



**REQUEST FOR PROPOSAL  
CL 2013-01**

- Consulting Engineering Services**
- 1. 2013 Bridge and Culvert Appraisals**
  - 2. 2013 Road Needs Study**

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., Thursday May 30<sup>th</sup>, 2013

All proposals are to be submitted in a sealed package marked

**"CL 2013-01" Engineering Services**

Delivered to:

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

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.

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.

## 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 is situated between major centres of southern Ontario and popular recreational areas along the eastern shore of Lake Huron and southern Georgian Bay.

The intent of this RFP is to conduct a competitive process that will lead to the award of Consulting Engineering Services to complete 2013 Bridge and Culvert Appraisals, and a 2013 Road Needs Study.

The following outlines the general nature of the Town's road and bridge inventory to date:

- 1) +- 99 km of hard top road surface
- 2) +- 53 km of gravel road surface
- 3) +-56 structures which meet requirements for biennial bridge inspections

Bridge and Culvert Appraisals are to be completed in accordance with Ontario Regulation 104-97, and also 160-02 amending 104-97, under the direction of a professional engineer and in compliance with Ontario Structure Inspection Manual (OSIM).

The Roads Needs Study is to be completed in accordance with Ministry of Transportation of Ontario "Inventory Manual for Municipal Roads for Small Lower Tier Municipalities".

## 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 N0G 1Z0,  
until 2:00 p.m., local time on:  
Thursday, May 30th, 2013

## 3. SCOPE OF WORK

The Town is in the process of developing its Municipal Asset Management Plans in accordance with Provincial requirements. In order to further assist with its capital planning, and to comply with Provincial legislation, the Town seeks qualified professional consulting engineers to complete Bridge and Culvert Appraisals and a Roads Needs Study.

It is anticipated that the work required to complete the Appraisals and Needs Study are related and that firms would be able to offer more competitive pricing by bidding for work on both areas.

**a) Bridge and Culvert Appraisals**

To comply with Ontario Regulation 104-97, and also 160-02 amending 104-97, the Town of Minto wishes to have the structural integrity, safety and condition of its bridges and culverts determined by having an inspection completed under the direction of a professional engineer in accordance with the Ontario Structure Inspection Manual (OSIM).

The Town currently has fifty six (56) structures that meet the requirements for biennial bridge inspections.

**b) 2013 Road Needs Study**

In order to better manage its road network, the Town proposes to prepare a Road Needs Study. The Study will provide the Municipality with a capital plan in order to manage the road network over the next five years.

The Road Needs Study will include an inventory and assessment of the road network in the Town to allow a program to be established to assist in allocating maintenance and capital funds efficiently and effectively in the future.

The Road Needs Study will:

- Provide updated information on existing conditions and needs of the road system.
- Develop a cost-effective long term maintenance and construction strategy keeping in mind the Town’s budgetary limitations.
- Identify and project the overall adequacy of the road system, and allow road priorities to be determined based on need.
- Provide a suggested year by year work plan to guide Town Public Works and assist in Council decision making.
- Provide recommendations on fleet complement and replacement schedule.
- Provide comparison with other municipalities of similar size.

It is the expectation of the Town that consultants will use the Ministry of Transportation of Ontario “Inventory Manual for Municipal Roads for Small Lower Tier Municipalities” to assist in preparing this study.

**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 Engineering 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 under this proposal is expected to be completed by August 30<sup>th</sup>, 2013.

## 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.

## 8. 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 70%
- Ability to scope Road Needs to Town budget 10%
- Compliance with MTO guidelines, Provincial Legislation and Regulation 104/97 10%
- Municipal experience and approach 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. Availability of expertise in bridge inspections and roads needs.
3. The qualifications and demonstrated ability, experience and expertise of the Principle 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.

## 9. 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.

## 10. 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.

## 11. INQUIRIES

For further information regarding this proposal contact:

**Brian Hansen Director of Public Works**

Phone: 519-338-2511 ext. 227 or email at [brian@town.minto.on.ca](mailto:brian@town.minto.on.ca)

**12. 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.