



REQUEST FOR PROPOSAL

Hymers Fair Drive Road Work

2025-01

4/17/2025

The Corporation of the Township of Gillies

Laura Bruni, Dipl.M.A. Clerk/Treasurer



**The Corporation of the Township of Gillies
Proposals will be received no later than:**

4:00 p.m., Local Time, May 22, 2025

Mandatory Site Visit - May 8, 2025 1 PM.

The location to meet is at the
Municipal Office at 1092 Highway 595 parking lot.

Mailing Address: The Corporation of the Township of Gillies
Attention: Clerk/Treasurer
1092 Highway 595
Kakabeka Falls, Ontario
P0T 1W0

Delivery Address: Gillies Township Office (within Whitefish Valley School)
1092 Highway 595
Hymers, Ontario (side door entrance only)
Monday through Thursday from 8:30 a.m. to 4:30 p.m.
(Closed on Friday and Closed for lunch between 12:00 p.m. and
12:30 p.m.)

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Part one: general information, terms and conditions

Freedom of Information

All proposals submitted to The Corporation of the Township of Gillies become the property of the Township, and as such, are subject to the provisions of the Municipal Freedom of Information and Protection of Privacy Act.

This will confirm that The Corporation of the Township of Gillies will not use/disclose the information provided, without proper authorization, and will keep the information in a physically secure location to which access is given only to staff requiring access. Affected proponents will be advised of any procedures under the Municipal Freedom of Information and Protection of Privacy Act and provided an opportunity to participate in the process.

Rights reserved by the Township

Submission of a proposal indicates acceptance by the firm of the conditions contained in this Request for Proposal document, unless clearly and specifically noted in the proposal and in any contract between the Township and the firm selected.

The Township reserves the right, without prejudice, to reject any or all proposals and to determine in its own best judgement the firm best qualified to undertake this contract.

The Township is not responsible for any costs incurred by any proponents in the preparation of their responses to the proposal call, or for attendance at any selection interviews.

The Township reserves the right to be the sole judge of the acceptability of any service offered, and also any alternative proposed, and to purchase the service which in its opinion most closely meets the operating requirements of the Township.

The decision of the Township shall be final and without recourse.

Prices must be FIRM for the duration of the contract.

The Township reserves the right to award this contract in whole or in part, without recourse or penalty, in a manner which is considered most advantageous to the Township.

References

Submission of a proposal authorizes the Township to contact all references provided. Failure to provide references and details of experience may result in the submission not being considered.

Note:

- This is a request for proposals and not a tender call.
- The Township has the right to negotiate with the proponent that presented the most attractive proposal.
- The Township shall have the final authority on all matters regarding this request for proposals.

Questions/inquiries

Communications concerning this request for proposals are to be in writing and directed to:

Laura Bruni, Dipl.M.A. Clerk/Treasurer

phone (807) 475-3185 ext. 3

e-mail gillies@gilliestownship.com

Inquiries must not be directed to other Municipal employees or elected officials. Directing inquiries to other than those designated may result in your submission being rejected.

The deadline for questions/inquiries is **Thursday May 15, 2025 at 4:00 p.m.**

All clarification requests are to be sent in writing to the mentioned above. No clarification requests will be accepted by telephone. **Responses to clarification requests will be provided to all interested parties.**

Any and all changes to the request for proposals document will be issued by the Clerk/Treasurer in the form of a written addendum.

Acknowledgement of Addenda

If addenda are issued, their receipt must be acknowledged by the proponents by including them as part of the proposal submission to ensure that all requirements are included in the submission. Failure to include all addenda may result in your submission not being considered. The Township will assume no responsibility for oral instructions or suggestions.

Addenda will be provided to all who have registered with the Township. As well, they will be posted on the Township's website.

Review of requirements

All proponents should carefully review this solicitation for defects or questionable matter. Comments or the need for clarification must be made in writing as requested in this RFP document. Protests based on any omission or error, or on the content of the solicitation, will be disallowed if these faults have not been brought to the attention of the Clerk/Treasurer as per the terms set out in this Request.

Evaluation criteria

The proposals will be evaluated on the basis of all information provided by the proponents. Selection of a proposal will be based on (but not solely limited to) the criteria outlined in this section, and any other relevant information provided by the proponent.

In recognition of the importance of the procedure by which a proponent may be selected, the following outlines the primary considerations to be used in the evaluation and awarding of this contract (not in any order).

a) Qualifications and experience

- technical and project manager qualifications
- level of project understanding
- reputation of service to previous clients
- availability of personnel resources to manage the assignment
- references

b) Submission

- statement of full understanding of the scope of work;
- quality of the proposal in terms of methodology and approach; and
- responsiveness to the RFP and demonstrated willingness to comply with the terms and conditions of the RFP

c) Financial

- proposed fees (including out of pocket expenses, if any); and
- estimated hours required, levels of staff to be assigned and hourly billing rates

Selection process

The Clerk/Treasurer (or a delegated subcommittee of Council) will evaluate the responses to the RFP. Based upon the evaluation results of the submissions, the Council may require a presentation prior to award. In that case, the presentation would form part of the final evaluation. All such presentations will be at the proponent's expense. Proponents may be requested to clarify information provided in their submissions. Any additional information may in no way materially alter or add to the submission originally proposed.

Presentations will be conducted on a date and location to be determined. Successful proponent(s) will be contacted to set up a meeting time and place for their presentation. It is anticipated that the presentation will consist of a brief five-minute introduction of the Council members and any staff in attendance, followed by a presentation by the proponent (maximum 30 minutes), and concluded with a question-and-answer period (maximum 30 minutes).

Failure to provide a presentation may be cause for disqualification.

The following chart outlines the evaluation criteria to be used in the evaluation and consequent awarding of the contract.

	CRITERIA	MAX. SCORE
1.	Financial	30
2	Qualifications and Experience (including reference checks)	35
3	Submission	35
	Evaluation Subtotal	100
	Interview (if necessary)	15
	Total Available Points	115

General conditions/requirements

Cancellation of contracts

The Township reserves the right to terminate the contract without notice if due to non-performance and unsatisfactory services.

The Township reserves the right to call in alternate services if the proponent is unable to provide the service when it is requested.

Awards

The Township, unless it otherwise states, reserves the right to reject any and all submissions in whole or in part; and/or to waive technical defects, irregularities and omissions, if in so doing, the best interests of the Township will be served.

Insurance and indemnification

The successful proponent shall, at its own expense, obtain and maintain until the termination of the contract, and provide the Township with evidence of:

Comprehensive general liability insurance on an occurrence basis for an amount not less than Two Million (\$2,000,000.00) dollars that includes the Township as an additional insured with respect to the Township 's operations, acts and omissions relating to its obligations under this Agreement, such policy to include non-owned automobile liability, personal injury, broad form property damage, contractual liability, owners' and contractors' protective, products and completed operations, contingent employers liability, cross liability and severability of interest clauses;

Professional Liability: The successful proponent shall carry insurance covering the work and services described in this agreement. Such policy shall provide coverage for an amount not less than five hundred thousand (\$500,000) dollars. The Township will not accept a submission which limits the liability of the proponent to the amount of its liability insurance coverage.

The policies shown above must stipulate that they cannot be cancelled or permitted to lapse unless the insurer notifies the Township in writing at least thirty (30) days prior to the effective date of cancellation or expiry. The Township reserves the right to request such higher limits of insurance or other types of policies appropriate to the work as the Township may reasonably require.

The successful proponent shall not commence work until such time as evidence of insurance has been filed with and approved by the Treasurer for the Township. The successful firm shall provide evidence of the continuance of all required insurance at each policy renewal date for the duration of the contract.

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

Workplace Safety & Insurance Act (from successful proponent only, and only if applicable)
the successful proponent shall also furnish evidence of compliance with all requirements of the Workplace Safety & Insurance Act. Independent operators will need confirmation from the Workplace Safety & Insurance Board (WSIB).

- i.e. i) Certificate of Clearance
 ii) Letter of Good Standing
 iii) Independent Operator Letter

In reference to workplace safety & insurance act: The Corporation of the Township of Gillies requires all contractors and independent operators to have a Status Ruling done from the WSIB prior to any work being carried out for the Township. The Township may not issue a purchase order to any contractor or independent operator until "Confirmation" from the WSIB is received. If further information on WSIB is required, please contact the local WSIB at 807-343-1710.

Harassment and Abuse Policy The proponent shall also agree that they have read, understood, and follow the Township of Gillies Harassment and Abuse Policy as stated on page 15 of this RFP. The proponent also agrees that are responsible to ensure that all subcontractors follow these same Policies.

Part two: project specifics

Invitation

The Township is seeking proposals for the provision of road maintenance work including, but not limited to: gravel placement, culvert installation or replacement, ditching, and brush cutting. Contractors will be expected to supply their own machinery, equipment, and materials as necessary to complete the work.

This is a Request for Proposal (RFP) and not a tender. The scope of work may vary and will depend on site-specific conditions.

Mandatory Site Visit:

All interested contractors must attend a mandatory site visit to assess and confirm the full scope of the work prior to submitting a proposal. Failure to attend the site visit will result in disqualification.

Further details will be provided during the site visit on **May 8, 2025 1 PM**. The location to meet is at the **Municipal Office at 1092 Highway 595 parking lot**.

Introduction

The Township of Gillies is a small rural community of approximately 441 residents located within the District of Thunder Bay in Northwestern Ontario.

The Township occupies approximately 35.78 sq. miles or 92.68 sq. kilometers and maintains one municipal landfill that is approximately 25 Acres.

The Township of Gillies is required to meet new Public Sector Accounting Standards as outlined in this document and the successful Proponent will be required to provide, at minimum, the requested information. The Council for the Township of Gillies is further interested in exploring options for the longevity of the current landfill, which may include alternative options for consideration by the successful firm.

Area of Work

The area of work is Hymers Fair Drive located in Gillies Township. The length of Hymers Fair Drive is approximately 5.4 km.

Reporting requirements

The successful proponent will report directly to the Clerk/Treasurer, Laura Bruni, who will liaise with the roads department to ensure the project is completed. This arrangement may change throughout the project where the proponent will report directly to the Roads Department. If the reporting structure changes, the proponent will be notified in writing.

The actual on-site project will be managed by the Roads Department.

Cost and time frame

The proponent shall include in their submission:

- A detailed breakdown of all costs associated with completing the work, including materials, equipment, labour, and any applicable fees or surcharges.
- A proposed timeline for completion of the work, including estimated start and end dates.
- Any conditions or variables that may impact pricing or scheduling.

Cost estimates should reflect the full scope of the project as assessed during the mandatory site visit.

Project completion date is December 31, 2025.

Project requirements

The Township of Gillies will not consider cost overruns.

Regular progress payments will be conditional upon the receipt of work completed, submission of an invoice for the work and approval by the Township of Gillies.

Proponent requirements & responsibilities

- The Proponent shall comply with the requirements of the Occupational Health and Safety Act and all Workers Safety Insurance Board's laws, policies or otherwise while undertaking any of the work described in these documents.
- The Proponent shall comply with all Provincial Statutes, Regulations and Environmental Legislation, laws, policies or otherwise while undertaking any of the work described in these documents.
- The Proponent is responsible to obtain any permits and/or approvals required by Federal, Provincial or Regional legislation, necessary to complete the work described in this Request for Proposal Document.
- Proponents shall clearly identify, in their proposals, any work included in this project that is intended to be subcontracted out and clearly identify the Sub Proponents that are intended to complete that portion of the work included in this Project.
- Proponents shall provide, with their proposals, signed and certified true copies of their corporate health and safety policy.
- Proponents will be required to submit, within 3 business days of notification of acceptance, a written copy of the Company's Corporate Health and Safety programs and procedures. Failure to submit a written copy of the Corporate Health and Safety programs and procedures shall disqualify the Proponent's proposal for this project.
- The Proponent will be required to submit a project schedule fully describing the work and project milestones to The Corporation of the Township of Gillies.

Contract requirements

- Proponents will be required to submit a letter with their proposals, indicating proof of liability insurance of five million dollars (\$5,000,000) of coverage, stating that they are liable for, and shall indemnify and save harmless The Corporation of the Township of Gillies, its elected officials, officers, employees and representatives, from and against all lawsuits, actions, causes of action, claims, demands, losses, costs, damages, expenses (including actual costs of professional advisors) whatsoever incurred and suffered by the indemnities,

including but not limited to damage to loss of property and loss of use of it, and injury to, or death of a person or persons resulting from or in connection with work described in this Request for Proposal Document. This insurance coverage must be maintained for the duration of the work.

- The successful Proponent will be required to enter into an agreement with the Township of Gillies.

Part three: proposal forms

Please fill in and return one (1) copy of the forms on the next ensuing pages. Please ensure the information provided is complete and accurate.

Proposal form

Proponent Company Name:

Proponent Company Telephone :

Proponent Company Fax and/or Email Address:

Proponent Company Address for services & correspondence:

Person preparing the Proposal _____

Signature, Name, and Title of Proponent Company Representative:

Name of the company personnel and qualifications of the people working on this project
(attach extra pages if required):

Proposed Price for required inspections (excl. taxes):

\$ _____

Lump Sum Total Price, including all taxes:

\$ _____

Anticipated Start date _____

Anticipated Completed Draft Report Date: _____

The Corporation of the Township of Gillies reserves the right to reject any or all proposals, to waive irregularities and informalities in proposals, and to award the project contract in the best interests of the Township in its sole and unfettered discretion. The lowest priced proposal, or any proposal, may not be accepted.

Relevant experience:

Provide information on three similar projects completed by or under the direction of your firm, and provide a reference (name and contact information) for each project. Use additional paper if necessary.

Similar Project #1

Client: _____

Contact Person & Contact telephone number: _____

Year Undertaken: _____

Detail of
Project: _____

Similar Project #2

Client: _____

Contact Person & Contact telephone number: _____

Year Undertaken: _____

Detail of
Project: _____

Similar Project #3

Client: _____

Contact Person & Contact telephone number: _____

Year Undertaken: _____

Detail of
Project: _____

Occupational health and safety – Statutory Declaration

In submitting this proposal, I/we, on behalf of

(Legal Name of Company)

Certify the following:

I/We have a health and safety policy and will maintain a program to implement such policy as required by clause 25(2) (j) of the Occupational Health and Safety Act, R.S.O. 1990, c.O.1, as amended, (the OHSA).

With respect to the services being offered in this proposal, I/we and our proposed subcontractors, acknowledge the responsibility to, and shall:

- a. Fulfill all the “employer” obligations under the OHSA and ensure that all work is carried out in accordance with the OHSA and its regulations.
- b. Ensure that adequate and complete supervision is provided as per the OHSA to protect the health and safety of workers; and
- c. Provide information and instruction to all employees to ensure they are informed of the hazards inherent to the work and understand the procedures for minimizing the risk of injury or illness

I/We agree to take every precaution reasonable in the circumstances for the protection of worker health and safety, as required under the OSHA.

Dated at

_____ this _____ of _____, 202 _____

(Signature of Authorized Signing Officer for the Company)

Printed Name

Title

Phone

**** Please remember to include a WSIB Clearance Certificate with your proposal submission**

Harassment and Abuse Policies – Statutory Declaration

In submitting this proposal, I/we, on behalf of

(Legal Name of Company)

Certify the following:

I/We have obtained and acknowledged that I/We will follow all Harassment and Abuse Policies as required by the Township of Gillies.

With respect to the services being offered in this proposal, I/we and our proposed subcontractors, acknowledge the responsibility to, and shall:

- d. Fulfill all the “employer” obligations under their Harassment and Abuse Policies.
- e. Provide information and instruction to all employees to ensure they are informed of the Harassment and Abuse Policies as required by the Township of Gillies.

I/We have read and understand the Harassment and Abuse Policies.

The links can be found here:

<https://www.gilliestownship.com/harassmentpolicy/>

<https://www.gilliestownship.com/abusepolicy/>

A hardcopy can be provided upon request.

Dated at

_____ this _____ of _____, 202_____

(Signature of Authorized Signing Officer for the Company)

Printed Name

Title

Phone

**** Please remember to include a WSIB Clearance Certificate with your proposal submission**