



REQUEST FOR PROPOSAL (RFP)

**For the provision of
Contract Administration and Site Inspection Services for the Scotch Line Transfer
Station Project**

Proposal Information	RFP-ENV-25-001
Issue Date:	Date February 14, 2025
Site Visit:	Optional
Closing Date:	March 21, 2025 at 12 Noon
Opening Date:	March 21, 2025 at 1:30 pm
Address:	Township of Minden Hills 7 Milne Street, PO Box 359 Minden, ON K0M 2K0
Attention:	Sherry Mulholland, Deputy Treasurer
Last Day for Inquiries:	March 14, 2025 at 12 Noon

Bidder Information	
Name/Company:	_____
Contact Name:	_____
Phone: _____	Email: _____
Address: _____	

LATE SUBMISSIONS WILL NOT BE ACCEPTED.

THE LOWEST OR ANY SUBMISSIONS MAY NOT NECESSARILY BE ACCEPTED.

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2 General Conditions

2.1 Definitions

“Bid” Refers to an offer or submission from a Bidder in response to a Competitive Process.

“Contract” Refers to the binding written agreement between the Municipality and the Consultant authorizing them to do the Work.

“Consultant and Contract Administrator” is used interchangeably throughout the document.

“Corporation/Owner/Township” Refers to the Township of Minden Hills, its successors and assigns.

“Daily Work Records” Refers to a daily report submitted by the Contract Administrator or Site Inspector, detailing quantities, site personnel, site equipment, sub-contractors, Health and Safety issues, weather, photographs and any work delays”.

“Form of RFP” Refers to this document and its processes.

“Respondent” Refers to any eligible entity providing a response to this RFP.

“Scope of Work” Refers to all work outlined in this RFP. Additionally, the Scope of Work may include Change Orders or Field Directives.

“Subcontractor” Refers to a person(s), firm(s) or corporation(s) having a contract with the Successful Respondent for any part of the Work.

“Successful Respondent” Refers to the respondent(s) whose Bid the Municipality has identified as best meeting the operational needs of the Municipality and that represents the best value for the Municipality.

“Work or the provision of Goods and/or Services” Refers to the scope of work, and specifications outline in this RFP.

2.2 Handling

The handling of this document and any other document(s) related to this RFP will be in accordance with the Township of Minden Hills Policy No. 17 governing the procurements of goods and services, and this document.

2.3 Submission Mandatory Requirements

All submissions must be completed in hard copy and must include all Appendices attached to this document. All entries shall be clear, legible, in a non-erasable medium and signed (where applicable). Entries must be made for unit price, lump sum, extensions and totals as appropriate. All items shall be responded to according to instructions contained within this document(s).

- Appendix A - Submission Requirements
- Appendix B - Evaluation Criteria
- Appendix C - Experience, References & Contingencies
- Appendix D - Suppliers & Subcontractors
- Appendix E - Respondent Information
- Appendix F - Declaration Form
- Appendix G – Price & Delivery Schedule
- Appendix H - Guarantee of Performance/Cancellation of Contract
- Appendix I - Agreement Acknowledgement
- Appendix J – Successful Respondent Performance Report
- Appendix K - Delivery Notice
- Appendix L – Issued for Tender (IFT) Drawings
- Appendix M – Project Specifications

In Person Drop-off Submissions:

Hard copy (in person) submissions are to be hand delivered to the Township before the submission deadline noted in the RFP document.

Submissions placed in the Township Drop Box will not be accepted.

Respondents will receive receipt of submission at the time of drop-off.

For questions or concerns regarding this matter, please contact the Township directly as outlined in Section 2.12 – Inquiries of the RFP document.

Responses must be submitted in a sealed envelope with Appendix K - Delivery Notice, completed and affixed to the outside. Responses can be submitted by mail, or hand delivered to the front counter of the Finance Department, the 1st floor front counter.

Submissions received after the official closing time will not be considered during the selection process.

Late proposals will not be considered. *Local time is according to the time clock located in the Township offices, which will be deemed to be taken as conclusive. (HR.:MIN.:SEC.) Late proposals will be returned unopened to the respondent. Responses that are not submitted in the requested format or are incomplete, conditional, illegible or obscure, or that contain additions not called for, reservations, erasures, and alterations incorrectly submitted, restricted by a statement or irregularities of any kind may be rejected as per the Township’s Procurement Policy, unless otherwise provided herein.

It is the responsibility of the Respondent to ensure they comply with this procedure. The Township is not responsible for submissions which are not properly marked and/or delivered to any other location, other than that specified herein.

Electronically transmitted submissions (facsimile, e-mail, etc.) **will not** be accepted.

The Respondent warrants that all contents of their proposal are complete and accurate.

Person(s) signing the prescribed forms must be authorized to sign on behalf of the Respondent represented, and to bind the Respondent to statements made in response to this RFP. If a joint response is submitted, it must be signed and addressed on behalf of each of the Respondents.

2.4 Equivalent

Where applicable, the Township has specified certain product(s) and/or brand names throughout this document for a number of the components utilized in the goods and/or services. In some instances, the Township would be willing to consider an equivalent for the specified item. "Equivalent" would mean an equivalent product, design, manufacturer, etc. that, in the opinion of the Township is an "acceptable" alternative. The determination of the item to be an "acceptable" equivalent will be at the sole discretion of the Township.

Where a product, design, manufacturer, etc. has been stipulated and, there is no alternative option, Respondents must submit based on the specified item and, without substitution.

2.5 Harmonized Sales Tax (HST)

HST is applicable to the item(s) listed, however, is not to be included in the Tendered unit cost. Submit all prices "HST Extra".

2.6 Multiple Submissions

Respondents wishing to provide more than one (1) submission for consideration must complete a separate response for each and clearly identify each submission as a separate offer.

2.7 Closing

Submissions must be received by the Township of Minden Hills on/before **12:00 noon** local time on **March 21, 2025**.

In the event that an emergency, staff labour disruption or inclement weather forces the suspension of services of the Township, by closing of the office, the submission shall become due on the next business day at 11:00 AM, local time, after the original closing date and time.

A response received prior to suspension of services (closing of the office) may be withdrawn and replaced by a new submission and due before the amended closing date and time. Call 705-286-1260 ext. 501 for information in the event of a suspension of service for any additional information.

2.8 Opening

A public opening will be held in the Township Administration Office at 7 Milne Street in Minden on **March 21, 2025 at 1:30 p.m.** The Successful Respondent will be notified when approved by Council.

2.9 Withdrawal or Alteration(s)

A Respondent may submit more than one response at any time up to the specified time and date of the closing outlined in Section 2.7. The last submission received shall supersede and invalidate all submissions previously submitted by that Respondent.

A Respondent may withdraw or alter the Submission at any time up to the specified time and date of the closing outlined in Section 2.7 by submitting a letter (on Respondent letterhead where available) bearing the Respondent's signature to the contact identified in Section 2.12 who will mark thereon the time and date of receipt and will place the letter in the Tender file. The Respondent's name and contract number shall be shown on the envelope containing such letter. Emails, facsimiles (faxes), or telephone calls will not be accepted.

Submissions withdrawn under this procedure cannot be reinstated.

Adjustments or corrections to a response already submitted will not be allowed.

2.10 Examination of Documents

Each Respondent must satisfy himself/herself by a personal study of the RFP documents, by calculations, and by personal inspection of the site, respecting the conditions existing or likely to exist in connection with the proposed work or goods and/or services. There will be no consideration of any claim, after submission, that there is a misunderstanding with respect to the conditions imposed by this RFP.

Prices bid must include all incidental costs, and the Respondent must be satisfied as to the full requirements of the RFP. No extra work will be entertained without prior Township approval. Should the Respondent require more information or clarification on any point, it must be obtained via the contact identified in Section 2.12 prior to submitting a response to this RFP

2.11 Omissions, Discrepancies and Interpretations

It is understood, acknowledged and agreed that while this document and related documents include(s) specific requirements and specifications, and while the Township has used considerable efforts to ensure an accurate representation of information, the information is not guaranteed by the Township to be accurate, nor necessarily comprehensive or exhaustive.

Nothing in this document or related documents is intended to relieve the Respondent from forming their own opinions and conclusions with respect to the matters addressed in this RFP.

The submission of a response shall be deemed proof that the Respondent is satisfied as to all the provisions of the submission, all conditions which may be encountered, all work or goods and/or services required, or any other matter which may enter into the carrying out of the work or supply of goods and/or services referred to in this RFP. No claims will be entertained by the Township based on the assertion by the Respondent that he or she was uninformed as to any of the requirements of this RFP.

Should a Respondent find omissions from or discrepancies in this document or related

documents, or should the Respondent be in doubt as to the meaning of any part of such documents, the Respondent should notify the contact identified in Section 2.12 without delay. If the Township considers that a correction, explanation or interpretation is necessary or desirable, an addendum will be issued as per Section 2.13 of this document. No oral explanation or interpretation will modify any of the requirements or provisions of the RFP documents.

2.12 Inquiries

Inquiries concerning the RFP specifications and general RFP process are to be directed to:

Sherry Mulholland, Deputy Treasurer or designate(s)
(705) 286-1260 ext. 501
smulholland@mindenhills.ca

Questions of clarification will be answered individually, but response(s) to any question that modifies the scope of this RFP will be circulated as an Addendum as outlined in Section 2.13 of this document.

Inquiries must be received by no later than **March 14, 2025** at 12 Noon.

2.13 Addenda

If required by the Township, addenda will be distributed to all Respondents registered as a document taker (via the Township) or invitational recipient for this RFP. Addenda will be distributed using the latest contact information as provided by the Respondent. It is the Respondent's responsibility to notify the Township of any changes to their contact information.

If this document or related documents was acquired via the Township website, it is the Respondent's responsibility to check the Township website at www.mindenhills.ca for addenda. It is any and all Respondents ultimate responsibility to ensure all addenda have been received.

All Respondents should check the Township website, on-line RFP provider or contact the Township directly as per Section 2.12 – Inquiries, prior to submitting their response to this RFP.

Respondents are required to acknowledge receipt of all addenda by signing the Acknowledgement of Receipt included on the addenda form. Failure to submit all addenda unless otherwise directed on the addenda form, **will constitute an automatic rejection**.

2.14 Acceptance or Rejection of Submission(s)

The Township reserves the right to reject or accept any or all submissions in whole or in part at any time without further explanation and to waive formalities as the interests of the Township may require without stating reasons thereto.

The Respondent acknowledges the Township's rights under this clause and absolutely waives any right of action against the Township's failure to accept its submission whether such right of action arises in contract, negligence, bad faith or any other cause of action.

The acceptance of any submission is subject to approval by the Township's Council.

Notwithstanding and without restricting the generality of the statements immediately above, the Township shall not be required to award and accept a submission:

- a) When only one (1) submission has been received as result of the RFP;
- b) Where the lowest responsive and responsible Respondent substantially exceeds the estimated cost of the work or goods and/or services;
- c) When all submissions received fail to comply with the specifications or terms and conditions;
- d) Where a change in the scope of work or provision of goods and/or services or specifications is required the lowest or any submission will not necessarily be accepted. The acceptance of a submission will be contingent upon an acceptable record of ability, experience and previous performance.

The Township shall not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any Respondent by reason of the acceptance or the non-acceptance by the Township of any submission or by reason of any delay in the acceptance of a submission except as provided in the RFP document.

Each submission shall be open for acceptance by the Township for a period of **sixty (60)** calendar days following the date of closing, or as otherwise mutually agreed to by each of the respondents.

Where the submission document does not state a definite delivery/work/provision of goods and/or services schedule and a submitted response is based on an unreasonable delivery/work/provision of goods and/or services schedule, the submission may be rejected.

2.15 Award Procedures

The Township is not under any obligation to award the RFP and reserves the right at its sole discretion to terminate or amend this RFP at any time.

It is the intention of the Township to award this RFP to one (1) qualified Respondent. The lowest or any submission may not necessarily be accepted.

Unless stated otherwise the following procedures will apply:

The Township will notify the Successful Bidder that their Proposal has been accepted, within sixty (60) days calendar days of the RFP closing or within three (3) business days from receiving council approval, whichever is shortest.

Notice of acceptance of a Respondent's submission will be by telephone, email and/or by written notice. No further communication regarding this notice is required unless the Successful Respondent declines the awarding of this RFP.

Upon acceptance of the submission by the Township, the Successful Respondent shall provide the Township with any required documents within fourteen (14) calendar days of

the date of notification of award or as otherwise specified in this document or related documents or by the Township.

Commencement and completion dates may be altered if mutually agreed to by the Township and the Successful Respondent.

2.16 Ability and Experience of Respondent

It is not the purpose of the Township to award this RFP to any Respondent who does not furnish satisfactory evidence of possessing the ability and experience in this work or provision of goods and/or services and sufficient capital and plant resources to ensure acceptable performance/product and completion/supply of the required specifications.

The following criteria will be utilized by the Township, through references provided in Appendix C – Experience, References & Contingencies, to determine whether a Respondent is qualified to undertake the award;

- The Respondent's ability and agreement to perform the work or supply the goods and/or services.
- The Respondent's ability to work effectively with the Townships' staff and other representatives.
- The Respondent's history with respect to providing satisfactory results and acceptable cooperation.

The Township may reject the lowest or any submissions, if after investigation and consideration, the Township concludes, in its opinion, that the Respondent is not able to perform the work or supply the goods and/or services in a manner satisfactory to the Township.

2.17 Variation of Quantities

The Township reserves the right to adjust quantities. Quantities shown are approximate, are not guaranteed to be accurate and shall be used as a basis for comparison only. No additional compensation will be allowed for any adjustment which may decrease quantities identified in this document or related document(s).

2.18 Limited Liabilities

The Township's liability under this RFP shall be limited to the actual work or goods and/or services ordered and provided.

2.19 Respondent Expense

Any expenses incurred by the Respondent in the preparation of their submission are entirely the responsibility of the Respondent and will not be charged to the Township.

2.20 Contract Negotiations

Submission as Binding Document:

In the event that a Respondent's submission is accepted and confirmed in writing from

the Township, the submission and the acceptance shall constitute a binding contract between the Successful Respondent and the Township, and the Successful Respondent shall complete the work or provision of goods and/or services as described in accordance with the provisions, specifications and conditions outlined in this document and other related documents and shall be binding upon the heirs, executors, administrators, successors and assigns of the Successful Respondent.

2.21 Conflict of Interest

The Respondent shall declare any actual or potential conflict of interest that exists now or may exist in the future with respect to the Respondent's undertaking of the submission and, if selected, shall abstain from taking on work or the provision of goods and/or services which would represent a conflict of interest over the duration of this work or provision of goods and/or services.

The Respondent shall declare that the response submitted is in all respects fair and without collusion or fraud and further that no member of Council, Officer or employee of the Township has become interested, directly or indirectly, as a contracting party, partner, stockholder, surety or otherwise, regarding the work or provision of goods and/or services identified in this RFP.

The Township reserves the sole right and discretion to determine whether any situation constitutes an actual or potential conflict of interest and may disqualify any Respondent on such basis.

2.22 Freedom of Information

Any personal information required on the submission is received under the authority of the *Municipal Freedom of Information and Protection of Privacy Act, 1989, RSO, 1990 (Act)*. This information forms an integral component of the RFP submission.

All information contained in the submission document is available to the public, including personal information.

Questions regarding collection of personal information and the *Municipal Freedom of Information and Protection of Privacy Act, 1989, R.S.O. 1990, Chapter M.56*, as amended, should be directed to:

Clerk, Township of Minden Hills
7 Milne Street, PO Box 359
Minden, ON K0M 2K0
Telephone (705) 286-1260

The Clerk has been designated by the Township's Council to carry out the responsibilities of the Act.

2.23 Package Submissions Information Release to Other Respondents

The number of RFPs received and the names of the Respondents are confidential and shall not be divulged prior to the public RFP opening.

Subsequent to the opening, however, the number of RFP packages released is public information. It is understood that by completing and submitting a response the

Respondent agrees to public release of their name.

2.24 Access to Information

The disclosure of information received relevant to the issue of a RFP solicitation or the award of contracts emanating from such solicitations shall be made by the appropriate offices in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, as amended.

All records and information pertaining to tenders, proposals and other sealed bids, which reveal a trade secret or scientific, technical, commercial, financial or other labour relations information supplied in confidence implicitly or explicitly, shall remain confidential if the disclosure could reasonably be expected to:

- a) Prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organizations;
- b) Result in similar information no longer being supplied to the Township where it is in the public interest that similar information continues to be so supplied;
- c) Result in undue loss or gain to any person, group, committee or financial institution or agency; or
- d) Result in information whose disclosure could reasonably be expected to be injurious to the financial interests of the Township.

2.25 Negotiations

In the event that a prepared submission does not precisely and entirely meet the requirements of the Township, the Township reserves the right to enter into negotiations with the selected Respondent(s) to arrive at a mutually satisfactory arrangement with respect to any modifications to a submission.

3 Contractual Requirements

3.1 Occupational Health and Safety

All work performed under this RFP must be carried out in accordance with the terms and conditions of the Occupational Health & Safety Act, R.S.O. 1990, as amended and any other applicable legislation.

Failure to comply with Safety Regulations, as set out in this document, may result in the immediate cancellation of the work.

The Successful Respondent must comply with all requirements set out in the *Occupational Health & Safety Act, R.S.O. 1990* and all other regulations that apply to the job at hand. The following language, requirements and conditions shall apply:

Where applicable under the Occupational Health and Safety Act (OHSA) (R.S.O.1990 C. 0.1) and regulations, made under that statute:

- a. Successful Respondents acknowledge that they have read and understood the Occupational Health and Safety Act (OHSA) (R.S.O. 1990 C. 0.1) and regulations, made under that statute.
- b. The Successful Respondent shall comply with all health and safety requirements established by the Occupational Health and Safety Act and regulations, the Township and any applicable industry standards. The selected Respondent agrees to assume full responsibility for the enforcement of same.
- c. The Successful Respondent may be required to participate in a pre-project meeting to verify its full understanding of the major contractual requirements and expectations in the area of health and safety before the start of any work.
- d. The Successful Respondent shall understand that its performance will be monitored and that their overall performance will be a major consideration for future contracts with the Owner. The frequency and detail of ongoing project monitoring will be dependent upon the nature of the work and safety precautions specified.
- e. The Successful Respondent shall allow access to the work site on demand to representatives of the Township.
- f. The Township will take all action necessary to support the Successful Respondents health and safety efforts and to ensure that the Township owned and controlled environments in the vicinity of the project are free from hazards.
- g. The Successful Respondent acknowledges and agrees that any breach or breaches of health and safety requirements, whether by the selected Respondent or any of its sub-selected Respondents may invalidate the contract.
- h. The Successful Respondent acknowledges and agrees that any damages or fines that may be assessed against the Township by reason of a breach or breaches of

the OHS Act by the Successful Respondent or any of its sub-Successful Respondents will entitle the Township to set off the damages so assessed against any monies that the Township may from time to time owe the Respondent under this contract or any other contract whatsoever.

- i. The Successful Respondent shall provide a list of all controlled hazardous materials or products containing hazardous materials, all physical agents or devices or equipment producing or omitting physical agent and any substance, compound, product or physical agent that is deemed to be or contains a designated substance in accordance with the Global Harmonized System (GHS – formally known as WHIMIS) as defined under the Occupational Health and Safety Act and shall provide appropriate Material Safety Data Sheets for these substances used for the performance of the required work, all prior to the performance of said work.
- j. Where hazardous materials, physical agents and/or designated substances are used in the performance of the required work, the Successful Respondent shall ensure that the requirements of the Occupational Health and Safety Act and associated regulations are complied with.
- k. The Successful Respondent shall follow Global Harmonized System (GHS) requirements and ensure all employees are given required training and support.
- l. The Successful Respondent shall have a clearly defined safety plan/rescue plan for its workers involved in hazardous activities.
- m. The Successful Respondent agrees at all times to comply with Occupational Health and Safety Standards in the workplace and further agrees to adhere to Health and Safety Standards set out in applicable statutes and regulations and to comply with written Health and Safety Policies of the Township.
- n. Successful Respondents with known poor safety records or with inadequate qualifications or equipment will not be considered for award.
- o. Worker safety is given first priority in planning, pricing and performing the Work;
- p. Its officers and supervisory employees have a working knowledge of the duties of a Constructor and Employer under the Act and the provisions of the Regulations applicable to the Work, and a personal commitment to comply with them;
- q. Workers employed to carry out the Work possess the knowledge, skills and protective devices required by law or recommended for use by a recognized industry association to allow them to work in safety;
- r. Its supervisory employees carry out their duties in a diligent and responsible manner with due consideration for the health and safety of the workers; and
- s. All subcontractors employed by the Successful Respondent to perform part of the Work and their employees are properly protected from injury while carrying out their associated duties.

3.2 Workplace Safety Insurance Board (WSIB)

All Respondents must indicate WSIB coverage by providing their certificate number, or indicate exemption from coverage as per the *Workplace Safety and Insurance Board*, on Appendix A – Submission Requirements.

The Successful Respondent shall provide proof of coverage and shall maintain this coverage throughout the length of the contract, work or provision of goods and/or services.

If exempt from coverage, the Successful Respondent shall obtain optional coverage in the form of a letter from WSIB and must be provided to the Township within ten (10) business days of being awarded or commencement of the contract, work or provision goods and/or services, whichever is shortest.

The Successful Respondent may request an extension, providing valid and reasonable claims for the request. Requests for an extension shall be made in writing or by email to the contact noted in Section 2.12 – Inquiries. Failure to meet the extension date as approved by the Township may result in the cancellation of the contract, work or provision goods and/or services. Refer to Section 3.13.3 – Cancellation of Contract.

3.3 Indemnification

The Successful Respondent shall indemnify and hold harmless The Township, its officers, council members, partners, agents and employees from and against all actions, claims, demands, losses, costs, damages, suits or proceedings whatsoever which may be brought against or made upon The Township and against all loss, liability, judgments, claims, suits, demands or expenses which The Township may sustain, suffer or be put to resulting from or arising out of the Successful Respondent's failure to exercise reasonable care, skill or diligence or omissions in the performance or rendering of any work or provision of goods and/or services required hereunder to be performed or rendered by the Successful Respondent, its agents, officials and employees.

3.4 Force Majeure

The Successful Respondent shall not be assessed with liquidated damages for any delay caused by Acts of God or of the Public Enemy, Acts of the Province or of any Foreign State, Fire, Flood, Epidemics, Quarantine, Restrictions, Embargoes, Labour Disruptions, Strikes, Lockouts or delays due to such causes, then the time of delivery shall be extended for a period of time equal to the time lost to such delay.

3.5 Insurance Requirements

All Respondents will acknowledge their ability to provide proof of insurance in accordance with this document and other related documents, identified in Appendix A – Submission Requirements.

All insurance costs related below will be borne by the Successful Respondent.

The Successful Respondent, as a minimum, shall provide and maintain during the term of the Contract:

Specific Conditions:

All Bidders will acknowledge their ability to provide proof of insurance in accordance with this document and other related documents.

All insurance costs related below will be borne by the Contractor.

The Contractor, as a minimum, shall provide and maintain during the term of the Contract:

- a) The Contractor shall have in place and maintain Commercial General Liability insurance acceptable to the Township and subject to limits of no less than Five Million Dollars (\$5,000,000) per occurrence and annual aggregate. Such insurance shall name the Corporation of the Township of Minden Hills as additional insured. The Liability insurance shall include, but is not limited to, bodily injury and property damage including loss of use; personal injury; contractual liability; premises and operations; property damage; products contingent employers liability; cross liability and severability of interest clause; and shoring, blasting, excavation, underpinning, demolition, pile driving, caisson work and work below ground surface including tunneling and grading. This Liability insurance policy shall be the primary insurance coverage in all cases for all risks of liability associated with the construction operations of this project.
- b) Automobile Liability insurance for all licensed vehicles owned, rented and or leased by or on behalf of the Contractor or their subcontractor(s) while on any business connected with the Contractor to a limit of not less than five million dollars (\$5,000,000) per occurrence in respect of bodily injury, death and damage to property including loss of use thereof. The Contractor shall obtain proof of insurance from its subcontractors for the vehicles they own, rent and/or lease.
- c) The Successful Proponent shall provide proof of Professional Liability Insurance coverage from anyone providing a professional service in connection with the contract such as, but not limited to, architects, planner and engineers for at least Two Million Dollars (\$2,000,000.00) per claim. Such insurance shall be kept in force during all work performed. The Township reserves the right to require such insurance to be kept in force for five (5) additional one (1) year terms following the date of completion.

General Conditions:

- a) The Successful Respondent shall provide proof of insurance in the form of a Certificate of Insurance.
- b) All policies shall be endorsed to provide the Township with not less than 30 Days' written notice of cancellation.
- c) All policies shall be with insurers licensed to underwrite insurance in the Province of Ontario with an AM Best rating of no less than A-.
- d) Prior to commencement of work or the provision of goods and/or services and upon the placement, renewal, amendment, or extension of all or any part of the insurance, the Successful Respondent shall promptly provide the Township with confirmation of coverage and, if required, a certified true copy(s) of the policy(s) certified by an authorized representative of the insurer together with copies of any amending endorsements applicable to the supply of work or the provision of goods

and/or services.

- e) All applicable deductibles under the above required insurance policies are at the sole expense of the Successful Respondent.
- f) All policies shall apply as primary and not as excess of any insurance available to the Township.
- g) It is expected by the Township that the Certificate(s) of Insurance will provide confirmation that all insurance requirements as stated above have been met.
- h) Insurance must remain in effect for the duration of the contract, Work or provision of Goods and/or Service(s) as per the terms of this document and other related documents. It will be the responsibility of the Successful Respondent to provide the Township with any and all renewal certificates during this period.

The certificate of insurance must be provided to the Township within five (5) business days of being awarded the successful submission and/or contract, or prior to commencement of the contract, work or provision of goods and/or services, whichever is shortest. Failure to submit the requested insurance certificate by the Successful Respondent shall result in a withdrawal of the contract, work and/or provision of goods and/or services by the Township.

The Successful Respondent may request an extension, providing valid and reasonable claims for the request. Requests for an extension shall be made in writing or by email to the contact noted in Section 2.12 – Inquiries. Failure to meet the extension date as approved by the Township may result in the termination of the contract, work or provision of goods and/or services.

3.6 Protection of Work and Property

The Successful Respondent shall provide continuous and adequate protection of all goods from damage and shall protect the Township's property from injury or damage arising until the work or provision of goods and/or services is complete. The Successful Respondent shall make good any such damage or injury.

3.7 Regulation Compliance and Legislation

The Successful Respondent shall ensure all work or provision of goods and/or services are in accordance with, and under authorization of all applicable authorities, Municipal, Provincial and Federal legislation.

3.8 Workplace Violence and Harassment

The Successful Respondent shall comply with the Occupational Health and Safety Act, Canada Criminal Code, Ontario Human Rights Code and all other applicable legislation and/or regulations, as they relate to violence, harassment and sexual harassment in the workplace, including Municipal policies and to be subject to such policies.

3.9 Code of Conduct

Successful Respondents hired/contracted/engaged by the Township shall endeavor to at all times promote a high level of ethical conduct by themselves and their employees. In acting on behalf of the Township, no Successful Respondent, or their employees, shall at any time take any action which he or she knows, or reasonably should know, violates any applicable law or regulation.

The Township requires that Successful Respondents and their employees shall maintain high standards of professional behaviour when dealing with Members of Council, Officers of the Corporation, other Township employees, clients and the public; and further that this behaviour shall reflect positively on the reputation of the Township.

It is every Successful Respondent, and their employee's, responsibility to ensure that all information communicated is as accurate as reasonably possible. No Successful Respondent, or their employees, shall withhold information or willfully mislead Members of Council, officers, employees, clients, or the public about any issue of corporate concern.

Every Successful Respondent, and their employees shall respect the rights, privileges, diversity and dignity of the persons they interact with while contracted by the Township.

3.10 Smoke Free Workplace

The Smoke-Free Ontario Act, 2017 prohibits smoking in any enclosed workplaces, including work vehicles and any enclosed public places in Ontario to protect workers and the public from the hazards of second-hand smoke.

During the duration of the contract, work or provision of goods and/or services, including any related amendments and/or extensions, Successful Respondents, and their employees, shall adhere to the Smoke Free Ontario Act, 2017 and all other applicable legislation and/or regulations or requirements, in regards to cigarette, e cigarette and cannabis use.

3.11 Accessibility

Under the Accessibility for Ontarians with Disabilities Act, 2005, S.O 2005, c. 11 (AODA), the Township is required to incorporate accessibility criteria, features and designs when procuring or acquiring goods, services, self-service kiosks or facilities, including written materials, web content and the delivery of programs, except where it is not practicable to do so. Contract specifications and evaluation include these criteria, features and designs where applicable.

[The Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11 \(AODA\)](#) and [Regulation 191/11 Integrated Accessibility Standards \(IAS\)](#), requires anyone who provides goods, services or facilities on behalf of the Township to receive training on these standards and on the [Human Rights Code](#) as they pertain to persons with disabilities.

More information on these subjects can be found on our municipal website at www.mindenhills.ca, the [Regulation 191/11 Integrated Accessibility Standards](#), Accessibility Ontario website at [AccessON](#), and available from the Ministry of Economic Development, Employment & Infrastructure's website, the link is provided below: (<http://www.mcass.gov.on.ca/en/mcass/programs/accessibility/ado.aspx>).

3.12 Contract

The Successful Respondent shall complete the work as described in accordance with the provisions, specifications and conditions outlined in the RFP documents and shall be binding upon the heirs, executors, administrators, successors and assigns of the Successful Respondent.

3.12.1 Assignment of Contract

The Successful Respondent shall not assign transfer, convey, sublet or otherwise dispose of the contract, work or provision of goods and/or services; or his/her right, title or interest therein, or his power to execute such contract, work and/or provision of goods or services, to any other person, company or corporation, without the previous consent, in writing, of the Township's officials.

3.12.2 Contract Amendments and Revisions

No amendment or revision to a contract, the work or the provision of goods and/or services shall be made unless mutually agreed to by the Township and the Successful Respondent.

No amendment that changes the price of a contract, the work or the provision of goods and/or services shall be agreed to without a corresponding change order describing the change in requirement or scope of work or the provision of goods and/or services.

Amendments to a contract, the work or the provision of goods and/or services are subject to the identification and availability of sufficient funds in appropriate accounts within the Township's Council approved budget, including authorized revisions.

The Township reserves the right to change the term of the contract, the work or the provision of goods and/or services prior to the execution of an agreement, or commencement of the work or provision of goods and/or services.

3.12.3 Cancellation of Contract

The Township reserves the right to immediately terminate the contract, the work or the provision of goods and/or services awarded to the Successful Respondent, or part thereof, at its own discretion, including but not limited to such items as non-compliance, non-performance, late deliveries, inferior quality, pricing problems, etc.

The Township shall not be liable to the Successful Respondent for loss of anticipated profit on the cancelled portion or portions of the work or the provision of goods and/or services.

3.13 Conflict of Interest

The Successful Respondent shall declare any actual or potential conflict of interest that exists now or may exist in the future with respect to the Respondent's undertaking of the work or provision of goods and/or services and shall abstain from taking on work which would represent a conflict of interest over the duration of a Contract, the work or the provision of good and/or services.

3.14 Bankruptcy

In the event that, during the duration of a contract, the work or the provision of goods and/or services, the Successful Respondent makes an assignment for the benefit of creditors, or becomes bankrupt or insolvent, or makes a proposal to its creditors, a contract, the work or the provision of goods and/or services shall immediately be terminated, and the Township shall be entitled to enter into a contract, the work or the provision of goods and/or services with another party without the consent of the Successful Respondent.

3.15 Governing Laws

A contract, the work or the provision of goods and/or services will be interpreted and governed by the laws of the Province of Ontario.

3.16 Delivery and Execution of Work

The successful respondent shall begin work immediately upon contract execution. Time is of the essence in this project. The scheduling timeline is critical and will be considered during the evaluation process.

3.17 Pre-Start Meeting

Prior to commencing the work or provision of goods and/or services, the Successful Respondent, The Director of Public Work, and the Manager of Waste Facilities shall meet for a Pre-Start meeting.

3.18 Terms of Payment

The Consultant shall submit a monthly invoice by email to the following contact(s):

Accounts Payable
Township of Minden Hills
7 Milne Street, PO Box 359
Minden, ON
K0M 2K0
accountspayable@mindenhills.ca

Should a Consultant submit an invoice that is not proper, the Owner may return the invoice for correction. Failing to deliver a proper invoice on the last working Friday of the month may result in that invoice payment being delayed.

3.19 Settlement of Disputes

Until the contract, work or provision of goods and/or services has been terminated, the Successful Respondent must at all times provide the work or provision of goods and/or services. If there is a dispute or difference concerning the work or provision of goods and/or services or the interpretation of the contract, work or provision of goods and/or services then either party may notify the other that it wishes the dispute to be referred to a meeting with the CAO/Clerk and the Successful Respondent to resolve, negotiating in good faith.

3.20 Guarantee of Performance

The Successful Respondent guarantees that all work, goods and/or services will be carried out as specified, and that the Successful Respondent will, at the Successful Respondent's own expense, correct all deficiencies in a manner satisfactory to the Township, for which the Successful Respondent is held responsible by the Township, and the decision of the Township in all such matters shall be final.

In the event of a multi-year award and/or contract, the Township reserves the right to terminate the contract, Work or provision of Goods and/or Service(s) at any time during the term of the contract, Work or provision of Goods and/or Service(s) due to the unsatisfactory performance of the Successful Respondent.

The Township may, without prejudice to any other remedy, correct the following:

- If the Successful Respondent fails to perform the work or provide the goods and/or services in accordance with its obligations under a contract or the award of work or the provision of goods and/or services.
- If there exists unsatisfied claims for damages caused by the Successful Respondent to anyone on the site or in connection with the work or provision of goods and/or services.
- Where there are affidavits of claim of lien, or liens filed against the site and premises on which the work or provision of goods and/or services is done or being done, or reasonable evidence of the probable filing of such affidavits of claim of

lien or of filing or registration of liens.

Township's Right to Remedy Default in Provision of Services

If the Successful Respondent should neglect to execute the work or provision of goods and/or services properly (a default), after **three (3)** business days written notice to the Successful Respondent setting out the particulars of the default, the Township may remedy the default of the Successful Respondent at the sole cost and expense of the Successful Respondent.

The Township shall have the authority and discretion to retain a contractor or firm to undertake the necessary work or provision of goods and/or services to remedy the default(s) set out in the foregoing notice at the sole cost and expense of the Successful Respondent.

The Successful Respondent acknowledges and agrees that the Township shall have the authority to deduct from any payments owing to the Successful Respondent, the costs invoiced to the Township by the firm retained to remedy the default of the Successful Respondent plus a 10% administration charge (based upon amount of such invoice pre-H.S.T.). Where no payment is owing, the Township shall invoice the Successful Respondent. The Successful Respondent agrees to pay the Township, without the right to dispute the amounts invoiced, within 15 days of the date of such invoice.

The Township's authority remedy default hereunder is without prejudice to any other remedy, action or other alternative that may be available to the Township. Continued failure of the Successful Respondent to execute the work or provision of goods and/or services properly shall result in a termination of contract, work or provision of goods and/or services. The Township shall provide written notice of termination.

3.21 Successful Respondent Performance Evaluation

Successful Respondent performance is critical to the success of the Township. To this end, the Township reserves the right to assess future RFP submissions by the Successful Respondent based on the terms of a contract, the performance of work or the provision of goods and/or services, as awarded and as related to the specifications and requirements of this RFP; as well as any outcomes identified as a result of the requirements noted in Section 3.21.

3.22 Taxes

Unless otherwise provided herein, the Successful Respondent shall pay all government sales or excise taxes in force at the date of the contract, work or provision of goods and/or services, provided that any increase or decrease in such taxes shall increase or decrease the amount due/payable. Invoices shall show the appropriate amounts for the work or provision of goods and/or services and applicable taxes separately.

3.23 Notices

Any notice required to be given or made shall be given or made in writing and shall be served personally or mailed by registered mail addressed to the Township of Minden Hills and to the Successful Respondent at the address set forth in its submission.

4 RFP Specifications

4.1 Overview

The Township of Minden Hills is a lower tier municipality within Haliburton County. The Township is predominantly a rural community consisting of full-time residents as well as a large seasonal population. The main settlement area is Minden Village, with additional communities such as Gelert, Lochlin, Irondale and Lutterworth comprising the majority of the residents.

The Township has one (1) active landfill, known as Scotch Line Landfill, located at 2038 Scotch Line Road. The Township also operates three (3) Transfer Stations all providing waste management services to the community.

The Township of Minden Hills is seeking proposals from qualified consultants and companies with the professional expertise to complete contract administration, tender preparation, construction inspection, warranty period services and as-built drawings for the construction of the new Scotch Line Transfer Station located at 2038 Scotch Line Road which is the current Scotch Line Landfill. The new Transfer Station will include weigh scales, and new bunkers for various waste materials.

Construction of the new Transfer Station is anticipated to commence in Q3 2025, pending tender closing/award. The project is expected to be ready-for-takeover no later than December 31, 2025.

4.2 Scope of Work

The following documents and information are attached for the purpose of review by the Respondent prior to making a submission in response to this RFP and will form part of the Contract.

The Issued for Tender (IFT) Drawings for the new Scotch Line Transfer Station form part of this document as Appendix L.

Project specifications are included as Appendix M as follows:

- Division 01 – General
- Division 02 – Site Works
- Division 03 – Concrete
- Division 05 – Metal
- Division 06 – Wood, Plastics, Composites
- Division 07 – Thermal and Moisture Protection
- Division 09 – Finishes
- Division 10 – Specialties
- Division 15 – Mechanical
- Division 16 – Electrical

The successful proponent will be responsible for the Building Permit Application process and preparing the submission package. Site Plan Approval has been received for this project and will be provided to the successful bidder.

4.2.1 Health and Safety

In order to create and maintain a safe working environment for all site personnel, the successful bidder will ensure that all employees visiting or working on their behalf while on a Municipal Project conform to the requirements of the current Occupational Health and Safety Act (OHSA), and any applicable regulations and Municipal safety procedures. These requirements include but are not limited to safe work practices and procedures with respect to confined spaces, fall protection, WHMIS, and designated substances.

4.2.2 Contract Administration and Inspection

- The Contract Administrator and Site Inspector must be separate individuals.
- The Contract Administrator shall meet the specified years of relevant experience required and have successfully completed similar projects. CVs shall be submitted with the Proposal Submission.
- Proponents shall submit with their proposal the number of anticipated hours per week for general contract administration duties.
- The Contract Administrator shall ensure that the work conforms to the contract documents, drawings, and specifications. The Consultant shall carry out the duties of “the payment certifier” pursuant to the provisions of The Construction Act.
- The Contract Administrator shall manage and resolve all issues that arise during construction and minimize the impact to the overall contract cost. The Municipality will not accept any requests for additional fees that are related to managing any of these issues that may arise.

4.2.3 Contract Administrator Duties

- Provide a Contract Administrator on this project for duration of construction.
- Meetings and minute taking;
 - Schedule and attend a pre-construction meeting and bi-weekly site meetings with the contractor and Municipal staff.
 - Distribute, at the pre-construction meeting, contract documents and drawings clearly marked “Issued for Construction” signed and sealed by a professional engineer licensed to practice in Ontario. Including an electronic version (pdf) of the “Issued for Construction” drawings. All changes resulting from addenda must be incorporated into the drawings.
 - Provide a complete 3D CAD version of the “Issued

for Construction” base plan drawings including benchmark information to the contractor for layout purposes.

- Attend and take minutes for all bi-weekly meetings.
- Attend and take minutes for any meetings required with Specialty Services.
- Attend and take minutes for any Emergency/Urgent meetings required during construction should issues arise.
- Review and advise on alternative methods, equipment, and materials proposed by the Contractor.
- Request for Information (RFI)
 - Review and respond to all Request for Information (RFI) submitted by the contractor within seven days of submission. A RFI log, or other suitable format, will be used to record and track submitted RFIs. The log will be updated and submitted to the Municipality bi-weekly. The Contract Administrator must be aware that there may be multiple RFI submissions from the contractor.
- Prepare Change Orders (CO) during construction.
 - Obtain and review quotations from the Contractor, provide recommendations to the Municipality, and discuss with the Municipality’s Project Manager before approval.
 - All COs must be recorded and tracked in a Change Order Register, or other suitable format. The register will be updated and submitted to the Municipality at each site meeting.
 - Ensure that any additional days or time credits are identified on each CO submitted from the contractor. The Contract Administrator will be responsible for keeping a record of approved contract extensions based on delays, changes in the work, extra work, or additional work.
 - The Contract Administrator shall ensure that Change Orders, once approved by the Project Manager, have been submitted to the contractor for signature within 48 hours.
 - Advise the Construction Contractor on the interpretation of the drawings and specifications and issue supplementary details and instructions during the construction period, as required.
 - Review shop drawings submitted for compliance with the design and prepare a “Shop Drawing Register” for tracking shop drawings. Return reviewed shop drawings to the contractor within seven days of receipt. The Contract Administrator shall allow for a maximum of three submissions of a shop drawing prior to its final acceptance.
- Progress Payments
 - Ensure compliance with the Construction Act and assist in managing the Payment Timelines associated with Prompt Payment including timelines for Notice of Non-Payment.
 - Prepare progress and final payments, including holdbacks.
 - No later than 14 Days after the receipt of the Proper Invoice for progress payment, the Contract Administrator shall:
 - Issue to the Municipality, with a copy to the Construction Contractor, a payment certificate for the amount of the proper invoice.
 - Assist the Township in the Adjudication process as it relates to the Construction Act, if necessary.
 - Report on the construction to the Municipality with respect to

progress, cost, and schedules.

- Obtain warranties, guarantees and maintenance manuals.
- Ensure Construction Contractor has all required permits/approvals in place prior to the associated work taking place.
- Investigate, report, and advise on unusual circumstances, which come to the Contract Administrator's attention during construction.

4.2.4 Site Inspector Duties

- The Site Inspector shall meet the specified years of relevant experience inspecting construction projects. CVs shall be submitted with the Proposal Submission.
- Provide a full-time site inspection on this project for the duration of construction. It is expected that the Site Inspector will be required for an average of 50 hours per week for the duration of the construction period.
- Schedule regular quality control testing and inspection of materials and work, by the authorized inspection and testing company, as per specifications set out in Appendix M. Results of all tests are to be provided to the Municipality. The Contract Administrator and/or the Site Inspector will be responsible for verifying all invoices submitted by the material testing company.
- Quantity Review
 - On a weekly basis, the Site Inspector shall review and confirm with the Construction Contractor's Site Foreman/Superintendent, the work and quantities completed
 - Within five (5) days of the end of a payment period, finalize payment quantities based on discussions with the Construction Contractor's Site Foreman/Superintendent, and forward to the Contract Administrator.
- Meetings
 - Attend all weekly meetings.
 - Attend any Emergency/Urgent meetings required during construction should issues arise.
 - Document any comings/goings of any persons attending site.
 - Photographic documentation at completion of workday.
- The Site Inspector will undertake inspections, for compliance with the performance measures outlined in the contract, as part of a contract at the following milestones:
 - Prior to substantial completion.
 - Prior to end of the warranty period.
 - Maintain adequate records related to the Construction Contract including the preparation and submission of Daily Work Records. and.

4.2.5 Warranty Period Services

- The warranty period shall be as outlined in Appendix M – Project Specifications

4.2.6 As-Built Drawings and Project Closeout

- The Contract Administrator and Site Inspector shall complete/coordinate the following upon construction completion:
 - Coordinate, obtain, and record field information of construction details and modify contract drawings to produce ‘as-built’ drawings. Including but not limited to civil, electrical and landscaping. As-built drawings are to be provided to Township in digital (pdf and CAD) format within one month of completion. If changes are made during warranty period, ‘as-built’ drawings are to be revised and resubmitted to the Township’s Project Manager.
 - “As-built Drawings”, as outlined by Professional Engineers Ontario (PEO), are to be provided to the Township’s Project Manager within thirty (30) days of construction completion.
 - Prepare a letter within ten (10) days of construction completion, stamped by a professional engineer, to the Township confirming that the project works have been constructed in accordance with the specifications.
 - The Contract Administrator and Site Inspector shall participate in the Project Closeout/Wrap-Up Meeting.

4.3 Respondent Experience

The Respondent shall submit a brief summary that outlines and defines their technical competence, experience on similar projects, proven performance, and availability of dedicated, experienced personnel for the duration of the project, ability to perform within time constraints, location and/or local knowledge, professional independence/ integrity and managerial ability. The summary shall form part of the specifications outlined in Appendix M.

This report may be used by the Township in assessing the Respondent’s ability and experience for the project.

4.4 Respondent Responsibilities

The Successful Respondent will be responsible for all fuel, travel expenses, per diem, and accommodations for their employees during this project. The successful proponent will provide a site trailer/office to be used for site meetings.

4.5 Pricing Requirements

Separate components

Respondents shall include expected costs, fees, and expenses for the major components of the project, separating each component as per Appendix G – Price & Delivery Schedule and shall include, but not limited to the following:

- Anticipated weekly project hours for the Contract Administrator
- Hourly rates for the Contract Administrator
- Anticipated total project cost for Contract Administrator
- Hourly rates for the Site Inspector (assuming an average of 50 hours per week during construction period)
- Anticipated total project cost for the Site Inspector

During the award process the Township reserves the right to exclude any component of the RFP.

4.6 Site Visit

A site visit is optional and can be arranged by contacting the Director of Public Works at mtimmins@mindenhills.ca or (705) 286-1260 Ext 570

5 Evaluation Process

Respondents acknowledge that submissions are likely to be drafted using a diverse range of approaches and, therefore, may not be readily comparable to one another. As a result, notwithstanding the application of consistent evaluation criteria as identified below, the Township shall use professional discretion in evaluating proposals.

The Township retains the right to ask Respondents for clarification regarding their submission, if doing so does not change their proposal in any way.

5.1 Evaluation Stages and Total Evaluation Points Available

The Township will conduct the evaluation of this RFP in three (3) stages as follows:

Stage 1 – Review (pass/fail)

A review will be undertaken to determine if the submitted RFP complies with all the mandatory requirements (inclusion of required Appendices and compliance with Appendix A - Submission Requirements and deadline).

An RFP that does not comply with the mandatory requirements shall, subject to the reserved rights of the Township and the Township's Procurement Policy, be disqualified and not evaluated further.

Stage 2 – Rated Criteria (30 points)

Stage 2 will consist of a scoring by the Evaluation Committee of each qualified RFP on the basis of the detailed criteria as displayed in the submitted proposal.

The following is an overview of the categories and weightings for the Stage 2 criteria of the RFP:

Rated Criteria	Maximum Points
Appendix C - Experience, References & Contingencies	10
Proposed Schedule	15
Proposal Format and Content	5
Total Points	30

Stage 3 – Pricing (70 points)

Stage 3 will consist of scoring the pricing submitted on Appendix G – Price & Delivery Schedule. The evaluation of the price/cost shall be undertaken only after the first two (2) stages have been completed.

Each Respondent will receive a percentage of the total possible 70 points allocated to price by dividing the Respondent's price into the lowest submission of the short-listed Respondents.

5.2 Total Evaluation Points Available

Overall, a Respondent may receive a maximum of 100 Evaluation points as follows:

Criteria	Maximum Points
Stage 1 - Compliance with Submission Requirements	Pass/Fail
Stage 2 - Rated Criteria	30
Stage 3- Pricing	70
Total	100

6 Appendices

6.1 Appendix A – Submission Requirements

****MANDATORY COMPLETION****

All Respondents are required to successfully meet the mandatory requirements described in the following table and **submit with their response**, proof of meeting these requirements. Failure to meet the requirements under this Appendix will constitute in an automatic rejection.

Specification		Mandatory/ Optional/Preferred/NA	Respondent's Compliance (see also WSIB & Insurance Acknowledgement below)
1	WSIB (Section 3.2) Account #: _____	Mandatory	Yes <input type="checkbox"/> No <input type="checkbox"/>
2	Insurance and Indemnification requirements as described in Sections 3.5 and 3.3 and Appendix M of this document where applicable	Mandatory	Yes <input type="checkbox"/> No <input type="checkbox"/>
3	Product/Workmanship Warranty as described in Appendix M of this document.	Mandatory	Yes <input type="checkbox"/> No <input type="checkbox"/>
4	Submission of all other required Appendices: A, B, C, D, E, F, G, H, I. Appendix K attached to outside of submission's sealed envelope.	Mandatory	Yes <input type="checkbox"/> No <input type="checkbox"/>
5	Site Visit as Described in Section 4.6 of this document.	Optional	Yes <input type="checkbox"/> No <input type="checkbox"/>
6	Two (2) hardcopies of the completed submission.	Mandatory	Yes <input type="checkbox"/> No <input type="checkbox"/>

WSIB and Insurance Acknowledgement

By signing below, I _____, acknowledge that
Name of individual

_____ has the ability to provide the requested WSIB, and
Name of Company

Insurance certificate(s) in accordance with this RFP document.

Signature

Date

6.2 Appendix B – Evaluation Criteria

****MANDATORY COMPLETION****

Evaluation Criteria	Maximum Points
Appendix C - Experience, References & Contingencies	10
Proposed Schedule	15
Proposal Format and Content	5
Total Points	30

The Township reserves the right to perform such investigations as may be deemed necessary to ensure that competent personnel and management will be used in the performance of this Contract.

6.3 Appendix C - Experience, References & Contingencies

****MANDATORY COMPLETION****

A brief summary of three (3) references and a contingency plan **must** be provided as per the table below for the purpose of assessing the Respondent's ability and experience.

1. Brief Summary		
Respondents <u>shall submit, along with this document</u> , a brief summary that outlines and defines their technical competence, experience on similar projects, proven performance, and availability of dedicated experienced personnel for the duration of the project, ability to perform within time constraints, location and/or local knowledge, professional independence/integrity and managerial ability.		
2. References		
No.1	Name:	
	Contact Name & Title:	
	Phone No.:	
	Term of Contract:	
	Nature of Contract:	
No.2	Name:	
	Contact Name & Title:	
	Phone No.:	
	Term of Contract:	
	Nature of Contract:	
No.3	Name:	
	Contact Name & Title:	
	Phone No.:	
	Term of Contract:	
	Nature of Contract:	
3. Contingency Plan		
Respondents <u>shall also submit, along with this document</u> , a detailed Contingency Plan to be implemented by the Successful Respondent in the event of service and/or delivery disruptions due to emergency situations such as but not limited to spills, fire or other potentially hazardous occurrences.		

6.4 Appendix D - Suppliers & Subcontractors

****MANDATORY COMPLETION****

Please provide information on the suppliers and/or subcontractors as it will apply to your Proposal submission. If there are none, please submit N/A.

Suppliers
Supplier No.1 Name: Contact Name & Title: Address: Phone No.: Nature of goods/services supplied:
Supplier No.2 Name: Contact Name & Title: Address: Phone No.: Nature of goods/services supplied:
Contractors
Subcontractors No. 1 Name: Contact Name & Title: Address: Phone No.: WSIB: Insurance: Nature of Work to be Subcontracted:
Subcontractors No. 2 Name: Contact Name & Title: Address: Phone No.: WSIB: Insurance: Nature of Work to be Subcontracted:

6.5 Appendix E - Respondent Information

****MANDATORY COMPLETION****

Information provided must be legible and made in a non-erasable medium.

Respondent's Contact Individual	
Office Phone #	
Toll Free #	
Cellular #	
Fax #	
E-mail address	
Website	
HST Account #	
1st Emergency Contact Name	
1st Emergency Contact Phone #	
2nd Emergency Contact Name	
2nd Emergency Contact Phone #	

6.6 Appendix F – Declaration Form

****MANDATORY COMPLETION****

For the provision of:	Contract Administration and Site Inspection Services for the Scotch Line Transfer Station Project			
As supplied by:	_____			
	Firm Name			

	Mailing Address	City	Prov.	Postal Code

To:	Township of Minden Hills			
	7 Milne Street, PO Box 359			
	Minden, ON KOM 2K0			

The Respondent Declares:

1. No person(s), firm or corporation, other than the Respondent, has any personal interest in this RFP or in the award for which this RFP is made;
2. No member of Council, no officer or employee of the Township is or will become interested directly or indirectly as a contracting party, partner, shareholder, surety or in any portion of the profits thereof, or in any of the monies to be derived, there from;
3. This 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 and is in all respects without collusion or fraud;
4. The response submitted is in all respects without conflict of interest, fair and without collusion or fraud and further that no member of Council, Officer or employee of the Township has become interested, directly or indirectly, as a contracting party, partner, stockholder, surety or otherwise, regarding the work or provision of goods and/or services identified in this RFP.
5. By signing this submission, I confirm I have read, understood and accept the content, stipulations and requirements of this RFP document.

LOWEST OR ANY SUBMISSION NOT NECESSARILY ACCEPTED

Dated at _____ this _____ day of _____, 2025

PRINT NAME OF WITNESS

PRINT NAME OF RESPONDENT

SIGNATURE OF WITNESS

SIGNATURE OF RESPONDENT

By my signature, I hereby confirm I am a principal or have been duly authorized by the principal/board, to sign on behalf of the above named.

6.7 Appendix G - Price & Delivery Schedule

****MANDATORY COMPLETION****

Description	Unit of Measure	Total
Anticipated total project cost for Contract Administrator services	Lump sum	
Anticipated total project cost for the Site Inspector services (assuming an average of 50 hours per week during construction period)	Lump sum	
	Subtotal	
	HST	
	Total Contract Amount	

Anticipated weekly project hours for the Contract Administrator	
Hourly rate for Contract Administrator	\$
Hourly rate for Site Inspector	\$

6.8 Appendix H - Guarantee of Performance/Cancellation of Contract or Provision of Goods and/or Services

****MANDATORY COMPLETION****

The Contractor guarantees that all work or provision of goods and/or services will be carried out as specified in the RFP, and that the Successful Respondent will, at the Successful Respondent's own expense, correct all deficiencies in a manner satisfactory to the Township, for which the Successful Respondent is held responsible by the Township, and the decision of the Township in all such matters shall be final.

In the event of a multi-year award and/or contract, the Township reserves the right to terminate the contract, Work or provision of Goods and/or Service(s) at any time during the term of the contract, Work or provision of Goods and/or Service(s) due to the unsatisfactory performance of the Successful Respondent. The Township may, without prejudice to any other remedy, correct the following:

- If the Successful Respondent fails to perform the work in accordance with its obligations under the contract or provision of good and/or services.
- If unsatisfied claims exist for damages caused by the Successful Respondent to anyone on the Site or in connection with the work or the provision of goods and/or services.
- Where there are affidavits of claim of lien, or liens filed against the site and premises on which the work or provision of goods and/or services is done or being done, or reasonable evidence of the probable filing of such affidavits of claim of lien or of filing or registration of liens.

Acknowledgement

I _____, confirm that I have read, understand and agree to the requirements outlined in Appendix H – Guarantee of Performance/Cancellation of Contract or Provision of Goods and/or Services.

Signature

Date

6.9 Appendix I - Agreement Acknowledgement

****MANDATORY COMPLETION****

In the event that the Township of Minden Hills wishes to enter into a Contract Agreement with the Successful Respondent for the provision of Contract Administration and Site Inspection Services for the Scotch Line Transfer Station Project for the Township, upon final approval from Council.

Sections 3 (Contractual Requirements), 4 (Specifications-from submission), and 6 (Appendices-from submission) will form part of the agreement document.

The Successful Respondent hereby acknowledges, by signing below, that any information included in the submission, including the RFP document, Form of RFP, Appendices and/or other submission requirements, will become public information and form part of the completed Contract Agreement.

The Township encourages the use of business/professional information only in all submissions.

It is acknowledged that the agreement will be reviewed and agreed upon by both parties prior to signing.

The Township encourages the use of business/professional information only in all submissions.

It is acknowledged that the Engagement Letter will be reviewed and agreed upon by both parties prior to signing, and shall constitute a binding contract between the Successful Respondent and the Township, and the successful Respondent shall complete the Work or provision of Goods and/or Service(s) as described in accordance with the provisions, specifications and conditions outlined in the Engagement Letter, this document and other related documents and the Successful Respondents submission to this RFP and shall be binding upon the heirs, executors, administrators, successors and assigns of the Successful Respondent.

In the event that the terms and conditions outlined in the Engagement Letter, this document and related documents and the Successful Respondents submission to this RFP are conflicting or contradictory, the terms and conditions outlined in this document shall prevail.

Acknowledgement

I _____, confirm that I have read, understand and agree to the requirements outlined in Appendix I – Agreement Acknowledgement.

Signature

Date

6.10 Appendix J - Successful Respondent Performance Report



THE TOWNSHIP OF MINDEN HILLS

SUCCESSFUL RESPONDENT PERFORMANCE REPORT

DEPARTMENT

SECTION I: RESPONDENT INFORMATION		SECTION II: PROJECT DATA				
TENDER NUMBER		TENDER TITLE				
RESPONDENT		DESCRIPTION OF PROJECT				
ADDRESS	PHONE	PROMISED WORKING DAYS	ACTUAL WORKING DAYS	ACTUAL START DATE		ACTUAL COMPLETION DATE
SITE SUPERINTENDENT		CONTRACT OR PROVISION OF WORK AWARD		CONTRACT OR PROVISION OF WORK COMPLETION AMOUNT		
BRIEF DESCRIPTION OF WORK:						

SECTION III: NUMERICAL RATING		RANKING KEY:			
A- Administration/Management/Supervision	RANKING	<p>Below Standard Point Range: 1 to 5</p> <p>In order to achieve a below standard ranking, the Respondent will have, on several or repeated occasions, been in contravention of the requirements of the agreement or contract. For example, they may, on a regular basis, not follow the direction of the Township or fail to resolve issues brought forward to by the Township in a timely manner. They have on occasion been confrontational to the Township, Staff or disrespectful to the Public.</p> <p>Any safety issues will be ranked below standard</p>			
1. Supervision and decision making, compliance with contract/agreement requirements					
2. Coordination and communication with own workers and subcontractors or own Staff and employees					
3. Submission of documents, reports, schedules, invoices					
4. Adequacy and timeliness and ability to maintain progress schedules					
5. Public safety and traffic control					
6. Compliance with WSIB provisions					
7. Maintenance of employee safety standards					
8. Coordination and cooperation with Staff, Public and Contractor.					
9. Compliance with applicable Statutes, Legislation, Regulations, Ministry of Labour Regulations, Municipal bylaws and policies.					
10. Relations with general public, other agencies & adjacent contractors, subcontractors, suppliers etc.		<p>Standard Point Range: 5 to 10</p> <p>A Standard Ranking means that the Respondent has fulfilled all of the duties and requirements of the agreement or contract in a timely and efficient manner. They follow the direction of the Township appropriately and conscientiously. They are professional in all dealings with their staff, Township Staff and the Public. They resolve issues quickly and repetitive problems do not often occur. Their work methods are in accordance with applicable statutory requirements and/or other applicable legislation, laws, bylaws or policies and equipment and work methods are conducted safely as applicable.</p>			
TOTAL					
B - Quality of Work					
1. Timely and comprehensive provision of service/Adherence to plans and specifications and requirements of the contract					
2. Standards of Successful Respondent's ability to resolve issues					
3. Completion of final work and deficiencies					
TOTAL					
C - Progress of Work					
1. Completion of project(s) within allotted time and budget					
2. Scheduling and execution of schedule, delivery of timely service					
3. Efficient delivery of service.					
4. Operation and use of equipment, attention to WSIB & MOL regulations/applicable statutes, legislation and regulations					
5. Efficient use of personnel					
TOTAL		<p>Above Standard Point Range: 10 to 15</p> <p>This ranking is used when the Respondent has exceeded expectations. When their work methods are above reproach and their dealings with Council/Public/Staff are without issue.</p>			
D - Equipment					
1. Consistency, Condition, safety and reliability - if applicable.					
2. Conflict resolution, successful completion of project/Maintenance, downtime due to maintenance issues					
TOTAL					
GRAND TOTAL (A+B+C+D)					
Overall Performance Rating: (Please circle)	Below Standard Points Totaling 20-120			Standard Points Totaling 121-220	Above Standard Points Totaling 221-300

6.11 Appendix K – Delivery Notice

****MANDATORY COMPLETION****

Complete and affix this delivery notice to your Proposal submission envelope.

RFP-ENV-25-001

**Contract Administration and Site Inspection Services for the Scotch Line
Transfer Station Project**

Deliver To:

Township of Minden Hills
7 Milne Street, P.O. Box 359
Minden, ON
K0M 2K0

Attention: Sherry Mulholland

Respondent's Company
Name: _____

Received By: _____ at the Municipal Office,

On the _____ day of _____, 2025 at _____ am/pm

From: _____

(Name of Person or Organization Delivering Documents)

Respondent's Contact information for communique from the Township:

Contact Individual: _____

Contact e-mail: _____

Contact phone: _____

**THIS DELIVERY NOTICE
IS TO BE AFFIXED TO THE OUTSIDE OF THE SEALED SUBMISSION**

6.12 Appendix L – Issued for Tender (IFT) Drawings

Provided as a separate attachment to this document.

6.13 Appendix M – Project Specifications

Provided as a separate attachment to this document.