



REQUEST FOR PROPOSAL

RFP 2022-4 Consulting and Engineering Services

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

Proposals should be received by 11:00am on Friday April 22, 2022

All proposals are to be submitted in a sealed envelope marked

“RFP- 2022-4 Consulting and Engineering Services”

Delivered to:

The Corporation of the Town of Minto
Attention: Gordon Duff
5941 Highway #89
Harriston, Ontario
NOG 1Z0

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 – Qualitative and Technical Information 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 – Evaluation of Pricing 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.

Consultants must fill out all forms included in this proposal using the space provided. The Town of Minto may at its sole discretion award all parts of the scope of work to one consultant or separate the work and award it to more than one firm.

Should a contract result from this Request for Proposal (RFP) the name(s) of the successful Proponent(s) will be available to anyone upon request. The staff report to Council, if applicable, may bear the name of the bidders for the project and their respective bid amount. Submissions by bidders become records of the municipality and subject to the provisions of the Municipal Freedom of Information and Protection of Privacy Act.

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 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.

Form of RFP

a) Definitions

The following definitions shall apply throughout the RFP:

- “Agreement” refers to the agreement between the Town of Minto and a bidder.
- “Award” refers to the selection by the Town of Minto of a successful RFP for the provision of the goods, services and/or supplies under this process.
- “Bidder” refers to any person or corporation participating in this RFP.
- “Town” refers to Corporation of the Town of Minto.

b) Qualifications

The bidder has carefully examined the provisions, plans, specifications and conditions attached to this RFP and has carefully examined the site and/or locations of the goods, services and supplies to be provided, where applicable, and the bidder understands and accepts the said provisions, plans, specifications and conditions, and for the prices set forth in this RFP, hereby offers to furnish all expertise, equipment, machinery, tools, apparatus, personnel, and other means of construction or production, needed to furnish all the goods, services and/or supplies, except as otherwise specified in the contract, and to complete the work in strict accordance with the provisions, plans, specifications and conditions attached to this RFP.

c) Instructions

All pages of this document shall be returned with the RFP submission, and all pages of this document shall be initialed and completed in full by the bidder in the space provided, and included in a sealed envelope, or in the envelope supplied if applicable.

d) Warranty

I/We the Bidder (s) hereby certify that I/we will provide the goods, services and/or supplies as outlined in this RFP, and to diligently perform in accordance with the terms of this bid, upon award by the Town, without undue delay.

(Name of Firm or Individual – Bidder): _____

Address: _____

Phone: _____ Fax: _____ Email: _____

I have authority to bind the company.

(Name of Signatory)

(Signature)

e) Process for Receipt and Opening of RFP

- i. The form of RFP and other documents that make up the bid shall be placed in a sealed envelope, along with any bid deposit or security outlined in the RFP and delivered to the Town office where the sealed envelope will be date stamped and a list compiled of sealed bids received for the provision of goods, services and/or supplies.
- ii. On the Closing Date sealed bids received and marked will be opened and the names of the bidders will be recorded by the Opening Committee at the Town of Minto Municipal Office. In some cases, the gross bid amount may be read, except however such amount shall not be the final bid amount until such time as the bids have been reviewed and checked for accuracy and confirmed by the Town, at its sole discretion, as accurate.
- iii. The Opening Committee will consist of the Department Head responsible for the area of work requiring the goods, services and/or supplies, and staff from the Finance Department and Clerk's Division, or designates. Unless specified otherwise, opening of the RFP shall be public so that bidders recorded at the Town office may observe the opening. Following public opening, bids will be assessed to determine adherence to the terms of this document prior to a recommendation to Council for award.
- iv. Unless specified otherwise the Town will not accept a response to this RFP by facsimile or other electronic means.
- v. All bids must be clear and readable. Erasures, overwriting or strikeouts shall be initialed by the person signing the bid.
- vi. Late bids will be returned unopened.

f) Privilege Clause

The Town reserves the right, in its sole discretion, to reject any or all bids, and the lowest or highest bid will not necessarily be accepted. Without limiting the generality of the statement immediately above, the Town shall not be required to award or accept a bid, or may recall the RFP at a later date:

- i. When only one bid has been received;
- ii. Where the lowest responsive and responsible bidder substantially exceeds the estimated cost of the goods, services and/or supplies;
- iii. When all bids received fail to comply with the specifications of the RFP terms and conditions;
- iv. Where a change in the scope of work or specifications is required.

Further the Town reserves the right to accept any portion of a bid. Award of the successful bid shall be subject to approval by the Council of the Town of Minto.

g) Communications

Any communications regarding this RFP must be addressed to the Primary Town Contact listed on the Title Page of this document.

h) Withdrawal or Revisions of Bid

A bidders may withdraw or revise all or part of a bid at any time up to the Closing Date and Closing Time by submitting a letter requesting removal of the previously submitted bid to the Department Head responsible for the RFP who will exchange the original sealed bid with the replacement sealed bid which will be marked and identified in accordance with part e) above. Requests made by telephone or fax will not be considered. The previously submitted bid will be returned unopened to the bidder.

i) Alterations or Variations

No alterations or variations of the RFP shall be valid or binding upon the Town of Minto unless authorized in writing or other means specified in the bid documents.

j) Accuracy of Bid Document and Related Material

The Town has provided herein specific technical, background and other information as accurately as possible, but assumes no responsibility for the completeness of the information presented in this document, or otherwise distributed or made available formally or informally during this procurement process. Without limiting the generality of the foregoing, the Town will not be bound by, or be responsible for, any explanation or interpretation of the bid documents other than those prepared in writing. In no event shall bidders rely on any oral statement by the Town or its agent, advisors, or consultants. All the information contained in this document, or from a separate written request or transmission from the Town is subject to the provisions of this section.

k) Oral Explanation of Interpretation

No oral explanation or interpretation by the Town shall modify any of the requirements or provisions of the bid document.

l) Due diligence

Bidders are solely responsible for conducting their own independent research, due diligence, and any other work or investigations, and for seeking any other advice necessary for the preparation of their submission. It is the bidder's responsibility to clarify with the Town any questions with respect to the bid documents in accordance with the procedure set out in herein before submitting a bid.

m) Addendum

By the issuance of a cancellation or addendum, the Town may cancel the RFP, revise, delete, add to, or substitute any part of the bid document, extend the Closing Date; or provide an explanation or interpretation.

n) RFP Costs

The Town is not responsible for any costs incurred by a bidder to prepare and submit a bid.

o) Claims or Litigation

The Town shall reject all bids submitted by a bidder if that bidder (or a related person, as determined by Council) is engaged in a legal action (including arbitration) with the Town unless Council waives this provision, in its sole and absolute discretion.

p) Freedom of Information

The information collected will be used solely for the purpose stated herein. Submissions by bidders become records of the municipality and subject to the provisions of the Municipal Freedom of Information and Protection of Privacy Act.

q) Non-Lobby

If any employee, agent or other representative of any bidder makes any representation or solicitation to any elected representative of the Town, committee or staff member or any other officer, employee or agent of the Town, the media, or consultants to the Town, with the exception of the contact listed under any communications above, whether before or after the submission of the bid, the Town will be entitled to reject the bid. The requirement does not extend to any public deputation that may be made to Council or any Town committee.

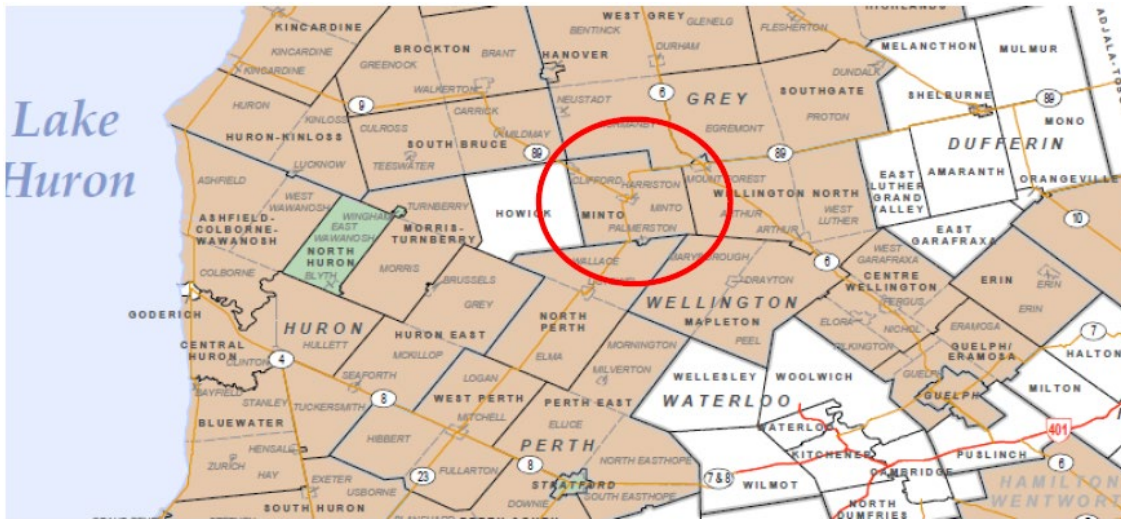
r) Town of Minto Purchasing or Procurement By-Law

This RFP is subject to the Town of Minto's Procurement By-Law in affect at the time of the call for goods, services and/or supplies.

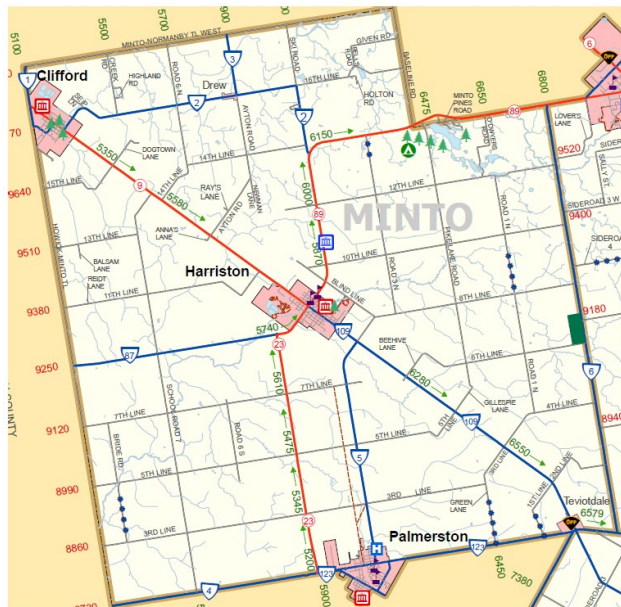
Bid Document

1. Background

The Town of Minto is 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 9,100 (2021 census) persons. 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 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.



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 950 persons consists of three drilled wells, two wellhouses, an elevated 1,275 m³ storage tank and a distribution network of watermains ranging in diameter from 100 mm to 300 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 2,230 permanent residents and 820 households contains three drilled bedrock wells, three wellhouses, an elevated 1915 m³ storage tank and a distribution network of 100 mm to 300 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 2,940 permanent residents and 1,140 household's services four drilled bedrock wells, two wellhouses, an elevated 2,500 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 Wastewater Treatment Systems including lagoon systems in Harriston and Clifford and a treatment plant in Palmerston.
- g) The Harriston Wastewater Treatment Lagoon System design capacity is about 2,400 cubic metres per day. Average daily flow is below 1,500 cubic metres per day, and reserve capacity is near 900 cubic metres per day. The system serves about 2,010 people or 760 households.
- h) The Clifford Wastewater Treatment Lagoon System design capacity is 500 cubic metres per day. Average daily flow is below 250 cubic metres per day, and reserve capacity is about 250 cubic metres per day. The system serves about 760 people or 310 households.
- i) The Palmerston Wastewater Treatment Facility design capacity is just over 2,000 cubic metres per day. Average daily flow is about 1,250 cubic metres per day, and reserve capacity is near 760 cubic metres per day. The system serves about 2,720 people or 1,025 households.
- j) The Town maintains 54.04 km of gravel roads, 191.92 km of hard top roads and two traffic signals. There are almost 40 km of sidewalks within the Town.
- k) There are 18 bridges and 34 culverts maintained by the Town. There are 118 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 900 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 hosts four sites under the Fit 4.0 program.
- m) The Town of Minto processes 50 to 75 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 seven subdivision plans conditionally approved in the Town of Minto, and several active subdivision developments with existing servicing or subdivision agreements.

2. Submissions

RFP's 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 11:00am, local time on: Friday April 22, 2022

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

8. 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 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

Submissions by bidders become records of the municipality and subject to the provisions of the Municipal 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 Council, C.A.O., Roads and Drainage Manager, Water Services Manager, Wastewater Services Manager, 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 requested by designated staff.
- 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, wastewater 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 Friday April 22, 2022, at 11:00am. The Municipal Review Committee will evaluate proposals. If the Municipal Review Committee wishes to interview any firms, they will occur prior to making a recommendation to Council.

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, one year terms.

8. Evaluation

A Municipal evaluation team will review proposals and make recommendations to Council as to awarding work described herein. Scoring of the Proposals for each element will be based on the following criteria and weightings:

Element Description	Points
Envelope #1 – Schedule “A”	
Firm Experience	20
Primary Contact and Team Members Capabilities, Experience, and Qualifications	25
References	5
Methodology and Approach	30
Envelope #2 – Schedule “B”	
Cost – Five Year Weighted Average	15
Proposal Quality – the proposal provided all information in a clear, concise, and well-organized manner	5
Total	100

In order to be considered for Schedule “B” - Evaluation of Pricing, Proponents must achieve a minimum total score of forty-eight (48) out of eighty (80) in Schedule “A” – Qualitative and Technical Evaluation.

Points awarded for the “Cost – Five Year Weighted Average” portion of the evaluation shall be in accordance with the following:

The lowest “Cost – Five Year Weighted Average” shall be awarded the full amount of points available for fee portion of evaluation (15). All higher fees proposed shall be awarded points, rounded to the closest half point for the fee portion of the evaluation by the following:

$$\frac{\text{Lowest Bid}}{\text{Proposed Bid}} \times (\text{Maximum Points for Fee Portion}) = \text{Points}$$

For example: if the low fee is \$100,000, the 2nd lowest is \$130,000 and the 3rd lowest is \$200,000, their respective scoring would be as follows:

The Proponent with low fee of \$100,000 would be awarded 15 points.

The Proponent with the 2nd lowest fee of \$130,000 would be awarded points as follows:

$$\frac{\$100,000}{\$130,000} \times 15 = 11.5 \text{ Points}$$

The Proponent with the 3rd lowest fee of \$200,000 would be awarded points as follows:

$$\frac{\$100,000}{\$200,000} \times 15 = 7.5 \text{ Points}$$

The formula would be applied to the balance of Proposals received.

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.

9. Applicable Law

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

10. No Town Obligation to Award

Publication of this RFP and the resultant receipt of any submission do not imply a reciprocal obligation on the part of the Town to award a contract to provide goods, services and/or supplies to any bidder. The Town may at its sole discretion award the RFP or split the award where such actions would be in the best interest of the municipality keeping in mind the criteria in outlined in Part 8 Evaluation.

The Town of Minto reserves the right to cancel this RFP for any reason without any liability to any proponent, or to waive irregularities at their own discretion. RFP's shall be irrevocable until the Town of Minto awards a contract, or cancels this RFP, whichever occurs first.

The Town of Minto reserves the right to reject any or all RFP's, to negotiate with any firm submitting an RFP and to accept the RFP deemed most favourable in the interests of the Town of Minto.

11. WSIB / Insurance

In response to any requirement in any RFP, or upon request, bidders shall provide to the Town proof of WSIB certificate of clearance, and a copy of their insurance policy prior to the award of the RFP.

12. Insurance

Prior to any award of any RFP, or upon request, bidders shall, at their expense provide certificate(s) of insurance satisfactory to the Town of Minto, as set forth below. In the event that the certificate(s) of insurance is/are not satisfactory, the Town of Minto may require the successful bidder to provide a certified copy of the policy. The certificate(s) in the amounts listed below are to be provided:

- a) \$5 million – commercial general liability. Such policy shall contain:
 - i. “Cross Liability” clause or endorsement
 - ii. An endorsement certifying the Town of Minto is added as an additional insured.
 - iii. An endorsement to the effect that the policy or policies will not be altered, cancelled or allowed to lapse without 30 days prior written notice to the Town of Minto.

13. Health and Safety

The Town of Minto is serious in its application of Health and Safety protocols. Bidders are expected to adhere to all legislated and regulated health and safety regulations. Failure to adhere to these practices may result in termination of any contract without financial penalty to the Town. Bidders shall provide to the Town a copy of their Health and Safety policy upon request, or a written statement that they have a Workplace Health and Safety policy in effect.

14. Environment and Energy Efficiency

When procuring goods, services and/or supplies, the Town of Minto supports methods that protect the environment and use energy in an efficient and affordable manner. The Town supports innovation and initiatives that promote energy efficiency and improve the quality of the natural environment keeping in mind issues of affordability, maintenance and operating costs.

15. Payment

The Town of Minto agrees to pay for such goods, services and/or supplies provided for in this bid, once awarded, in accordance with the terms of this bid document and/or the agreement signed upon approval by Town of Minto Council.

16. Indemnity

The successful bidder shall indemnify and hold the Town harmless from and against any liability, loss, claims, demands, costs and expenses, including reasonable legal fees occasioned wholly or in part by any acts or omissions either in negligence or nuisance whether willful or otherwise by the successful bidder, its agents, officers, employees or other persons for whom the successful bidder is legally responsible.

17. Errors and Omissions

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 their 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.

18. Approval

Proposals submitted shall be irrevocable on Friday April 22, 2022, at 11:00am. 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.

19. 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.

20. 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.

21. Inquires

For further information regarding this RFP contact:
Gordon Duff, Treasurer / Deputy CAO
gord@town.minto.on.ca

Schedule “A” – Bid Submission Form for Envelope #1
Qualitative and Technical Information

- a) **Firm Experience**
Attach a summary description or overview of the firm bidding for the work. Please note any experience specific to the Town of Minto.
- b) **Primary Contact (attach curriculum vitae 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.
- c) **Team Members (attach curriculum vitae to Schedule “A”)**
Provide information demonstrating the capabilities, experience, qualifications, and aptitude of Team Members (including Sub-consultants, if applicable). Information should include:
- a. An Organizational Chart
 - b. Identification of Key Staff and their specific Roles and Responsibilities
 - c. Summary of Key Staff’s applicable experience
- d) **References (attach to Schedule “A”)**
Provide three (3) municipal references for consulting work similar to the work described in the Scope of Work.
- e) **Methodology and Approach (attach to Schedule “A”)**
Describe the manner by which engineering services will be provided to the Town of Minto.

I certify information provided in Schedule “A” is accurate and consent to the Municipal Evaluation Committee contacting references and verifying statements and qualifications provided herein.

Print Name

Authorized Signature

Date

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. Please check accuracy of all calculations.

1. Capital project design, review, tendering, project management, and approvals including assistance with grant applications.

Contact(s) / Service Provider(s)	Year 1 Hourly Rate	Year 2 Hourly Rate	Year 3 Hourly Rate	Year 4 Hourly Rate	Year 5 Hourly Rate	Five Year Average
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$
Overall Five-Year Average for Service						\$

2. Plan review, evaluation and comment including any meetings with Council.

Contact(s) / Service Provider(s)	Year 1 Hourly Rate	Year 2 Hourly Rate	Year 3 Hourly Rate	Year 4 Hourly Rate	Year 5 Hourly Rate	Five Year Average
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$
Overall Five-Year Average for Service						\$

3. Wastewater treatment facility operation; sewage collection system maintenance

Contact(s) / Service Provider(s)	Year 1 Hourly Rate	Year 2 Hourly Rate	Year 3 Hourly Rate	Year 4 Hourly Rate	Year 5 Hourly Rate	Five Year Average
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$
Overall Five-Year Average for Service						\$

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

Contact(s) / Service Provider(s)	Year 1 Hourly Rate	Year 2 Hourly Rate	Year 3 Hourly Rate	Year 4 Hourly Rate	Year 5 Hourly Rate	Five Year Average
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$
Overall Five-Year Average for Service						\$

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

Contact(s) / Service Provider(s)	Year 1 Hourly Rate	Year 2 Hourly Rate	Year 3 Hourly Rate	Year 4 Hourly Rate	Year 5 Hourly Rate	Five Year Average
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$
Overall Five-Year Average for Service						\$

6. Storm Water Management.

Contact(s) / Service Provider(s)	Year 1 Hourly Rate	Year 2 Hourly Rate	Year 3 Hourly Rate	Year 4 Hourly Rate	Year 5 Hourly Rate	Five Year Average
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$
Overall Five-Year Average for Service						\$

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

Contact(s) / Service Provider(s)	Year 1 Hourly Rate	Year 2 Hourly Rate	Year 3 Hourly Rate	Year 4 Hourly Rate	Year 5 Hourly Rate	Five Year Average
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$
Overall Five-Year Average for 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.



REQUEST FOR PROPOSAL

**RFP 2022-4
Consulting and Engineering Services**

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

Proposals should be received by **11:00am on Friday April 22, 2022**

All proposals are to be submitted in a sealed envelope marked
"RFP- 2022-4 Consulting and Engineering Services"

Delivered to:

The Corporation of the Town of Minto
Attention: Gordon Duff
5941 Highway #89
Harriston, Ontario
NOG 1Z0

Bidder Name: _____

Mailing Address: _____

Email Address: _____

Town use Only

Date and Time Received: _____