Official, and Building Inspector Source Water Assistant process local planning and development approvals.

- Treasurer, three support staff

iv) *Wellington County Planning & Environment Department* provides land use planning advice.

- o) The Town of Minto processes 20 to 40 planning applications per year such as zoning by-law amendments, site plan approvals, and minor variances. This includes comments sent to Wellington County on official plan amendments and draft plans of subdivision. There are approximately three subdivision plans conditionally approved in the Town of Minto , and several active subdivision developments with existing servicing or subdivision agreements.

2. SUBMISSIONS

Proposals submitted in one sealed envelope 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: Wednesday March 23, 2016

Within the one sealed envelope shall be two envelopes clearly labelled as Envelope 1 and Envelope 2. Envelope 1 shall contain qualitative and technical information in support of the proposal. Envelope 2 shall contain pricing information.

The contents of Envelope 1 shall be opened and evaluated by the Evaluation Committee. Only the second envelope of those bids meeting the Specifications of the Request for Proposal shall be opened and evaluated. If a proposal is not eligible to proceed to price evaluation, the proponent shall be disqualified from further consideration and envelope two shall be returned to the proponent unopened.

Consultants are asked to clearly indicate in their proposal separate costing for each of the areas of work identified in the RFP.

Upon written or email request Schedules to this proposal can be emailed by the Town to proposed bidders in Microsoft Word to assist with completing a bid. Bidders are to use the space provided whether or not the Schedules are filled out using Word. Bidders are responsible for checking all calculations to verify accuracy notwithstanding any pre-entered formulas contained within the Schedules.

3. SCOPE OF WORK

The Town has secured consulting civil engineering services from several different firms over the years. Work was allocated based on historical involvement in a particular area. For example one firm conducted most of the work regarding the Palmerston Waste Water Treatment Plant because they were involved with its original design. Another firm did much of the work in Harriston due to involvement with the Lagoon system. This arrangement on engineering services survived the transition to new staff in Public Works in some form, but over time work was re-allocated as needs and firms changed.

It is necessary to formalize a consulting arrangement with one or more engineering firms that the Town may call upon “as and when required”. The intent is to be able to call upon one or more firms that “best fit” the Town’s needs for the service required, reduce project turnaround by retaining one or more firms, and decrease and control project costs. Without limiting the generality of this proposal call services to be considered are anticipated to include the following areas:

1. Capital project design, review, tendering, project management, and approvals including assistance with grant applications.
2. Plan review, evaluation and comment for 20 to 40 applications annually upon request
3. Waste water treatment facility advice respecting operation (Palmerston, Harriston, Clifford), capital improvements, approvals as requested and sewage collection system maintenance and improvements upon request.

4. Water treatment plant advice respecting operation (Minto Pines, Palmerston, Harriston, Clifford) capital improvements, approvals as requested, and water distribution system maintenance and improvements upon request.
5. Rural road, culvert and bridge maintenance and design as needed.
6. Drainage Act pertaining to municipal drains.
7. Storm water management.
8. Facilitating and/or completing of annual bridge and culvert inspections and roads needs study as per MTO Criteria.
9. Other duties as may be needed from time to time including structural engineering, qualified persons contaminated sites, traffic, and similar more specialized services.

The Town may choose to allocate work to different consulting firms by the above project areas above, or may choose to split work geographically at its sole discretion considering the results of the proposals received. The Municipal Evaluation Team will weigh the work areas based on discussion of overall Town needs relative to the bids submitted.

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

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, and to provide the services required under this proposal. Without limiting the generality of this section or any other terms contained within this proposal, the following outlines certain areas of work to illustrate the requirements of the Town

- a) Water treatment and distribution, sanitary sewer collection and treatment, road construction, construction management,
- b) Environmental assessments and storm water management (wetlands, endangered species, and hydrologic studies), GIS materials testing, surveying, traffic studies, Drainage Act and extensive knowledge of applicable rules and regulations.
- c) Preparing plans, designs and specifications for Public Works projects and improvements, and providing and maintaining surveys, maps, plans, specifications and control records with respect to Public Works projects.
- d) Technical and engineering advice and assistance to the Town Council, C.A.O. Clerk, Director of Public Works, Treasurer and designated staff.
- e) Provide peer review, plan review and/or assist in preparing comments regarding planning applications. Attend meetings and Town Council as requested
- f) Prepare, review and approve construction plans and specifications for capital improvement projects as directed by the C.A.O. Clerk, Treasurer and Public Works Director
- g) Respond to resident concerns when an engineering project impacts private property, and assist with processing industrial, commercial and residential developments and projects.
- h) Demonstrate experience with engineering design, tendering, inspection and contract administration of annual municipal road, water, sewer projects.
- i) Complete understanding of applicable Federal, Provincial, municipal or other relevant legislation, by-laws, codes or other applicable law respecting provision of any and all services referenced in this proposal.

6. COMPLETION DATE

Bids are to be submitted before March 23, 2016 at 2:00pm. The Municipal Review Committee will evaluate proposals with the intention of making a recommendation to Council at the March 29 Council meeting. If the Municipal Review Committee wishes to interview any firms they will occur prior to making a recommendation to Council. The Town at its sole discretion may delay approval by Council to a subsequent meeting where additional time is required to review submissions.

7. AGREEMENT

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

The Town intends to secure an arrangement with one or more registered professional consulting engineering firms for a period of five years with an option to extend for an additional five years.

8. INSURANCE

For the duration of this Contract, the successful Proponent(s) shall, at its own expense maintain in effect, with an insurer licensed in Ontario the following coverages and policies:

- a) Comprehensive general liability insurance on an occurrence basis for an amount not less than five million (\$5,000,000) dollars. Any aggregate limit shall be equal to or greater than the amount of minimum requirements stated above, for the Comprehensive General Liability Policy. Such policy shall include non-owned automobile liability, personal injury, broad form property damage, contractual liability, owners and contractors protective, products and completed operations, contingent employers liability, cross liability and severability of interests clauses.
- b) Errors and Omissions Professional Liability covering work and services described in this proposal such policy to provide coverage for not less than two million (\$2,000,000) dollars and shall continue for no less than twelve (12) months following completion of this contract.
- c) Automobile Liability and Environmental Liability coverages in the amount of two million (\$2,000,000) dollars respectively such policies shall continue for no less than twelve (12) months following completion of this contract.

Successful bidder to provide proof of insurance is to be provided within 14 days of contract award.

9. APPROVAL

Proposals submitted shall be irrevocable on March 23, 2016 at 2:00pm. All bidders shall honour terms contained herein for a period of 90 days.

Award of any of the work outlined in this proposal is subject to approval by Council the Town of Minto including any agreement negotiated with the successful firm or firms.

10. EVALUATION

A Municipal evaluation team will review proposals and make recommendations to Council as to awarding work described herein. The following criteria apply to evaluation of the proposals:

- Envelope 1 Schedule “A”
 - a) Firm Capability, Experience, Qualifications, Proximity 10%
 - b) Primary Contact Capability, Experience, Qualifications, Style 20%

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c)	Team Members Capability, Experience, Qualifications, Aptitude	10%
d)	Methodology and Approach	30%
Envelope 2 Schedule “B”		
e)	Cost five year weighted average	<u>30%</u>
		100%

- Categories a) through d) relate to bid information submitted in Envelope 1 Schedule “A”. Scores will be determined as follows:
0% does not meet requirements
25% partially meets requirements
50% meets requirements
75% exceeds requirements
100% exceptional
- The cost category Envelope 2 Schedule “B” will be scored using weighted hourly rates based on the work areas provided.
0 points for 15% or more above five year average rate
7.5 points for 5% to 15% above five year average rate
15 points for meeting the five year average rate +- 5%
22.5 points for 5% to 15% below the five year average rate
30 points for greater than 15% below the five year average rate

The Town of Minto Strategic Plan contains guiding principles for customer service. This includes a commitment to transparency with the public, media, customers, and providing a high level customer service so that all inquiries including email or phone receive prompt response. The Plan calls for a diversified, accommodating, versatile, and well trained workforce which focuses on quality and affordability for Town ratepayers. The Plan encourages engaging the community and supporting business and community development. As the selected firm(s) will represent the Town on engineering related matters, firms are asked to demonstrate how their methodology and approach encapsulates these values when completing answers to Schedule “A”.

NOTE: Council may split award by community (Palmerston, Harriston, Clifford, Rural) or by services (plant- water and sewer operations; plan review – subdivision, site plan; capital project; general – all other services; Drainage Act – municipal drains). The Municipal evaluation team may choose to interview two or more firms at its sole discretion prior to making a recommendation to Council. Firms to be interviewed, if applicable, will receive five business days minimum notice.

11. ERRORS AND EMISSIONS

The Town shall not be held liable for any errors or omissions in any part of this Bid request. The Town has made every effort to ensure information contained herein is accurate, but information in the proposal is intended to provide guidance to potential bidders. Information provided is not necessarily comprehensive or exhaustive and nothing in this bid is intended to relieve bidders from conducting their own research, forming they own opinions and conclusions respecting the matters contained in this proposal. The Town is not responsible for any costs incurred by any bidder in considering or responding to this proposal.

12. 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.

13. DISQUALIFICATION OF PROPONENTS

The Town at its sole discretion may exclude a proponent from eligibility or may summarily reject a proposal where one of the following circumstances has occurred.

- a) The Proponent has been, or is involved in litigation with the Town, its elected officials, officers or employees.
- b) The Proponent and or representative firm has failed to pay an amount due to the Town.
- c) There is documented evidence of poor performance, non-performance or default by the Proponent respecting any contact with the Town.
- d) The Proponent or its personnel has demonstrated abusive behavior or threatening conduct toward Town staff, their agents or representatives.
- e) The Proponent has been convicted of a criminal offense for fraud, theft or similar.
- f) The Proponent has been convicted of an offense pursuant to the Occupational Health and Safety Act as amended where the circumstances in that conviction demonstrate a disregard for the health and safety of its workers or the general public.

Proponent in this section includes any partner, principal, director or officer of the firm as well as any other legal entity associated with the bidder or the firm.

14. 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.

15. INQUIRIES

For further information regarding this proposal contact:

Brian Hansen, Public Works Director

Phone: 519-338-2511 ext. 227 or email at brian@town.minto.on.ca

16. 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.

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.

**Schedule “A”: Bid Submission Form for Envelope 1
Qualitative and Technical Information**

a) Overview and References

Attach a summary description or overview of the firm bidding for the work. Provide two municipal references for consulting work similar to that described in the Scope of Work.

Reference #1

Company Name: _____
Address: _____
Contact person: _____ Title: _____
Phone Number: _____ Fax Number: _____
Email Address: _____
Date service provided: _____ Project cost: _____

Reference #2

Company Name: _____
Address: _____
Contact person: _____ Title: _____
Phone Number: _____ Fax Number: _____
Email Address: _____
Date service provided: _____ Project cost: _____

b) Primary Contact (attach CV to Schedule “A”)

The Primary Contact is the single point of contact that will manage the relationship between the Town and your firm. The Primary Contact will be the person the Town would call upon to arrange for work to be completed, to deal with professionals in your firm to address requests of the Town, and to report to staff and Council on the status of on-going projects.

Name: _____ Title: _____
Years with Firm _____ Additional Years of Experience (other positions): _____
Professional Qualifications: _____
Location of Primary Contact’s Office: _____
Description Primary Contact’s Style and Approach to this kind of contract (use space provided only).

Primary Contact or Firm Community Contributions (detail charitable or value added contributions)

c) Team Members

Provide information demonstrating the capability, experience, qualifications and aptitude of the three key members of the professional team that will provide most of the services to the Town of Minto under this contract (besides the primary contact).

Team Member #1 (attach CV to Schedule “A”)

Name: _____ Title: _____

Years with Firm _____ Additional Years of Experience (other positions): _____

Professional Qualifications: _____

Location of Team Member’s Office: _____

Description Team Member’s Role (use space provided only).

Team Member #2 (attach CV to Schedule “A”)

Name: _____ Title: _____

Years with Firm _____ Additional Years of Experience (other positions): _____

Professional Qualifications: _____

Location of Team Member’s Office: _____

Description Team Member’s Role (use space provided only).

Team Member #3 (attach CV to Schedule “A”)

Name: _____ Title: _____

Years with Firm _____ Additional Years of Experience (other positions): _____

Professional Qualifications: _____

Location of Team Member’s Office: _____

Description Team Member’s Role (use space provided only).

c) Methodology and Approach (use space provided)

Describe the manner by which engineering services will be provided to the Town keeping in mind strategic and other directions of the Town.

Schedule “B”: Bid Submission Form for Envelope 2 Cost five year weighted average

In the charts below please provide an hourly rate for the primary contact and up to three service providers for each of the nine general work areas. You do not have to enter an hourly rate for any Service Providers if the Primary Contact completes the work. If an hourly rate is not included for the Primary Contact for any of the services, the Town at its sole discretion may choose not to award that work to your firm. Service Providers are staff members or sub-contractors. If a sub-contractor is used please enter the name in the spreadsheet. If you are using a Word version of this form do not fill out the Five Year Average Column as formulas in these cells are pre-populated. Please check accuracy of all calculations.

1. Capital project design, review, tendering, project management, approvals assistance with grant applications (double click on chart to activate spreadsheet)

	Year 1 hourly rate	Year 2 hourly rate	Year 3 hourly rate	Year 4 hourly rate	Year 5 hourly rate	Five Year Average
Primary Contact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Service Provider	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Service Provider	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Service Provider	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Overall Five	Year Average	this Service				\$ -

2. Plan review, evaluation and comment including any meetings with Council (double click on chart to activate spreadsheet).

	Year 1 hourly rate	Year 2 hourly rate	Year 3 hourly rate	Year 4 hourly rate	Year 5 hourly rate	Five Year Average
Primary Contact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Service Provider	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Service Provider	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Service Provider	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Overall Five	Year Average	this Service				\$ -

Schedule “B”: continued

In the charts below please provide an hourly rate for the primary contact and up to three service providers for each of the nine general work areas. You do not have to enter an hourly rate for any Service Providers if the Primary Contact completes the work. If an hourly rate is not included for the Primary Contact for any of the services, the Town at its sole discretion may choose not to award that work to your firm. Service Providers are staff members or sub-contractors. If a sub-contractor is used please enter the name in the spreadsheet. If you are using a Word version of this form do not fill out the Five Year Average Column as formulas in these cells are pre-populated. Please check accuracy of all calculations.

3. Waste water treatment facility operation; sewage collection system maintenance (double click on chart to activate spreadsheet).

	Year 1 hourly rate	Year 2 hourly rate	Year 3 hourly rate	Year 4 hourly rate	Year 5 hourly rate	Five Year Average
Primary Contact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Service Provider	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Service Provider	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Service Provider	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Overall Five	Year Average	this Service				\$ -

4. Water treatment plant operation (Minto Pines, Palmerston, Harriston, Clifford) and water distribution system maintenance.

	Year 1 hourly rate	Year 2 hourly rate	Year 3 hourly rate	Year 4 hourly rate	Year 5 hourly rate	Five Year Average
Primary Contact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Service Provider	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Service Provider	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Service Provider	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Overall Five	Year Average	this Service				\$ -

Schedule “B”: continued

In the charts below please provide an hourly rate for the primary contact and up to three service providers for each of the nine general work areas. You do not have to enter an hourly rate for any Service Providers if the Primary Contact completes the work. If an hourly rate is not included for the Primary Contact for any of the services, the Town at its sole discretion may choose not to award that work to your firm. Service Providers are staff members or sub-contractors. If a sub-contractor is used please enter the name in the spreadsheet. If you are using a Word version of this form do not fill out the Five Year Average Column as formulas in these cells are pre-populated. Please check accuracy of all calculations.

5. Rural road, culvert and bridge maintenance and design as needed.

	Year 1 hourly rate	Year 2 hourly rate	Year 3 hourly rate	Year 4 hourly rate	Year 5 hourly rate	Five Year Average
Primary Contact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Service Provider	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Service Provider	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Service Provider	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Overall Five	Year Average	this Service				\$ -

6. Drainage Act pertaining to municipal drains. Storm Water Management

	Year 1 hourly rate	Year 2 hourly rate	Year 3 hourly rate	Year 4 hourly rate	Year 5 hourly rate	Five Year Average
Primary Contact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Service Provider	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Service Provider	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Service Provider	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Overall Five	Year Average	this Service				\$ -

Schedule “B”: continued

In the charts below please provide an hourly rate for the primary contact and up to three service providers for each of the nine general work areas. You do not have to enter an hourly rate for any Service Providers if the Primary Contact completes the work. If an hourly rate is not included for the Primary Contact for any of the services, the Town at its sole discretion may choose not to award that work to your firm. Service Providers are staff members or sub-contractors. If a sub-contractor is used please enter the name in the spreadsheet. If you are using a Word version of this form do not fill out the Five Year Average Column as formulas in these cells are pre-populated. Please check accuracy of all calculations.

7. Facilitating and/or completing of annual bridge and culvert inspections and roads needs study as per MTO Criteria.

	Year 1 hourly rate	Year 2 hourly rate	Year 3 hourly rate	Year 4 hourly rate	Year 5 hourly rate	Five Year Average
Primary Contact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Service Provider	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Service Provider	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Service Provider	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Overall Five	Year Average	this Service				\$ -

8. Other duties as may be needed from time to time including structural engineering, qualified persons contaminated sites, traffic, and similar more specialized services.

	Year 1 hourly rate	Year 2 hourly rate	Year 3 hourly rate	Year 4 hourly rate	Year 5 hourly rate	Five Year Average
Primary Contact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Service Provider	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Service Provider	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Service Provider	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Overall Five	Year Average	this Service				\$ -

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Schedule “B”: continued

Please check all calculations as to accuracy.

Please Indicate any additional Per Diems or Disbursements that will be charged for any of the above noted work areas not covered by the hourly rate. Please check if not applicable.

Travel in cents per kilometer	\$_____/km	____not applicable
Vehicle Cost hourly rate	\$_____/hour	____not applicable
Equipment Cost	\$_____/hour	____not applicable
Photo copy Costs	\$_____/copy	____not applicable
Other disbursements	\$_____	____not applicable

I certify information provided in Schedule “B” is accurate and best represents the cost for services for our firm for use by the Municipal Evaluation Committee.

Print Name	Authorized Signature	Date
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Please attach this to your Proposal Submission Envelope containing Envelopes 1 and 2.



**REQUEST FOR PROPOSAL
PW 2016-05
Consulting Engineering Services**

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

Proposals should be received by 2:00 p.m., Wednesday March 23rd, 2016
All proposals are to be submitted in a sealed envelope marked
“PW 2016-05” Consulting Engineering and/or Planning Services
Delivered to:

**Town of Minto
Brian Hansen, Public Works Director
5941 Hwy 89
Harriston, ON NOG 1Z0**

Bidder Name: _____

Mailing Address _____

Email Address _____

Date and Time Received (Town Use Only)