



The Corporation of the Municipality of Tweed

REQUEST FOR PROPOSAL

- 1. ROADS NEEDS STUDY**
- 2. WATER ASSET STUDY**
- 3. WASTEWATER ASSET STUDY**

**BID No.
310-2024-02**

Bid Closing: March 28, 2024 at 4:00 PM

REQUEST FOR PROPOSALS

The Municipality of Tweed is seeking proposals from qualified engineering consultants to provide services for the 2024 Roads Needs Study, 2024 Water Asset Study and 2024 Wastewater Asset Study

Owner:

The Corporation of the Municipality of Tweed
255 Metcalf St
Tweed, ON K0K 3J0
Phone: 613-478-2535

Submissions shall include the following information:

Date: _____

Company: _____

Address: _____ **Postal Code:** _____

Phone: _____

E-mail: _____

Name & Position: _____

Signature: _____

SCHEDULE OF PRICES

Description	Price	Total Price Including HST
1. Roads Need Study		
2. Water Asset Study		
3. Wastewater Asset Study		
Total Price:		

BID SUBMISSION

1. Electronic bid in the form of a pdf document to rreid@tweed.ca before 4:00PM (local time) on March 28, 2024. Subject line should include the Bid reference number.
 - 1.1. It is the respondent's responsibility to ensure submissions are received by the Municipality by the submission deadline. The Municipality assumes no obligation for issues caused by electronic or telecommunications issues affecting the delivery of the submission.
 - 1.2. Proposals submitted by facsimile will not be considered.
 - 1.3. All pages contained in the request for proposal form an integral part of this process.
 - 1.4. The lowest or any proposal will not necessarily be accepted. The owner may decide, at its sole discretion, that no proposal submitted will be accepted and no contract will be awarded pursuant to this procurement process. If the owner elects to reject all proposals, all proponents will be notified and the owner will not be liable to any proponent in preparing the proposal, damages, loss of anticipated profit in connection with the work, or any matter whatsoever.
 - 1.5. Proponents are advised that the Municipality functions through its Procurement Policy which is issued under the authority of the Council of the Corporation of the Municipality of Tweed in accordance with By-law No. 2020-54 dated November 10, 2020.
 - 1.6. Proponents are required to check the Municipality of Tweed's website for addenda issued before the closing date and time. If the Municipality determines that an amendment is required to the bid documents, the issuer will prepare an addendum and post it to the Municipality of Tweed website.
 - 1.7. Partial or incomplete proposals will not be considered.

QUESTIONS AND CLARIFICATIONS

- 2.0. Enquiries, request for explanation, interpretations or clarifications must be submitted by email to rreid@tweed.ca , only those inquiries submitted by email will be considered. Emails submitted must include the bid title and bid reference number.
 - 2.1. Enquiries will be received up to 1:00PM local time March 26, 2024. Enquiries received after the date and time noted will not receive a response.

PROPOSAL OPENING

3.0. Proposals will be opened privately.

ADJUSTMENT OR WITHDRAWAL OF BIDS

4.0. Adjustment by telephone, facsimile or letter for a proposal already received will not be considered. A proponent desiring to make adjustment to a bid must withdraw the submission and/or supersede it with another offer.

4.1. Proponents may withdraw its proposal at any time prior to closing provided the withdrawal:

- i) is in the form of a letter and,
- ii) state the name of the bidder and clearly identifies the bid that is being withdrawn and;
- iii) is signed by the proponent's duly authorized signing officer;

4.2. Proposals may not be withdrawn after the closing time.

EXAMINATION OF SITE CONDITIONS

5.0. It is the responsibility of the proponent before submitting a bid to carefully examine the site of the proposed work. Proponents shall fully inform themselves as to the existing site conditions and limitations to determine all factors relating to the place of work that may affect the performance of the work, conditions such as weather and availability of labour, the ground, quality and quantity of the material to be encountered, the equipment and facilities needed preliminary to and during the execution of the work, the general local conditions, and all matters which are necessary for the full and proper completion of the work and the conditions under which it will be performed.

5.1. Any failure to fully investigate the sites of the work or the foregoing conditions shall not relieve the proponent from his responsibility for estimating properly the difficulty or cost of successfully performing the work. Neither the owner, nor any of his representative or agents, assumes any responsibility for the accuracy of site information indicating in the bid documents and the proponents must evaluate such information relative to the actual conditions at the place of the work.

DOCUMENT DISCREPENCIES AND OMISSION

6.0. Proponents are responsible to review the request for proposal documents and to verify they are complete. If the proponent finds discrepancies or omissions from the drawings, specifications and other documents, the proponent should submit a written request for correction to the issuer. Written request for corrections must be received no later than March 26, 2024 at 1:00PM. Any required correction, addition, deletion or revision to the bid documents will be by written addenda to the bid documents issued by the issuer by posting to the Municipality of Tweed website.

Reports provided with this RFP are for information purposes only, current infrastructure conditions will need to be reviewed by the consultant as a part of this study. Reports provided include the following:

- Asset Management Plan 2021 - ([tweed.ca](https://www.tweed.ca)) – Link to website

RESPONSE MATERIAL OWNERSHIP

7.0. All material submitted regarding this RFP becomes the property of the Municipality and will only be returned to the Consultant at the Municipality's discretion. Disqualification of a Consultant does not eliminate this right.

ACCEPTANCE OF PROPOSAL CONTENT

8.0. The contents of the proposal of the successful Consultant may become contractual obligations if the Municipality wishes to execute a contract based on the submitted proposal. Failure of the successful Consultant to accept these obligations in a purchase agreement, purchase order, contract, or similar instrument may result in cancellation of the award, and such Consultant may be removed from future solicitations.

SCOPE

The Municipality of Tweed is interested in contracting an engineering consultant to study and analyze the municipal roadway system, water system and wastewater system and provide a current study for each component. The Municipality's previous Road needs study, Water Asset Study and Wastewater Asset Study were completed in 2019.

The results and findings shall be presented in an easily readable report, with data delineated in chart and graph form with explanatory text. Partial reports done for other clients may be submitted as part of the RFP for illustrative purposes showing report format.

QUALIFICATIONS OF RESPONDENT

3.7) Minimum qualifications are:

- Proven ability to manage projects of similar size and nature (and if applicable, larger more complex projects), and to deliver completed quality work on time and within budget.
- Proven ability to coordinate a multi-disciplinary team on projects of similar scope, size and nature (and if applicable, larger more complex projects).
- Strong technical knowledge.
- Strong experience in team leadership, collaboration, consensus building, working with external agencies to deliver results.

WORK PLAN

2.0.

General Scope

- The Lead Engineer and individual(s) responsible for the reports are required to undertake field reviews. The reviews should document the existing conditions and field recommendations for items such as drainage, culverts, underground water and sewer infrastructure, sidewalks, guide rail, slope flattening, signing, pavement markings, side roads and entrances.

DELIVERABLES

3.0) One (1) hard copy of each of the final reports along with a digital copy. A final report which shall identify the methodology and criteria used in the production in the Plan. The final report shall discuss and detail the systems: time of need, system adequacy, recommended funding levels, condition ratings, priority rating, and time of need and rehabilitation strategy. The final report shall include electronic and hard copy maps which illustrate: the inventory by type, by time of need, and by inventory section number. Before starting collection/documentation, consultant will discuss proposed collection/documentation methodology and data starting points with the Municipality of Tweed.

- 3.1.** Provide a capital maintenance analysis (recommendation) based on a life cycle forecast for capital.
- 3.2.** Provide timing for major and minor repairs (Now, 1-5 years and 6-10 years).
- 3.3.** Provide recommendations for on-going maintenance requirements.
- 3.4.** Provide recommendations for minimum budget levels.
- 3.5.** Provide high level strategy recommendations.