

Township of Edwardsburgh Cardinal

Request for Proposals

**Engineering Services for Dundas Street West, Cardinal
Water/Sewer/Storm and Road Reconstruction Design EC-ES-25-04**

Issue Date: March 7, 2025

Closing Date & Time: April 8, 2025 at 2:00 p.m

Closing Location:

Township of Edwardsburgh Cardinal
18 Centre Street, Spencerville Ontario
P.O Box 129, KOE 1X0

Contact:

Eric Wemerman, Chief Water/Sewer Operator

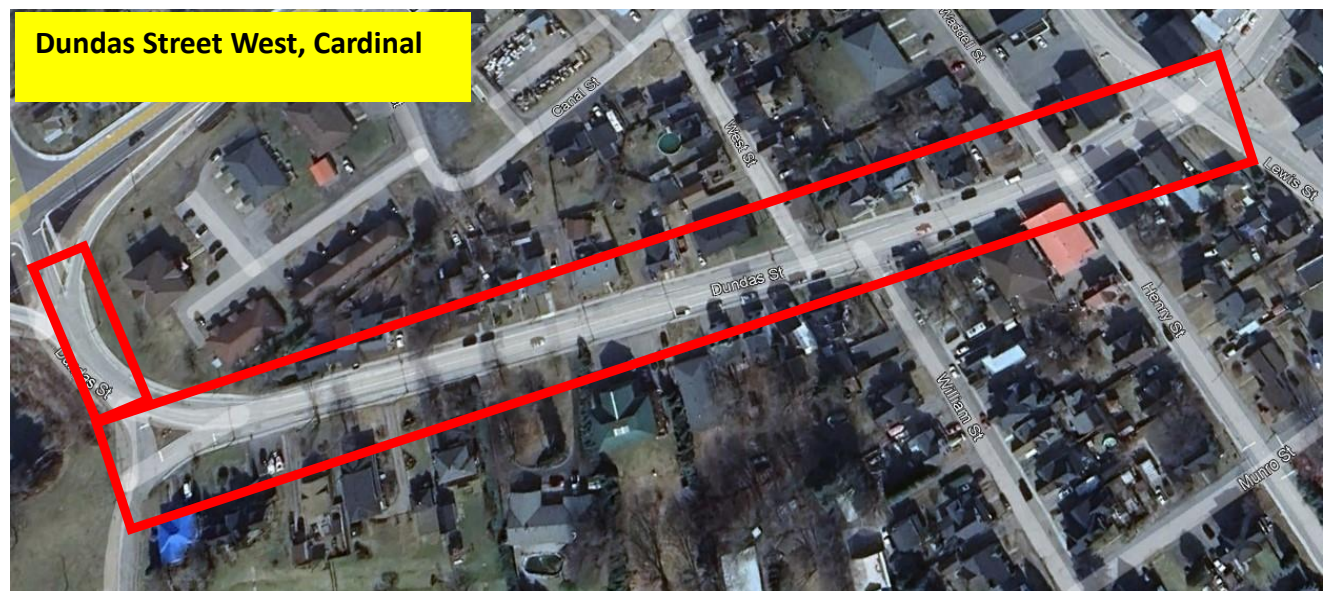
ewemerman@twpec.ca

613-657-3765

Background

Through this invitation for Request for Proposal (RFP), the Township of Edwardsburgh Cardinal in partnership with the United Counties of Leeds and Grenville are seeking the professional services of a qualified company to perform a feasibility study, engineering design and budgetary estimates for the replacement and/or modification of water, sanitary and storm sewers, and road reconstruction on Dundas Street West (Dundas/Bridge Street to the junction of Dundas and County Road 2, Cardinal) . This project would also include resurfacing of Legion Way. For information purposes we are requesting pricing for contract administration, tendering and construction supervision

The Dundas Street West project scope is approximately 425 meters in length. Approximately 230 meters of new water main is to be replaced from the junction of Dundas Street/Legion Way/County Road 2 to William Street. There are approximately 21 service connections, 5 water main tie-ins and 4 existing isolation valves. The existing water main is 200 mm cast Iron pipe installed in the late 50's, early 60's that connects into PVC at William Street and County Road 2. Two (2) fire hydrants are anticipated to be replaced. The sanitary sewer ranges in size from 200 to 375mm clay tile of the same vintage as the water main. Four (4) sanitary manhole replacements are anticipated but will depend on final design.



Background Information(ctd)

The 200 mm Cast Iron water main on Dundas Street connects into a 250 mm PVC feeder main from the Cardinal Water Plant. Backwash tank and sewage is pumped via a force main from the water plant and discharged to sanitary manhole B217 on the corner of Dundas Street and Legion Way. A second force main pumps sanitary sewage from the Cardinal Legion and public bathrooms and discharges to sanitary manhole B 217.

A high-pressure gas main extends easterly on Dundas to Henry Street. High pressure gas and high voltage electrical infrastructure are located on Waddell Street, extend through Dundas, and continues southward on Henry Street.

Objectives:

- To provide the Township with recommendations for the modification and/or reconstruction of infrastructure to maximize the asset lifecycle.
- To assess if the sanitary main between 2031-2039 Dundas Street can be rerouted to Henry, William or Lewis Streets.
- To consider features that mitigate potential future impacts related to climate change in the design of the assets.
- To consider functional "green approaches" in the design of the assets.
- To assist with the preparation and submission of funding opportunities/applications related to the assignment.

Scope of Work:

The Township requests the following consulting services to be broken down into Part A and B.

Part A:

- Feasibility and costing analyses.
- CCTV inspection of sanitary and storm main infrastructure.
- Survey and Base plan.
- Mapping of storm main catchment area on Dundas Street West to determine project limits.

Scope of Work (ctd)

- Engineering design for underground water, sewer, storm infrastructure, roadwork and sidewalk reconstruction.
- Determine if sanitary main can be rerouted from easement/private property to Henry, William or Lewis Streets.
- Utility Coordination
- Recommendations regarding replacement.

Part B

Cost estimates for the following:

- Preparation of tender and contract documents.
- Tender administration
- Hourly rate for 640 hours of construction supervision.

Part B is for information purposes and will not be awarded as part of the scope of this project.

Proponents, at a minimum, shall include a breakdown of fixed fee costs listed in table 1 on page 5.

Table 1:

Part A	
Description	Cost
Survey and Base Plan	
CCTV inspection of sanitary and stormwater infrastructure	
Mapping of Storm Catchment area to determine project limits.	
Feasibility Report – Rerouting Sanitary from easement to Right of way.	
Detailed Design (review at 60%, 90% and 100%)	
Recommendations regarding replacement	
Part B	
Preparation of Tender and Contract Documents	
Tender Administration	
Hourly Rate for construction supervision for 640 hours.	

Clarifications:

All inquiries regarding this RFP are to be directed to Eric Wemerman, Chief Water/Sewer Operator at ewemerman@twpec.ca. All inquiries are to be in writing and received prior to the 2:00 pm deadline on April 8, 2025. If required, an addendum will be issued by 4:00pm on April 2, 2025 or sooner to all consultants by email without naming the source or firm.



EDWARDSBURGH CARDINAL

Phone: 613-658-3055
Fax: 613-658-3445
Toll Free: 866-848-9099
E-mail: mail@twpec.ca

P.O. Box 129,
18 Centre St.
Spencerville, Ontario
K0E 1X0

Proposal Submission:

Your proposal must be signed by an authorized official, sealed and submitted to the Municipal Office noted below by mail, courier or personal delivery no later than 2:00 p.m. on April 8, 2025. Under no circumstances will proposals received after the due date be considered.

Attention:

Township of Edwardsburgh/Cardinal
RFP-EC-ES-25-04
18 Centre Street
P.O Box 129
Spencerville, Ontario
K0E 1X0

Proposal Format and Requirements:

The main body proposal submission must not exceed ten (10) single sided pages, using a minimum of 12-point font (Arial). Tables can be submitted in 11" x 17" format and will count as one (1) page. All other supporting information (e.g. corporate information, resumes, projects, profiles) can be attached to the submission as appendices. Any main body proposals exceeding ten (10) page limit will not be considered in the evaluation process.

Proposal Validity

Proposals shall remain valid and open for acceptance by the Township for a period of sixty (60) calendar days following the due date for receipt of submissions.

Proposal Award

The anticipated award date of assignment is April 28, 2025.



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Terms of Payment

The successful consultant shall be reimbursed on a monthly basis for actual work completed and time spent on the project. Monthly invoices must be received by the accounts payable department by the 15th of each month. The successful bidder will be required to complete an Electronic Fund Transfer (EFT) application form as part of the payment set up.

Rights Reserved by the Township

The Township will not be responsible for any costs incurred in the preparation and submission of proposals or selection interviews. Neither the lowest cost nor any proposal shall necessarily be accepted and the decision of the Township is final. Clarification/additional information may be requested on any bid.

The Township also reserves the right to cancel this Request for Proposal at any time either before, during or after receipt of bids, without penalty or cost to the Township.

This Request for Proposal and resulting proposals should not be considered a commitment by the Township to enter into any contract.

The Township also reserves the right to award subsequent phases of the project to the successful bidder, and fees for any follow-on contracts shall be based on the same unit or per diem rates proposed under this RFP, unless negotiated and approved otherwise.

Contract

The Township will prepare a contract in consultation with the successful firm. The successful firm will not have the right to assign the contract nor any interest therein nor subcontract the performance of any service or the supply of any product without the express written consent of the Township.

The respondent agrees to protect, defend, indemnify, and hold harmless the Township, its elected officials, agents and employees from and against any liability, damages, claims, suits, liens and judgments, of whatever nature, including claims for contribution and/or indemnification, for injuries to any person or persons, or damage to property or other rights of any person or persons, caused by the respondent's submittals. Respondents obligation to protect, defend, indemnify and hold harmless, as set forth above, shall include any matter arising out of the actual or alleged unfair competition, disparagement of service, or other business tort of any type whatsoever or any actual or alleged violation of professional regulations.

All documents and material prepared pursuant to this RFP are the property of the Township. The Township shall have the unrestricted authority to publish, disclose, distribute, and otherwise use, in whole or in part, any reports, data, or other materials prepared under this process.

Terms of Conditions

If a contract is to be awarded as a result of the RFP, it will be awarded to the proponent whose proposal, in the Township's opinion, provides the best potential value to the Township and who is capable in all respects to fully perform the contract requirements and the integrity to assure performance of the contract obligations.

If the Township decides to award a contract based on a submission received in response to this RFP, the successful proponent will be notified of the intent to award in writing, and the subsequent execution of a written agreement shall constitute the making of a contract.

Proponents will not acquire any legal or equitable rights or privileges whatsoever until the contract is signed by both parties.

In the event of any inconsistency between the RFP and the contract, the contract shall govern. The Township reserves the exclusive right to determine the qualitative aspects of all proposals relative to the evaluation criteria.

Proponents may not amend or withdraw their proposals after the closing date or time.

Proposals will be evaluated as soon as practical after closing time.

Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

The Township of Edwardsburgh/Cardinal is subject to the Municipal Freedom of Information and Protection of Privacy Act, RSO 1990, c.M.56, as amended (MFIPPA) with respect to, and protection of, information under its custody and control. Accordingly, all documents provided to the Township in response to this Request for Proposal may be available to the public.

Evaluation Section

RFP's will be evaluated based on the following matrix to determine the most suitable bidder.

Scoring Matrix

<u>Description</u>	<u>Total Weight %</u>	<u>Score Range</u>	<u>Score x Weight Factor</u>
Understanding of Objective and Innovation	15	(0-10)	1.5
Experience/Qualifications	25	(0-10)	2.5
Work Plan/Schedule	30	(0-10)	3
Financial	30	(0-10)	3
Total	100%		/100

Understanding of Objectives

Describe your understanding of the assignment, including overall scope and objectives, noting any particular issues that may require specific attention and any innovative approaches to climate change.

Qualifications and Experience

Provide a brief company profile, and recent project team related experience in table format. Provide three (3) similar projects completed by your firm and/or project team members. Provide client references for each of the projects submitted. Project team references should be included in an appendix.

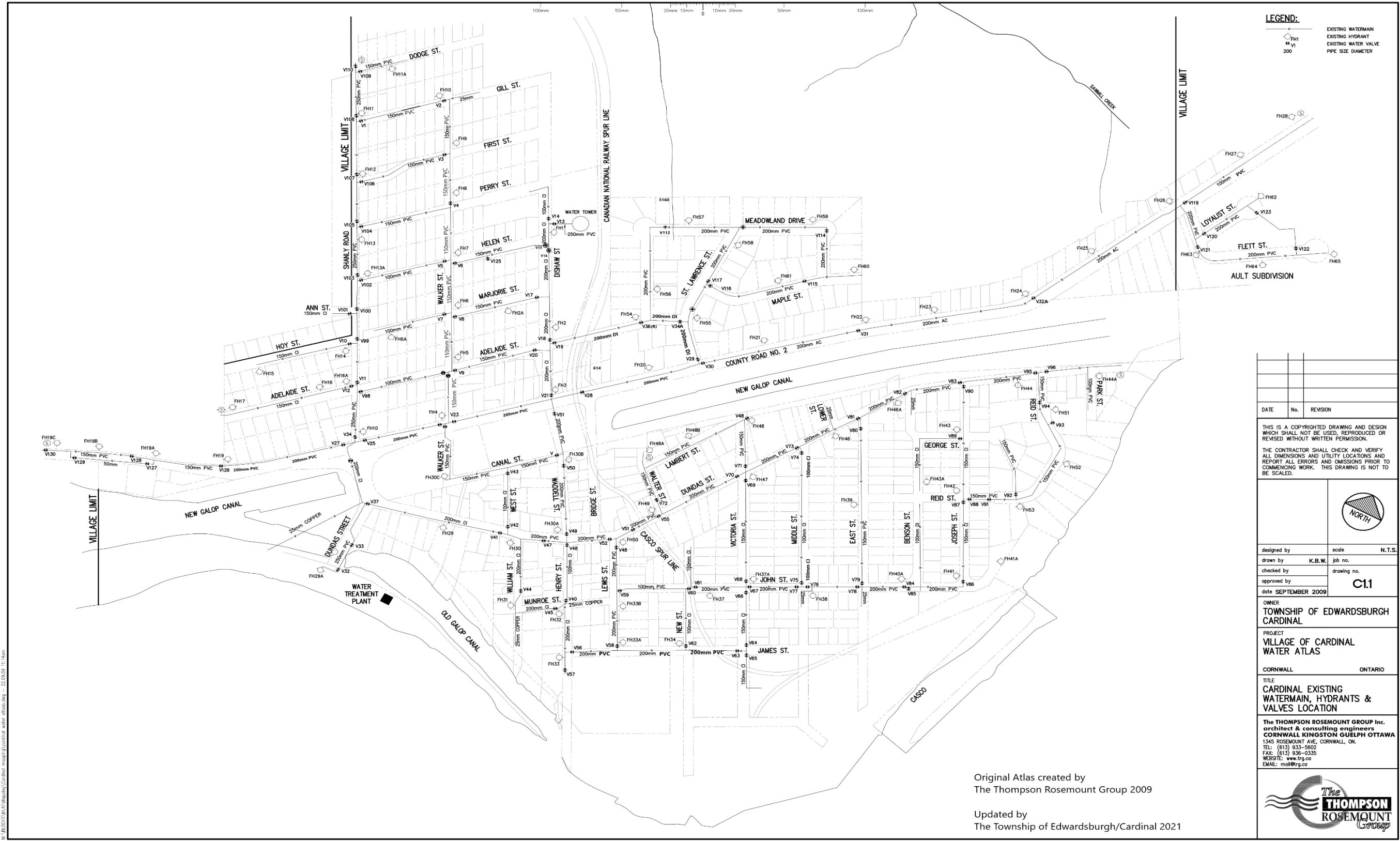
Work Plan and Schedule

Provide a work plan and schedule in the form of a chart to illustrate the breakdown of the major tasks and the level of effort of the individual team members in sufficient detail to allow a complete understanding as to how and by whom the work is to be carried out.

Financial

Provide a separate chart, a detailed task by task breakdown of the costs and total upset limit price, including all engineering fees, disbursements, exclusive of HST, to complete this assignment.

APPENDIX A



LEGEND:
 FH1
 V1
 200
 EXISTING WATERMAIN
 EXISTING HYDRANT
 EXISTING WATER VALVE
 PIPE SIZE DIAMETER

DATE	No.	REVISION

THIS IS A COPYRIGHTED DRAWING AND DESIGN WHICH SHALL NOT BE USED, REPRODUCED OR REVISED WITHOUT WRITTEN PERMISSION.
 THE CONTRACTOR SHALL CHECK AND VERIFY ALL DIMENSIONS AND UTILITY LOCATIONS AND REPORT ALL ERRORS AND OMISSIONS PRIOR TO COMMENCING WORK. THIS DRAWING IS NOT TO BE SCALED.



designed by	scale	N.T.S.
drawn by	K.B.W.	job no.
checked by		drawing no.
approved by		C11
date	SEPTEMBER 2009	

OWNER
**TOWNSHIP OF EDWARDSBURGH
 CARDINAL**

PROJECT
**VILLAGE OF CARDINAL
 WATER ATLAS**

CORNWALL ONTARIO

TITLE
**CARDINAL EXISTING
 WATERMAIN, HYDRANTS &
 VALVES LOCATION**

The THOMPSON ROSEMOUNT GROUP Inc.
 architect & consulting engineers
 CORNWALL KINGSTON GUELPH OTTAWA
 1345 ROSEMOUNT AVE, CORNWALL, ON
 TEL: (613) 833-5602
 FAX: (613) 836-0335
 WEBSITE: www.trg.ca
 EMAIL: mail@trg.ca

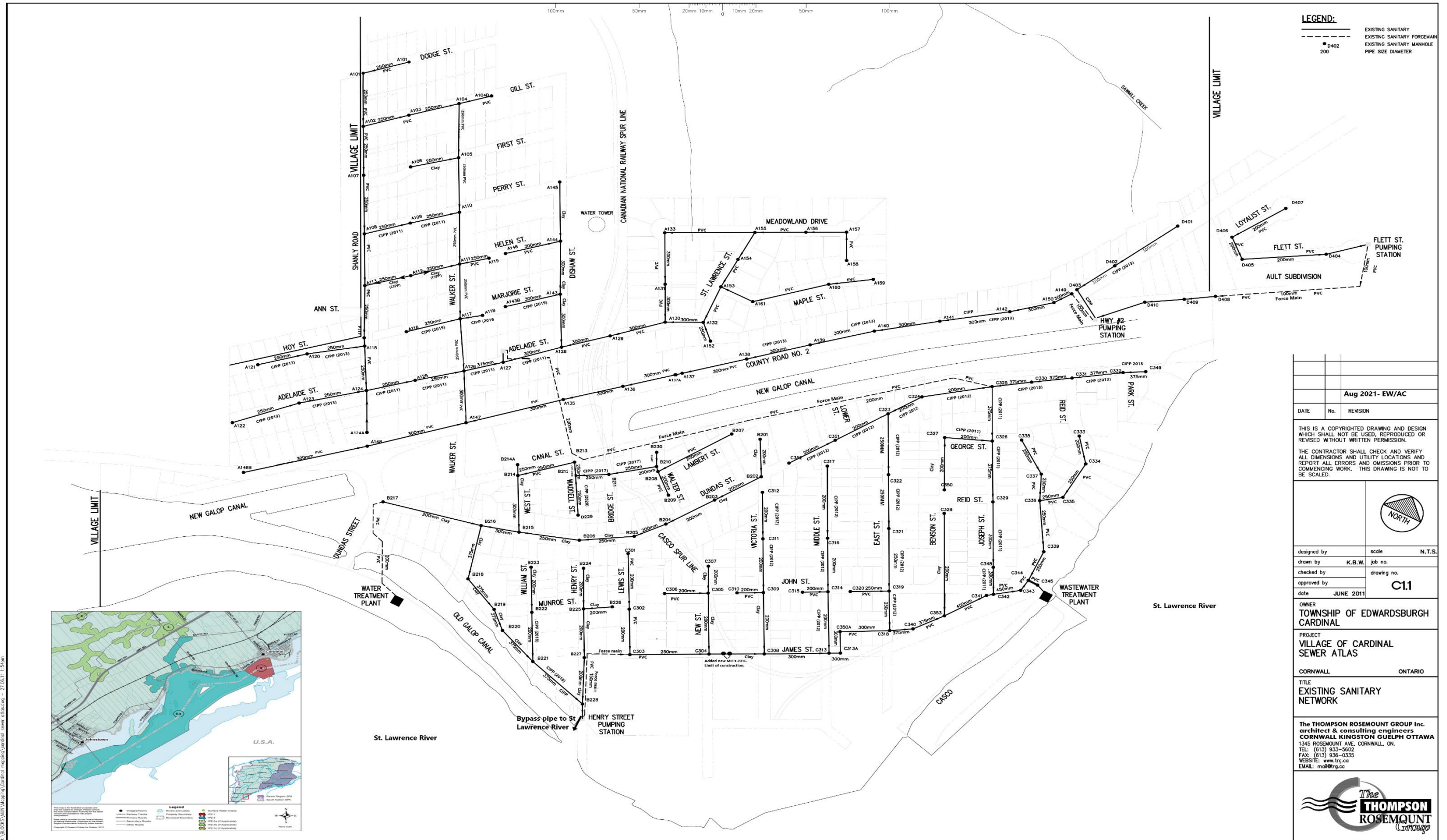


Original Atlas created by
 The Thompson Rosemount Group 2009

Updated by
 The Township of Edwardsburgh/Cardinal 2021

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APPENDIX A



Aug 2021- EW/AC		
DATE	No.	REVISION
THIS IS A COPYRIGHTED DRAWING AND DESIGN WHICH SHALL NOT BE USED, REPRODUCED OR REVISED WITHOUT WRITTEN PERMISSION.		
THE CONTRACTOR SHALL CHECK AND VERIFY ALL DIMENSIONS AND UTILITY LOCATIONS AND REPORT ALL ERRORS AND OMISSIONS PRIOR TO COMMENCING WORK. THIS DRAWING IS NOT TO BE SCALED.		
designed by	scale N.T.S.	
drawn by	K.B.W. job no.	
checked by	drawing no.	
approved by	C11	
date	JUNE 2011	
OWNER TOWNSHIP OF EDWARDSBURGH CARDINAL		
PROJECT VILLAGE OF CARDINAL SEWER ATLAS		
CORNWALL ONTARIO		
TITLE EXISTING SANITARY NETWORK		
The THOMPSON ROSEMOUNT GROUP Inc. architect & consulting engineers CORNWALL KINGSTON GUELPH OTTAWA 1345 ROSEMOUNT AVE. CORNWALL, ON. TEL: (613) 936-5602 FAX: (613) 936-0335 WEBSITE: www.trg.co EMAIL: mol@trg.co		

