

**REQUEST  
FOR  
PROPOSALS**

**RFP 2025-02**



**PROFESSIONAL SERVICES FOR  
THIRD LINE BRIDGE  
REHABILITATION  
ID (30054)**



**PROPOSAL CONTACT**

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**DATE OF ISSUE**

Wednesday, January 8, 2025

**QUESTION DEADLINE**

Tuesday January 21, 2025, at 13:00pm

**SUBMISSION DEADLINE**

Wednesday Jan 29, 2025, at 13:00pm

**SUBMISSION TO**

[clerk@southglengarry.com](mailto:clerk@southglengarry.com)

## **1. Background**

South Glengarry is a rural community in Eastern Ontario, with a population of approximately 13,000 residents and 5,300 residential homes, encompassing an area of 605 square kilometres. South Glengarry is among the larger municipalities in the United Counties of Stormont, Dundas & Glengarry.

The Township owns 68 structures that meet the requirements of OSIM inspections. The Third Line Bridge Structure (Township ID 30054) is located on Third Line Road, approximately 1.1 kilometres south of County Road 25 at the Delisle River. The structure comprises of a 28-metre slab on I-girders concrete. The bridge was constructed in 1980 and is due for rehabilitation, the structure carries approximately 250 vehicles per day (AADT).

The bridge requires the following items but is not limited to:

- Miscellaneous concrete repairs.
- Guide rail replacement.
- Repairs to abutment and wing walls.
- Replacement of the existing expansion joints.

The work to be estimated as part of this Request for Proposal shall be limited to the Professional Services requested. If additional engineering effort is required to expand the scope of work, the unit rates as tendered in the proposal will be used to establish additional engineering compensation.

## **2. PROFESSIONAL SERVICES TO BE PROVIDED**

This project is considered by the Township as a Schedule 'A+' under the Environmental Assessment Act. Repairs are expected to be limited to localized deck, soffit, girder and other concrete repairs, waterproofing and paving, expansion joint replacement, curb replacement and replacement of the existing railings with a new railing in accordance with the current Canadian Bridge Design Code. The cost to complete the design for the conversion to semi-integral abutments should not form part of the submission; rather, the consultant shall carry a price for design of conventional expansion joints. After the field review, and, as part of finalizing the scope of rehabilitation work (in the form of a preliminary design brief) the consultant is expected to perform a cost-benefit analysis to weigh whether the more extensive deck repairs are worthwhile based on the overall condition of the bridge and its remaining service life. The rehabilitation project is intended to target 20 years of additional service life before another major rehabilitation.

Note: the work shall be designed based on a full road closure. The engineer will include recommendations in the preliminary design brief with reference to anticipated costs and anticipated construction durations.

## Phase 1: Design

### Summary of Engineering Design Services Required

The following shall be considered as the scope of work to be performed:

- Attend a start-up meeting with the Township to review the scope of work, project schedule and other design related items (virtually, unless otherwise requested by the consultant);
- Identify and pre-consult with all affected utilities and any other stakeholders. Incorporate any identified coordination/protection requirements into the specifications. Provide, at a minimum, one 60% design submission to utilities and stakeholders.
- Review the existing bridge documentation.
- Complete a detailed visual inspection (note: it is expected that the consultant will include for the rental of a Bridge Master to complete a comprehensive review of the underside of the bridge). The cost for any material testing is not to be included in the proposal, rather the scope of such work (if deemed necessary) will be confirmed with the Township following award of the work.
- Undertake utility coordination and clearance.
- Obtain any necessary surveying, including topographic surveying to complete the assignment.
- Complete a preliminary design brief and cost-benefit analysis to confirm the final scope of work. The design brief shall provide the township with a class 'C' estimate of the proposed work.
- Prepare complete tender documents based on the formalized scope of work.
- Provide a 70% and 95% design submission (IFT) to the Township for detailed review. The 70% design submission will include drawings only and a class 'B' estimate. The 95% design submission shall include 'tender ready' drawings and specifications complete with a class 'A' estimate.
- Submit electronic copies of the final tender documents (IFC) to the Township (pdf, Microsoft Word and AutoCAD .dwg).

***The consultant shall provide any additional services not listed above as required to achieve the intended purpose of this contract.***

## Phase 2 : Contract Administration

At the invitation of the Township, the final scope of Contract Administration Services will be established with the successful proponent following the completion of the detailed design and tender award. For the purposes of evaluating this proposal, the Township is simply requesting hourly rates for the following key personnel who will be involved in the Contract Administration portion of this project.

### Key Personnel Involved in Contract Administration and General Duties to be Performed

- **Project Manager** (acts as main point of contact between the Township and Contractor, coordinates contract correspondence, attends and chairs site meetings, etc...);
- **Engineer** (provides technical support to Project Manager and Contract Inspector, reviews, comments and approves shop drawings and other submissions, etc...). Attends the site on an as-needed basis when requested by the Township.
- **Contract Inspector** (provides part-time contract inspection services, confirms quantities etc...).
- **Draft Person** (drawing revision, as Constructed drawings)
- **Administrative support**

Other staff which may be required to fulfill the contract administrative services will be included within the formal Contract Administration agreement executed between the Township and the successful proponent.

The hourly rates for the Key Personnel noted above will be used within the final Contract Administration agreement between the Township and the Consultant.

### Existing Information

PDF copies of the below listed drawings & reports are available upon request.

- Original Drawing Set 1980
  - Site Plan & Profile
  - Abutments
  - Abutments
  - Prestressed Girder Details
  - Deck Details
  - Reinforcing Steel List
  - Soil Data
  
- 2023 OSIM Inspection Report

### Note:

It is mandatory for proponents to request existing information, should they wish to submit a proposal. Proponents who do not request existing information and submit a proposal, shall have their proposal automatically disqualified.

### **3. SUBMISSION REQUIREMENTS**

Submissions should be brief and should not exceed six pages in length with a legible font size. As this information will be used to evaluate each responsive proposal submitted, proponents are encouraged to use the same headings to present their offer.

The following items can be included as an appendix and will not count towards the page limit: relevant project sheets, resumes, and time-task matrix.

#### **3.1. Corporate Experience and Project Team**

Proposals should demonstrate the Proponent's experience in conducting assignments of a similar nature by including descriptions of previous work with **two project references**. Recent corporate experience in Ontario would be considered an asset.

The Proposal should identify the Project Manager and provide a brief outline of their qualifications and experience. The Project Manager must be able to demonstrate recent and applicable experience (ie, within the last five years) in Ontario by means of **a minimum of two (2) projects that are comparable**. Recent experience in Eastern Ontario would be considered an asset.

Briefly identify the team in terms of responsibilities and roles each member will play, and the amount of time they are expected to put into this project. Information provided should include names, qualifications, professional designation, experience, and locations of key personnel. Project teams who have experience working together on similar scoped projects would be considered an asset.

Any sub-contractors to be utilized for this project are to be identified including relevant experience and qualifications.

Resumes for key team members should be provided through an appendix which will not count towards the page limit.

#### **3.2. Project Understanding and Methodology**

Proponents should demonstrate their understanding of the work involved.

#### **3.3. Project Schedule**

The Proponent should provide a project schedule that shows key deliverable and milestone dates (Section 5 of this RFP).

Proponents are encouraged to demonstrate how they can meet or exceed the target dates identified in this Request for Proposal.

#### **3.4. Fee Estimate**

The total fees for all phases of the design, supported by a detailed breakdown (spreadsheet) of the proposed hours to be worked by each member of the Firm's team in each phase, the charge-out rates, and extensions. The fee quoted shall be a maximum amount and exclusive of HST. The time-task matrix can be included as an appendix and will not count towards the page limit.

#### **4. Evaluation**

Following the Proposal Closing Time, a proposal evaluation will take place. This proposal evaluation may, at the absolute discretion of the Township, involve presentations by some, or all bidders, discussions with bidders, and requests to bidders to provide written or oral clarification of various aspects of their Proposals.

The process of selecting the best qualified firm shall consider the following factors:

<b>Criteria</b>	<b>Weighting</b>
Corporate Experience and Project Team	30%
Project Understanding and Methodology	20%
Project Schedule	20%
Fee Estimate	30%

#### **5. Project Schedule**

The Township of South Glengarry's proposed schedule for this project is as follows: The Township's Goal is to tender in late summer and have construction take place in early fall of 2025 if possible. Proponent should provide submission dates for the below milestones as well as any other dates relevant to the project.

- Award of RFP – February 10, 2025
- Kick off Meeting – Week of February 19<sup>th</sup>, 2025
- Field Inspection – TBD by Project Team
- Preliminary Design Brief – TBD by Project Team
- 70% Design Review – TBD by Project Team
- IFT Drawing/Special Provisions – TBD by Project Team
- Submission of Final Report – TBD by Project Team

#### **6. Proposal Deadlines**

Questions must be emailed to the General Manager of Infrastructure, Sarah McDonald, at [smcdonald@southglengarry.com](mailto:smcdonald@southglengarry.com) no later than 1:00pm on Tuesday January 21, 2025.

The Township will issue addendums for this procurement no later than end of day on Thursday January 23, 2024.

Submissions must be emailed to the Township Clerks at [clerk@southglengarry.com](mailto:clerk@southglengarry.com) no later than 1:00 pm on Wednesday January 29, 2024.

#### **7. Agreement**

The successful Firm will be required to enter into a Professional Services Agreement with the Township of South Glengarry. Insurance requirements for the duration of the contract will be:

- General Commercial, \$5,000,000
- Professional (errors and omissions): \$5,000,000
- Automobile: \$2,000,000

The Township reserves the right to accept or reject any or all proposals.

## **8. Standard Terms and Conditions**

- 8.1. Respondents must satisfy themselves by personal examination of the sites and locations of the proposed works as to the local conditions to be met with during the execution of the Agreement.
- 8.2. The prices submitted shall include all taxes where applicable. For material on which the Township is exempt the prices bid shall not include sales taxes and the Township will provide the successful Respondent with a certificate of end use.
- 8.3. The Respondent has ensured that their submission is made without any connection, comparison of figures, or arrangements with, or knowledge of any other corporation, firm or person making a submission for the same work and is in all respect fair and without collusion or fraud.
- 8.4. The successful Respondent shall be the prime contractor and shall control the work to ensure compliance with all occupational health and safety laws and regulations.
- 8.5. The successful Respondent agrees to hold harmless the Township of South Glengarry and will agree to take responsibility for any health and safety violations as well as the cost to defend such charges as a result of any violation under the Occupational Health and Safety Act.
- 8.6. The Respondent shall clearly indicate any Member of Council or employee of the Township that has any direct or indirect pecuniary interest in the Respondent being successful in this solicitation and describe the general nature of the interest.
- 8.7. Notwithstanding anything herein, if it is deemed most favourable in the interests of the Township of South Glengarry then the Township reserves the following rights, to be exercised at its sole discretion, in order to select a submission that provides the greatest value based on quality, service and price:
  - a) to accept corrections to a submission after the closing date for obvious clerical errors except those that would vary the bid price;
  - b) to reject any or all submissions;
  - c) to include externalities and full-life cycle costs in determining price;
  - d) to use its own estimates on time requirements or "cost plus" estimates in determining price;
- 8.8. Notwithstanding anything herein, the Township reserves the following rights in all cases, to be exercised at its sole discretion:
  - a) to reject any or all submissions based on one or more of the following factors: Safety, financial stability of the Respondent, previous problems with the Respondent in delivering goods or services, the benefits of diversifying the Township's sources of supply, reliability of a Respondent, and other commercially relevant considerations.
  - b) to reject any submission that has an all-inclusive cost that is more than 40% below or more than 40% above the average prices submitted and evaluated.
  - c) This process does not give rise to any contractual rights or obligations.